



51st House of Delegates Procedures

I. Rules of Order

These proceedings shall be governed by the Constitution and Laws of Sigma Tau Gamma Fraternity, Inc., then these Rules and Procedures, then for those matters not otherwise addressed, by the most current version of Roberts' Rules of Order Newly Revised.

II. Committees

A. Committees: The Standing Committees of the House of Delegates shall be:

1. The Constitution & Laws Committee;
2. The Credentials Committee;
3. The Finance Committee;
4. The Nominating Committee;
5. The Resolutions Committee; and
6. Only in years where changes to the Ritual are proposed, the Ritual Committee.

Ad Hoc and 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. The President shall appoint each committee chair and make initial committee member appointments no later than March 15 of the year the meeting is held to allow time for each committee to plan its deliberations.

C. Charge: The President shall deliver a charge to each committee, consistent with the general purpose of each committee, to guide its work.

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- D. 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.
- E. Report:** Each committee shall submit a typewritten report to the President and Secretary 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. Officers and Commissions

- A. Officers:** The Officers of the Grand Chapter are as follows:
- 1. Chair.** The President of the Fraternity serves as the Chair of the House of Delegates. In the event the Chair is unable to perform his duties, the President-elect shall serve as Acting Chairman. In the event neither the President or the President-elect are able to serve, then the Parliamentarian shall chair the meeting for the limited purpose of electing an Acting Chairman. Should the Chair later be available to resume his duties, any Acting Chair shall vacate the office.
 - 2. Secretary.** The President shall appoint a Secretary to keep the minutes of the meeting and perform such other duties as directed. The Secretary shall serve as an advisor to the Credentials Committee.
 - 3. Parliamentarian.** The President shall appoint a Parliamentarian to assist with the proper conduct of the meeting, and perform such other duties as directed. The Parliamentarian shall serve as an advisor to the Constitution & Laws Committee.
 - 4. Ritualist.** Consistent with the Constitution, the President shall appoint a Ritualist to assist with the conduct of the Ritual. If a Ritual Committee has been formed for the meeting, the Ritualist shall serve as an advisor to the Ritual Committee.

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5. **Sergeants-at-Arms.** The President shall appoint Sergeants-at-Arms to ensure the orderly conduct of the meeting. The President shall designate one person so appointed as the Chief Sergeant-at-Arms.

B. National Standards Board. The President shall empanel members of the National Standards Board according to its rules and procedures to hear any matters that arise during the meeting of the House of Delegates.

C. Elections Commission. The Election Commission and its procedures shall be conducted according to the Election Code, which shall be consistent with the Constitution and Laws of the Fraternity and the Standing Rules and Procedures of the House of Delegates. To the extent there is a conflict, the Constitution, Laws, and these Rules shall control.

IV. Proposed Amendments and Resolutions

A. Pre-Submitted Proposals: Proposals to amend the Constitution and Laws of the Fraternity that have been timely submitted to the Chief Executive Officer prior to the date of the opening of the House of Delegates meeting, and have been distributed with the Official Call to the Grand Conclave and have not been amended inconsistent with the subject of the proposed legislation, 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 or electronic form to the President or Secretary prior to the scheduled starting time of the opening business session of the House of Delegates. The Secretary shall make himself available so that he may timely receive such proposals. 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 Secretary prior to one (1) hour before the scheduled beginning of the first business session of the final day of the House of Delegates. The Secretary shall make himself available so that he may timely receive such proposals. No new resolutions or proposals shall be accepted after that time. Amendments pertaining to existing proposals may be considered on the final day.

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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 the appropriate committee by the President. All legislation to amend the Constitution and Laws shall be referred to the Constitution and Laws Committee, but may also be considered simultaneously by another committee to issue an advisory report should the President deem it appropriate. 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.
- 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.

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 Delegates and Officers of the House of Delegates, persons recognized by the Chair, and staff of the Fraternity. Sergeants-at-Arms shall 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 shall be conducted, except for the election of the President-Elect and Members at Large of the Board of Directors.
- C. Except when in conflict with the Constitution and Laws, or any rule herein contained, the Rules of Order described in Section I above 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.

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- 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 or Member 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 afforded five (5) minutes for an opening statement only. A Committee Chairman or Member 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)