

STANDING RULES OF PROCEDURE

The following Standing Rules of Procedure shall govern the proceedings of the members' assemblies unless suspended in a particular case by general consent. When applicable, the rules may be used by the Board of Directors and by committees.

The Order of GSHA-SC Board Meeting Business. The presiding officer shall call the meeting to order. The order of business shall be as follows:

Adoption of the agenda

Adoption of the prior Minutes

Report of the Board of Directors

 President

 Secretary

 Chief Financial Officer

 Vice President-Membership

Reports from the Officers

Report from the Standing Committees

Discussion of Old/Unfinished Business

Discussion of New Business

Announcements

Adjournment

The foregoing series of headings prescribes only the sequence of business, not the time allotted to each, nor must the board remain in continuous session to complete all of the program.

1. **Special Committees.** The following special committees could be appointed by the board with sufficient time to prepare for the proper performance of duties.

Nominations Committee -- to prepare a slate of candidates to fill all scheduled vacancies.

Credentials Committee -- to supervise registration at an assembly and be responsible for an accurate count of registered votes in good standing and to be responsible for the accurate report of any voting, whether by ballot or otherwise.

Program Committee -- to supervise the installation of newly elected officers and directors.

Other Committees as needed.

2. **Nominations, Elections and Voting on Candidates & Amendments to the Bylaws**

The Board of Directors shall appoint a Nominations Committee of three members in July. The Nominations Committee will consist of two members and an officer. The Nominations Committee will report to the board at least 60 days before the December Meeting. These three members shall elect their own chairperson. Simultaneously, the committee shall announce to Society members by U.S. mail and/or by electronic means, the director and officer vacancies to be filled. Such announcement shall include instructions and time frames for submitting names of potential candidates. Nominations shall be made by the general membership of the Society within the time frame and structural format as announced. Candidates must be members in good standing and must have agreed to serve if elected. The election is to be held no later than the last day in December.

The Nominations Committee shall evaluate the proposed candidate(s), keeping foremost in mind the requirements of the Society. Ineligible candidates shall be eliminated and immediately notified.

If there is only one candidate for each of the two offices, the board of directors will declare the candidates elected by acclamation.

Ballots for an election and/or amendments to the Bylaws will be sent and tallied according to the following schedule:

Voting can be completed by electronic means. Members who do not have the capability to vote in this manner can request a voter packet.

For those voting by US mail, not less than twenty days prior to the election, the Nominations Committee shall send by first class mail, a short biography for each candidate and a ballot packet to each member of the Society. This packet shall contain an official ballot listing all qualified nominees for each office vacancy or bylaw amendment. The Nominations Committee may make recommendations on candidates. Each packet sent by first class mail shall contain two return envelopes—one with the name of the voter on it, the other one blank.

The blank envelope containing the completed ballot must be inserted in the second envelope bearing the name of the voter and returned to the Teller Committee by first class mail. The postmark must indicate a date at least five days prior to the last day in November.

3. **Teller Committee** An electronic polling service will be used to expedite the voting process for the membership in the case of multiple candidates for a board position. A paper ballot will be provided on request. If there is more than one candidate for any one of the offices, the Board of Directors will appoint a Teller Committee composed of three members in good standing of the Society to count the paper ballots.

The Teller Committee will check the names on the returned sealed outer envelopes prior to being opened against a roster of qualified members. Only those outer envelopes returned by members in good standing shall be opened. The unmarked, unopened envelopes containing the completed ballots shall be set aside until all ballots received have been checked and verified.

The three members of the Teller Committee will count all ballots. One member will open the envelope and announce each vote for directors and officers, Directors and any amendments which may be included. A second member will score the announced vote, while the third member watches to make certain of accuracy.

The Teller Committee Report will be given to the President without comment. The report will state the number of qualified voters who participated, the number of legal ballots cast, the number of illegal ballots rejected, the number of legal (and illegal) votes cast for each office, the number of votes necessary to elect for each office and the number of votes each candidate received. The report will not state the names of those elected.

Election of officers shall be by majority vote. The President will announce the results of the election to the candidates. The general membership should be notified as soon as possible, either by mail or electronic means, and/or through a regular edition of the Society newsletter.

Installation of officers will occur at the first General Meeting of the year. The leader of the installation shall be a member in good standing.

4. Any member may move that any particular item of business must be decided by a majority vote.
5. The fiscal year shall be from January 1 through December 31.
6. **Household Vote** If a person and their spouse, a person and their significant other, a pair/group of siblings/family, etc., complete the GSHA-SC Membership application, that grouping of persons is considered a household and is entitled to a single vote as a group. Members in good standing are entitled to a single vote per household and one copy of each issue of the newsletter and journal per household.