



South Central Chapter Guidelines

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GUIDELINES FOR THE SOUTH CENTRAL CHAPTER OF THE ASSOCIATION OF INSURANCE COMPLIANCE PROFESSIONALS

ARTICLE 1 NAME AND PURPOSE

Section 1.1 Name

The name of the organization is South Central Chapter, and shall be referenced herein as the “Chapter”. As used herein, all references to the “Association” or “AICP” shall mean the national Association of Insurance Compliance Professionals.

Section 1.2 Purpose

The Chapter’s purpose is to provide educational and professional development opportunities to its members in the area of insurance regulatory compliance, including education and training with respect to statutes and regulations which govern insurance rates, rules, forms and general compliance issues. The Chapter may take any and all action consistent with this purpose, including, but not limited to, sponsoring, conducting, or participating in research and educational activities for the benefit of the insurance community within the geographic area served by the Chapter.

Section 1.3 Chapter Not Separate Legal Entity

The South Central Chapter is not itself a separate legal entity; it’s a subdivision of the AICP. All obligations and assets are those of the Association of Insurance Compliance Professionals.

ARTICLE 2 MEMBERSHIP

Section 2.1 Membership

Membership of the Chapter shall be comprised of all active members in good standing of the AICP whose work address is within the geographic area of the Chapter (Arkansas, Louisiana, Oklahoma, and Texas). However, for an unemployed or retired member, home address shall determine Chapter affiliation. Each Chapter member must remain a member in good standing of the AICP. Forfeiture of membership in the AICP will automatically terminate membership in the Chapter. No person may be a member of more than one Chapter.

A member in good standing is defined as a person to which no outstanding membership dues are delinquent and no regulatory or criminal actions are in place (i.e. suspension of an insurance license or accused of fraud) on such person.

Section 2.2 Rights of Members

Any Association member may attend any Chapter meeting. Only Chapter members shall have the right to make motions at Chapter meetings; to vote on Chapter policies and elections; to serve on committees; and to hold elective office within the Chapter, except that retired members may not hold elective office within the Chapter.

Section 2.3 Property Rights

No member shall have any right, title or interest in any property or assets, including any earnings or investment income, of the AICP.

Section 2.4 Liability of Members

No member of the Chapter shall be personally liable for any debts, liabilities or obligations of the Chapter or of the AICP.

Section 2.5 Transfer of Membership

Membership shall not be transferable between members in any way, whether voluntary, involuntary, or by operation of law.

ARTICLE 3 MEETINGS OF MEMBERS

Section 3.1 Annual Meeting

The Chapter shall hold an annual business meeting of members for the purpose of electing officers of the Chapter, if not previously done electronically, and for the transaction of such other business as may come before the meeting. The date, time and location of the meeting shall be designated by the Chapter Executive Board.

Section 3.2 Special Meetings

Special meetings of the members may be called for any purpose, unless otherwise prescribed by these Chapter Guidelines. Special meetings: (1) may be called by the President or (2) shall be called by the President or Secretary at the request of a majority of the Chapter Executive Board or (3) at the request of 5% of the Chapter membership. Such request shall state the purpose or purposes of the proposed meeting.

Section 3.3 Notice of Meetings

Written notice of any meeting of members, stating time, place, and purpose thereof, shall be delivered via mail or electronic means to each member at least ten (10) calendar days before the date of the meeting.

Section 3.4 Presence at Meetings

For any meetings of members, presence shall be defined as personal appearance. However, if approved by the President, telephonic or electronic appearance shall be permitted. If telephonic or electronic means of communication are utilized, all participating members must be able to communicate with each other during the meeting.

Section 3.5 Quorum at Meetings

A quorum shall be the presence of 8% of the Chapter membership.

Section 3.6 Voting

On all voting matters, each member shall be entitled to one vote. Voting of members shall be permitted either in person, by mail or by electronic means unless otherwise indicated by the Board. Unless otherwise required by these Chapter Guidelines, a majority vote of the members responding to the request for vote shall decide, provided a quorum is met.

ARTICLE 4 CHAPTER EXECUTIVE BOARD

Section 4.1 Designation of Officers

The Chapter shall have an Executive Board (“Board”), consisting of a President, a Vice President, a Secretary, a Treasurer, a Past President, and a Regional Director. The Chapter may elect such other or additional officers as it deems appropriate. Officers shall be members of the Chapter in good standing. Retired members may not hold elective office within the Chapter.

Section 4.2 Duties of Officers

The duties of the President, Past President, Vice-President, Secretary, Treasurer, and Regional Director are as follows:

4.2.1 President

The President is the Chief Executive Officer of the Chapter and performs all duties expected of the office and required by these Chapter Guidelines. The President is a member, ex officio, of all committees and has the power to appoint and remove committee Chairs. The President is responsible for the day-to-day operations of the Chapter during his or her prescribed term of office. The President shall perform such other duties as may be prescribed by the Board; shall, with the Board’s approval, appoint from the membership, Chairs of those committees as reasonably may be required; and shall preside at all meetings of the membership.

General duties of the President include:

1. To provide leadership and direction;
2. To plan Chapter goals and objectives for his or her term;
3. To conduct Chapter meetings, Board meetings, and membership meetings;
4. To respond to the questions and needs of the Chapter’s membership;
5. To serve as Chief Executive Officer of the Board; and
6. To succeed to the position of Past President.

4.2.2 Past President

The office of the Past President shall be filled by the departing President following the expiration of his or her term. The Past President shall serve as a Board member and as an advisor and historian, and shall perform such other duties as may be prescribed by the Board.

General duties of the Past President include:

1. To serve as an Executive Board member;
2. To be an advisor to the President and to the Board;
3. To perform such other duties as recommended by the Board;
4. To provide a historical reference with respect to the operations of the Chapter; and
5. To chair the Nominating Committee and supervise the Chapter’s election process.

4.2.3 Vice President

The Vice President shall perform such duties as may be assigned by the President or Board; shall, if in office, automatically succeed to the Presidency at the end of the President's term; shall provide assistance to the President in the carrying out of his or her responsibilities, all in a mutually satisfactory coordination effort designed to provide continuity of the Chapter's administration; and shall perform the duties and exercise the powers of the President in the President's absence or in case the President is unable or unwilling to serve.

General duties of the Vice President include:

1. To assume the responsibilities of the President in the event the President is unable or unwilling to serve in accordance with the Guidelines;
2. To coordinate and direct the activities of committees on behalf of the President;
3. To serve as an Executive Board member;
4. To observe and learn the duties of the President;
5. To develop a plan for his or her term as President; and
6. To handle such assignments or special projects as directed by the President.

4.2.4 Secretary

The Secretary shall keep a full and accurate record of the proceedings of all meetings of the Chapter membership and the Board; shall take the roll at Chapter meetings, if the attendance is not otherwise recorded; shall perform all Secretary duties required by the AICP Records Retention Policy; and shall perform all other duties as pertain to the Office of Secretary.

General duties of the Secretary include:

1. To record and distribute accurate minutes of all Chapter meetings;
2. To maintain a complete and accurate minute book;
3. To maintain these Chapter Guidelines and keep them current;
4. To maintain records regarding Chapter elections;
5. To direct the mailing of notices and agendas of Chapter meetings;
6. To serve as an Executive Board member;
7. To keep the President and Vice President informed of all matters relating to the office;
8. To update and maintain the Chapter webpage on a regular basis personally or through a designated web-site individual; and
9. To distribute e-mails to Chapter members, as directed by the Chapter President.

4.2.5 Treasurer

The Treasurer shall be responsible for all funds of the Chapter and perform other duties customary to the office and which the President or Board may assign. Books and accounts of the Treasurer shall at all times be open to the inspection of any Chapter member or any authorized auditor. The Treasurer is responsible for maintaining all financial records of the Chapter. Additionally, the Treasurer is responsible for coordinating financial transactions with the Treasurer and Executive Director of the AICP.

General duties of the Treasurer include:

1. To maintain the Chapter's funds in a fiduciary capacity;
2. To help establish sound financial policies of the Chapter;
3. To interpret financial statements for the Board;
4. To present budgets and financial statements to the Board and to the Chapter membership;
5. To serve as an Executive Board member; and
6. To keep the President and Vice President informed of all matters relating to the office.

4.2.6 Regional Director

The Regional Director shall be responsible for representing the interests of the Chapter to the National Board and for communicating National Board decisions and topics of discussion to the Chapter.

General duties of the Regional Director include:

1. To serve as an Executive Board Member; and
2. To keep the President and Vice President informed of all matters relating to the office.

Section 4.3 Compensation

The Board shall serve without compensation for services rendered to the Chapter.

Section 4.4 Liability of Board

The Board members shall not be personally liable for the debts, liabilities or other obligations of the Chapter, or of the AICP.

Section 4.5 Election and Term of Office

The Vice President, Secretary, Treasurer, and Regional Director shall be elected by the Chapter's members. The President and Past President need not be elected, as the incumbent Vice President and President, respectively, shall succeed to offices of President and Past President upon expiration of their predecessors' terms. However, should the office of the Vice President be vacant, or be filled in accordance with the provisions of 4.7.3, then the position of President shall also be placed on the ballot and voted on in the same manner as those of the Vice President, Secretary, Treasurer and Regional Director. The term of office for Chapter officers shall be for one year for all officers, except for the Regional Director which is two years, and shall run from the beginning of the Association's annual meeting immediately following such election.

Section 4.6 Removal of an Executive Board Member

If a Board member ceases to qualify for membership in this Chapter, the President (or Vice President, in the event the President ceases to qualify for membership) shall declare a vacancy to exist. If a Board member does not perform the duties prescribed by these Chapter Guidelines, or violates the Code of Ethics of the Association, the Board member's service in the position may be terminated at a meeting called expressly for that purpose. Written notice must be given to all Board members at least 10 days prior to the meeting. Removal shall require the approval of three fourths of the voting Board members. The Board member who is the subject of the vote shall not be entitled to vote on his or her proposed removal from office.

Section 4.7 Vacancies

A vacancy or impending vacancy in any office may be filled for the balance of the term, as follows:

4.7.1 President

In the event of a vacancy, the Vice President shall succeed to the office of President.

4.7.2 Past President

In the event of a vacancy, this position shall not be filled. The Board may, at their discretion, appoint a former officer from the membership to fill the empty Board position until the next election of officers.

4.7.3 Vice President

In the event of a vacancy, or if the Vice President assumes the position of President as described in 4.7.1, the President, with the consent and approval of the Board, shall appoint a successor to serve for the balance of the term. The appointed Vice President shall not automatically succeed to the position of President, but may be added to the ballot for President for election by the membership.

4.7.4 Secretary, Treasurer

In the event of a vacancy, the President, with the consent and approval of the Board, shall appoint a successor to serve the balance of the term.

Section 4.8 Re-Election

The President, Vice President, and Regional Director shall not be eligible for consecutive re-election to the same office. The Secretary and Treasurer are eligible for consecutive re-election, subject to the discretion of the Board. However, the Secretary and Treasurer may not serve more than six consecutive years. Notwithstanding the foregoing, the Board may waive this six year term limit if it determines there is no replacement option available.

Section 4.9 Election Ties

In the event of a tie during an election, a run-off election will be necessary. Chapter membership will be notified of the tie and the process in which the run-off election will occur.

ARTICLE 5 COMMITTEES

Section 5.1 Committees. The Board may establish such standing or special committees, in addition to those listed, as may be deemed advisable or necessary to further the interests of the members of the Chapter. Membership on such committees shall be from among the members of the Chapter, who need not be Board members. Each committee shall either keep regular minutes of its meetings, or shall prepare a report of its meetings and deliver to the Board at its next business meeting.

5.1.1 Standing and Special Committees

The Board may disband a committee if the need for such committee no longer exists. The President, with approval by the Board, may appoint, direct and terminate chairpersons of committees as the needs of the Chapter requires. All committee chairpersons shall be authorized to appoint and dismiss individual members to their committees as is necessary to

accomplish those tasks assigned. Chairpersons shall advise the President in writing of their committee's composition and any changes thereto.

5.1.2 Nominating Committee

A Nominating Committee shall develop a slate of nominees for positions as officers of the Chapter. The President shall appoint the nominating committee Chair and shall confer with the Board to determine three-to-four other members to serve on the committee. One of these should be the Vice President, as the Vice President will be working with the new officers. The committee members should directly contact prospective individuals to determine their interest and eligibility in the officer positions. After determining the eligible candidates, the Nominating Committee shall present the nominations to the Board for approval. After approval by the Board, the committee should present the slate to membership for their vote. This election may be done electronically or may be done at the annual meeting. The election should be held so that the elected officers take office at the same time the national officers assume their positions.

5.1.3 Planning/Education Committee

This committee is responsible for the education of the Chapter members through Chapter meetings and Chapter Education Day. This committee is responsible for coordinating speakers to present topics of interest for the membership. This committee is also responsible for planning chapter meetings and any other chapter functions. This may entail coordinating the date and time of the meeting, securing a host company, setting up a meeting location, and handling of any details of the meeting from sending out the meeting notices to arranging for the meal choices.

Section 5.2 Duties of Committee Chairs

The Committee Chair is responsible for working with the Board to establish objectives for the committee. The Chair must meet these goals by assigning specific tasks to committee members. The Chair is responsible for monitoring the work of the committee members to ensure that the goals and objectives are being met. Regular meetings and open communication within the committees are essential. The Chair must realize when a member is not fulfilling his or her duties and may need to take action in order to protect the integrity of the committee. The Chair must keep the Board advised of all committee activities.

Section 5.3 Duties of Committee Members

The committee members are responsible for helping to carry out the goals and objectives of the committee. Members should work with the Committee Chair to determine their assignments and responsibilities. They should keep the Chair advised of all activities and should not make decisions without consulting the Chair. They should be included in all meetings and if a member is unable to participate, they should be sure to consult with the Chair or other member in order to stay informed. It is important that a member dedicates the time and effort in order to successfully complete their assignments. If not, the goals and objectives of the committee may not be realized. Should a member believe that they cannot fulfill their duties as a committee member, they should immediately approach the committee Chair with their concerns.

Section 5.4 Term

Membership on a committee, subject to the foregoing, is without limitation as to term.

ARTICLE 6 MEETINGS OF THE CHAPTER EXECUTIVE BOARD

Section 6.1 Regular Meetings

The Board shall hold meetings as necessary during each calendar year. Meetings may be held in conjunction with Chapter meetings or separately. The Board shall meet at such times and places as may be determined by action of the Board, by call of the President, or by written request of a Board member.

Section 6.2 Notice of Meetings

A written notice of the time and place of all meetings of the Board shall be delivered via mail or other electronic means to each officer by a designee. Advance notice shall be given as promptly as possible.

Section 6.3 Teleconference Meetings

Members of the Board may participate in a meeting of the Board by means of a conference telephone or similar method by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

Section 6.4 Quorum and Voting

At meetings of the Board, the presence of the majority of the officers shall constitute a quorum. Except as may otherwise be provided in these Chapter Guidelines, each member of the Board shall be entitled to one vote and the affirmative vote of a majority of the Board members present shall be required for Board action.

Section 6.5 Action Without a Meeting

No meeting need be held by the Board to take any action, provided a majority of the voting members of the Board shall consent in writing to such action, and such written consent is filed with the minutes of the proceedings of the Board. For purposes of these Guidelines, "written consent" includes, without limitation, consent by mail or electronic means.

ARTICLE 7 EXPENDITURES AND REIMBURSEMENTS

Section 7.1 Use of Chapter Funds

The Chapter shall use its funds only to accomplish the objectives and purposes specified in these Chapter Guidelines, and no part of these funds shall inure or be distributed to the members of the Chapter.

Section 7.2 Reimbursement Requests

Reimbursement requests require approval of two Board members. If the expense is for payment to a member of the Board, then this person cannot be an approver for their own expense. An expense report, with accompanying receipt(s) is required for reimbursement.

7.2.1 Budgeted Expenses

Budgeted expenses are deemed to have two approvals provided that (1) the expense is included in a budget that has been approved by the Board, (2) the expense is for the budgeted purpose, and (3) the expense is within the budgeted amount.

Section 7.3 AICP Annual Meeting

The Board is authorized to approve the expenditures related to Chapter activities held in conjunction with the AICP annual meeting.

Section 7.4 Chapter Meetings

The host company, Planning Committee, or individual(s) in charge of planning and implementing a chapter meeting, upon the Board's direction and approval, is authorized to incur expenditures related to Chapter Meetings.

Section 7.5 Board Authority

In addition to those expenses described above, the Board has the authority to approve expenditures without obtaining membership approval.

Section 7.6 Regional Director

If the Regional Director is unable to attend the AICP Annual Conference or the quarterly meetings for Regional Directors due to lack of financial support of his/her company, the Board may incur the reasonable costs for the Regional Director to attend these meetings subject to a maximum of \$1,000 per year, subject to prior Board approval (reasonable costs incurred includes travel, lodging and meeting expenses). Reasonable expenses including all receipts must be submitted to and reviewed by the treasurer and paid from the treasury account.

Section 7.7 Membership Approval

Expenses not otherwise listed or previously authorized require membership approval.

ARTICLE 8 MISCELLANEOUS

Section 8.1 Chapter Positions

The Chapter shall not assume any position with regard to controversial issues, either political, social or business. Statements made by officers or members shall not purport to be by, or on behalf of, the Association, its Board of Directors, the Chapter, its Board or any committee unless in accordance with authority given and procedures determined in each instance by the Association Board of Directors.

Section 8.2 Policy Statement on Pricing Activities

The Association has adopted an Anti-Trust Policy and Speaker Policy, which shall be read by the President or other Officer at the opening of all Association meetings, including Chapter meetings.

The Association is organized to promote the common interests of its members and members of the insurance compliance industry by promoting relationships, exchanging information and providing learning opportunities in a dynamic regulatory environment. In furtherance of this objective, the Association is committed to operating within the letter and spirit of all applicable federal and state laws, including antitrust laws.

The opinions, statements and information provided by any speaker are solely those of the speaker and do not represent the views or positions of the AICP, its members, officers, directors, sponsors or agents.

Section 8.3 Notices

Notices to the Board and members of the Chapter shall be by electronic means to their e-mail address or by regular mail to the postal address as listed in the books of the Association, and electronic notice is complete when sent or by postage-paid mail or electronic means.

Section 8.4 Amendments

These Guidelines may be amended by the affirmative action of two-thirds of the voting members of the Board at a meeting of the Board called for that purpose, or by voting by mail or electronic means. The notice calling any such meeting shall contain a copy of the proposed amendments to these Guidelines.

The members of the Chapter shall be entitled to initiate a petition of the Board to amend these Guidelines by delivering to a member of the Board then in office a petition approved by the number of members equal to a quorum as set forth in Section 3.5. Action by the Board shall be taken on the members' petition at the next regular or special meeting of the Board in the manner set forth in this Section.

Adopted amendments to these Guidelines are subject to approval by the Association Board of Directors.

Section 8.5 Waiver of Notice

Whenever any notice is required to be given under the provisions of law, under these Guidelines, or under any other organizational documents of the Chapter, a waiver thereof by the person(s) entitled to such notice, whether before or after the event giving rise to such notice, shall be deemed equivalent to the giving of such notice. A person's attendance and participation at any meeting for which notice was not properly given shall constitute a waiver of the notice, unless such person specifically objects to the notice given at the start of such meeting.

AGENDA/ORDER OF BUSINESS

The Chapter shall have a written agenda for each meeting outlining the items to be discussed. The recommended order of business for the Annual Business Meeting of members is as follows:*

1. Call to Order
2. Reading of Policy Statement
3. Approval of the minutes of the last Meeting
4. Approval of the Treasurer's Report
5. Presentation of the President's report, including a summary of the business transacted by the Board since the last meeting
6. Presentation of the Regional Director's Report, including a summary as to the AICP Board's activities
7. Reports of Committees
8. Old Business
9. New Business
10. Election of Chapter Officers (if applicable)
11. Adjournment

*This order of business is a recommendation only; the Chapter's order of business will be set by the Chapter's Executive Board prior to the meeting. Other meetings may, but need not, follow the order of business presented here. It is highly recommended, however, that an agenda incorporating an order of business be used for every meeting. Many Chapters conduct an educational meeting in conjunction with the Chapter's business meetings. At these meetings, the Chapters can conduct the business meeting after the educational presentation, before the presentation, or may adjourn the business meeting for the duration of the educational presentation, and re-call the meeting to order following the educational presentation.

CONDUCTING CHAPTER MEETINGS

A. PLANNING

The planning process should start at least three to six months before the actual meeting date. This is to allow sufficient time to not only plan a meaningful meeting, but also arrange any guest speakers or change of meeting location.

Planning should be conducted by a Planning Committee or host company. Suggestions from the chapter members regarding desired topics of discussion or suggested speaker(s) should be obtained in advance of this planning session. The planning session will probably be conducted by e-mail or phone conference, since chapter officers and/or committee members generally come from different geographic areas. The meeting agenda/plan should include, but not be limited to the following:

1. Sufficient time for networking among the membership and guests
2. Sufficient time for Chapter business to be conducted.
3. Adequate time (at least $\frac{3}{4}$ hour to an hour) for the speaker's presentation and a question and answer session.

Follow-up meetings should be conducted as necessary by the Planning Committee or host company to make sure the plan is complete including a contingency plan should a speaker be unable to attend at the last minute. This is crucial to good planning – never be left without a viable program.

B. NOTIFICATION OF THE MEETING

The chapter membership should be notified of each chapter meeting at least 30-45 days in advance of the meeting date. This will enable them to make travel and lodging arrangement, if necessary, and obtain necessary approvals to attend the meeting.

The notification should include the following as a minimum:

1. Time and date of the meeting
2. Location of the meeting, including directions, if needed
3. Cost for AICP members/non-AICP members to attend the meeting**
4. The agenda – note that a good agenda will help sell the meeting and increase attendance

** The cost can be the same for members and non-members according to the chapter's desire and will be determined by the Education/Planning Committee.

C. CONDUCTING BUSINESS PORTION OF THE MEETING

Generally the meeting should follow simple parliamentary procedures. Parliamentary procedure is a set of rules for conducting business meetings. They help to maintain order and allow the membership to make decisions without being confused. They allow the membership to be heard and enhance democratic rule while providing the flexibility needed to enable a fair hearing for everyone. Finally, they assist in the protection of the right of the individuals.

1. Call to order – if a quorum is in attendance, the President or ranking officer can call the meeting to order. If a quorum is not present, the meeting can still be held but it is not an official meeting. What constitutes a quorum should be stipulated in these Chapter Guidelines.
2. Reading of the AICP Policy Statement – It should be presented to the membership by the person conducting the meeting right after the call to order. This statement must be read at any meeting of the AICP membership.
3. Minutes – Minutes from the last meeting should be read, or, better yet, distributed to the membership prior to the meeting. Amendments or corrections to the minutes should be made by motions. A vote should then be called to approve the minutes as read or as amended, whichever the case may be.

4. Report of Officers – This is the time to hear the Treasurer’s report of the chapter finances and the Regional Director’s report of events on the national level including recently attended Board of Directors meetings.
5. Committee Reports – Only those committee reports that need to be presented to the general membership should be discussed here. All others should be discussed with the executive board/committee prior to the chapter meeting.
6. Old Business and Special Orders – Any business left over from a proper meeting or where some action was necessary before discussions could continue.
7. New Business – New topics to be discussed or assigned to respective committees.
8. Announcements – To inform those in attendance of other subjects or events.
9. Adjournment – The business meeting should end by vote of those in attendance. This only adjourns the business portion of the meeting as the educational or speaker’s presentation does not fall under the Roberts Rules of Order of Parliamentary Procedures.

D. CONDUCTING THE EDUCATIONAL PORTION OF THE MEETING

The following are suggestions as to how one should conduct this portion of the meeting:

1. Pre-select a Monitor – This person should be selected/designated prior to the beginning of the meeting and will have certain duties to perform as follows:
 - a. Greet the speaker(s), introduce them to the President, if needed, and to other members of the chapter as appropriate.
 - b. Make the speaker feel welcome at the meeting. Remember he/she probably doesn’t know anyone.
 - c. Make sure he/she/they are served a meal, if one is being presented to the general membership. Try to sit with or near them during the meal.
 - d. Be available to answer any question(s) the guest(s) might have.
2. Introduction of the Speaker(s) – This should be handled by one of the executive board/planning committee. To make this easier, the speaker(s) should be asked, prior to coming to the meeting, to prepare a simple biographical introduction that can be presented to the membership.
3. Questions and Answer Period – (Optional) since the speaker(s) will not know the names of the membership, the monitor can be used, or one of the executive board/planning committee, to identify the person(s) asking the question(s) and keep the question/answer period in order.
4. Closing the Session – An expression of thanks to the speaker(s) and presentation of any memento(s), if appropriate. Remember: many State Department of Insurance personnel may not be allowed to accept gifts. If you intend on presenting a small gift, ask them if doing so will conflict with any standards they have to maintain.

E. ADDITIONAL INFORMATION

1. Evaluation Forms

It is recommended that each attendee be provided with a Chapter Meeting Evaluation Form. Ask them to complete the form prior to the end of each meeting and turn it in as they are leaving. It is vital for your chapter members to provide the Planning/Education Committee with input as to what they liked/disliked about the meeting and what they would like for future meetings.

2. Types of Motions:

- a. Main Motion – introduces subjects for consideration and cannot be made when another motion is before the membership. They must receive a second from another member and then are open for discussion. When sufficient discussion has held, the motion can be called by “Calling the question”, which means the motion must be read as presented/amended. The vote must be held at that time, without further discussion. The motion either passes or fails
- b. Supplementary Motions, Amendatory Motions, and Subsidiary Motions – affect the main motion by requesting clarification, amending the motion or affecting a motion that must be dealt with before the main motion can be voted upon.
- c. Incidental Motions – are generally questions of procedure that arise out of other motions. They must be considered before the other motion.

3. How to present a motion:

- a. Obtain the floor – address the chair and request to be recognized
- b. Make your motion
- c. Wait for a second. If there is no second, the motion dies.
- d. The chair restates motion by saying “it has been moved and seconded that we”
- e. Debate over your motion can now take place.
- f. “Friendly Amendments” can be presented by others within the membership, which you must either accept or reject.
- g. When the debate is concluded the chair or any member can call the questions, which evokes the vote.

4. Acceptable types of voting procedures:

- a. Voice vote – if undeterminable or if the vote appears to be too close to call, another type of vote can be requested.
- b. Show of Hands Vote.
- c. Ballot Vote.
- d. General Consent Vote – when a motion isn't likely to be opposed, that chair says “If there is no objection...”. Members show their approval by silence. If an objection is raised, the matter must be put to a vote.