

STANDING RULES

BOARD OF DIRECTORS - ROCKY MOUNTAIN REGION

RULE I - ATTENDANCE: The meeting shall be composed of the voting members of the Regional Board as defined in Article IV, Section D, of the bylaws. Non-voting members of the Regional Board may be in attendance, but shall not be counted in the quorum. Meetings are open to FEW members and persons interested in the purpose of FEW and the activities of the Rocky Mountain Region.

RULE II - REGISTRATION AND CREDENTIALS:

- a. Board members shall register with the Credentials Official and be certified as eligible to vote in accordance with Regional Bylaws, Article IV, before the meeting convenes.
- b. The Credentials Official shall report at the opening of the meeting. The adopted Credentials Report shall be the official roll of voting Board members present at the meeting.

RULE III - AUTHORITY: In cases where neither the Regional Bylaws, existing Policy and Procedure Manual, nor Robert's Rules of Order Newly Revised cover a given question, the Chair shall decide the question.

RULE IV - DECORUM:

- a. All meetings will be called to order on time.
- b. All attendees will conduct themselves respectfully and professionally.
- c. During meetings, members shall refrain from speaking unless entitled to the floor and shall suppress all unnecessary noises.
- d. To obtain the floor for any purpose, members shall address the Chair, state name, and office or chapter before speaking.
- e. There shall be no smoking in the meeting room.

RULE V - ORDER OF BUSINESS:

- a. The Chair shall develop the agenda. Copies of the agenda shall be distributed to Board members no later than two (2) weeks before the meeting. Beginning and ending times should be included within the agenda.
- b. The order of business at this meeting will be as follows:
 - Reports of Elected Officers, Chapter Presidents, Standing Committees, and Special Committees
 - Unfinished business
 - New business
 - Announcements
 - Adjournment
- c. The assembly shall adopt an Order of Business which once agreed to, fixes permanently the parliamentary procedure.

RULE VI - PROCEDURES:

- a. Only voting members of the Board of Directors may make motions, amendments and vote.
- b. All members and attendees may take part in the discussions and ask questions.