

STANDING RULES OF NOEL BETTERMENT ASSOCIATION

A Nonprofit Corporation Formed Under the Laws of the State of Missouri

Standing rules differ from Bylaws as they may be more easily modified for future meetings as necessary, by a simple majority vote of members at a current meeting.

Standing rules can not be modified, deleted, amended or otherwise changed to take effect during the current meeting. The earliest any change may take effect is for the following meeting, and notice of all changes must be posted to the membership with reasonable advance notice before the future meeting.

1. Keeping Meetings Flowing: *(Refer to page 28 of Democratic Rules of Order, 9th Edition)*

a) *Staying on the subject.* Members must discuss only one topic or motion at a time. If necessary the chair should interrupt a speaker to insist that this rule be obeyed.

b) *More thought, less talk.* A member must not take more than a fair share of floor time nor speak more than once on a motion until all others who wish to do so have had a turn. (Exceptions may occur, however, with new information or a series of questions and answers involving useful facts.)

If a member is speaking too long, the chair should give a polite reminder. If the speaker continues, the chair can interrupt and request a decision from the meeting.

(For more details refer to pages 29-30 of Democratic Rules of Order, 9th Edition under the headings "Point of Order" & "Disturbances.")

2. Committees:

Committees are where the actual groundwork of the association is accomplished. Committees can brainstorm, freely debate and develop ideas in such a way that would be otherwise too time-consuming at a regular general membership meeting. Committees allow dedicated teams and individuals who are passionate and focused on a particular project or other aspect of the organization to best accomplish the goals and/or purposes of their Committees.

The following rules are to be considered Standing Rules, and serve to compliment and refine the existing Bylaws on Committees (Article VIII). If there are conflicts between the Standing Rules and the Bylaws, the Bylaws take precedence.

All Committee participants, and especially Committee Chairmen, should be made aware of the following Rules:

i. Schedules: A good faith effort shall be made by all Committees to schedule their meetings so there are no overlap in Committee meeting times, to allow any members who wish to participate in more than one Committee to do so.

Committee meetings may run concurrently if there are no objections by participants of either Committee, especially in situations where time is of the essence.

ii. Notice: A good faith effort shall be made by all Committees to provide reasonable advance notice of all meetings.

Twenty-four (24) hours notice should be considered a minimum, and that only in special circumstances. Five (5) days notice is preferred under normal circumstances. An exception may be made for little or no advance notice if unanimous consent is given by all members of the Committee. Committees that routinely fail to allow adequate advance notice before meetings can be made to give a minimum of five (5) days notice for the next twelve (12) months, if decided by a majority vote of the Board of Directors.

iii. Conduct: Committee meetings may be run informally, if the Committee is small enough and this is acceptable to the majority of Committee members in attendance, in the efforts to best accomplish the purpose(s) of the Committee.

Committee Chairmen are specifically allowed to participate in discussions with the same privileges as other members. Otherwise, Committees are expected to conduct themselves in accordance with the same Bylaws and Rules as the parent organization.

iv. Records: The Committee Chairman is responsible for keeping adequate records/minutes of all Committee meetings. The chairman may choose to designate, or the Committee may choose to elect, a Committee Secretary to facilitate such record-keeping. In the event a Committee Secretary is not present or is otherwise unavailable at a meeting, the responsibility remains with the Committee Chairman to see that adequate records are kept, either by themselves or a Secretary Pro Tem.

v. Reports and Recommendations: Committees are expected to have a representative, preferably the Committee Chairman, attend all meetings of the general membership; and be prepared to make clear and concise progress/status reports and recommendations to the Board of Directors and/or general membership.

vi. Public Representation: The Committee shall not represent themselves or their actions as authorized by the parent organization (Noel Betterment Association), unless specifically empowered to do so.

vii. Funds and Assets: The Committee shall not disperse funds, make payments, or otherwise spend money or disperse resources or assets of the parent organization, without specific authorization from the Board. Committees

may request reimbursements from the Board for petty expenses (such as incidental postage and other supplies necessary to fulfill their purposes) not to exceed ten dollars (\$10) in total (or another reasonable amount as decided by the Board of Directors from time to time). For larger and/or long term expenditures, Committees should present operating budgets and request funds at a regular Board Meeting.

3. Forming New Committees and Proposing New Projects:

Any dues-paying member in good standing may make a motion to form an exploratory Committee and/or special Committee for a specific purpose or project by taking the following steps:

a. Making a motion to “Propose a New Committee” during the New Business portion of a regular monthly meeting, and providing the following:

1) A clear purpose for the new Committee. (*Examples: To organize a bake sale; To research the feasibility of a new activity, such as a beautification project; To plan a benefit event for local flood victims; etc...*)

2) The names of at least two other dues-paying members in good standing who are present at the meeting, and have given their prior approval to serve on the new Committee if formed.

3) A brief overview of how the new Committee hopes to accomplish its purpose.

b. Once these criteria are met and presented, a vote should be called for by the Presiding Chairman on whether or not to proceed with the formation of the new Committee. A simple majority of all members present and eligible to vote is all that is required to proceed.

c. If passed, the member making the motion to form the Committee may then request additional members join the Committee and state the time and place the Committee shall meet. (Not to be any sooner than directly after the adjournment of the current regular meeting.)

d. The Presiding Chairman must then appoint a 'Committee Chairman Pro Tem' for the purposes of organizing the new Committee and electing a regular Committee Chairman among the newly formed Committee members. The Presiding Chairman of the regular meeting may choose to name themselves, the member originally proposing the new Committee, or any of the dues-paying members who had volunteered to serve during the motion to propose a new Committee, as Committee Chairman Pro Tem.

e. The Committee Chairman Pro Tem will serve until such a time as the new Committee has held a regular meeting with at least five (5) days advance notice of the upcoming election of the Committee Chairman position.