

**EXECUTIVE BOARD STANDING RULES
ADOPTED BY THE EXECUTIVE BOARD MARCH 19, 2014**

Executive Board Standing Rules

1. Executive Board

- a. The President in making Board appointments shall attempt to balance them according to political affiliations and geographical areas. WSLC does not discriminate and is all inclusive.
- b. All members of the Executive Board and appointed positions shall adhere to the Bylaws, Executive Board Standing Rules and General Membership Standing Rules of WSLC.
- c. A U.S. Postal Box shall be rented by WSLC as a permanent address of the organization.
- d. An annual filing of Form 990EZ: Return of Organization Exempt from Income Tax must be made by the fifteenth day of the fifth month (October 15th) after the close of the WSLC fiscal year (May 31st). This should be in compliance with the IRS regulations.
- e. Meeting times:
 - (1) The Executive Board shall meet in the fourth week, unless a more convenient date is calendared of the following months: June, August, September, October and following Thanksgiving week in December. During the legislative session the Executive Board shall meet weekly.
 - (2) Other meetings of the Executive Board shall be at the discretion of the President.
- f. All in-kind donations and expenses should be reported for a realistic income and expense statement.
- g. Donations and contributions to WSLC are not tax deductible.

2. Attendance

- a. A record of attendance at Executive Board meetings shall be kept by the Recording Secretary and incorporated as part of the minutes.
- b. Board members asked to attend outside workshops, seminars, conferences, etc., shall be reimbursed for their expenses if the budget permits.

3. The Bulletin

- a. The Bulletin shall be sent to all presenting speakers by the Corresponding Secretary. Directors shall be responsible to provide addresses to the secretary.
- b. The Bulletin shall be delivered to the Governor, Lieutenant Governor and the House and Senate members during the legislative sessions.
- c. All actions on resolutions shall be published in the Bulletin.
- d. Names of new organizations and members shall be published in the minutes.

4. Distribution of Materials

Without prior Board approval, only information pertaining to the subject being discussed may be distributed to the members during meetings, all other materials shall be left outside the meeting rooms.

5. Guests

- a. With prior approval from the President, Executive Board members shall have the right to extend guest privileges.
- b. Guest privileges are for one time only unless requested otherwise.
- c. Guests shall be informed as to the Council's policy that only accredited members have voice

and vote.

6. Installation and Luncheon

- a. The Immediate Past President shall install the new officers, or in the absence of the Immediate Past President, a former President shall perform the installation.
- b. The installing officers shall receive from the President the names and positions of all persons to be installed.
- c. Protocol for the receiving line, if there is to be one, shall be determined by the Luncheon Committee Chair and the President.
- d. Complimentary lunches can be provided only as approved by the Executive Board.

7. Meetings

- a. Executive Board meetings shall begin within ten (10) minutes of the regular meeting time.
- b. Copies of the prepared agenda for the Executive Board and General Membership meetings shall be distributed prior to each meeting.
- c. Standing and special committee reports shall contain only what has been agreed to by a majority vote of those attending a meeting where every committee member was notified and where a quorum was present.
- d. Reports or recommendations of a committee arrived at by an individual consultation with committee members in the absence of a meeting shall be described thus and not be considered an official report of the committee.

8. Membership

Council Memberships lists shall not be given to or used by outside groups or individuals.

9. Nominating Committee

- a. The Nominating Committee shall inform the nominees of the requirements for the position for which they are running, the requirements of giving a speech and the time allotted.
- b. Speeches shall be limited to three (3) minutes for the President-elect candidates and one (1) minute for other candidates.
- c. The Nominating Committee shall request of nominees a photo and brief resume to be published in the Bulletin a week prior to the elections.
- d. Nominees shall receive election results from the President prior to the Biennial/Luncheon business meeting.

10. Records, Reports, Minutes

- a. The Membership and Credentials Committee shall form an Attendance Committee to record those attending the General Membership meeting.
- b. All officers and committee chairs shall submit four (4) copies of their biennial report to the Policy Chair. These reports will be distributed as follows, one (1) to the President, one (1) to the Recording Secretary, one (1) to the Historian and one (1) to the successor in office.
- c. Council records shall be kept in the Special Collections at the University of Utah. However, records of the current biennium and the one previous to it shall be kept on hand. Keeping and transferring records shall be the responsibility of the outgoing President and the Historian.
- d. Job descriptions for all positions shall be updated as necessary. Copies are in the possession of the President, President-elect, First and Second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President or on the website.
- e. All materials shall be dated, labeled, and paginated.

- f. Directors shall submit to the President and Corresponding Secretary information which details the program speakers, titles, topics and format of the meetings for which they are responsible.
- g. Copies of information shall be given to the President, Recording Secretary and Public Relations Chair at the Executive Board meeting preceding the General Membership meeting at which they are presenting.
- h. All bank statements, returned checks and copies of bills shall be retained for three (3) bienniums. The outgoing Treasurer shall pass on to the newly-elected Treasurer the previous records.

11. Resolutions and Lobbying

- a. Printed copies are the responsibility of the Directors and Co-chairs and shall be paid by WSLC.
- b. Resolutions and letters shall not be distributed before they have been adopted by a two-thirds vote of those present and voting.
- c. Approved letters and resolutions shall be signed by the President and appropriate Director or Co-chair. All signatures shall be signed in ink.
- d. Members lobbying on behalf of WSLC may do so only after a resolution has been passed.
- e. Lobbying activities shall be reported in writing to the Executive Board.
- f. Copies of proposed resolutions shall be prepared by the Directors, or Committee Co-chairs and distributed to the following: two (2) to the President, two (2) to the Recording Secretary, and one (1) to the Historian. The Recording Secretary shall keep one (1) copy with the minutes.
- g. Copies of all resolutions shall be attached to the President's biennial report.
- h. Resolutions shall be retired at the end of each biennium.

12. Tree Planting

In honor of the retiring President at the end of each biennium, a tree shall be planted at This Is The Place State Park or other location, provided that funds are allocated in the budget.

13. Amendment to Executive Board Standing Rules

These Standing Rules may be amended by a majority vote with previous notice.