

**WOMEN'S STATE LEGISLATIVE COUNCIL  
OF UTAH, INC.**

**GENERAL MEMBERSHIP STANDING RULES**

**1. Attendance**

- a. Attendance shall be kept by the Attendance Committee.
- b. Members may attend and are welcome at Executive Board meetings. However, only members of the Executive Board may vote. Non-Board members may have voice at the discretion of the Chair.

**2. The Bulletin**

- a. The Bulletin shall be distributed to all members of the State Legislature and to the Governor during the legislative session.
- b. Extra copies of past Bulletins shall be made available to members.
- c. Organization presidents shall receive a copy of the Bulletin through one of their paid members.

**3. Distribution of Materials**

- a. Materials shall be distributed to members during meetings only after Executive Board approval, unless the material pertains to the subject being discussed.
- b. All other materials shall be left outside the meeting room.

**4. 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. A delegate appointed as a member of the Executive Board may relinquish the position of paid

representative from a specific organization and pay individual dues. A new delegate member from the respective organization shall be appointed to the Council without incurring any further costs.

- c. A delegate member appointed to a position other than on the Executive Board may relinquish the position of delegate from a specific organization and pay individual dues.

## **5. Guests**

- a. Members may invite guests to meetings with the approval of the President. Guests shall sign in with the Attendance Committee.
- b. Guest privileges are for one time only unless requested otherwise.
- c. Guest privileges shall be extended to those who have served at least three (3) bienniums on the Executive Board and have been an elected officer or have run for the office of President.
- d. Guests shall be informed as to the Council's policy that only accredited members have voice and vote on issues.

## **6. Installation**

- a. The Immediate Past President shall install the new officers.
- b. In the absence of the Immediate Past President, a former President shall perform the installation.

## **7. Meetings**

- a. The General Membership meeting shall be held on Wednesdays or other designated days.
- b. General Membership meetings shall begin at 12 noon. The Legislative Study Committee presentations shall begin at 12:15 p.m.
- c. General Membership meetings shall begin within ten

- (10) minutes of the regular meeting time when the presiding officer is late.
- d. Copies of the agenda for General Membership meetings shall be prepared and sent to members prior to each meeting.
  - e. Members who wish to speak during the question and answer period shall stand, address the chair, state name and membership status, be brief, be courteous, and avoid making personal attacks. The President shall remind the membership of this policy.
  - f. The President, Director or Co-chair, or the speaker shall, if necessary, repeat all questions from members over the microphone before responding.

## **8. Membership**

- a. Organizations having fewer than 100 members shall be entitled to two (2) delegates. Those having 100 or more members shall be entitled to have three (3) delegates.
- b. Individual members shall declare their self-representation at the time of application.
- c. Dues shall be forty dollars (\$40.00) for the biennium and twenty dollars (\$20.00) for new members who join the second year of the biennium.
- d. In order to be listed in the handbook, member organizations and individual members must pay the biennial membership dues by the announced deadline.

## **9. Bylaws and Handbook**

The handbook shall be ready for distribution in January of the first year of the biennium.

## **10. Nominees**

- a. Nominees shall be informed by the Nominating Committee 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 President-elect candidates and one (1) minute for other candidates.
  - c. Nominees shall submit a brief resume to the Nominating Committee to be published in the Bulletin prior to elections. A photo of each nominee shall be published with the resume.
  - d. Nominees shall receive election results prior to the Installation/Biennial Celebration.

## **11. Records, Reports, Minutes**

- a. 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 President and Historian.
- b. All materials shall be dated, titled, and paginated.

## **12. Resolutions**

- a. Speakers shall be excused during the voting on a resolution.
- b. Action on resolutions shall be reported in the Bulletin.
- c. A resolution approved by the General Membership can be used as a reference point for a new resolution on the same topic. However, the complete resolution procedure shall be followed each time.
- d. If time does not permit full General Membership action on a resolution, the President, Director and Co-chairs may submit their conclusions and recommendations in the form of a letter to the appropriate persons or agencies, after consultation with the Executive Committee to ensure conformance with the procedure of the Council. Letters are not binding to the Council.
- e. Letters approved by the Executive Committee shall be

signed by the Director and Co-chairs.

Resolutions approved by the General Membership shall be signed by the President, Director or Co-chairs presenting the resolution.

- f. Resolutions shall not be distributed before they have been fully adopted by a two-thirds vote of those present and voting.
- g. Members shall lobby in the name of the Council only after a resolution has been passed.
- h. Each committee Director and Co-chairs shall make every effort to arrange for speakers on all sides of an issue and give all sides equal time.
- i. Council action on legislative issues considered shall be processed in accordance with existing Bylaws.
- j. Resolutions shall be rescinded and retired automatically at the end of each biennium, with the exception of those pertaining to Constitutional amendments, which shall be rescinded and retired subsequent to the general election.

### **13. Lobbying**

- a. Members shall lobby in the name of WSLC only after a resolution has been passed.
- b. Lobbying shall be nonpartisan and reflect only the position of the Council.
- c. Lobbying may be done by personal contact, telephone or in written form or electronically.
- d. Lobbying activities shall be reported in writing to the Executive Board.

### **14. Trees**

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

**15. Taping of Meetings**

Proceedings of meetings may be taped by the assigned Reporter. Other persons wishing to tape any proceedings must obtain permission from the President or Vice President prior to the meeting.

**16. Donations and Contributions**

Donations and contributions are not tax deductible.

**17. Standing Rules**

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

Amended March 19, 2014

Adopted March 2, 1995