

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 7 (E)
RULES COMMITTEE

I The Federation Bylaws Article II, Sections 3.a and b. provide for the appointment of a Rules Committee. Article VI, Section 5.a and b. of the Federation Bylaws provide the instructions, which govern the “Federation Convention Rules of Order”. Executive Board Guideline No. 16 “Policy for Convention Committees” and these guidelines provide more details.

II **Duties & Responsibilities: (Chair)**

- A. Advise that all committee members meet on the morning of the day the convention convenes, unless specifically authorized by the Federation President to arrive and meet a day or more early. Those so authorized must submit a voucher (CSFC Form 15) through the Chair, with a receipt for reimbursement. The code for this expense is 506K under other accounts.
- B. Check with the Convention Host Committee Chair for a meeting room on the morning of the convention.
- C. Distribute to each committee member the latest revision of the Federation Constitution and Bylaws, Federation Executive Board Guideline No. 16, “Policy for Convention Committees”, the previous convention’s Rules of Order, and other relevant references for use during meetings.
- D. Coordinate, in a timely manner, and as appropriate, with other committee chairs concerning new or modified rules, or procedures the Rules Committee intend to recommend, which might have an impact on the action of those other committees.

E. **Committee’s findings and recommendations, in report form, will be submitted to the Federation Secretary who will transmit report to all CSFC Chapters and Convention Delegates at least 14 days prior to the first day of the convention.**

F. **Report the findings and recommendations of the committee to the delegates in session. Post the Committees written recommendation for each resolution in an area accessible to all delegates at least 4 hours before resolutions are discussed on the assembly floor.**

III **Duties & Responsibilities: (Committee Members)**

- A. Attend meetings and review the previously published Rules of Order and determine if any changes modifications or additions are required. Also provide rationale for any recommended changes.
- B. Assist in the preparation and distribution of printed materials created by the actions of this committee as appropriate.
- C. Perform other duties as assigned