

45 referrals, and may use the title *Certified Professional Parliamentarian (CPP)*. This
46 credential is earned by successfully completing a program developed and
47 maintained by the accrediting department. The credential shall be awarded by the
48 accrediting department on behalf of AIP.

49 **4.4 Certified Parliamentarian-Teacher; Certified Professional Parliamentarian-
50 Teacher.** A certified parliamentarian or a certified professional parliamentarian may
51 be credentialed as a teacher of parliamentary procedure by successfully completing
52 a program developed and maintained by the education department. The credential
53 shall be awarded by the accrediting department on behalf of AIP. As appropriate, the
54 individual so accredited may use the title *Certified Parliamentarian-Teacher (CP-T)*
55 or *Certified Professional Parliamentarian-Teacher (CPP-T)*.

56 **4.5 Certified Parliamentarian Retired and Certified Professional
57 Parliamentarian Retired.** A certified parliamentarian or certified professional
58 parliamentarian may notify the board secretary and the accrediting director that he is
59 retired from practice as a parliamentarian and request reclassification to retired
60 membership. When this notice is received, the member shall be reclassified as CP-
61 Retired or CPP-Retired. Retired members shall always use the retired qualification
62 when using the certified designation and will be excused from any continuing
63 education requirements for maintenance of certified membership status. A retired
64 member shall receive the privileges of regular membership. If a retired member
65 wishes to terminate retirement and retired status, he shall apply to the accrediting
66 department for determination of his eligibility for reinstatement to certified status.

67 **4.6 Full-time Student.** A full-time student, who has not been classified as a CP or
68 CPP, may request this membership category. The application shall be accompanied
69 by documentation indicating full-time student status. Membership in this category
70 shall automatically cease at the end of the membership year in which there is a
71 change in student status. A full-time student member shall receive all privileges of
72 regular membership.

73 74 **Section 5. Requirements to Maintain Credentials**

75 **5.1** A credentialed member shall submit documentation of parliamentary continuing
76 education activities to the accrediting department at least once each seven years, or
77 the credential shall be revoked. The accrediting department must respond to
78 submissions within 45 days. Acceptable activities shall be proposed by the
79 accrediting department, approved by the AIP board of directors, and posted on the
80 AIP website. If the accrediting department requests additional documentation, such
81 documentation shall be submitted within thirty days of the request. The accrediting
82 department shall respond with its determination within sixty days of receipt of the
83 additional documentation. The accrediting department may extend a credential for
84 up to 90 days, if necessary, during the verification process.

85 **5.2** The credential shall be extended for seven years from the date of verification.

86 **5.3** A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian
87 (CP) who does not comply with the requirements to maintain credentials shall revert

88 to the next lower category of membership. A member holding the Teacher (T)
89 credential who does not comply with the requirements to maintain that credential
90 shall lose that credential. Any credential that is lost shall only be restored by
91 successfully completing a new application and examination process.

92 **5.4** A member whose credential has been lost may appeal the decision within thirty
93 days after receipt of the decision. An appeals committee shall consist of three
94 members who hold the same or higher credential, appointed by the executive
95 committee. The appeals committee shall issue its decision within thirty days after
96 receipt of the appeal. The decision of the appeals committee shall be final.
97

98 **Section 6. Associate Member Category.** An association, institution, or corporation
99 may apply for associate membership. Associate members shall receive no rights or
100 privileges, but the associate member shall be entitled to receive or have online access
101 to the *Parliamentary Journal* and *The Communicator*, and shall have online access to
102 the *AIP Directory*.
103

104 **Section 7. Dues.** Dues shall be payable on or before the annual membership renewal
105 date. The dues for each class of membership shall be:
106

| | | |
|-----|--|-----------|
| 107 | Regular (first 2 years) | \$55. 00 |
| 108 | Regular (after 2 years) | \$70. 00 |
| 109 | Certified Parliamentarian (CP) | \$105. 00 |
| 110 | Certified Professional Parliamentarian (CPP) | \$130. 00 |
| 111 | CP or CPP Retired | \$70. 00 |
| 112 | Full-time Student | \$20. 00 |
| 113 | Associate | \$60. 00 |

114
115 **Section 8. Termination.** Membership shall cease by resignation, non-payment of
116 dues, expulsion, or death.

117 **8.1 Resignation.** A member may resign by sending a written resignation to
118 headquarters. The resignation shall be effective upon receipt unless specified
119 otherwise.

120 **8.2 Non-payment of Dues.** Membership and credentials shall be revoked if dues
121 are not received within ninety days after the membership expiration date. The
122 executive committee may, if the request is received by the AIP office before the due
123 date, approve a payment accommodation in cases of hardship; such
124 accommodation shall not cause the member's credentials to be revoked.

125 **8.3 Expulsion.** In addition to the provisions of Rules for Handling Complaints and
126 Reporting Ethical Violations, a member may be expelled for cause by ballot vote of
127 two-thirds of the entire membership of the board at a regular or special meeting;
128 such meeting shall only be held in person, and electronic participation shall not be
129 permitted. The member may appear, present evidence, and be represented by an
130 advocate at this meeting. Notice of a proposed expulsion shall be sent to all board

131 members and shall be sent by a trackable means to the member whose expulsion is
132 being considered. The notice shall be sent at least twenty days, but no more than
133 sixty days, before the meeting is to convene.
134

135 **ARTICLE IV - OFFICERS AND DUTIES**

136
137
138 **Section 1. Officers.** There shall be a president, vice president, secretary, and
139 treasurer.
140

141 **Section 2. Terms.** The terms for each officer shall be one year, beginning at the close
142 of the annual session in the year of their election and continuing until their successor
143 shall be elected. Terms shall begin at adjournment of the annual session in which
144 elected. Officers shall not serve a fifth consecutive term in the same position.
145

146 **Section 3. Eligibility.** Only members who have held membership for at least one year
147 shall be eligible for election to office.
148

149 **Section 4. Duties of the President.** The president shall have all of those duties and
150 powers set forth for same in the parliamentary authority of AIP, and those duties and
151 powers set forth under the statutes of Illinois. In addition, the president shall have such
152 further duties and powers as are set forth in these bylaws, the standing orders, and the
153 board policies.
154

155 **Section 5. Duties of the Vice President.** The vice president shall preside in the
156 absence of the president and shall succeed to the presidency upon the death,
157 resignation, or incapacity of the president. Upon succession or designation by the
158 board, the vice president shall succeed to all of the duties and powers of the president.
159 The vice president shall have such other duties and powers as are set forth in these
160 bylaws, the standing orders, and the board policies.
161

162 **Section 6. Duties of the Secretary.** The secretary shall maintain the records of AIP
163 other than the financial records. All documentation regarding contracts, awards,
164 certifications, correspondence, minutes, and notices shall be filed with the secretary.
165 Those original documents which are within the responsibility of the accrediting
166 department and the education department shall be maintained therein. The
167 recommendations of these departments shall contain appropriate copies of supporting
168 documentation to be filed with the secretary. The board may designate a repository for
169 this documentation with a contractual party, but the secretary shall retain control of and
170 access to these filings and archives. The secretary shall have such other duties and
171 powers as are set forth in these bylaws, the standing orders, and the board policies.
172

173 **Section 7. Duties of the Treasurer.** The treasurer shall maintain the financial records
174 of AIP. The treasurer shall compile the information with which to prepare the annual
175 budget and the annual audit. The treasurer shall report current financial information at

176 each meeting of the board and at the annual meeting of the membership; a written copy
177 of this report must be filed with the secretary. The treasurer shall chair the budget and
178 finance committee. The treasurer shall have such other duties and powers as are set
179 forth in these bylaws, the standing orders, and the board policies.

180
181 **Section 8. Death, Resignation, or Incapacity of Officers other than President.**

182 Upon death, resignation, or incapacity of the vice president, secretary, or treasurer, the
183 board shall fill the vacancy for the balance of the term. The president shall secure and
184 transfer the records of the vacant office to the successor expeditiously.

185
186
187 **ARTICLE V - BOARD OF DIRECTORS**
188

189 **Section 1. Composition.** The board of directors, herein referred to as the board, shall
190 be composed of the officers of AIP, the accrediting director, the education director, the
191 communications director, and eight directors elected at the annual session.

192
193 **Section 2. Terms.**

194 **2.1 Elected Directors.** The terms of directors shall be for two years or until their
195 successors are elected; with four elected in the odd years and four elected in the
196 even years. The term of office shall begin at the adjournment of the annual session
197 in which each is elected and shall end at the adjournment of the annual session in
198 the next odd or even year. Directors shall not serve a third consecutive term.

199 **2.2 Accrediting Director, Education Director and Communications Director.**

200 The accrediting director, the education director, and the communications director
201 shall be elected by the board for a term of three years with the term to begin at the
202 close of the board meeting at which they are elected. Terms shall be staggered.

203
204 **Section 3. Vacancies on the Board.** A vacancy in a position of director shall be filled
205 by the board until the next annual session, and if the board filled a vacancy which has
206 more than one year left in the term, the members shall elect a director to serve for the
207 remainder of the term. No vacancy shall be filled in the period commencing thirty days
208 prior to the annual session. If an action is taken at an annual session that will create a
209 vacancy in the position of director upon adjournment, the vacancy shall be filled by
210 election at that annual session.

211
212 **Section 4. Duties of the Board.** The board shall have general operational control and
213 responsibility for AIP. It shall have all of those duties and powers set forth for same in
214 the parliamentary authority of AIP and those duties and powers set forth under the
215 statutes of Illinois. In addition, the board shall have such further duties and powers as
216 are set forth in these bylaws, the standing orders, and the board policies. The board
217 shall advise and consent as to the recommendation of the president for the position of
218 editor of the *Parliamentary Journal*.

220 **Section 5. Regular Meetings.** The board shall meet at least three times during the
221 year at a time and by such means as is determined by the board. These regular
222 meetings shall have thirty days' notice. One of the regular meetings shall be held on the
223 day immediately following the close of the Annual Session, and shall be identified as the
224 "post-annual session board meeting."
225

226 **Section 6. Special Meetings.** Special meetings of the board may be called by the
227 president and shall be called by the secretary on the request of any five board
228 members. Notice may be sent by electronic mail. Fifteen days' notice shall be required
229 for in-person meetings and 72 hours' notice shall be required for conference call
230 meetings. Notice may be waived by any board member before, during, or after the
231 meeting.
232

233 **Section 7. Method of Meeting.** Meetings of the board may be held in person,
234 telephonically, or electronically. Any meeting shall provide for communication among all
235 members of the board synchronously and, excepting executive sessions, shall provide
236 for attendance, but not participation, by any member of AIP. Anonymous votes
237 conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in
238 these bylaws and other AIP rules that a vote be conducted by ballot.
239

240 **Section 8. Method of Notice for Meetings.** Meetings of the board shall be noticed to
241 the membership of AIP by electronic mail or posted on the AIP Web site.
242

243 **ARTICLE VI - NOMINATIONS AND ELECTIONS**

244
245
246 **Section 1. Notice of Candidacy.** Those persons who declare to the AIP Secretary
247 their candidacy for officer and director positions, and who give notice of intent to run at
248 least thirty days prior to the issuance of the call of the annual session shall have their
249 names, along with the position for which they are candidates, listed in the call.
250

251 **Section 2. Nominations and Elections at the Annual Session.**

252 **2.1 Officers and Directors.** Officers and directors shall be elected at the annual
253 session by a majority vote by ballot except that when the number of nominees is
254 equal to or less than the number of positions available, no ballot shall be required.

255 **2.2 Sequence of Elections.** The election of officers shall occur prior to the election
256 of directors.

257 **2.3 Nominations from the Floor.** Candidates for officer and directors positions
258 shall be nominated from the floor.
259

260 **Section 3. Election of Accrediting, Education, and Communications Directors.**

261 **3.1 Time of Election.** The accrediting, education, and communications directors
262 shall be elected at the post annual session board meeting.

263 **3.2 Nominations for Accrediting, Education, and Communications Directors.**
264 Candidates for accrediting, education and communications directors shall be
265 nominated from the floor at the board meeting.

266 **3.3 Election.** The accrediting, education, and communications directors shall be
267 elected by majority vote of the board.

268
269
270
271

ARTICLE VII - MEETINGS OF THE MEMBERSHIP

272 **Section 1. Annual Session.**

273 **1.1 Regular Annual Meeting.** A regular annual meeting of the membership, herein
274 referred to as the annual session, shall be held each year at a date between June 1
275 and August 31 at a location to be determined by the board.

276 **1.2 In the Event of Emergency.** In the event of an emergency, an annual session
277 may be rescheduled by a two-thirds vote of the board. The date range in 1.1 may be
278 waived by the same vote.

279 **1.3 Annual Session Held Electronically.** The annual session may be held
280 electronically by a two-thirds vote of the board. Anonymous votes conducted
281 electronically shall be deemed to be a ballot vote, fulfilling any requirement in these
282 bylaws and other AIP rules that a vote be conducted by ballot.

283
284 **Section 2. Special Session.** A special session of the membership may be called by a
285 majority vote of the board.

286
287 **Section 3. Notice.** The official notice of each session shall be distributed using mail
288 service or electronic mail (e-mail) delivery systems to all members at least twenty days,
289 but no more than sixty days before the session is to convene. Notices may be
290 distributed to members by electronic means unless otherwise requested in writing to
291 AIP.

292
293 **Section 4. Voting Members.** The record date for eligibility to vote at meetings of the
294 membership shall be five days prior to the meeting. The roll of voting members shall be
295 those members whose dues are current on that date, five days before the meeting.

296
297 **Section 5. Quorum.** Thirty members shall constitute a quorum for an annual session
298 or special session.

299
300 **Section 6. Proxy Voting.** Proxy voting shall not be allowed at any meeting of the
301 membership.

302
303

304 **ARTICLE VIII - EXECUTIVE COMMITTEE**

305
306 **Section 1. Composition.** The executive committee shall be composed of the officers
307 and two other board members, elected by the board at the post annual session board
308 meeting.

309
310 **Section 2. Terms.** The membership of the executive committee shall have a term
311 corresponding to that of the officers.

312
313 **Section 3. Duties and Powers.** The executive committee shall manage, negotiate,
314 and approve all contracts of AIP, shall administer the annual budget and all contracts,
315 shall appoint the auditor, and shall perform any other duties delegated to it by the board
316 or the annual session. The executive committee may exercise the powers of the board
317 between meetings of the board.

318
319 **Section 4. Meetings.** Meetings shall be at the call of the chair, with two days' notice
320 given to the board, including a copy of the agenda for the meeting. Meetings may be
321 held in person, telephonically, or electronically. Any meeting shall provide for
322 communication among all executive committee members synchronously.

323
324 **Section 5. Reports.** Within thirty days of any meeting of the executive committee,
325 minutes of the meeting shall be forwarded to each board member.

326
327 **ARTICLE IX - ACCREDITING DEPARTMENT**

328
329
330 **Section 1. Purpose.** The accrediting department shall coordinate and implement the
331 certification program to classify members who demonstrate high standards of
332 excellence in parliamentary procedure.

333
334 **Section 2. Composition.** The accrediting department shall consist of the accrediting
335 director, the assistant accrediting director, and such division chairs as are deemed
336 necessary by the accrediting director. The accrediting director and the assistant
337 accrediting director shall have held the classification of CPP for at least two years at the
338 time of appointment. The assistant accrediting director, and any division chairs as are
339 deemed necessary by the accrediting director, shall be appointed by the accrediting
340 director with the approval of the president. They shall serve a term concurrent with that
341 of the accrediting director or until their successors are appointed. The assistant
342 accrediting director and division chairs, if any, shall have such duties as are assigned by
343 the accrediting director.

346 **ARTICLE X - EDUCATION DEPARTMENT**

347
348 **Section 1. Purpose.** The education department shall coordinate and implement all
349 aspects of the AIP Action Program pertaining to education.

350
351 **Section 2. Composition.** The department shall consist of the education director, the
352 assistant education director, teacher course coordinator, and such division chairs as are
353 deemed necessary by the education director. The education director and the assistant
354 education director shall hold a minimum of a CP credential and the teacher course
355 coordinator shall hold the CP-T or CPP-T credential. The president and vice president
356 shall serve as ex-officio members of the department. The assistant education director,
357 teacher course coordinator, and the chairs of the divisions shall be appointed by the
358 education director with the approval of the president. They shall serve a term concurrent
359 with that of the education director or until their successors are appointed. The assistant
360 education director, teacher course coordinator, and division chairs shall have such
361 duties as are assigned by the education director.

362
363 **ARTICLE XI – COMMUNICATIONS DEPARTMENT**

364
365
366 **Section 1. Purpose.** There shall be a communications department to coordinate
367 communications in AIP. The president and vice president shall serve as ex-officio
368 members of the department.

369
370 **Section 2. Composition.** The communications department shall consist of the
371 communications director, assistant communications director, and such division chairs as
372 deemed necessary by the communications director. The assistant communications
373 director and the division chairs shall be appointed by the communications director with
374 the approval of the president.

375
376 **Section 3. Duties.** The communications department shall develop strategies to
377 provide accurate and timely information to the public, potential members, members, and
378 former members. The department shall plan and communicate the activities and
379 benefits of AIP to the public, work with other AIP committees as appropriate to achieve
380 their communications goals, and regularly review the AIP website to make
381 recommendations to the executive committee.

382
383 **ARTICLE XII - COMMITTEES**

384
385
386 **Section 1. Purpose and Meetings of Standing and Special Committees.** The
387 purpose of committees is to support the AIP Action Program by member involvement in
388 AIP, and to provide for a strong and effective governance system. Committee meetings
389 may be held in person, telephonically, or electronically. Any meeting shall provide for
390 communication among all committee members synchronously.

391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432

Section 2. Standing Committees. There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; Ethics; Member Services; Opinions; Youth Activities.

2.1 Audit Committee. The audit committee shall secure an annual audit of all funds, an audit when there is a change in the office of treasurer, and at other times as deemed necessary by the committee and with the consent of the executive committee. The committee shall submit a report at each annual session for consideration by the membership.

2.2 Budget and Finance Committee. The budget and finance committee shall submit an annual budget at the beginning of the fiscal year for approval by the board. The budget shall contain funding for the annual session and for the practicums which portions of the budget shall be developed in consultation with the appropriate coordinators for the annual session and the practicums.

2.3 Bylaws and Standing Orders Committee. The bylaws and standing orders committee shall review all proposed amendments to the bylaws and standing orders, and shall make recommendations on these to the annual session. The committee may initiate proposed amendments to the bylaws and standing orders. The committee shall prepare and present proposed standing rules for the annual session. The committee shall review new chapter bylaws and amendments to chapter bylaws for compliance with AIP bylaws and other rules. The committee reviews new chapter bylaws and recommends acceptance or conditional acceptance to the member services committee.

2.4 Ethics Committee. The ethics committee shall process complaints received against members in accordance with the Rules for Handling Complaints and Reporting Ethical Violations.

2.5 Member Services Committee. The member services committee shall develop and implement a program or programs for the recruitment and retention of members. The committee shall assist in the formation of new chapters and provide assistance to all chapters as requested.

2.6 Opinions Committee. The opinions committee shall prepare opinions for publication in the *Parliamentary Journal*, and shall assist AIP members by answering written requests for parliamentary advice.

2.7 Youth Activities and Scholarship Committee. The youth activities and scholarship committee shall develop and implement programs to encourage the membership, participation, and education of the youth members. The committee may provide: a) scholarships for practicums, annual sessions, and other AIP educational events; b) membership dues waivers as approved by the executive committee or the board of directors.

Section 3. Membership of Standing Committees. Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the

433 board; committee members shall be appointed by the president in consultation with the
434 respective committee chair. All committees shall have a minimum of three and a
435 maximum of seven members. The president shall be an ex officio member of all
436 committees except the ethics committee and opinions committee; the president shall not
437 be counted in determining a quorum. The president may appoint a board liaison to
438 serve as an ex officio member of a committee.

439 **3.1 Terms.** Except as otherwise provided in the bylaws, term of office shall begin
440 upon appointment and conclude when a successor is appointed.

441 **3.2 Audit Committee.** The audit committee shall be appointed by the board. No
442 person may serve simultaneously on both the audit committee and the budget and
443 finance committee.

444 **3.3 Budget and Finance Committee.** The treasurer shall serve as chair of the
445 budget and finance committee.

446 **3.4 Ethics Committee.** All members of the ethics committee must hold status as
447 CPP members. The committee shall consist of three members elected by ballot by
448 the board at the post annual session board meeting to serve for a term of three
449 years. The committee members shall select the chair from among the committee
450 members. Members of the ethics committee may serve two consecutive terms on
451 the committee.

452 **3.5 Opinions Committee.** All members of the opinions committee must hold status
453 as CPP members.

454 **3.6 Vacancies.** Vacancies on a committee, except the Ethics Committee, shall be
455 filled in the same manner as the original selection of the members for the balance of
456 the term. Vacancies on the Ethics Committee shall be filled by the board at a regular
457 or special meeting for the unexpired term of the vacating member and shall not
458 require a ballot vote.

459
460 **Section 4. Special Committees.** Except as otherwise provided in the bylaws or
461 standing orders, special committees may be established by the annual session, the
462 board, the executive committee, or the president.

463
464

465 **ARTICLE XIII - CHAPTERS**

466
467 **Section 1. Purpose.** The chapters shall promote the objectives and educational
468 programs of AIP by providing leadership training and workshops in parliamentary law
469 and procedure, providing an opportunity for chapters to discuss issues of mutual benefit
470 to AIP, and enhancing membership retention and extension.

471
472 **Section 2. Chapters.** A chapter shall be composed of those AIP members who have
473 chosen to affiliate with it. A chapter shall promote the goals and objectives of AIP, meet
474 at least twice a year, and elect officers. Electronic chapters are permitted.

475 **2.1 Compliance with AIP Governing Documents.** Chapter bylaws and any
476 amendments thereto shall be in compliance with AIP governing documents, show
477 the date of approval, and be filed with the permanent records of AIP.

478 **2.2 Chapter Charter.** A group of at least five AIP members may apply to organize a
479 chapter.

480 **2.2.1** An organizing chapter must submit the name of the chapter, minutes of
481 organizational meetings, officers, and adopted bylaws to the AIP Secretary.

482 **2.2.2** Bylaws and recognition as an AIP chapter shall become effective upon
483 recommendation of the member services committee, bylaws and standing orders
484 committee, and approval by the board.

485 **2.3 Chapter Bylaws Amendment.** When revised or amended, the new bylaws
486 shall be submitted to the AIP Bylaws and Standing Orders Committee for review and
487 filing.
488

489 **Section 3. Chapter Dissolution.** A chapter may dissolve voluntarily or by revocation
490 for non-compliance with these bylaws. A chapter that has dissolved shall return its
491 charter, any funds or other assets, and the records to the AIP Secretary. Unless
492 otherwise designated, the assets shall revert to the AIP general fund.

493 **3.1 Voluntary Dissolution.** A chapter may dissolve voluntarily, by a two-thirds vote
494 with previous notice, at a special meeting stating the purpose; with the date, time,
495 and place of the meeting given in a written notice to all chapter members, not less
496 than thirty days prior to said meeting; copy of such notice to be provided to the AIP
497 Secretary. Members living more than seventy-five miles from the meeting place shall
498 be allowed to vote by mail.

499 **3.2 Dissolution of Inactive Chapters.** An inactive chapter, one that has not met for
500 two consecutive years, may have its charter revoked by two-thirds vote of the AIP
501 Board. At least sixty days written notice shall be sent by certified mail to the last
502 known chapter officers and members, return receipt requested, prior to the vote to
503 revoke the chapter charter.

504

505

ARTICLE XIV - INDEMNIFICATION

506

507 Officers, directors, and employees of AIP shall be indemnified for any costs, expenses,
508 or liabilities necessarily incurred in connection with the defense of any action, suit or
509 proceeding in which they are made a part by reason of being or having been a member
510 serving in an elected or an appointed capacity. No member or employee shall be
511 indemnified when adjudged in the action or suit to be liable for gross negligence or
512 misconduct in the performance of duty.

513

514

515 **ARTICLE XV - PARLIAMENTARY AUTHORITY**

516
517 The current edition of *American Institute of Parliamentarians Standard Code of*
518 *Parliamentary Procedure* shall govern AIP so far as it is applicable and not inconsistent
519 with the bylaws, standing orders and any special rules of order that AIP may adopt.
520

521
522 **ARTICLE XVI - AMENDMENT**

523
524 **Section 1. Amendment of Bylaws, Action Program, and Code of Ethics.** The
525 bylaws, the action program, and the code of ethics may be amended by either of the
526 following procedures:

527 **1.1 Amendment With Notice.** Following notice of amendment given to all members
528 with the official notice of the annual session, a two-thirds vote of members present
529 and voting at the annual session will be required.

530 **1.2 Amendment Without Notice.** If notice has not been given as in Section 1. 1,
531 then:

532 **1.2.1** a member must propose the amendment in writing and notice shall be
533 given at that time to the Annual Session.

534 **1.2.2** After the expiration of a minimum of twelve hours, a vote shall be
535 conducted to determine whether the amendment shall be considered. Debate on
536 the motion as to whether the amendment shall be considered shall be restricted
537 to the merits of consideration.

538 **1.2.3** A vote to consider such an amendment shall require two-thirds in the
539 affirmative to consider the proposal.

540 **1.2.4** If the vote on the motion as to whether the amendment shall be considered
541 is adopted, the amendment shall require a four-fifths vote of members present
542 and voting at the annual session to adopt.
543

544 **Section 2. Revision of Bylaws, Action Program, and Code of Ethics.** If a revision
545 of the bylaws, action program, or code of ethics is ordered by majority vote at an annual
546 session, the next annual session shall not consider any other amendments proposed to
547 that document as separate motions; amendments to the revision documents shall be
548 allowed from the floor.
549

550 **Section 3. Amendment of Standing Orders.** The standing orders may be amended
551 by either of the following procedures:

552 **3.1 Amendments With Notice.** Following notice of amendment given to all
553 members with the official notice of the annual session, a majority vote of members
554 present and voting at the annual session is required to adopt.

555 **3.2 Amendments Without Notice.** If notice has not been given as in Section 3. 1, a
556 two-thirds vote of members present and voting is required to adopt.

557
558 **Section 4. Origin of Amendments.** Amendments to the bylaws, action program, code
559 of ethics, and standing orders may be originated by one of the following methods: (1)
560 an act of the board; (2) majority vote of the bylaws and standing orders committee; (3)
561 petition signed by at least five members; or (4) motion at an annual session. All
562 amendments shall be referred to the bylaws and standing orders committee.