

# **Standing Rules for Delegate Assemblies**

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## **RULE 1: AMENDMENTS TO THE BYLAWS**

Section 1. Proposed amendments to the Bylaws must be submitted in writing and on the approved form to the Committee on Bylaws and Rules by February first of the year in which consideration is sought. Proposals shall require a maker and seconder, both of which must be members.

*Approved by the MCCC Delegate Assembly April 23, 2016*

Section 2. The Bylaws Committee will make a reasonable effort to provide assistance to the authors of a proposed amendment. The assistance will be in the form of:

- A. Advice on language to make the meaning and application clear.
- B. Identification of consistency with, or impact on, other sections of the Bylaws.

## **RULE 2: AMENDMENTS TO THE RULES**

Section 1. Amendments to the rules must be submitted to the Bylaws and Rules Committee at least 48 hours prior to the scheduled opening time of the Delegate Assembly.

Section 2. The Committee will present the proposed changes and its recommendations to the Assembly.

Section 3. Changes will be approved by two-thirds (2/3) vote of the Delegates present and voting.

## **RULE 3: DISTRIBUTION OF BYLAWS AND STANDING RULES**

A copy of the amended Bylaws and Standing Rules of the Council shall be transmitted to each member as soon as possible after the annual Delegate Assembly.

## **RULE 4: ORDER OF BUSINESS AND DEBATE**

Section 1. The first item of business of the meeting of delegates shall be to act on proposed amendments to the Standing Rules.

Section 2. The second item of business shall be adoption of the Order of Business.

Section 3. The meeting of delegates shall be conducted in accordance with the provisions of the Bylaws of the Council.

Section 4. There shall be an official parliamentarian appointed by the President.

Section 5. No member shall speak in debate more than twice to the same question, nor longer than three (3) minutes at one time, unless permission is granted by majority vote of the delegates present.

Section 6. A roll call vote shall be taken only after approval by a majority of delegates present.

Section 7. Questions on the determination of whether or not an item is one of new business or a resolution shall be channeled through the Presiding Officer for a decision.

Section 8. New business items must be submitted to the Presiding Officer prior to the scheduled opening of the Assembly. There must be a copy for each delegate.

Section 9. With the exception of items on the agenda, all substantive motions must be submitted in writing to the Presiding Officer.

## **RULE 5: ALTERNATES**

Section 1. Only a qualified alternate (one who presents an alternate temporary credential signed by the president of a chapter) may take the place of an absent delegate.

Section 2. If more than one alternate is present, the chapter delegation shall determine who shall act as delegate.

Section 3. If a delegate arrives late, and a duly qualified alternate has been registered, the alternate shall continue as delegate.

Section 4. If a registered delegate leaves because of an emergency, a duly qualified alternate make take the delegate's place for the remainder of the Assembly.

Section 5. A delegate's temporary absence from the assembly hall does not entitle an alternate to make motions, speak in debate, or cast the delegate's vote – even with the delegate's authorization.

## **RULE 6: MINUTES**

The Secretary will prepare and submit the minutes of the Delegate Assembly to the Executive Committee not later than May 31 following the MCCC Delegate Assembly. The Executive Committee shall approve the MCCC Delegate Assembly minutes at their next meeting.

*Approved by the MCCC Delegate Assembly, April 28, 2012*

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