

49TH HOUSE OF DELEGATES PROCEDURES

GRAND CONCLAVE KANSAS CITY

KANSAS CITY, MO | JUNE 23 – 26, 2022

KANSAS CITY MARRIOTT DOWNTOWN



I. Rules of Order

These proceedings shall be governed by the Constitution and Laws of Sigma Tau Gamma Fraternity, Inc., then these Procedures, then were not otherwise addressed *Roberts' Rules of Order Newly Revised, 12th Edition*.

II. Committees

- A. **Committees:** Legislative Committees of the Grand Conclave shall be Constitution & Laws; Resolutions; and Ritual committees. Advisory Committees shall be the Undergraduate Operations Committee and Alumni Operations Committee. Administrative Committees of the Grand Conclave shall be the Credentials Committee and Standards Board. Other committees may be appointed by the President as he deems necessary and appropriate.
- B. **Selection:** The President shall appoint a chairman, members, and advisor(s) for each committee. The President may appoint liaisons to a committee from the Board of Directors. All committee members, including the chairman and advisor(s), shall have both voice and vote in committee deliberations, except Board of Director liaisons who shall have only voice in committee deliberations. The advisor need not be a delegate to the House of Delegates. Advisors shall be appointed from the Board of Directors, Headquarters staff, Past Presidents, Society of the Seventeen and other distinguished Alumni. The Chairman and committee members shall be appointed from amongst the delegates of House of Delegates. In making these appointments, the President shall take into consideration diversity of representation from regions and chapters.
- C. **Operation:** The committee chairman shall be responsible for convening committee meetings, setting and controlling the agenda and for the appointment of a secretary to take the minutes of committee proceedings. At his discretion, a chairman may allow the named proponent(s) of a resolution to address the committee regarding his proposal. A committee may meet in closed session with only its members and advisors in attendance. A simple majority vote shall prevail in all committee deliberations, including deliberations on proposed amendments to the Constitution and Laws.
- D. **Report:** Each committee shall submit a typewritten report to the President and Chief Executive Officer prior to its presentation to the House of Delegates. The report must be submitted in printed and electronic form. The report shall contain a list of the names and chapter affiliations of the delegates who participated in an itemized briefing of committee deliberations. Legislative proposals presented as a part of the report shall be clearly distinguishable from the text of the report and shall begin with the following form: "Resolved that" or "Resolved to amend."



III. Proposed Amendments and Resolutions

- A. **Pre-Submitted Proposals:** Proposals to amend the Constitution and Laws of the Fraternity that have been submitted to the Chief Executive Officer at least 60 days prior to the date of the opening of the House of Delegates meeting, and have been distributed to all College and Alumni Chapters in Good Standing with the Official Call to the Grand Conclave and have not been amended in a substantive way, shall immediately become effective upon the required affirmative vote of the House of Delegates.
- B. **New Proposals for Amendments to the Constitution and Laws:** Proposals to amend the Constitution and Laws not sent with the Official Call to the Grand Conclave shall only be submitted by credentialed delegates in typewritten, printed and electronic form to the President or House of Delegates Recording Secretary prior to the scheduled starting time of the opening business session of the House of Delegates. No new proposals shall be accepted after that time. Amendments pertaining to existing proposals may be considered up to the final day of the meeting.
- C. **Policy and Procedure Resolutions:** Resolutions that establish or amend Fraternity policies or procedures, or address other business matters of the Fraternity during the House of Delegates shall only be submitted by credentialed delegates in typewritten, printed and electronic form to the President or House of Delegates Recording Secretary prior to one (1) hour before the scheduled beginning of the first business session of the final day of the House of Delegates. No new resolutions or proposals shall be accepted after that time. Amendments pertaining to existing proposals may be considered on the final day. Resolutions that establish or amend Fraternity policies or procedures, or address other business matters of the Fraternity, may also be drafted by Legislative Committees as a product of their deliberations, provided that they are related to the committees' charges. Resolutions that establish or amend Fraternity policies or procedures, or address other business matters of the Fraternity, require a simple majority affirmative vote of the House of Delegates to be enacted.
- D. **Assignment to Committee:** All proposed legislation shall be assigned to a committee by the President. Committees may elect to report favorably or unfavorably or not to report proposed legislation to the House of Delegates. Legislation may be reported to the House of Delegates in either original or amended form.
- E. **Consideration and Action:** The House of Delegates may take into consideration only that legislation which has survived committee deliberation and has been reported out of committee. However, the House of Delegates may suspend this rule by a two-thirds majority vote and thereby take into consideration specific legislation not reported from the committee. A motion to **accept** the report of a Legislative Committee places on the table all proposed legislation included in the report and divides the question so that each proposal is separately considered by the House of Delegates. A motion to **approve** the report of a Legislative Committee enacts all legislation included in the report.

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- F. **Amending Laws:** Resolutions that amend the Constitution or Laws require the affirmative vote of the House of Delegates as prescribed in its respective article regarding amendments. Resolutions that establish or amend Fraternity policies or procedures, or address other business matters of the Fraternity, require a simple majority affirmative vote of the House of Delegates to be enacted.

IV. Election Code:

- A. **Nominations:** Candidates for the offices of President-Elect or Director-at-Large shall be nominated for consideration of the Delegates in one of three (3) ways
1. **Nominations Committee:** By a Nominating Committee pursuant to the process prescribed in the following section and sub-sections titled the same; and
 2. **From the Floor:** By a Delegate from the floor upon receiving seconds from at least twenty percent (20%) the Delegates pursuant to the process prescribed in the following sub-sections titled the same; and
 3. **Automatic Candidate:** Automatically for the office of Director-at-Large in the case where a nominated candidate for the office of President-Elect has been unsuccessful in his bid for that position and has stated his intention to seek this office as well as President-Elect in his filing Declaration. A Nominated Candidate shall be defined as one who was nominated for President-Elect pursuant to one of the two methods described above.
- B. **Candidate Qualifications:** A candidate is eligible to be nominated for consideration of the Delegates only in the case where he has: Submitted a Declaration Form prescribed by the Election Commission declaring his candidacy for office by the deadline prescribed in the Constitution or Laws, has been certified as a candidate by the Chairman of the Election Commission, have completed the Candidate Orientation as prescribed by the following section titled the same, and is and remains in good standing with the Fraternity.
- C. **Nominations Committee:** The Nominating Committee shall for the office of President-Elect nominate at least two (2) candidates, except in the case where there is only one certified candidate they may nominate just the one (1); and for the office of Director-at-Large nominate at least six (6) candidates, except in the case where there are fewer certified candidate than six (6), they may nominate fewer but not less than the number of certified candidates. For any number, or for none, of the candidates it nominates, the Nominating Committee may at its discretion, after candidate speeches and forums for the respective position is completed, indicate the nomination to be with a recommendation by so stating, or without recommendation by remaining silent regarding the recommendation.

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It shall conduct interviews of candidate applicants and vote on the candidates it will nominate pursuant to procedures adopted by the Election Commission. It shall hold interviews with candidate applicants in a private forum conducted by the Election Official. After conducting a discussion of the candidates, it shall conduct its votes for candidate nominations by secret ballot in a meeting held before the House of Delegates session where it is scheduled to deliver its report. Such ballots shall be counted and certified by a member or members of the Election Commission appointed by the Election Official. The report of the Nominating Committee shall be delivered to the House of Delegates immediately before Candidate Speeches and on the day before the scheduled day of the balloting and election of the Board of Directors. Immediately after receiving the Nominating Committee report the House of Delegates shall recess for a brief period so that candidates may have time to prepare nominations from the floor and speeches. Results shall be kept secret and confidential by and among the committee members until reported on the floor of the House of Delegates by the chairman.

- D. **Nomination from the Floor:** A Delegate may nominate certified Candidates who meet the Candidate Qualifications prescribed above but were not nominated by the Nominating Committee from the floor. After the delivery of the Nominating Committee Report, after a brief recess, the President shall call for nominations from the floor. A candidate who has indicated his intention to seek both or either President-Elect and Director-at-Large on his filing Declaration may be nominated for either or both. After a motion to close nominations, the President shall call for seconds for each candidate so nominated. The candidates shall be put to the body in the following order: For President-Elect in alphabetical order; and then for Director-at-Large in alphabetical order. In the case where a candidate who has been nominated from the floor for President-Elect and has indicated his intention to seek both or either President-Elect and Director-at-Large on his Filing Declaration and has been unsuccessful in receiving sufficient second for his nomination for President-Elect, shall have his nomination from the floor deemed such for Director-at-Large. Those candidates nominated from the floor who receive the sufficient number of seconds shall be declared by the Election Official eligible to be considered by the Delegates for that office.
- E. **Nominations Committee Composition:** The composition of the Nominating Committee shall be as follows:
1. Each member of the Nominating Committee shall be a Certified Delegate.
 2. The Nominating Committee officers shall be a Chairman who is a Past President appointed by the President from the Past Presidents serving on the committee and a Vice Chairman who is a Collegiate delegate appointed by the President from the six collegiate delegates serving on the committee.
 3. The Nominating Committee shall be composed of a total of seven (7) committee members who are voting delegates as follows:

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- i. Four (4) collegiate delegates appointed by the National President. A minimum of three (3) regions shall have representation among the four (4) collegiate delegates. It is recommended that the collegiate delegates have a diversity of chapter roles.
 - ii. A Past President, who is the Committee Chairman, appointed by the National President.
 - iii. An Alumni Member selected by the Trustees of the Foundation.
 - iv. An Alumni Member selected by the Managers of the WPN National Housing Company.
- F. **Candidate Speeches:** Each nominated candidate for office shall be entitled to speak to the House of Delegates. Candidate speeches shall be held on the day before the scheduled day of the balloting and election of the Board of Directors. The speech of candidates for the office of President-Elect shall not exceed five (5) minutes in length. The speech of candidates for the office of Director-at-Large shall not exceed three (3) minutes in length. A candidate for President-Elect shall not give a separate speech for the office of Director-at-Large if nominated for both offices.
- G. **Candidate Forum:** The House of Delegates shall also conduct candidate forums during which the candidates shall have the opportunity to respond to several preset questions. The Candidate Forum shall be held prior to the balloting and election of the Board of Directors. Separate forums for candidates for President-Elect and Director-at-Large will be conducted.

President-Elect Candidate Forum:

All candidates will be seated together during the forum and will take turns answering the questions. To allow each candidate the opportunity to be the first to respond to a question, the number of questions will be divisible by the number of candidates. For example, if there are two candidates for President-Elect, the number of questions presented must be 2 or 4 or 6, etc. The questions will be prepared by a Candidate Forum Committee composed of the two Past Presidents currently serving on the Board of Directors and the chairman of the Nominating Committee, with the Election Official serving as Chairman. The questions to be asked will be held in secret until read to the candidates at the forum. The Candidate Forum Committee preparing candidate forum questions may request the submission of question suggestions from delegates, but the final decision as to the questions asked and working of the questions shall be at the sole discretion of the Candidate Forum. Responses shall be limited to two (2) minutes in length for each question.

Director-at-Large Candidate Forum:

Questions to be asked will be selected by the Candidate Forum Committee. Candidates will draw lots to determine their order in the forum. Candidates will enter the meeting room; their opponents will remain outside. Each candidate, in turn, will be shown a list

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- of at least four (4) and up to six (6) questions prepared in the same manner as for the President-Elect forum. In this venue, however, the questions are all presented at once on the screen viewable to the candidate and House of Delegates. Each question is read aloud, and then the candidate is given one (1) minutes of silence, then is to speak for up to four (4) minutes about any or all of the questions on the screen. After each candidate speaks, they are led to a post-room where they stay until all candidates have been through the process.
- H. **Candidate Orientation:** During the House of Delegates, candidates must participate in an orientation presented by the Election Official. This orientation should be held before other election activities begin. This orientation will include a review of the board governance model and policies as well as a review of the election procedures. Both the governance model and election procedures will be made available to candidates in advance of the House of Delegates. Individuals who fail to attend orientation will not be permitted to stand for election.
- I. **Use of Campaign Materials:** Candidates' completed candidacy declaration forms will be distributed to the delegates of the House of Delegates and will be the sole source of available campaign materials at the House of Delegates. The distribution by candidates, delegates or members of other campaign materials including flyers, buttons, signs, etc., by either printed or electronic form, is prohibited during the House of Delegates. Prohibited electronic distribution shall include e-mail, websites, and social media pages, etc. This rule shall in no way limit one-on-one expression of an opinion regarding a candidate by electronic means but does disallow the unsolicited mass distribution of statements or materials to more than one recipient. The Election Commission shall have the same types of recourse against Candidates, Delegates, and members as regarding candidate behavior below. The spirit of this rule is that campaigns for the office of the Fraternity should be conducted based on a personal, face to face, exchange of ideas.
- J. **Candidate Behavior:** Candidates must adhere to the Campaign Procedures, Sigma Tau Gamma Code of Conduct, Risk Management Policy, Volunteer Officer Social Responsibility Policy Statement, Member and Chapter Behavior Policy, and any such other applicable policies. Candidates, House of Delegates Delegates, and Officers should refer suspected violations to the Election Official. The Election Official may ask that a formal complaint or charge be submitted in writing. The Commission will initially determine if there is probable cause that a policy violation has occurred and if so, will hold a private hearing with the candidate to determine the validity of the charge. If the charge is substantiated, the Commission will determine the appropriate remedy of 1) private warning, 2) public censure or 3) disqualification of candidacy.
- K. **Election Procedure:** Election to any office shall be by a majority of the ballots cast by the qualified and certified Delegates in the House of Delegates, once a quorum is established.

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L. **Electronic Balloting Procedures:** Electronic ballots shall be handled and counted according to the written procedures adopted by the Elections Commission pursuant to the following provisions. Each voting delegate will be given an electronic voting device by the Chief Executive Officer. Each device will be numbered and will be registered to a specific delegate. The Election Official will direct the activities of the voting device company, who will be on-site to ensure proper tabulation of the results. The Election Official will immediately report the results to the President, who will then announce the results to the House of Delegates. The final results (not percentages) will also be displayed on the screen in the House of Delegates. Once all voting is complete, and all results reported, the voting device company will provide a summary of results to the Election Official, National President, and Chief Executive Officer. These individuals will keep specific voting tallies confidential in perpetuity.

M. **Order of Elections:**

President-Elect: The House of Delegates shall first elect the President-Elect. If no candidate for President-Elect receives a majority of the votes cast, then the two candidates with the largest plurality of votes shall compete in a runoff election. If neither candidate in a runoff election receives a majority vote, the delegates shall continue to ballot until one of the two candidates receives a majority vote.

Director-at-Large: The House of Delegates shall then elect the Directors-at-Large. Candidates for the four offices of Director-at-Large shall run as a group. The Delegates may vote for up to four candidates on one ballot. No ballot may be disqualified because a Delegate voted for fewer than four candidates.

On the first ballot, the candidate(s) that receive a majority vote shall be declared elected. If fewer than four candidates for the office of Director-at-Large are elected on the first ballot, then up to one (1) candidate with the lowest vote counts which is less than twenty percent (20%) of the total votes cast shall be eliminated from consideration on subsequent ballots. The House of Delegates shall continue to ballot according to this process until all of the offices are filled from the remaining candidates. Delegates may vote for up to the number of candidates that is equal to the number of remaining Director-at-Large offices to be filled in the runoff elections. In the case where two or more candidates are from the same chapter, the candidate who receives a sufficient number of votes to be elected and more votes than any other candidate(s) from the same chapter will be declared elected, and any others from the same chapter will be disqualified.

V. **Committee of the Whole**

Whenever so ordered by a two-thirds majority vote, the House of Delegates may go into a Committee of the Whole for the consideration of any matter. The President or his designate shall act as Chairman of the Committee of the Whole, which, when in session, shall be governed by these rules:

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- A. A motion to rise and to report to the House of Delegates, with or without leave to sit again, may be made at any time, and shall take precedence of all other motions, and shall be decided without debate. No such motion, once made, shall be renewed until further proceedings shall have taken place in the Committee.
- B. A motion that a vote is taken at some designated time may be made and be disposed of without debate at any time, but as before provided, a motion to report to the House of Delegates shall take precedence.
- C. No motion to lay on the table shall be entertained.

VI. Decorum and Debate

- A. A section of the meeting room shall be designated the Chamber of the House of Delegates. Access to the Chamber shall be restricted to registered House of Delegates and national officers of the Fraternity. Sergeants-at-Arms shall be appointed by the President and given authority to control access to and decorum in the Chamber.
- B. The President, at his option, may conduct votes by voice, a show of hands, standing vote, paper ballot, or electronically. When votes are conducted by paper ballot, delegates shall use serially-numbered ballots distributed to them for that purpose. The House of Delegates is a representative body; therefore, no secret balloting, except for the election of officers (President-Elect and Members at Large of the Board of Directors as hereinbefore provided) shall be conducted.
- C. Except when in conflict with the Constitution and Laws, or any rule herein contained, ***Roberts' Rules of Order Newly Revised, 12th Edition*** shall govern the interpretation of these rules and procedures to follow.
- D. No motion shall be considered as before the House of Delegates unless it receives a second, and when required by the President, is reduced to writing and signed by the mover, whose name shall be entered in the minutes.
- E. When any member is about to speak, he shall, with due respect, address himself to the President, and in speaking confine himself strictly to the point of debate. Before speaking, he shall state his name and chapter. When recognized by the Chair, the Chief Executive Officer, even if not a delegate of the House of Delegates or member of the Fraternity, may address the House of Delegates.
- F. No member shall speak more than twice in the same debate without leave of the House of Delegates; except the mover or Committee Chairman reporting on the matter, who is entitled to reply to objections and answer direct questions.
- G. A member shall speak no longer than two (2) minutes each time he comments during a debate on each particular resolution or motion, except for the mover, who may be

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afforded five (5) minutes for an opening statement only. A Committee Chairman reporting on the matter shall not be subject to this rule.

H. The following motions shall have priority in the order listed:

1. To adjourn or to Recess (not debatable – majority vote)
2. To Lay on the Table or to Table (not debatable – majority vote)
3. To Move the Previous Question, or Limit or Extend Debate (not debatable – two-thirds vote)
4. To Postpone to a Certain Time (debatable – amendable – majority vote)
5. To Commit or Recommit to any Committee (debatable – amendable – majority vote)
6. To Amend or Substitute (debatable – amendable – majority vote)
7. To Postpone Indefinitely (debatable – not amendable – majority vote)
8. To Suspend the Rules or Take Up Business Out of Order (not debatable – two-thirds vote)
9. To Divide the Question (not debatable – majority vote)
10. To Reconsider to be Moved and Seconded by ones who vote in the majority (debatable – two-thirds vote)