**Rules Committee Guidelines**

1. **Chairman Duties**
2. See “Instructions to all Committee Chairmen” for committee staffing procedures, correspondence and other responsibilities found in ADDC By-Laws Article XII – Committees, Section 3.
3. Working with guidelines given, prepare a budget and committee report for the ADDC Budget and Planning Meeting.
4. Prepare a report for the ADDC Pre-Convention Board Meeting. This report should give a proposed deadline for the submission of proposed amendments to the ADDC Bylaws and Standing Rules for the following year. The ADDC Bylaws, Article XXV – Amendments, Section 1. (b) That copies of the proposed amendments with the recommendations of the Rules Committee and the Board of Directors shall be distributed at least forty days and not more than six months prior to the convention. Use this to help calculate the deadline date.
5. Prepare a report for the Region Meeting using the deadline set by the ADDC President. The report should not be over the allotted time, usually two minutes.
6. Prepare a letter for distribution through ADO to all club Presidents stating the deadline date for submitting proposed amendments to the ADDC Bylaws, Standing Rules and Code of Ethics. Deadline date is set annually by the Board according to Article XXV – Amendments, Section 1. of the ADDC Bylaws. (See sample letter attached)
7. The Rules of Convention, Convention Procedures and Special Hints are kept in a permanent file at ADO. Request a copy of these documents at the beginning of the year and include them in your mailing to the ADDC Board.
8. If any changes are made to the Rules of Convention, Convention Procedures or Special Hints, advise ADO immediately so that the permanent file can be updated.
9. Initiate, receive, edit and make recommendations on all proposed amendments to the Association ADDC Bylaws, Standing Rules and Code of Ethics.
10. Forward preliminary copies of Rules Report for Convention to the ADDC Board and Committee members. Include recommendations on each proposed Bylaw amendment and proposed amendment to Rules of Convention. Request recommendations and/or comments from the Board and Committee members.
11. If necessary, prior to finalizing the proposed amendments for distribution, and at the President’s discretion, a meeting with the Parliamentarian, ADDC President and Rules Chairman may be held to discuss the presented proposed amendments.
12. Prepare amendments in final form for presentation at Convention. See Preparing Amendments, Section D, page 4 of this manual.
13. In accordance with ADDC Bylaws, send the Proposed Amendments to the ADDC Bylaws, Standing Rules and Code of Ethics to ADO for posting and distribution at least forty days and not more than six months prior to Convention. Ascertain the date of the first Regional Meeting and, if possible, send the Proposed Amendments to ADO for distribution prior to that date.
14. Update Rules of Convention, Convention Procedures and Special Parliamentary Hints annually. Send to ADO by June 15 to be posted in the monthly mailing on the ADDC website.
15. If requested, meet with ADDC Parliamentarian, ADDC President and Board Contact prior to the Opening Business Session at Convention to review the business agenda and procedures. Consult with the ADDC President for time and place.
16. Prepare final Convention Report stating outcome of all items on Convention Agenda for distribution through ADO to ADDC Board, Public Relations Chairman, Club Bylaws Review Chairman, Rules Committee members, former ADDC Presidents and ADO Manager.
17. Serve with President, Secretary and Parliamentarian to approve changes to ADDC Bylaws and Standing Rules and General Information Section prior to publication.
18. Consider and report questions on constitutionality and interpretation when requested. Advise the ADDC Board of the Committee’s rulings and interpretations, and maintain an updated file of such interpretations for future use.
19. Coordinate with committee representatives and Board Contact to review and update committee guidelines prior to the end of the year. Submit corrections and/or changes to the Committee Chairman approved at the Post-Convention Board Meeting for the new year, with a copy to the appointed Board Contact. Any revisions should be sent to the Guidelines Review Committee Chairman.
20. Retain all rules amendments and interpretations on constitutionality and questions in a permanent file. Retain all reports and correspondence with clubs for two years.
21. **Regional Representatives Duties**
22. Assist Chairman in informing clubs of the deadline date for submitting proposed amendments to the ADDC Bylaws and Standing Rules.
23. Assist clubs in preparing recommendations of proposed changes to the ADDC Bylaws and Standing Rules. Forward information to Committee Chairman immediately.
24. Upon receipt of proposed amendments from the Committee Chairman, respond with vote and comments on each item presented by the deadline date.
25. If requested by the Region Director, give a committee report at the Region Meeting. Work with the Chairman to finalize the report.
26. Copy all correspondence from clubs to the Committee Chairman.
27. **Convention**
28. If requested, meet with Parliamentarian, ADDC President, and Board Contact prior to Opening Business Session at Convention to review the business agenda and procedures. Consult with President for time and place. Committee members in attendance may also be invited.
29. If requested by the President, hold a Pre-Convention rules briefing meeting with Delegates and other interested registrants to explain proposed Rules of Convention the day before Convention and include instructions from the Parliamentarian and Registrar Chairman.
30. Present a Rules Committee Report at Convention, submit proposed Rules of Convention and move the adoption of same. Present proposed amendments to assembly.
31. Prepare final report presenting outcome on all proposed amendments and other proposed changes for distribution through ADO to ADDC Board, Public Relations Chairman, Club Bylaws Review Committee, Rules Committee, former ADDC Presidents and ADO Manager.
32. Serve with ADDC President, Secretary and Parliamentarian to approve changes to ADDC Bylaws, Standing Rules, Code of Ethics and General Information section prior to publication on the ADDC website.
33. It is the responsibility of the ADDC Board to prepare and adopt changes to the General Information Section of the Bylaws after amendments to the ADDC Bylaws, Standing Rules and Code of Ethics have been adopted. The Rules Committee may be requested to make suggestions for necessary changes.
34. Consider and report on questions of constitutionality and interpretation when requested. Advise the ADDC Board of the Committee’s rulings and interpretations, and maintain an updated file of such interpretations for future use.
35. Prepare a final committee report to the ADDC Board summarizing activities and stating any recommendations. This report becomes part of the permanent Committee file. The ADDC Parliamentarian is responsible for updating the Bylaws. (Sample attached)
36. **Preparing Amendments**
37. Receive proposed amendments from the ADDC Board and from Clubs.
38. Compare wording to ADDC Bylaws, Standing Rules and Code of Ethics. The wording must be exactly the same as stated in the current Bylaws.
39. Compare proposed amendment to current Bylaws. The amendment must be germane to current Bylaws. Determine if amendment is to “strike”, “strike and replace” or “substitution”.
40. Put proposed amendments in proper order. Proposed amendments will be considered in order of the Article and Section number. For example – an amendment to ARTICLE V – ASSOCIATON MEMBERSHIP, Section 2, would be considered before an amendment to the same Article, Section 7.
41. List amendments as “Amendment #1 – Amend ARTICLE NUMBER, SECTION NUMBER, by striking, striking and inserting, etc. Copy the exact wording of the current Bylaws as “Currently Reads”, then state the proposed amendment as “Amend to Read”. The sections can be copied from the current Bylaws and pasted in the proposed amendments. (See Sample on Page 7)
42. Underline the word, words or sentence to be amended. If the entire section is to be amended, underline the entire section. Only the word, words or sentence proposed to be amended can be amended at Convention.
43. List who proposed the amendment - the ADDC Board of Directors or the name of the Club.
44. Once the amendments are in order, send them to the ADDC Board and Rules Committee members for voting and comments. Give a deadline to have voting and comments returned to you.
45. After receiving votes and comments from the ADDC Board and Rules Committee members, add results to the end of each amendment. List each amendment on a separate sheet of paper.
46. Give the results of the voting with a line for ADDC Board For, Against and Abstain, and a separate line for ADDC Rules Committee members For, Against and Abstain. If you do not get a reply from an ADDC Board member or a Rules Committee member, they will be listed as an “abstain” vote.
47. Give all comments under Comments For and Comments Against headings. With the ease of e-mail, the comments can be copied from the members e-mail and pasted in the appropriate “for” or “against” section. Do not make changes to the member’s comments without their prior expressed permission.
48. Once you have the votes and comments tabulated, send the proposed amendments to your Board Contact and the Rules Committee members for proofing.
49. When the proposed amendments are completed, send them along with a cover letter to ADO to be posted in the monthly mailing on the ADDC website.

**SAMPLE LETTER REQUESTING PROPOSED AMENDMENTS**

(Letter Is To Be Put On Your Committee Letterhead)

DATE:

TO: All Club Presidents

FROM: Year Rules Committee Chairman

SUBJECT: Proposed Amendments to ADDC Bylaws, Standing Rules and/or Code of Ethics

In accordance with Article XXV – Amendments, Section 1, (a) – “…the proposed amendments are submitted in writing to the Chairman of the Rules Committee by an Association Officer, the Board of Directors, the Rules Committee, or a Club prior to a deadline date set by the Board of Directors, such date not to be less than ninety days prior to Convention, and…”

A deadline date, postmarked, faxed, or e-mailed no later than DAY OF WEEK, MONTH, DATE AND YEAR has been set for submitting proposed amendments to the ADDC Bylaws, Standing Rules and/or Code of Ethics to the Rules Committee for presentation to the Delegates at the YEAR ADDC Convention.

SAMPLE

If your Club wishes to propose a change, please be sure to include your phone, fax number, or e-mail address in your correspondence. If you or your Club wishes to discuss the proposals before they are submitted, please feel free to call or e-mail me.

It is very important to state the Article number or Standing Rule number as it now reads, and then state the wording you are proposing.

Please send your proposed amendments to the ADDC Bylaws, Standing Rules and/or Code of Ethics to me at the above address or e-mail me CHAIRMAN’S E-MAIL ADDRESS.

NOTE: Be sure to follow up after sending the proposed amendment(s) with either an e-mail or phone call to be sure that I have received them.

COMMITTEE CHAIRMAN NAME

Year Rules Committee Chairman

Copy to: ADDC President

ADDC President-Elect

ADDC Parliamentarian

**SAMPLE BYLAW AMENDMENT**

**Proposed Amendment No. 1**

Amend Article IV – Association Distribution Office, Section 2

Amend by deleting the words “person or persons” between the words “a” and “to” and between the words “Such” and “shall” and inserting the words “persons(s) or management company”.

**Currently Reads:**

The Board of Directors shall employ a person or persons to perform such duties at this office as the Board shall specify. Such person or persons shall be responsible to the Board of Directors and work under the supervision of the President.

**Amend to Read:**

The Board of Directors shall employ a person(s) or management company to perform such duties at this office as the Board shall specify. Such person(s) or management company shall be responsible to the Board of Directors and work under the supervision of the President.

**Rationale:**

**For:** Membership requested the Board look into use of a management company contract to replace the ADO office and manager. Suggested by members and it lets us choose the most cost effective method to handle the duties. After learning what a management company can provide for us at such an amazing cost, this just make sense. We should have made this change long ago.

**Against:**

SAMPLE

**Proposed by:**

ADDC Board of Directors

ADDC Board of Directors: \_\_\_\_ For \_\_\_\_ Against \_\_\_\_ Abstain

Rules Committee: \_\_\_\_ For \_\_\_\_ Against \_\_\_\_ Abstain

Comments For:

Comments Against:

**SAMPLE PRE-CONVENTION BOARD REPORT**

Report of: Year Rules Committee Chairman

Meeting: Year Pre-Convention Board Meeting

Date: (Date of Convention)

Location: (Location of Convention)

**Items Requiring Vote (state motion), General Consent Decision or Discussion by Board**

The Rules Committee suggests a deadline of (Date) be set for receiving the (Year) Proposed Amendments to the ADDC Bylaws and Standing Rules. The ADDC Bylaws, ARTICLE XXV – Amendments, Section 1. (b) states the proposed amendments with the recommendations of the Rules Committee and the Board of Directors shall be distributed at least forty days and not more than six months prior to Convention. The (Year) Convention is (Date). Six months prior to the opening of Convention is (Date). Selecting a deadline date of (Date) will give the Rules Committee time to have the proposed amendments in time for the first Region Meeting, if so desired.

**General Information Items**

The business of the Rules Committee was handled by e-mail again this year. The deadline for submitting proposed amendments to the ADDC Bylaws and Standing Rules was set for (Date). Before the deadline, (number) proposed amendments to the ADDC Bylaws were received and will be voted on at the (Year) ADDC Convention in (location of convention).

A letter containing the following was posted on the ADDC website:

1. (Year) Proposed Amendments to the ADDC Bylaws
2. Rules of the (Year) Convention
3. Parliamentary Procedures and Information

The Committee has revised the procedures guidelines for the Rules Committee. It will be posted to the web site and I will send it to my successor along with the files of this committee.

SAMPLE

**Requests for Assistance by the Association Distribution Office (ADO)**

Following the completion of the (Year) ADDC Convention, I request that a letter to all Club Presidents containing the voting results of the (Year) Proposed Bylaw Amendments be posted on the ADDC web site. I will ensure the letter is ready for the October club meetings.

**Requests for Assistance by ADDC Board of Directors or ADDC Committees**

I would like to thank (ADDC President) for allowing me to serve as Chairman of the Rules Committee this year and to my Board Contact (name).

(Committee Chairman Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Distribution:

Board Contact

ADO

SAMPLE

**SAMPLE ORAL REPORT FOR OPEN FORUM**

**Delegates/Alternates Meeting**

All Club Presidents should have received the Rules of Convention, Convention Procedures, and Parliamentary Hints. These documents are used to assist Delegates and Alternates in representing their respective clubs. Delegates were requested to bring a copy of these documents to this meeting. Everyone should have had an opportunity to review these documents, discuss them, and be ready to act upon them.

There are just a few things I’d like to emphasize:

Delegates and Alternates are to be seated at the front of the meeting room at least five minutes prior to the opening of each business session. Make sure you allow enough time to check in with the Registrar Committee prior to being seated. The club Delegate and Alternate must check in together at the Registrar table.

If you have any questions during the business sessions, or at any other time pertaining to anything being discussed, please feel free to ask any ADDC Board member or myself. You cannot fulfill your responsibility to your Club if you are unsure about anything happening during the business session.

Are there any questions?

Thank You

SAMPLE

**SAMPLE REPORT FOR OPENING BUSINESS SESSION – FRIDAY**

**Adoption of Rules of Convention**

**Opening Session**

Madam Chairman, Association Officers, Delegates and Members:

Good Morning. All Delegates should have received copies of the Rules of Convention and have been given ample time to review these documents.

Are there any questions regarding these rules?

If not, Madam Chairman, on behalf of the Rules Committee, I move the adoption of the Rules of Convention as previously presented.

SAMPLE

**SAMPLE REPORT FOR SATURDAY BUSINESS SESSION**

**(Year) ADDC Rules Committee**

**(Date)**

**Business Meeting Report**

Madam President, Association Officers, Delegates, Alternates and Fellow Members:

Good Morning.

Thank you, (ADDC President’s name), for allowing me to serve as Chairman of the Rules Committee this year. Every Desk and Derrick experience, whether it be serving on a committee at the club level or for the Association, is a learning experience. No matter how long you have been a member or how many committees you have served on, you learn more about Desk and Derrick each time you venture outside your box. The next time you are asked to serve, I encourage each of you to STEP RIGHT UP, and expand your horizons.

I want to thank \_\_\_\_\_\_\_\_\_, my Board Contact, and\_\_\_\_\_\_\_\_\_\_\_\_, ADDC Parliamentarian, for all your assistance. Your help was invaluable and very much appreciated. I would like to encourage all committee chairmen to please assist the incoming chairmen by sharing your information and files in a timely manner as your year comes to a close.

All the proposed amendments were received from the ADDC Board following the Budget and Planning Meeting by the deadline date of (date). The Board of Directors and Rules Committee Representatives always take their responsibilities seriously. It was a privilege to work with each member of the Board and the Rules Committee Reps. I thank each of you for your service and willingness to serve on this committee.

SAMPLE

At this time I would like to introduce the members of the (Year) Rules Committee and thank them for all their hard work. Not only did we have to put together the proposed amendments, but we have updated the Rules Committee guidelines as well. Would you please stand as I call your name, and audience please hold your applause until all have been introduced:

Central Region Representative

Northeast Region Representative

Southeast Region Representative

West Region Representative

ADDC Board Contact

All Rules Committee communications were handled by e-mail this year. Every Board Member and Committee Representative was punctual with their responses.

\_\_\_\_\_\_\_\_\_\_\_\_\_ (ADDC President), thank you again for giving me the opportunity to chair this committee.

Now, Madam Chairman, on behalf of the Rules Committee, I move the adoption of all proposed amendments to the ADDC Bylaws and Standing Rules.

Thank you.

(Year) Rules Committee Chairman

SAMPLE

**SAMPLE LETTER DETAILING VOTING ON AMENDMENTS**

Date:

To: ADDC Board; Public Relations Chairman; Club Bylaws Review Chairman; Rules Committee; Past ADDC Presidents

From: (Name), (Year) Rules Committee Chairman

Subject: Proposed amendments to the ADDC Bylaws and Standing Rules

This is to confirm that all (number) proposed amendments to the ADDC Bylaws and Standing Rules were adopted at the (Year) Annual ADDC Convention in (Location) on (Date). The vote on all (number) proposed amendments was (number) For and (number) Against.

The following changes need to be made to the ADDC Bylaws and Standing Rules:

(LIST AMENDMENTS TO BE CHANGED)

SAMPLE