



Society for  
Technical  
Communication

*Orlando Chapter*

# Policies and Procedures

## Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>Section 1: Governance .....</b>	<b>2</b>
Council Officers .....	2
Composition .....	2
Term of Office .....	2
Duties.....	2
President.....	2
Vice President .....	4
Secretary.....	4
Treasurer .....	5
Immediate Past President .....	6
<b>Section 2 – Finances.....</b>	<b>7</b>
<b>Section 3 – Meetings.....</b>	<b>8</b>
Conducting Meetings.....	8
Council Meetings.....	8
General Membership Meetings.....	8
Annual Business Meeting.....	8
Special Meetings.....	8
Council .....	9
Membership .....	9
<b>Section 4 – Committees.....</b>	<b>10</b>
General Responsibilities .....	10
Standing Committees.....	10
Bylaws Committee.....	12
Chapter Achievement Award Committee.....	13
Education Committee.....	14
Melissa Pellegrin Scholarship .....	15
Annual Central Florida High School Technical Writing Competition .....	15
Mentoring Committee .....	16
Employment Committee.....	17
Jaffe Award Committee.....	17
Membership Committee.....	18
Public Relations Committee.....	19
Special Committees .....	21
Nominating Committee .....	21
Tellers Committee .....	22

<b>Section 5 – Elections .....</b>	<b>24</b>
Date of Election.....	24
Eligibility .....	24
Nominations.....	24
Nominating Committee Recommendations.....	24
Petition by Members .....	24
Required Documents .....	25
Ballot .....	25
Preparing Ballot .....	25
Distributing Ballot .....	25
Voting Process .....	25
Required Items.....	25
Close of Voting Reminder .....	26
Submitting Ballots.....	26
Membership Verification .....	26
Meeting Ballots .....	26
Voting by Mail.....	27
Requirements .....	27
Retrieving Ballots.....	27
Validating Ballots .....	27
Tallying Ballots.....	27
Election Results .....	28
Tie Vote .....	28
<b>Section 6 – Amendments.....</b>	<b>29</b>
Amendments to Bylaws.....	29
Initiation .....	29
Approval Requirements.....	29
Voting by Membership.....	29
Distributing Documents .....	30
Required Items.....	30
Close of Voting Reminder .....	30
Submitting Ballots.....	31
Membership Verification .....	31
Meeting Ballots .....	31
Voting by Mail.....	31
Requirements .....	31
Retrieving Ballots.....	32
Validating Ballots .....	32
Tallying Ballots.....	32
Voting Results.....	33
Tie Vote .....	33
Amendments to Policies and Procedures.....	33

**Suggested Timeline ..... 35**  
**Requirements Summary ..... 37**

# Orlando Chapter of the Society for Technical Communication

## **Policies and Procedures**

### **Introduction**

These policies and procedures provide specific guidelines for conducting the business and activities of the Orlando Chapter of the Society for Technical Communication (Chapter). The Chapter is subject to the authority of the Board of Directors of the Society for Technical Communication, Inc. (Society).

This document discusses the Chapter's governance, finances, meetings, committees, elections, and amendments. It also contains a suggested timeline of yearly Chapter activities and a requirements summary.

## Section 1: Governance

An Administrative Council (Council) governs the Chapter's affairs. This Council manages and controls the Chapter's property, activities, and affairs and is subject to the authority of the Society's Board of Directors. Chapter officers are elected annually by the Chapter membership.

### **Council Officers**

#### ***Composition***

The Council consists of a President, Vice President, Secretary, Treasurer, and Immediate Past President. Additional Council officers may be added if the Council determines the positions are necessary. However, as stated in Article III (Administrative Requirements), Section 3 (Directors) of the Chapter's bylaws, the total number of officers may not exceed seven.

As stated in Article IV (Officers), Section 1 (Definition and Appointment) of the Chapter's bylaws, no member may hold more than one office at the same time, except the offices of the Secretary and Treasurer. One member may hold these two offices concurrently.

#### ***Term of Office***

Unless a Council officer is re-elected for another term, Council officers serve a one-year term. This term runs from July 1 through June 30.

#### ***Duties***

The sections that follow delineate the general and monthly duties that the elected Council officers perform from July 1 through June 30, the period that encompasses the Chapter year. However, any Council officer may prudently delegate his or her duties, if necessary to manage efficiently.

#### ***President***

The President's general and monthly duties during the Chapter year are as follows:

#### **General Duties - President**

- Assumes responsibility for all Chapter operations.

- Serves as head of the Council:
  - Leads monthly Council meetings.
  - Creates and distributes meeting agenda.
- Chairs the Chapter's general membership meetings:
  - Makes introductory remarks.
  - Introduces speaker.
- Serves as principal Chapter contact for prospective members, members from other chapters, Chapter contacts, and Society leadership.
- Provides support for other Chapter volunteers and for the activities of the Chapter, as needed.
- Communicates regular news and information to the Chapter through various media.
- Authorizes Chapter expenditures approved by the Council.
- Prepares *From the President's Desk* article for Chapter newsletter.
- Nominates members for Society awards, both group-decided nominations and individual members.
- Creates awards to recognize Chapter members who performed work above and beyond their regular duties.
- Performs miscellaneous duties, which include planning workshops, communicating with other communities and people, and substituting for Vice President, when necessary.
- If Chapter members are to vote on a proposed bylaws amendment, selects two Chapter members to assist the Secretary with validating and tallying the votes cast.
- If a Council officer undertakes activities not in best interests of the Society or the Chapter, notifies the Council officer to terminate the activities.

#### Monthly Duties - President

- |                 |  |
|-----------------|--|
| <b>July</b>     | <ul style="list-style-type: none"> <li>• Plans and hosts Council Leadership Day:               <ul style="list-style-type: none"> <li>○ Arranges location.</li> <li>○ Creates and distributes agenda.</li> <li>○ Orders food.</li> <li>○ Leads meeting.</li> </ul> </li> </ul>   |
| <b>August</b>   | <ul style="list-style-type: none"> <li>• Submits quarterly Chapter Status Report (CSR) to Society listing the activities the Chapter conducts to further its charitable, scientific, and educational mission.</li> <li>• Determines if there should be a change in the existing number of elected and appointed Nominating Committee positions.</li> <li>• Appoints a manager to direct the operation of each standing committee and the Nominating Committee manager, subject to Council approval.</li> </ul> |
| <b>November</b> | <ul style="list-style-type: none"> <li>• Submits quarterly CSR to Society.</li> </ul>  |
| <b>February</b> | <ul style="list-style-type: none"> <li>• Submits quarterly CSR to Society.</li> </ul>  |

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<b>March</b>	<ul style="list-style-type: none"> <li>• Selects Tellers Committee members, including the manager.</li> </ul>
<b>April</b>	<p><b>General Membership Meeting/Annual Election</b></p> <ul style="list-style-type: none"> <li>• Before the meeting commences, announces annual election will close promptly at 7:10 p.m.</li> <li>• At 7:10 p.m., declares election closed and states the names of the elected Council officers and those members elected to Nominating Committee positions will be announced at conclusion of meeting.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Submits quarterly CSR to Society.</li> <li>• Orders awards for annual Chapter banquet in June.</li> </ul>
<b>June</b>	<p><b>General Membership Meeting/Annual Chapter Banquet</b></p> <ul style="list-style-type: none"> <li>• Leads awards presentation.</li> </ul>

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### *Vice President*

The Vice President's duties during the Chapter year are as follows:

#### **General Duties – Vice President**

- If the President is absent or disabled, performs all the President's duties. When acting in the President's capacity, the Vice President possesses all the powers of the President.
  - Arranges meeting locations.
  - Coordinates presenters at monthly Chapter meetings.
  - Prepares and emails meeting announcements.
- 

### *Secretary*

The Secretary's duties during the Chapter year are as follows:

#### **General Duties - Secretary**

- Prepares a record of the proceedings and actions that take place at each Council meeting, the Chapter's annual business meeting, and the business portion of the Chapter's general membership meetings.
- Distributes minutes from each Council meeting to Council officers and committee managers for review and approval.
- Prepares Chapter correspondence, as needed.
- Creates article for newsletter detailing activities that took place during the most recent general membership meeting.

- Manages the Chapter's archives of past minutes and administrative records.
- If Chapter members are to vote on a proposed bylaws amendment, along with the two Chapter members selected by the President, validates and tallies the votes cast.

### *Treasurer*

The Chapter Treasurer maintains, manages, and accounts for all records related to the finances of the Chapter and submits financial reports in a timely manner. The Treasurer has a fiduciary responsibility to exercise prudent and reasonable care of the Chapter's assets.

The Treasurer's duties fall into four broad areas of responsibility: accounting, administration, budgeting, and reporting.

#### **General Duties - Treasurer**

##### **Accounting**

- Deposits cash receipts into the Chapter's checking account and maintains a record of the amounts and sources of each deposit.
- Reviews expense requests and vendor invoices; prepares payments, as appropriate; and maintains a record of each disbursement.
- Maintains a cash ledger to account for available funds and reconciles the ledger to monthly bank statements.

##### **Administration**

- Retains file copies of Chapter's charter, bylaws, and federal Tax Identification Number (TIN).
- Retains historical files of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, account passwords, and receipts.
- Establishes or maintains banking and investment accounts.
- Arranges for annual audit.
- Files annual tax returns.
- Reviews and signs all contracts, such as contracts with management companies, caterers, and hotels, with the name of the Chapter, the Treasurer's name, and title as Treasurer.

##### **Budgeting**

- Solicits budget requests from committee managers and Chapter officers.

- Presents a comprehensive budget proposal to the Council and leads discussion to approve the budget, as proposed or as modified by the Council.
- Distributes the approved budget to Chapter officers and to committee managers with budgetary responsibility.

**Reporting**

- Prepares periodic budget reports for review by the Council. These reports:
  - Must be accompanied by a copy of the most recent bank statement.
  - Should disclose key financial transactions and variances from the budget.
- Completes the annual STC Financial Report Form and Final Reconciliation Report and submits them to the Society.

**Monthly Duties - Treasurer**

<b>August</b>	<ul style="list-style-type: none"> <li>• Requests each committee manager submit a yearly budget prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Makes arrangements for annual audit, which takes place two months before the new fiscal year begins on January 1.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Submits annual Chapter financial reports to Society. These reports are due to Society headquarters no later than 90 days after the Chapter’s fiscal year closes on December 31; future Chapter funding depends upon timely filing of these reports.</li> </ul>
<b>May</b>	<p><b>General Membership Meeting/Annual Business Meeting</b></p> <ul style="list-style-type: none"> <li>• Presents an annual financial report.</li> </ul>

*Immediate Past President*

The Immediate Past President’s duties during the Chapter year are as follows:

**General Duties – Immediate Past President**

- Provides input on matters before the Council.

## Section 2 – Finances

The Chapter's fiscal year is the same as the Society's fiscal year, which runs from January 1 through December 31. During this period, the Treasurer keeps accurate records of the Chapter's income and expenses. He or she oversees the Chapter's checking account, including making deposits, paying expenses, and reconciling the account on a monthly basis.

The Treasurer retains all documents pertaining to the Chapter's finances. In addition, the Treasurer files the annual tax returns and arranges for the annual audit, which occurs two months before the start of the new fiscal year on January 1.

Each committee manager who expects to receive income or incur expenses during the Chapter's fiscal year is responsible for submitting an estimated budget to the Treasurer. The Treasurer then assembles this information and provides the Council with a detailed proposed budget for review and approval.

As stated in Section 1 (Governance) of these policies and procedures, as part of the Treasurer's duties, he or she provides periodic budget reports of the Chapter's income and expenses to the Council. In addition, the Treasurer prepares and submits the annual STC Financial Report Form and Final Reconciliation Report to the Society. These annual reports must be submitted to Society headquarters no later than 90 days after the close of the Chapter's fiscal year on December 31.

## Section 3 – Meetings

At regular intervals throughout the year, the Chapter holds Council meetings and general membership meetings. The Chapter designates one of the general membership meetings as its annual business meeting.

### **Conducting Meetings**

The President, or the Vice President in the President's absence, chairs all the Chapter's meetings. The parliamentary procedures specified in *Robert's Rules of Order*, latest revised edition, are used as a guide for conducting Council meetings and the business portion of general meetings. The Secretary will record the actions that occur during the meeting. These minutes serve as a record of the actions that took place during the Council meeting or the business portion of the general meeting.

### **Council Meetings**

Council officers and committee managers assemble at Council meetings to conduct Chapter business. These meetings, which normally are held on the first Tuesday of each month, are open to all Chapter members.

### **General Membership Meetings**

The Chapter holds at least nine general membership meetings during the year. These meetings are usually held on the third Tuesday of each month.

### **Annual Business Meeting**

The May general membership meeting serves as the Chapter's annual business meeting. This meeting is used to present annual reports and transact other Chapter business. During the annual business meeting, the Treasurer presents an annual financial report to the Chapter membership.

### **Special Meetings**

If needed, special meetings of the Council or the Chapter membership may be called.

**Council**

As stated in Article III (Administrative Requirements), Section 8 (Special Meetings) of the Chapter's bylaws, special meetings of the Council:

- May be called by the President, or
- Will be called by the President at the written request of any two or more Council officers.

Written notice of the special meeting is to be given to each officer at least five days before the special meeting is to occur.

**Membership**

As stated in Article II (Members), Section 11 (Special Meetings) of the Chapter's bylaws, special meetings of the voting members may be called by:

- A majority of the Administrative Council,
- The President of the Chapter, or
- A written request submitted to the Administrative Council by ten percent or more of the voting members.

Notice of the special meeting will be given to each voting member at least 30 days but no more than 60 days before the date set for the special meeting.

## Section 4 – Committees

The Council has established two types of committees, standing committees and special committees. Membership appeals are the standard method used to generate membership in the Chapter's committees.

### General Responsibilities

Generally, special committees focus on a very specific purpose, operate for a finite time during the Chapter year, and do not receive revenue or incur expenses. The managers of these committees usually perform their duties during a specified period of time. Each special committee manager is responsible for reporting regularly to the Council on the committee's plans and activities during the time the committee is active.

In contrast, standing committees operate continuously during the chapter year and tend to have a much broader scope. Each standing committee manager is responsible for:

- Reporting regularly to the Council on committee plans and activities,
- Submitting a yearly budget to the Treasurer prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses; and
- Recording and reporting any expenses incurred by the committee to the Treasurer.

### Standing Committees

The Chapter's standing committees are listed below. The Council may adjust this roster of standing committees as needed.

- Active Membership Committee
- Bylaws Committee
- Chapter Achievement Award Committee

- Chapter History Committee
- Conference Committee
- Education Committee
  - Annual Central Florida High School Technical Writing Competition
  - Mentoring (with University of Central Florida technical communication students)
- Employment Committee
- Hospitality Committee
- Jaffe Award Committee
- Membership Committee
- Mentoring Committee (Chapter-to-Chapter)
- Newsletter Committee
- Programs Committee
- Public Relations Committee
- Rising Stars Committee

In August, the President appoints managers to direct the operation of each standing committee. These appointments will become effective when they have been approved by a majority of the Council officers at the August Council meeting.

A Council officer may simultaneously be a member of a standing committee, with the exception of the President. The President is restricted to the office of Chapter president exclusively.

**Bylaws Committee**

The Bylaws Committee consists of a minimum of three members. One of these members is the manager, who is appointed by the President, subject to Council approval.

The committee's general and monthly duties during the July 1 through June 30 Chapter year are as follows:

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**General Duties – Bylaws Committee**

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- Publishes, maintains, and makes the official Chapter bylaws and policies and procedures available.
- Prepares the text for any proposed amendment to the bylaws or to the policies and procedures.
- Reports regularly to the Council on committee plans and activities.
- Records and reports any expenses incurred by the committee to the Treasurer.

**Bylaws Amendments**

- Submits any proposed bylaws amendments to Society for approval.
- If Society approves proposed amendment:
  - If Council is to vote on amendment, submits amendment to Council for consideration.
  - If Chapter members are to vote on amendment, at least 30 days prior to the meeting date at which amendment is to be considered for adoption, distributes text of proposed amendment, ballot, and voting instructions to the Chapter membership.
- Supplies voting materials on night of election.
- If amended bylaws are approved at both the Society level and at the Chapter level, requests the amended bylaws be posted on the Chapter's Web site.

**Policies and Procedures Amendments**

- Submits any amendments to policies and procedures to Council for consideration.
  - If Council approves amended policies and procedures, requests they be posted on the Chapter's Web site.
-

**Monthly Duties – Bylaws Committee**

- September**
- Submits an annual budget to the Treasurer prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses.
- 

**Chapter Achievement Award Committee**

The manager of the Chapter Achievement Award (CAA) Committee interacts with the entire Council to note meaningful activities and events that will qualify the Chapter to receive a CAA. This award recognizes a special interest group, professional chapter, or student chapter's outstanding accomplishments in achieving the Society's goals through a wide range of programs and activities.

Criteria for the CAA apply to activities and events that occur between March 1 of one year and February 28 of the following year, although this period has fluctuated slightly in the past. Each year, the Society office works with the Chapter Achievement Awards Evaluation Committee (CAAEC) to establish the application deadline for the CAA. For example, the deadline for the 2009 awards was March 5, 2009.

This committee performs the following duties during the Chapter year:

**General Duties – CAA Committee**

- Keeps track of Chapter activities throughout the CAA year. These activities are both individual member and geographic STC chapter accomplishments that relate to the technical communication profession and/or STC involvement.
  - Completes and submits CAA form describing and documenting the Chapter's initiatives for the year and mapping its accomplishments for the specific award requirements, including providing supporting documents, descriptions, and pictures.
  - Reports regularly to the Council on committee plans and activities.
  - Records and reports any expenses incurred by the committee to the Treasurer.
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### Monthly Duties – CAA Committee

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|------------------|---|
| <b>September</b> | <ul style="list-style-type: none"> <li>Submits an annual budget to the Treasurer prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses.</li> </ul> |
| <b>March</b>     | <ul style="list-style-type: none"> <li>Submits CAA application to Society.</li> </ul>   |

### Education Committee

With a roster of over ten members, the Education Committee is one of the Chapter's largest committees. The President appoints the manager of this committee, subject to the Council's approval.

A synopsis of the duties performed by the Education Committee is listed below. For a more detailed list of duties and tasks undertaken by this committee, see the Education Committee *Procedures Manual* ([http://www.stc-orlando.org/education/mission/EdComm\\_Procedures.pdf](http://www.stc-orlando.org/education/mission/EdComm_Procedures.pdf)). The Education Committee page on the Chapter's Web site (<http://www.stc-orlando.org/education/education.asp>) contains additional information about the committee and its activities.

### General Duties – Education Committee

- Reports regularly to the Council on committee plans and activities.
- Records and reports any expenses incurred by the committee to the Treasurer.

### Monthly Duties – Education Committee

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|------------------|---|
| <b>August</b>    | <ul style="list-style-type: none"> <li>Begins promoting membership in Sigma Tau Chi (STX), the Society's student honor society for undergraduate and graduate students enrolled in technical communication programs (membership applications must be submitted by November 1).</li> </ul> |
| <b>September</b> | <ul style="list-style-type: none"> <li>Submits an annual budget to the Treasurer prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses.</li> </ul>   |
| <b>January</b>   | <ul style="list-style-type: none"> <li>Promotes Melissa Pellegrin Scholarship.</li> <li>Encourages Chapter members to participate in judging the Central Florida High School Technical Writing Competition entries.</li> </ul>  |

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<b>February</b>	<ul style="list-style-type: none"> <li>• Completes preparations for Melissa Pellegrin Scholarship judging.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Leads Melissa Pellegrin scholarship judging.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Makes final arrangements for Melissa Pellegrin Scholarship awards presentation.</li> </ul> <p><b>General Membership Meeting/Annual Election</b></p> <ul style="list-style-type: none"> <li>• Leads Melissa Pellegrin Scholarship presentation.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Prepares follow-up announcements to Chapter members and UCF faculty about scholarship recipients.</li> </ul>

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### *Melissa Pellegrin Scholarship*

One of the primary focuses of this committee is the Melissa Pellegrin Scholarship. This scholarship provides scholarships to selected outstanding undergraduate and graduate technical communication students at the University of Central Florida (UCF). The committee promotes the scholarship, judges the entries, and leads the scholarship awards presentation.

### *Annual Central Florida High School Technical Writing Competition*

The Education Committee includes two related, but separate, groups that fall under the committee's organizational structure. The Annual Central Florida High School Technical Writing Competition committee is the first of these two groups. Preparation for the annual competition begins in early October and concludes at the Chapter's general membership meeting in April when the awards are presented. Top winning entries at the Chapter level are submitted to the International Student Technical Communication Competition (ISTCC), where many Chapter entries have also received awards. The Competition generally follows the schedule listed below:

<b>Early October</b>	<ul style="list-style-type: none"> <li>• Solicitations and brochures sent to schools.</li> </ul>
<b>October-November</b>	<ul style="list-style-type: none"> <li>• Site visits to high schools occur, if scheduled.</li> </ul>
<b>November 15</b>	<ul style="list-style-type: none"> <li>• Web entry form becomes active.</li> </ul>
<b>January 15</b>	<ul style="list-style-type: none"> <li>• Student deadline for entries.</li> </ul>
<b>Late January</b>	<ul style="list-style-type: none"> <li>• Database prepped; student entries go to Chapter judges.</li> </ul>
<b>March 1</b>	<ul style="list-style-type: none"> <li>• Judging deadline.</li> </ul>

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|--------------------|--|
| <b>Early March</b> | • Consensus judging takes place to determine awards.           |
| <b>March 15</b>    | • ISTCC deadline for entries from chapters.                    |
| <b>April 16</b>    | • ISTCC judging deadline.                                      |
| <b>Late April</b>  | • Awards presented. ISTCC awards can be included but unlikely. |

### *Mentoring Committee*

The second group of the two groups under the Education Committee's organizational structure is the Mentoring Committee. This committee is responsible for running the mentorship program, which helps bridge the gap between industry and academe by pairing professionals in the industry with UCF technical communication students.

The Mentoring Committee, which is co-managed by a mentor and a mentee, performs the following duties during the Chapter year:

#### **General Duties – Mentoring Committee**

- Co-managers report regularly to the Council on committee plans and activities.
- Co-managers record and report any expenses incurred by the committee to the Treasurer.

#### **Mentor**

- Promotes the mentorship program to Chapter members and encourages them to participate as mentors.
- Coordinates mentors joining the program.
- Prepares mentoring program forms for mentors.

#### **Mentee**

- Promotes the mentorship program to students and encourages them to participate as mentees.
- Coordinates students joining the program.
- Prepares mentoring program forms for students.

#### **Monthly Duties – Mentoring Committee**

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|------------------|---|
| <b>September</b> | • Co-managers jointly submit an annual budget to the Treasurer prior to the September Council meeting, if the co-managers expect the committee to receive income or incur expenses. |
|------------------|---|

### **Employment Committee**

The Employment Committee's duties are as follows:

#### **General Duties – Employment Committee**

- Serves as clearinghouse for job opportunities:
  - Accepts job notices from employers and agencies with openings in technical communication and, when necessary, contacts the employer or agency for additional details relevant to the notice.
  - Uses mass email to post job notices to Chapter members with a good standing status, as a membership benefit.
- Fields inquiries from Chapter members who do not receive emails for job postings. Problem usually involves new email address, spam filter, or change in membership status.
- Reports regularly to the Council on committee plans and activities.
- Records and reports any expenses incurred by the committee to the Treasurer.

#### **Monthly Duties – Employment Committee**

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|------------------|---|
| <b>September</b> | <ul style="list-style-type: none"> <li>• Submits an annual budget to the Treasurer prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses.</li> </ul> |
|------------------|---|

### **Jaffe Award Committee**

The Chapter's Jaffe Award recognizes technical communicators who have made significant contributions to businesses, education, leadership, and/or STC in the Central Florida area. The award is generally presented at the January general membership meeting, which traditionally is held at UCF. However, the award presentation has taken place as late as March.

The committee manager promotes, organizes, and awards the Jaffe outstanding technical communicator award, which includes the following duties during the Chapter year:

#### **General Duties – Jaffe Award Committee**

- Reports regularly to the Council on committee plans and activities.

- Records and reports any expenses incurred by the committee to the Treasurer.

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#### **Monthly Duties – Jaffe Award Committee**

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| <b>September</b> | <ul style="list-style-type: none"> <li>• Submits an annual budget to the Treasurer prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses.</li> </ul>  |
| <b>November</b>  | <ul style="list-style-type: none"> <li>• Creates the award application. The format, which can range from paper applications to an electronic submission, is left to the committee manager's discretion.</li> <li>• Advertises the award in newsletters, by email, and in meeting announcements.</li> </ul> |
| <b>December</b>  | <ul style="list-style-type: none"> <li>• Collects applications.</li> </ul>   |
| <b>January</b>   | <ul style="list-style-type: none"> <li>• Assembles a board of judges.</li> <li>• Reviews the applications with the judges and selects a winner.</li> <li>• Prepares for the award ceremony, including obtaining the trophy and inviting guests and applicants.</li> </ul>                                  |
|                  | <p><b>General Membership Meeting</b></p> <ul style="list-style-type: none"> <li>• Presents Jaffe award.</li> </ul>   |
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#### ***Membership Committee***

The Membership Committee focuses on recruiting new members and providing them with information about the Chapter and its activities. In addition, this committee maintains a record of meeting attendance at Chapter general membership meetings and greets both new and existing members at these meetings. See the *Orlando Chapter STC Leaders' Guide to New Members*, which is available from the committee manager, for additional details on soliciting and welcoming new members. The Membership Committee performs the following duties:

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#### **General Duties – Membership Committee**

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- Greets potential new and existing members as they check in for meeting.
- Keeps track of meeting attendance.
- Follows-up with potential new members.
- Reports regularly to the Council on committee plans and activities.

- Records and reports any expenses incurred by the committee to the Treasurer.

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#### **Monthly Duties – Membership Committee**

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|------------------|--|
| <b>September</b> | <ul style="list-style-type: none"> <li>• Submits an annual budget to the Treasurer prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses.</li> </ul>  |
| <b>April</b>     | <p><b>General Membership Meeting/Annual Election</b></p> <ul style="list-style-type: none"> <li>• Sets up table for ballot box.</li> <li>• Provides current membership list to verify membership status of Chapter members voting at annual election.</li> </ul> |
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#### **Public Relations Committee**

The Public Relations Committee ensures that all Chapter events and announcements are made available to the Central Florida business community as well as local news sources, education centers, and other interested organizations and individuals.

To fulfill this purpose, the committee distributes press releases, community bulletins, advertising fliers, and promotional materials and performs other advertising activities, such as member mailings.

The committee is comprised of a committee manager and supporting members. Supporting positions are open to all Chapter members on an annual or per project basis.

The Public Relations Committee's *Processes and Procedures Handbook*, which is available from the committee manager, contains a detailed timeline of yearly activities and tasks. Besides attending the general membership meetings for networking and collaborating press coverage when warranted, the Public Relations Committee manager oversees the following primary events and activities throughout the Chapter year:

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#### **General Duties – Public Relations Committee**

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- Attends monthly Council meeting and discusses any media relations, ad campaigns, and other marketing activities for the month.

- Writes and sends press releases to local media contacts regarding:
  - Monthly meetings
  - Chapter events
  - Chapter and member achievements
- Writes and sends meeting advertisements to:
  - Orlando Chapter members
  - SpaceTech, SunCoast, and Palm Beach Chapter Presidents
  - Future Technical Communicators (FTC) President for posting to the FTC Web site and the Good Morning UCF online newsletter
  - UCF faculty
  - Other potentially interested communities and businesses
- Reports regularly to the Council on committee plans and activities.
- Records and reports any expenses incurred by the committee to the Treasurer.

#### Monthly Duties – Public Relations Committee

<b>September</b>	<ul style="list-style-type: none"> <li>• Submits an annual budget to the Treasurer prior to the September Council meeting, if the manager expects the committee to receive income or incur expenses.</li> <li>• Coordinates public relations, marketing, and classroom visits with Annual Central Florida High School Technical Writing Competition Committee manager.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Confirms charity drive for November general membership meeting and coordinates advertising and locations for drive.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Confirms charity drive for December general membership meeting and coordinates advertising and locations for drive.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Collaborates with FTC President on marketing and public relations for January general membership meeting at UCF.</li> <li>• Sends meeting invitations to UCF student organizations and to designated faculty and staff regarding general membership meeting at UCF and coordinates advertising and media coverage for meeting.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Sends press release to local media announcing the Annual Central Florida High School Technical Writing Competition winners and the Pellegrin Scholarship recipients.</li> <li>• Visits UCF to discuss annual Summit held by the Society, summer projects, and fall participation in STC/FTC with technical communication students.</li> <li>• Sends press release to local media with Summit news.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Sends press release to local media announcing award winners from end-of-year Chapter banquet.</li> </ul>

### **Special Committees**

The Chapter's other type of committee, special committees, includes the Nominating Committee and the Tellers Committee as well as any other additional committees that the President and the Council decide are necessary.

#### ***Nominating Committee***

In August, the President appoints the manager of the Nominating Committee, subject to a majority of the Council officers voting to approve the appointment at the August Council meeting, and determines if there should be a change in the existing number of members, both elected and appointed, who comprise the committee.

- A three-member committee is composed of the following:
  - A committee manager appointed by the President, and
  - Two members elected by the membership at the annual election.
- A five-member committee is composed of the following:
  - A committee manager appointed by the President,
  - Three members elected by the membership at the annual election, and
  - One member appointed by the President.

The Nominating Committee performs the following duties:

<b>Monthly Duties – Nominating Committee</b>	
<b>January</b>	<p><b>Council Meeting</b></p> <ul style="list-style-type: none"> <li>• Discusses the nomination and voting timelines with the Council.</li> <li>• Presents a list of potential candidates to the Council.</li> <li>• Obtains additional Council candidate recommendations.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• No later than 60 days before the annual election, announces the date of the annual election and requests nominations for Council officer positions and elected Nominating Committee positions from the Chapter membership.</li> </ul> <p><b>General Membership Meeting</b></p> <ul style="list-style-type: none"> <li>• Makes additional request for nominations from the Chapter membership and explains the nomination timeline and process.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Prepares the ballot with the slate of qualified candidates and voting instructions.</li> <li>• At least 30 days prior to the annual election, the Nominating Committee distributes the ballot, the nominees' biographical data, and voting instructions.</li> </ul> <p><b>Council Meeting</b></p> <ul style="list-style-type: none"> <li>• Presents the President with a list of nominees along with each nominee's signed statement of acceptance to be a candidate and biographical information.</li> <li>• Reviews the list of declared candidates with the Council.</li> <li>• Works with the Council to finalize the nominations.</li> </ul> <p><b>General Membership Meeting</b></p> <ul style="list-style-type: none"> <li>• Presents the list of nominees to the Chapter membership.</li> <li>• Reviews the voting timeline and process with the membership.</li> </ul>
<b>April</b>	<p><b>Council Meeting</b></p> <ul style="list-style-type: none"> <li>• Reviews the procedures that take place at the annual election, the timeline, and responsibilities.</li> <li>• Finalizes any remaining action items pertaining to the election.</li> </ul> <p><b>General Membership Meeting/Annual Election</b></p> <ul style="list-style-type: none"> <li>• Provides voting materials for election (ballot box, ballots, tally sheets, and summary sheet).</li> </ul>

### ***Tellers Committee***

In March, the President selects a three-member Tellers Committee, which includes a committee manager. Tellers Committee members cannot be members of the

Nominating Committee or be candidates for Chapter office. To become effective, these selections must be approved by a quorum vote of the Council officers at the March Council meeting.

The committee's duties are as follows:

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**Monthly Duties – Tellers Committee**

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|--------------|--|
| <b>April</b> | <b>General Membership Meeting/Annual Election</b> <ul style="list-style-type: none"><li>• Validates and tallies all the votes cast for Council officer positions and the elected Nominating Committee positions.</li><li>• Gives the signed Tellers Committee Summary Sheet to the Chapter Secretary to retain with the Chapter records.</li><li>• Announces the names of the new Council officers and members elected to Nominating Committee positions.</li><br/><li>• Informs the Society of the names of the newly elected Council officers and requests this information be posted on the Chapter's Web site.</li></ul> |
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## Section 5 – Elections

The first stage in the annual election process is to nominate candidates. Next, a ballot is prepared and distributed. Last, the election takes place. This section discusses the tasks associated with each of these stages.

### **Date of Election**

The annual election of Council officers and those members elected to Nominating Committee positions takes place at the Chapter's general membership meeting in April.

### **Eligibility**

To be eligible to run for a Council office, an elected Nominating Committee position, or to vote, a member must be in good standing with the Chapter and with the Society. While student members cannot run for Chapter office, they can vote in Chapter elections.

### **Nominations**

Nominations for Council officers can occur either through the Nominating Committee or by a petition submitted by Chapter members.

### ***Nominating Committee Recommendations***

During January, the Nominating Committee starts the nomination process and begins establishing the voting timeline. No later than 60 days before the annual election takes place at the April general membership meeting, the Nominating Committee announces the election date to the Chapter membership and requests nominations for Council officer positions and elected Nominating Committee positions. At the March Council meeting, the committee presents the President with a list of nominees.

### ***Petition by Members***

Chapter members may nominate a candidate for a Council officer position by submitting a petition directly to the President. To be valid:

- The petition must be signed by ten percent of the Chapter membership, and

- Received by the President at least 45 days prior to the annual election.

### ***Required Documents***

All nominations, whether submitted by the Nominating Committee or made by petition, must be accompanied by the following:

- The nominee's signed statement of acceptance to be a candidate, and
- Pertinent biographical data about the candidate.

### **Ballot**

The second phase in the election process is to prepare and distribute the ballot.

#### ***Preparing Ballot***

The Nominating Committee prepares the ballot with the names of all eligible candidates and the voting instructions. The instructions state when and where the election will take place and the date and manner in which ballots may be cast.

#### ***Distributing Ballot***

At least 30 days before the date of the annual business meeting, the Nominating Committee distributes the ballot. The biographical data each candidate provided and voting instructions will accompany the ballot.

### **Voting Process**

The last stage in the election process is the actual voting, which takes place at the Chapter's general membership meeting in April. At this meeting, ballots are submitted, validated, and then tallied.

#### ***Required Items***

The Nominating Committee manager brings the following items to the annual election:

- Labeled ballot box,
- Blank ballots (approximately 50 to 75),
- Tellers Committee tally sheets, and

- Tellers Committee Summary Sheet, with space for the names of the committee members and their signatures.

On the night of the election, the Membership Committee manager:

- Provides a current membership list, and
- Sets up a table for the ballot box adjacent to the membership sign-in table.

#### ***Close of Voting Reminder***

Shortly before the annual business meeting begins, the President announces voting at the annual election will close promptly at 7:10 p.m.

#### ***Submitting Ballots***

Members can submit their ballots in one of three ways. They can:

- Bring their completed ballots with them to the annual election,
- Complete their ballots at the meeting, or
- Submit their ballots by mail.

#### ***Membership Verification***

If a Chapter member brings his or her completed ballot to the meeting or completes a ballot at the meeting, a Tellers Committee member uses the current membership list to verify the membership of the Chapter member and, thus, eligibility to vote. Alternatively, the member can produce a valid Society membership card to verify his or her membership.

#### ***Meeting Ballots***

After verifying a Chapter member's eligibility to vote, if the member brought his or her completed ballot to the election, the Tellers Committee member requests the Chapter member place the ballot in the ballot box. The committee member then records that the Chapter member voted.

If the Chapter member did not bring a completed ballot to the election, the Tellers Committee member gives the Chapter member a blank ballot. After the member completes the ballot and places it in the ballot box, the Tellers Committee member records that the Chapter member voted.

**Voting by Mail**

Rather than submit a ballot in person at the annual election, a Chapter member may submit his or her ballot by mail.

*Requirements*

For a ballot submitted by mail to be valid, the unopened envelope used to transmit the ballot must:

- Contain the member's name, address, and Society membership number in the upper left corner, and
- Be received at the Chapter's post office box by the date stated in the voting instructions.

*Retrieving Ballots*

The President designates a member to retrieve the mail-in ballots from the Chapter's post office box. That member picks up the envelopes on the specified date and gives the unopened envelopes to a member of the Tellers Committee before voting ends at 7:10 p.m.

*Validating Ballots*

After verifying the member's membership and that the envelope contains the required information, the Tellers Committee member places the validated, unopened envelope in the ballot box and records that the member voted.

If the Tellers Committee member cannot confirm the voter's membership, the committee member marks the unopened envelope *non-member* and places it in an isolated pile. At 7:10 p.m., the Tellers Committee manager gives these envelopes to the President, who will announce that if any of those voters are at the meeting, they should see the Membership Committee manager to verify their membership.

**Tallying Ballots**

At 7:10 p.m., the President declares the election closed and informs members that the names of elected Council officers and those members elected to Nominating Committee positions will be announced at the conclusion of the meeting.

The Tellers Committee members then begin the task of tallying the votes. Each Tellers Committee member prints his or her name at the top of a tally sheet. Next, the committee members open all the validated ballots and place them in a *to-be-processed* stack.

The first committee member takes a ballot from the stack and tallies its contents on his or her tally sheet. That member then passes the processed ballot to the next member to perform the same tallying step. After the last committee member tallies the ballot, that member places the processed ballot in a *processed* stack.

After all the ballots have been tallied, the Tellers Committee manager compares each committee member's individual totals to verify all the totals agree. If a discrepancy exists, the members analyze the problem and try to resolve it. If necessary, they repeat the tallying process again until all the tally sheets agree.

After completing the tallying process successfully, each Tellers Committee member prints his or her name on the Tellers Committee Summary Sheet and signs it. The committee manager gives the signed summary sheet to the Chapter Secretary to retain for historical purposes.

### ***Election Results***

Council officers and the elected Nominating Committee members are elected by a plurality of the votes cast.

When asked by the President at the conclusion of the meeting, the Tellers Committee manager announces the names of the elected Council officers and Nominating Committee members to the Chapter membership. At no time are the tally counts to be announced or disclosed to the general Chapter membership. The Tellers Committee manager informs the Society of the names of the newly elected officers as well as requests this information be posted on the Chapter's Web site.

### ***Tie Vote***

To resolve a tie vote, all the Council officers will vote. The candidate who receives a majority of the votes will be declared the winner.

## Section 6 – Amendments

The Chapter's governing documents may be amended. The procedure for amending the bylaws differs slightly from the procedure needed to amend the policies and procedures.

### **Amendments to Bylaws**

To amend the Chapter bylaws, specific procedures need to be followed from the initiation stage through the voting stage.

#### ***Initiation***

A proposal to amend the Chapter's bylaws may be initiated by either:

- A resolution adopted by the Council, or
- A petition signed by at least ten members of the Chapter.

After receiving the resolution or petition, the Bylaws Committee drafts the proposed amendment and submits it to the Society for approval.

#### ***Approval Requirements***

If the proposed bylaws amendment receives Society approval, the existing bylaws may be amended or repealed and new bylaws adopted by a resolution adopted by either:

- The affirmative vote of two-thirds of the Council at a meeting at which a quorum is present, or
- The affirmative vote of two-thirds of the voting members at any annual or special meeting at which a quorum is present.

#### ***Voting by Membership***

If the amendment is to be presented to the voting membership for consideration, the Bylaws Committee sets a date for voting on the proposed amendment and prepares the ballot and voting instructions. Prior to the meeting at which the voting will occur, the President selects two Chapter members to assist with the

voting process. These two members work with the Secretary (collectively the “Vote Counters”) to validate and tally all the votes cast for the amendment.

### ***Distributing Documents***

At least 30 days before the date set for voting on the amendment by the membership, the Bylaws Committee distributes the following documents to the Chapter membership:

- Text of the proposed amendment,
- Ballot, which allows each member to vote to either approve or reject the proposed amendment, and
- Voting instructions. The instructions state when and where the voting will take place and the date and manner in which ballots must be returned.

### ***Required Items***

The Bylaws Committee manager brings the following items to the membership meeting at which voting on the amendment is to occur:

- Labeled ballot box,
- Blank ballots (approximately 50 to 75),
- Tally sheets, and
- Voting Summary Sheet, with space for names and signatures.

On the night of the voting, the Membership Committee manager:

- Provides a current membership list, and
- Sets up a table for the ballot box adjacent to the membership sign-in table.

### ***Close of Voting Reminder***

Shortly before the meeting begins, the President announces the voting will close promptly at 7:10 p.m.

**Submitting Ballots**

Voters can submit their ballots in one of three ways. They can:

- Bring their completed ballots with them to the meeting at which voting on the bylaws amendment is to occur,
- Complete their ballots at the meeting, or
- Submit their ballots by mail.

**Membership Verification**

When a Chapter member brings his or her ballot to the meeting or completes a ballot at the meeting, one of the Vote Counters uses the membership list to verify the Chapter member's membership and, thus, eligibility to vote. Alternatively, a member can produce a valid Society membership card to verify his or her membership.

**Meeting Ballots**

After verifying a Chapter member's eligibility to vote, if the member brought his or her completed ballot to the meeting, the Vote Counter requests the Chapter member place the ballot in the ballot box. The Vote Counter then records that the Chapter member voted.

If the Chapter member did not bring a completed ballot to the meeting, the Vote Counter gives the Chapter member a blank meeting ballot. After the member completes the ballot and places it in the ballot box, the Vote Counter records that the Chapter member voted.

**Voting by Mail**

Rather than vote in person for a bylaws amendment, a Chapter member may submit his or her ballot by mail.

**Requirements**

For a ballot submitted by mail to be valid, the unopened envelope used to transmit the ballot must:

- Contain the member's name, address, and Society membership number in the upper left corner, and

- Be received at the Chapter's post office box by the date stated in the instructions.

### *Retrieving Ballots*

The President designates a member to retrieve the mail-in ballots from the Chapter's post office box. That member picks up the envelopes on the date specified and gives the unopened envelopes to one of the Vote Counters before voting ends at 7:10 p.m.

### *Validating Ballots*

After verifying the member's membership and that the envelope contains the required information, the Vote Counter places the validated, unopened envelope in the ballot box and records that the member voted.

If the Vote Counter cannot confirm the voter's membership, he or she marks the unopened envelope *non-member* and places it in an isolated pile. At 7:10 p.m., the Secretary gives these envelopes to the President. The President will announce that if any of those voters are at the meeting, they should see the Membership Committee manager to verify their membership.

### **Tallying Ballots**

At 7:10 p.m., the President declares the voting closed and tells members that they will be informed if the amendment was approved or rejected at the conclusion of meeting.

The Vote Counters then begin the task of tallying the votes. Each Vote Counter prints his or her name at the top of a tally sheet. The Vote Counters then open all the validated ballots and place them in a *to-be-processed* stack.

The first Vote Counter takes a ballot from the stack and tallies its contents on his or her tally sheet. That Vote Counter then passes the processed ballot to the next Vote Counter to perform the same tallying step. After the last Vote Counter tallies the ballot, that Vote Counter places the processed ballot in a *processed* stack.

After all the ballots have been tallied, the Secretary compares each tally sheet to verify all the totals agree. If a discrepancy exists, the Vote Counters analyze the problem and try to resolve it. If necessary, they will repeat the tallying process again until all the tally sheets agree.

### ***Voting Results***

When all the votes have been successfully tallied, each Vote Counter prints his or her name on the Voting Summary Sheet and signs it. The signed sheet is given to the Secretary to retain for historical purposes.

When asked by the President at the conclusion of the meeting, the Secretary informs the membership if the amendment was approved or rejected. If two-thirds of the voting members at any annual or special meeting at which a quorum is present vote to approve the amendment, it will become effective. The Bylaws Committee will then request the amended bylaws be posted on the Chapter's Web site.

### ***Tie Vote***

To resolve a tie vote, all the Council officers will vote. If a majority of the officers vote to approve the amendment, it will become effective.

## **Amendments to Policies and Procedures**

The procedure needed to amend the Chapter's policies and procedures is simpler than the procedure for amending the Chapter's bylaws. If a majority of the Council officers pass a resolution declaring the policies and procedures need to be amended, the Bylaws Committee prepares the proposed text for the amendment and submits it to the Council for approval. If the revised amendment receives a vote of approval from a majority of the Council officers, the amendment becomes effective and the Bylaws Committee requests the revised policies and procedures be posted on the Chapter's Web site.

Unless a change in the policies and procedures is a result of a bylaws change, amendments to the policies and procedures do not need to be approved by the Society before voting by the Council officers occurs. However, after the Council has approved an amendment to the policies and procedures, the Bylaws

Committee manager should send the revised policies and procedures to the Society for its records.

## Suggested Timeline

The timeline below highlights the activities that occur during the Chapter year, which runs from July 1 through June 30.

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### July

- Chapter year begins on July 1 and newly elected officers assume office.
- Council Leadership Day held.
- No general membership meeting held.

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### August

- President determines if there should be a change in the existing number of elected and appointed Nominating Committee positions.
- President appoints a manager to direct the operation of each standing committee and appoints the Nominating Committee manager.

#### Council Meeting

- President requests the Council approve the standing committee manager appointments and the Nominating Committee manager appointment.

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### September

- Each standing committee manager submits an annual budget to the Treasurer, if the manager expects the committee to receive income or incur expenses.

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### January

- Chapter's fiscal year begins on January 1.

#### General Membership Meeting

- Chapter's general membership meeting held at the University of Central Florida.
- Jaffe Awards presented.

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### February

- At least 60 days before the April annual election, the Nominating Committee announces the election date and solicits nominations for Council officer positions and elected Nominating Committee positions.

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### March

- Application for Chapter Achievement Award submitted.
- President selects Tellers Committee members, including the manager.

- Forty-five days prior to annual election date, President must receive any petitions submitted by Chapter members for a nominee for Council office.
- Nominating Committee presents President with list of nominees for Council officer positions and elected Nominating Committee positions.
- At least 30 days before the April annual election, the Nominating Committee distributes the ballot, voting instructions, and the candidates' biographical data to the Chapter membership.

#### **Council Meeting**

- Council votes to approve President's selection of Tellers Committee members.

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#### **April**

##### **General Membership Meeting/Annual Election**

- Annual Central Florida High School Technical Writing Competition awards presented.
- Melissa Pellegrin Scholarships awarded.
- Annual election of Council officers and members elected to Nominating Committee positions occurs.

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#### **May**

##### **General Membership Meeting/Annual Business Meeting**

- Annual reports presented and other Chapter business conducted.

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#### **June**

##### **General Membership Meeting/Annual Chapter Banquet**

- Annual Chapter awards meeting held.
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## Requirements Summary

The information below summarizes the requirements needed to accomplish an action.

<b>Action</b>	<b>Requires</b>	<b>Reference</b>
<b>Transact Business – Council and Membership Meetings</b>		
To transact business at any Council meeting	<p>Quorum vote of Council officers</p> <p>Quorum defined as a majority of the entire Council</p>	<p>Chapter Bylaws:</p> <p>Article III – Administrative Requirements</p> <p>Section 9 – Quorum and Voting</p>
To transact business at all meetings of the voting Chapter members	<p>Quorum vote of Chapter membership</p> <p>Quorum defined as the lesser of either:</p> <ul style="list-style-type: none"> <li>• 10% of all voting members, OR</li> <li>• 100 voting members</li> </ul>	<p>Chapter Bylaws:</p> <p>Article II - Members</p> <p>Section 12 – Quorum, Voting, and Proxies</p>
<b>Special Meetings – Council and Membership</b>		
To call special meeting of the Council	<p>May be called by:</p> <ul style="list-style-type: none"> <li>• Chapter President, OR</li> <li>• Written request of two or more officers</li> </ul> <p>At least five days before date of special meeting, written notice of meeting given to each officer.</p>	<p>Chapter Bylaws:</p> <p>Article III – Administrative Requirements</p> <p>Section 8 – Special Meetings</p>

<b>Action</b>	<b>Requires</b>	<b>Reference</b>
To call special meeting of voting members	<p>May be called:</p> <ul style="list-style-type: none"> <li>• By majority of Council,</li> <li>• By Chapter President, OR</li> <li>• When 10% or more of voting members submit written request to Council</li> </ul> <p>At least 30 days, but no more than 60 days before date of special meeting, written notice of meeting sent to each voting member.</p>	<p>Chapter Bylaws: Article II - Members Section 11 – Special Meetings</p>
<b>Nominations – Council Officer Positions</b>		
To nominate a candidate for a Council officer position	<p>Petition:</p> <ul style="list-style-type: none"> <li>• Signed by 10% of Chapter membership, AND</li> <li>• Received by President at least 45 days before annual election</li> </ul>	<p>Chapter Policies and Procedures: Section 5 – Elections &gt; Nominations</p>
<b>Elections – Council Officers and Elected Nominating Committee Members</b>		
To elect a Council officer or an elected Nominating Committee member	A plurality of the votes cast	<p>Chapter Policies and Procedures: Section 5 – Elections &gt; Voting Process &gt; Election Results</p>

<b>Action</b>	<b>Requires</b>	<b>Reference</b>
<b>Approvals – Standing Committee Managers and Tellers Committee</b>		
To approve President's appointment of standing committee managers and Nominating Committee manager	Approval by majority of Council officers at August Council meeting	Chapter Policies and Procedures: Section 4 – Committees > Standing Committees
To approve President's appointment of Tellers Committee manager and members of the Tellers Committee	Quorum vote of Council officers at March Council meeting	Chapter Policies and Procedures: Section 4 – Committees > Special Committees > Tellers Committee
<b>Bylaws - Amendments</b>		
To initiate proposal to amend bylaws	<ul style="list-style-type: none"> <li>Resolution adopted by Council, OR</li> <li>Petition signed by at least ten Chapter members</li> </ul>	Chapter Policies and Procedures Section 6 – Amendments > Amendments to Bylaws
To adopt amended bylaws	<p>After first receiving Society approval:</p> <ul style="list-style-type: none"> <li>Affirmative vote of two-thirds of Council at a meeting where quorum is present, OR</li> <li>Affirmative vote of two-thirds of voting members at annual or special meeting at which quorum is present (notice of voting must be given at least 30 days prior to date selected for voting)</li> </ul>	Chapter Bylaws: Article VI – Amendments Section 1 (Power to Amend)

<b>Action</b>	<b>Requires</b>	<b>Reference</b>
<b>Policies and Procedures - Amendments</b>		
To initiate proposal to amend policies and procedures	Majority of Council officers must pass a resolution declaring amendment is needed	Chapter Policies and Procedures: Section 6 – Amendments > Amendments to Policies and Procedures
To adopt amended policies and procedures	Affirmative vote by majority of voting Council officers  (Society approval only needed when an amendment is the result of a bylaws change.)	Chapter Policies and Procedures: Section 6 – Amendments > Amendments to Policies and Procedures