

Sigma Tau Gamma Fraternity, Inc.®
46th Grand Chapter Procedures

I. Rules of Order

These proceedings shall be governed by the Constitution and Laws of Sigma Tau Gamma Fraternity, Inc., then these Procedures, then where not otherwise addressed *Roberts' Rules of Order Newly Revised, 10th Edition*.

II. Committees

- A. Committees: Legislative Committees of the Grand Chapter shall be the: Constitution and Laws, Resolutions, and Finance committees, and such other committees as may be appointed by the President. Administrative Committees of the Grand Chapter shall be the Credentials Committee and Judicial Board, and such other committees as may be appointed by the President.
- B. Selection: The President shall appoint a chairman, members and advisor(s) for each committee. All committee members, including the chairman and advisor(s), shall have both voice and vote on committee deliberations. The chairman or advisor(s) need not be a delegate to the Grand Chapter. Advisors shall be appointed from among the Board of Directors, Past Presidents, Society of the Seventeen and other distinguished Alumni. Committee members shall be appointed from among the delegates to the Grand Chapter, Past Presidents, Society of the Seventeen and members of the Board of Directors. 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 typewritten a report to the President and Chief Executive Officer prior to its presentation to the Grand Chapter. 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 with 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 Executive Vice President at least 60 days prior to the date of the opening of the Grand Chapter meeting and have been distributed to all College and Alumni Chapters in Good Standing via First Class Mail with the Official Call to the Grand Chapter and have not been amended in a substantive way shall immediately become effective upon the required affirmative vote of the Grand Chapter.
- B. Proposals for Amendments to the Constitution and Laws: Proposals by credentialed delegates to amend the Constitution and Laws to be introduced during the Grand Chapter meeting shall be submitted in typewritten, printed and electronic, form to the President or Grand Chapter Secretary prior to the scheduled starting time of the opening business session of the Grand Chapter. The Grand Chapter Secretary will make himself available for receipt of proposals in the meeting room for the half hour prior to the scheduled starting time of the opening business session of the Grand Chapter. Proposals developed by a committee to amend the Constitution and Laws for

introduction during the Grand Chapter shall be submitted in typewritten form to the President prior to the scheduled starting time of the first business session of the final day of the Grand Chapter. No new proposals shall be accepted after that time. Amendments addressing the same Article and Section as the original proposal by the committee or arising from the floor pertaining to timely submitted proposals may be considered by the House of Delegates after that time.

- C. Other Resolutions and Proposals: Other Resolutions and Proposals, that establish or amend Fraternity policies or procedures, or address other business matters of the Fraternity, by credentialed delegates to be introduced during the Grand Chapter meeting shall be submitted in typewritten, printed and electronic, form to the President or Secretary by 5:00 p.m. on the day of the opening business session of the Grand Chapter. Resolutions and Proposals developed by a committee that establish or amend Fraternity policies or procedures, or address other business matters of the Fraternity, for introduction during the Grand Chapter shall be submitted in typewritten, printed and electronic, form to the President prior to hour scheduled to begin the first business session of the final day of the Grand Chapter. No new resolutions or proposals shall be accepted after that time. Amendments addressing the same topic as the original proposal, proposed by the committee or arising from the floor, pertaining to timely submitted resolutions and proposals may be by the House of Delegates after that time. Other Resolutions and Proposals 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. Each resolution proposal received, or proposed by a committee, shall be assigned a number, type and title by the President, and shall contain the name(s) of the proponents. The number shall be designated as a "GCR" and numbered in the order received according to a two digit numbering system, for example, "GCR01." Where a committee has divided a proposal into two or more parts, these sub-parts shall be distinguished by using capital letters, for example, "GCR01A" and GCR01B." The types of resolutions shall be: General, Finance, Constitution, Laws, or Policy. The title shall describe the specific topic of the resolution. The proponent name(s) shall designate their Chapter and their credentialed delegate type. The President may delegate the duty of assigning this information to the Secretary
- E. Assignment to Committee: All proposed legislation shall be assigned to a Legislative Committee by the President. Committees may elect to either report, favorably or unfavorably, or not report proposed legislation to the House of Delegates. Legislation may be reported to the House of Delegates in either original or amended form.
- F. Consideration and Action: The House of Delegates may take up for consideration only that legislation which has survived Legislative 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 up for consideration specific legislation not reported out of 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.

- G. 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. Submission of Declarations: A candidate for the office of President-elect or Member of the Board of Directors must declare his intention to run for said office by submitting a declaration form to the Chief Executive Officer of the Fraternity on or before the 31st day of January in the calendar year of the Grand Chapter meeting. A Candidate Declaration form shall be deemed timely filed if it was postmarked by January 31st, or if sent by electronic mail, if it was time stamped by 11:59 p.m. Central Time. A candidate may withdraw his declaration of candidacy by so stating in writing to the Chair of the Election Commission. Any candidate who loses his bid for Office of President-Elect is automatically declared a candidate for an At-Large position on the Board of Directors. The declaration form is available from the Chief Executive Officer and is posted on the Fraternity website. The declaration form will include biographical and professional information, fraternity and other activities along with five (5) questions relevant to the governance of the Fraternity. Completed declaration forms may not exceed three pages. The completed declaration forms for all candidates found to be in good standing will be distributed to the delegates of the Grand Chapter.
- B. Election Official: The Senior Past President of the Sigma Tau Gamma Board of Directors shall serve as the Election Official. In his absence, the Immediate Past President will serve in this capacity. The duties of the Election Official are to certify that candidates are in good standing, to

conduct candidate orientation and to serve as Chair of the Election Commission.

- C. Election Commission: The Election Commission is comprised of the Election Official who serves as Chair, the Immediate Past President who serves as Vice Chair, and an alumnus and a qualified voting undergraduate delegate to the Grand Chapter. The Chair will randomly select the two members from a pool of candidates (not to include committee chairman, vice chair, candidates or Members of the Board of Directors), who may not be members of the same chapter as the chair, vice chair, or each other. The duties of the commission are to oversee balloting and to serve as the hearing panel of the Grand Chapter for all election-related issues. If an election commission is required prior to the Grand Chapter, the Election Official will appoint an alumnus and undergraduate, in good standing, to serve on the commission.
- D. Nominations: Individuals who have submitted a form declaring their candidacy for the office of President-elect or Member of the Board of Directors by the due date as set above, shall have their names automatically placed in nomination at the Grand Chapter, provided that they remain in good standing with the Fraternity and have completed orientation on the Fraternity's board election procedures and governance policies as approved by the Board of Directors. Each candidate may have one nominating speech made on his behalf. The nominating speech must be made by a credentialed collegiate chapter delegate to the Grand Chapter and shall not exceed three (3) minutes in length.
- E. Candidate Speeches: Each candidate for office shall be entitled to speak to the House of Delegates. The speech of candidates for office of President-elect shall not exceed ten (10) minutes in length. The speech of candidates for the office of Member of the Board of Directors shall not exceed five (5) minutes in length.

- F. 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. Separate forums for candidates for President-elect and Members of the Board of Directors will be conducted. All candidates will be seated together during the forum and will take turns answering the questions. In order 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 the two Past Presidents currently serving on the Board of Directors and will be held in secret until read to the candidates at the forum. The election officials 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 two past presidents serving on the Election Commission. Responses shall be limited to one minute in length for each question.
- G. Candidate Orientation: During the Grand Chapter, candidates must participate in an orientation presented by the Election Official. 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 sent to the candidates in advance of the Grand Chapter. Individuals who fail to attend orientation will not be permitted to stand for election.
- L. Use of Campaign Materials: Candidates' completed candidacy declaration forms will be distributed to the delegates of the Grand Chapter and will be the sole source of available campaign materials at the Grand Chapter. 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 Grand Chapter. Prohibited electronic distribution shall include e-mail, web sites 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 spirit of this rule is that campaigns for office of the Fraternity should be conducted in a personal, face to face, exchange of ideas.
- M. Candidate Behavior: Candidates must adhere to the Campaign Procedures, Sigma Tau Gamma Code of Conduct, Risk Management Policy, Volunteer Officer Social Responsibility Policy Statement, and Member and Chapter Behavior Policy. Candidates, Grand Chapter Delegates and Officers should refer suspected violations to the Election Official. 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) removal of candidacy. The decisions of the Election Commission may be appealed to the Grand Chapter.
- N. Election Procedure: Election to any office shall be by majority of the ballots cast by the qualified Delegates in the House of Delegates of the Grand Chapter, once a quorum is established. The election shall be conducted by secret ballot.
- O. Balloting Procedures: Blank ballots will be supplied by the Sigma Tau Gamma Chief Executive Officer and will be numbered 1, 2, 3, etc. Each ballot page shall be printed on a unique color e.g. # 1 – red, #2 – green, etc. The Election Official will direct the activities of the Sergeants at Arms who will distribute blank ballots, collect cast ballots, observe the election and the tally of the results.

Ballots will be distributed to delegates only at the beginning of the business session in which voting will occur. Ballots will be distributed in the House of Delegates by the Election Official, and then cast by delegates, via roll call.

The Election Official will immediately report the results of the election to the President who will then announce the results to the House of Delegates. Once all balloting is complete and all results reported, the Election Official will secure the ballots until the completion of the Grand Chapter when the ballots will be destroyed. The Election Official and Sergeants at Arms will keep specific ballot tallies confidential in perpetuity.

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.

Member of the Board of Directors: The House of Delegates shall then elect the Members of the Board of Directors. Candidates for the four offices of Member of the Board of Directors 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. 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; and where any additional runoff votes are necessary, other candidates from the same chapter will be eliminated from consideration in that runoff voting. If fewer

than four candidates for the office of Member of the Board of Directors are elected on the first ballot, the House of Delegates shall continue to ballot 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 offices to be filled in the runoff elections.

V. Committee of the Whole

Whenever so ordered by a two-thirds majority vote, the Grand Chapter 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:

- A. A motion to rise and to report to the Grand Chapter, 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 be 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 Grand Chapter 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 Grand Chapter 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, show of hands, standing, or paper ballot. When votes are conducted by paper ballot, delegates and officers of the Grand Chapter shall use serially- numbered

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paper 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 herein before 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, 10th Edition* shall govern the interpretation of these rules and procedures to follow.
- D. No motion shall be considered as before the Grand Chapter 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 Grand Chapter or member of the Fraternity, may address the Grand Chapter.
- F. A member shall speak no more than twice on the same resolution without leave of the Grand Chapter; 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 debate on each unique resolution or motion, except for the mover, who may be 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 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)

VII. Ritual

- A. The Grand Chapter shall conduct the opening and closing meeting ritual, the Memorial Ritual and the Chain of Honor Ritual.
- B. The President may appoint a Ritualists to assist him in preparing and conducting the Rituals.