

WOMEN'S STATE LEGISLATIVE COUNCIL OF UTAH, INCORPORATED

General Membership Standing Rules

1) Attendance

- a) Attendance shall be kept by the ~~Beehive~~ **Attendance Committee**.
- b) Appointed delegates may attend and are welcome at ~~Executive Board~~ **Board of Directors** meetings. However, only members of the ~~Executive Board~~ **Board of Directors** may vote. Appointed members may have voice at the discretion of the Chair and General Membership delegates may have voice at the discretion of the chair in that order.

2) The Bulletin

- a) The Bulletin shall be distributed to all members of the State Legislature and to the Governor, during the legislative session.
- b) Extra copies of past Bulletins shall be made available to ~~delegates~~ **members**.
- c) Organization presidents shall receive a copy of the bulletin through one of their paid ~~delegate~~ **members**.

3) Distribution of Materials

- a) Materials shall be distributed to ~~delegates~~ **members** during meetings only after ~~Executive Board~~ **Board of Director's** approval, unless the material pertains to the subject being discussed.
- b) All other materials shall be left outside the meeting room.

4) ~~Executive Board~~ **Board of Directors**

- a) The President in making Board appointments shall attempt to balance them according to political affiliations, geographical areas and ~~ethnic groups~~ **diversity**.
- b) A delegate appointed as a member of the ~~Executive Board~~ **Board of Directors** may relinquish the position of paid representative from a specific organization and pay **individual** dues. A new delegate member from the respective organization shall be appointed to the Council without incurring any further costs.
- c) A delegate member appointed to a position other than on the Board of Directors may relinquish the position of delegate from a specific organization and pay **individual** dues.

5) Guest

- a) ~~Delegate~~ **members** shall have the privilege of inviting a guest to meetings with the prior approval of the President.
- b) Guest privileges are for one time only unless requested otherwise. Date of meeting privilege shall be written on the guest ~~cards~~ **ID**.
- c) Guest privileges, shall be extended to those who have served at least three (3) biennium's on the ~~Executive Board~~ **Board of Directors** and have been an elected officer or have run for the office of President.
- d) Those who receive guest ~~cards~~ **ID's** for the biennium shall pay dues in order to receive materials.
- e) Guests shall be informed as to the council's policy that only accredited ~~delegate~~ **members** have voice and vote on issues.

6) Installation

- a) The Immediate Past President shall install the new officers.
- b) In the absence of the Immediate Past President, a former President shall perform the installation.

7) Meetings

- a) The General ~~Council~~ **Membership** meeting shall be held on Wednesdays or other designed days.
- b) General **Membership** Meetings shall begin at 12 noon The Legislative Committee meetings shall begin at 12:15 p.m..
- c) General **Membership** Meetings shall begin within (10) minutes of the regular meeting time when the presiding officer is late.
- d) Copies of the agenda for General **Membership** Meetings shall be prepared and sent prior to each meeting. Distribution shall be as follows: at least one copy each to the President, President-elect, Recording Secretary, Parliamentarian, Sergeant-at-Arms and **members**.
- e) ~~Delegates~~ **Members** who wish to speak during the question and answer period shall stand, address the chair, state name and membership status, be brief in asking questions, be courteous to the speaker and avoid making personal attacks. The President shall remind the membership of this policy.
- f) The President, ~~Chair~~ **Director or Co Chair** or the speaker shall if necessary repeat all questions from members over the microphone before responding.

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8) Membership

- a) Organizations having fewer than 100 members shall be entitled to two (2) delegates. Those having 100 or more members shall be entitled to three (3) delegates.
- b) Individual members shall declare their self-representation at the time of application.
- c) In order to be listed in the handbook, member organizations and individual members must pay the biennial membership dues by the announced deadline, **as stated in the Bylaws**.

9) Nominees

- a) Nominees shall be informed by the nominating committee of the requirements for the position for which they are running, the requirements of giving a speech and the time allotted.
- b) Speeches shall be limited to three (3) minutes for President-elect candidates and one (1) minute for other candidates.
- c) Nominees shall submit a brief resume to the nominating committee to be published in the Bulletin prior to elections. A photo of each nominee shall be published with the resume.
- d) Nominees shall receive election results prior to the ~~biennial meeting~~ **Installation/Biennial Celebration**.

10) Records, Reports, Minutes

- a) Council records shall be kept in the Special Collections at the University of Utah. However, records of the current biennium and the one previous to it shall be kept on hand. Keeping and transferring records shall be the responsibility of the President and the Historian.
- b) All materials shall be dated, **titled and paginated**.

11) Resolutions

- a) Speakers shall be excused during the voting on a resolution.
- b) Action on resolutions shall be reported in the Bulletin.
- c) A resolution approved by the ~~Council~~ **General Membership** can be used as a reference point for a new resolution on the same topic. However, the complete resolution procedure shall be followed each time.
- d) If time does not permit full ~~Council~~ **General Membership** action on a resolution, the President, Director and Co-chair may submit their conclusions and recommendations in the form of a letter to the appropriate persons or agencies, after consultation with the Executive Committee to ensure conformance with the procedure of the Council. Letters are not binding to the Council.
- e) Letters approved by committees shall be signed by the Director and Co-chair. Resolutions approved by the ~~Council~~ **General Membership** shall be signed by the President, Director or Co-chair presenting the resolution.
- f) Resolutions and letters shall not be distributed before they have been fully adopted by a two-thirds vote of those present and voting.
- g) ~~Delegates~~ **Members** shall lobby in the name of the Council only after a resolution has been passed.
- h) Each committee Director and Co chair shall make every effort to arrange for speakers on all sides of an issue and give all sides equal time.
- i) Council action on legislative issues considered shall be processed in accordance with existing bylaws.
- j) Resolutions shall be rescinded and retired automatically at the end of each biennium, with the exception of those pertaining to constitutional amendments, which shall be rescinded and retired subsequent to the general election.

12) Lobbying

- a) Members shall lobby in the name of WSLC only after a resolution has been passed.
- b) Lobbying shall be nonpartisan and reflect only the ~~stand~~ **position** of the committee or Council.
- c) Lobbying may be done by personal contact, telephone or in written form or **electronically**.
- d) Lobbying activities shall be reported in writing to the ~~Awareness~~ **Public Relations Chair**.

13) Trees

In honor of the retiring President, at the end of each biennium, a tree of the President's choice shall be planted at This is The Place State Park or other location, **provide that funds are allocated in the budget**.

14) Taping of Meetings

Proceedings of meetings may be taped by the assigned Reporter. Other persons wishing to tape any proceedings must obtain permission from President or Vice President prior to the meeting.

15) Donations and Contributions

Donations and contributions are not tax deductible.

16) Standing Rules

Standing Rules may be amended by a majority vote with previous notice.

Adopted by Executive Board June 29, 2009

Drafted August 2013

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