

Bylaws



West Area Tennessee Coalition for Healthcare
(WATCH)

June 22, 2016

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Preamble

The West Area Tennessee Coalition for *Healthcare* (*WATCH*) is a membership *organization* established to implement the intent of the Tennessee Department of Health's (*TDH*) *Healthcare* Preparedness Program (*HPP*) and support member facilities and *organizations* in meeting expectations of the U.S. Department of Health and Human Services (*HHS*), Center for Medicare and Medicaid Services (*CMS*), Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers – and to do so in collaboration with local emergency management agencies and *public health* departments.

HHS manages the National *Healthcare* Preparedness Program through the Office of the Assistant Secretary for Preparedness and Response (*ASPR*), which defines an *HCC* as, "A collaborative network of *healthcare* organizations and their respective public and private sector response partners that serve as a multiagency coordinating group to assist with preparedness, response, recovery, and mitigation activities related to *healthcare* organization disaster operations."

The Region 7 *HCC* provides a venue whereby disaster and health emergency preparedness stakeholders from the public, private, and not-for-profit sectors can share resources and information in preparedness, response, and recovery – and to do so without compromising proprietary strategies and information of individual *healthcare* facilities and *organizations* who may be competitors in the private *healthcare* market.

Acronyms and Definitions

Adopted Budget – The final budget ratified by a *majority vote* during the annual meeting.

Agenda – A list of items of business to come before the *assembly*.

Alternate – A member elected to take the place of a delegate, should an elected delegate be unable to attend a convention.

ASPR – Assistant Secretary for Preparedness and Response

Assembly – Members present at a meeting.

Annual Business Meeting – Established in place of the *general business meeting* in June of each year. The order of business may include, but is not limited to, nominations of elected *representatives*, presentation of and amendments to the annual budget, and presentation of bylaws resolutions.

Annual Elections – Scheduled voting held each year for, but not limited to, electing Executive Officers, Executive *Board Representatives*, Trustees and adopting the tentative budget.

Award – The financial sum provided to the State from a federal agency.

Board – The Executive *Board* of Region 7 HCC.

Budget Amendment – A motion to spend beyond the limit of, or outside the approved line items contained in, adopted annual budget.

Budgetary Authority – Authority granted to a committee or officer to spend HCC funds within the restrictions set forth in the budget and the bylaws.

Capital Equipment – Any union property listed on the HCC's *capital equipment* inventory.

Caucus – A group of West Area Tennessee Coalition for *Healthcare (WATCH)* members that represent a defined discipline within the membership.

- 1.1. **Aging and Disability Services Caucus** – Comprised of *representatives* from member aging services and disability services agencies
- 1.2. **Behavioral Health Caucus** – Comprised of *representatives* from member behavioral health providers
- 1.3. **Community Health Center Caucus** – Comprised of *representatives* from member federally designated community health centers
- 1.4. **Dialysis Clinic Caucus** – Comprised of *representatives* from member dialysis clinics
- 1.5. **Emergency Management Caucus** – Comprised of *representatives* from member local emergency management agencies
- 1.6. **EMS Caucus** – Comprised of *representatives* from member EMS transport providers
- 1.7. **Fire Department Caucus** – Comprised of *representatives* from member fire departments not represented on the EMS Caucus
- 1.8. **Home Health & Hospice Caucus** – Comprised of *representatives* from member home health providers
- 1.9. **Hospital Caucus** – Comprised of *representatives* from member hospitals

- 1.10. **Law Enforcement Caucus** – Comprised of *representatives* from member law enforcement agencies
- 1.11. **NGO Caucus** – Comprised of *representatives* from member non-governmental *organizations* not represented elsewhere (Red Cross, Blood Centers...)
- 1.12. **Pharmacy Caucus** – Comprised of *representatives* from member pharmacies
- 1.13. **Public Health Caucus** – Comprised of *representatives* from member local health departments
- 1.14. **Long-Term Care Facility Caucus** – Comprised of *representatives* from member long-term care facilities (Includes skilled nursing and residential care facilities)

Committee – One or more members in good standing appointed or elected to investigate, report, or take action on specified subjects and questions. (See *Standing* and *Special Committees*)

Committee Meeting – A noticed gathering, with a documented *quorum*, of a *committee* established under the bylaws of the *HCC*.

Cooperative Agreement – A contractual agreement between the State and a federal agency that dictates the terms and requirements of the State’s financial *award*.

Electronic Medium – The use of conference calls, webinars, text messages, emails, or other digital delivery services to carry out the business of the *HCC*.

EMA – Emergency Management Agency

Emergent Circumstances – An unforeseen or unpredictable event that occurs, requiring immediate action from members of the coalition. May include, but is not limited to, disasters, health emergencies, inclement weather, or other unforeseeable events as determined by the Executive Council.

EMS – Emergency Medical Services

Ex Officio – An automatic member of a *committee* by virtue of office or election. Member does not count toward or against the *quorum* and does not carry voting rights.

General Business Meeting – Two meetings scheduled on consecutive days each month for the purpose of conducting union business.

Governing Documents – Federal laws, state laws, *sub grants*, constitution and bylaws, and adopted parliamentary authority.

HCC – West Area Tennessee Coalition for *Healthcare* (*WATCH*)

Healthcare – Personal health care services for *individuals* available through hospitals, long-term care centers, clinics, homecare providers, pharmacies, and providers of *EMS*.

Healthcare Facility – A single structure whereby state regulated *healthcare* services are delivered.

Healthcare System – A legally defined corporation that owns more than one *healthcare facility* and/or *healthcare provider*.

Healthcare Provider – A state regulated entity with licensed or certified *healthcare* professionals that deliver *healthcare* services to *individuals*.

HHS – U.S. Department of Health and Human Services

HPP – Hospital Preparedness Program/*Healthcare* Preparedness Program

Individual – A person.

LHD – Local Health Department

Line Item Amendments – Increases or decreases proposed to individual lines of the *proposed budget* at the annual business meeting.

Line Item Budget – A budget that has specific, published lines for income and expenses.

Majority Vote – A candidate or motion receives more than half of the votes cast.

Member In Good Standing – Any *organization* that has fulfilled the requirements for membership in the *HCC* and who has not voluntarily withdrawn, become ineligible for continued membership, or been suspended or expelled as provided in this Constitution and Bylaws.

Minutes – The official record of business transacted by the *HCC* at its business meetings, meetings of its Executive *Board*, and meetings of its *committees*.

NHPP – National *Healthcare* Preparedness Program

Organization – A public or not-for-profit entity that is eligible for membership in the West Area Tennessee Coalition for *Healthcare* (*WATCH*).

Personal Property – Any tangible item purchased by the *HCC* that is not real property (real estate).

PHEP – *Public Health* Emergency Preparedness

Previous Notice – Written notification and supporting documents sent to the membership at least (15) fifteen days in advance of the date that a pending action will be discussed or voted on.

Pre-Filed Motion – Submittal of a motion, in writing, to the *HCC* Secretary in advance of the meeting at which the proposed business is to be presented.

Plurality Vote – Requires the candidate(s) to receive the most votes, but not necessarily the majority of votes cast. Example: Seven candidates for four positions – The four candidates receiving the most votes are deemed elected.

Proposed Budget – The budget developed, distributed, and recommended to the membership by the Executive *Board*, but not yet ratified by the membership at the *annual business meeting*.

Public Health – All organized measures to prevent disease, promote health, and prolong life among the population as a whole.

Quorum – The minimum number of members who must be present at meetings of the membership, the executive council, *caucuses*, and *committees* in order that business may legally be transacted.

Removal from Office – The authority to remove an executive council *representative* pursuant to requirements stated herein.

Representative – An *individual* assigned by a member organization to attend meetings and speak on their behalf.

Restricted Funds – Revenue received by the *HCC* from sources that are accompanied by a contractual mandate stating how the funds may or may not be spent.

Roll Call Vote – A vote that is counted by calling each member’s name that has signed the meeting roster, and documenting the vote of each member in the *minutes* or the attached roster with results, for future reference.

Sitting Members – The total membership on the roster of the Executive *Board* or a *committee* at the time of a meeting.

Special Election – An election, different than the annual election, established for, but not limited to, filling unexpected vacancies of Executive Officer positions and ratification of *budget amendments*.

Special Committee (Ad-Hoc) – A group of members in good standing who are appointed for a specific purpose, or to work on a specific problem. Such groups are disbanded when the prescribed duties are complete.

Special Meeting – A business meeting called by a majority vote of the Executive *Board* between *general business meetings* for a specific purpose.

Special Rules of Order – Rules adopted by the membership vote that supersede the parliamentary authority.

Standing Committee – A group of members in good standing whose established duties and authority are for a specific purpose as dictated in the bylaws. Such groups are permanent fixtures of the *HCC*.

Statutes – Laws enacted by the State of Tennessee.

Sub grant – A portion of the State’s *award* that is passed through to a local agency or not-for-profit *organization*, such as a *healthcare* coalition. Recipients are considered sub grantees.

Time Sensitive Business – An unforeseen or unpredictable circumstance that, in the best interest of the *HCC*, requires action between *general business meetings*.

TDH – Tennessee Department of Health

Two-Thirds (2/3) Vote – Requires two affirmative votes for each negative vote to ratify a motion or action.

Unrestricted Funds – Revenue received by the *HCC* from sources without contractual restrictions placed on how it is spent.

WATCH – West Area Tennessee Coalition for Healthcare

Working Days – Includes only weekdays (Monday – Friday) that are not federal or state recognized holidays.

Article I. Name and *Organization*

Section 1.01 Name

- (a) The name of this *organization* shall be the West Area Tennessee Coalition for *Healthcare*, which may be referred to as *WATCH*.

Section 1.02 Compliance

- (a) The officers, *representatives*, and members of this *HCC* shall recognize, observe, and be bound by the provisions of these bylaws.

Article II. Jurisdiction

Section 2.01 Area of Service

- (a) The geographical area of the *HCC* shall include the counties of Henry, Benton, Decatur, Hardin, Henderson, Carroll, Chester, McNairy, Gibson, Madison, Hardeman, Weakley, Obion, Lake, Dyer, Crockett, and Haywood counties in the state of Tennessee.

Section 2.02 Automatic Changes

- (a) Should the Coalition's jurisdiction be redefined by the *TDH*, this article will be automatically updated to reflect such change.

Section 2.03 Members

- (a) Disaster and health emergency preparedness professionals and related stakeholders responsible for preparing the region's health and human services systems for an unexpected surge in service needs

Article III. Membership

Section 3.01 General Membership

- (a) Membership is by invitation only and will be awarded to *organizations*, not *individuals*.
- (b) Membership will be deemed active once a potential membership *organization* submits an application and it is approved by the executive council.
- (c) Member *organizations* will assign a primary *representative* to attend meetings of the *HCC*.
- (d) Member *organizations* may assign up to (2) two secondary *representatives*.
- (e) Member *organizations* will be assigned to a caucus.

Section 3.02 *Ex Officio* Members

- (a) *Ex Officio* members are advisory in nature and may attend meetings of the *HCC* and have a voice.
- (b) *Ex Officio* members will include:
 - (i) *TDH* Central Office
 - (ii) *TDH* Regional Coordinators
 - (iii) *TEMA* Regional Representatives
 - (iv) *HHS*, Region 4
 - (v) *HCC* Staff
 - (vi) *HCC* Fiscal Agent

Article IV. Meetings

Section 4.01 General Membership Meetings

- (a) Meeting will be open only to *representatives* of member *organizations* and invited guest, as approved by the Chairman.
- (b) *Representatives* in attendance must have the authority to speak on behalf of their member *organization*.
- (c) All *representatives* will have a voice in the affairs of the *HCC*.
- (d) Meetings will be held in-person, no less than once each quarter, unless prohibited from doing so by *emergent circumstances*. In such circumstances, the executive council may approve meetings to be held by *electronic medium*.
- (e) Written notice and the *agenda* will be transmitted to all members no less than (7) seven *working days* prior to the meeting date.

Section 4.02 Caucus Meetings

- (a) Meetings will be open to the *representatives* of member *organizations* assigned to the *caucus* and invited guest, as approved by the the *Caucus* Chairperson.
- (b) May be held in-person or by *electronic medium*, as determined by a majority vote of the *caucus* members.
- (c) Written notice and the *agenda* will be transmitted to all *caucus* members no less than (7) seven *working days* prior to the meeting date.
- (d) All *caucus* members will have a voice in the affairs of the *caucus*.
- (e) Executive Officers of the *HCC* are ex-officio members of all *caucuses*.

Section 4.03 Special Business Meetings

- (a) May be convened at the request of the *HCC* Chairman, provided that written notice is given to each member at least (7) seven working days prior to the proposed meeting stating the time, place, and objective of the meeting.
- (b) No new business may be transacted at a special business meeting, except what is outlined on the written notice.

Section 4.04 Executive Council Meetings

- (a) The executive council will meet no less than monthly, unless prohibited from doing so by *emergent circumstances*.
- (b) The Chairman may call *special meetings* as necessary.
- (c) Meetings are open only to elected members of the executive council and invited guests, as approved by a majority vote of executive council *representatives*.
- (d) May be held in-person or by *electronic medium*, as determined by a majority vote of executive council members.

Section 4.05 Annual Business Meeting

- (a) In the third quarter of each calendar year, there will be an *annual business meeting*.
- (b) Unless prohibited by *emergent circumstances*, the *annual business meeting* will be held as an in-person meeting.

- (c) The meeting *agenda* will include, but is not limited to, presentation of and voting on the *proposed budget*, bylaws amendments, and the election of executive officers and *caucus representatives*.
- (d) Written notice of the meeting with the *agenda* will be transmitted to all members no less than (7) seven *working days* prior to the meeting date.

Section 4.06 Committee Meetings

- (a) *Committees* will meet as often as necessary to carry out their prescribed duties.
- (b) *Committees* will meet at the call of the *committee* chairman.
- (c) *Committee meetings* are open only to elected members of the *committee* and invited guests, as approved by the *committee* chair.
- (d) Executive officers will be ex-officio members of all *committees*.

Section 4.07 Quorum

- (a) The *quorum* for *general business meetings* will be a majority of the *HCC's sitting members*.
- (b) The *quorum* for *caucus* meetings will be a majority of the *caucus' sitting members*.
- (c) The *quorum* for *committee meetings* will be a majority of the *committee's sitting members*.
- (d) During a meeting at which a *quorum* has been established, and then subsequently lost due to members leaving, the *quorum* will remain valid.

Article V. Officers and Elections

Section 5.01 Elected Representatives

- (a) Only primary *representatives* of member *organizations* of the *HCC* will be eligible to hold elected office.
- (b) Should an elected *representative* terminate employment or be terminated from employment by a member *organization*, the *representative* will immediately be removed from elected office.
- (c) The executive council will consist of (5) five executive officers elected by the general membership and a number of *caucus representatives* consistent with the number of *caucuses* approved by the executive council.
- (d) *Caucuses* may be added by a majority vote of the executive council at any time during the year.
- (e) When a *caucus* is added, the executive council, by a majority vote, may appoint the *caucus* chairperson who will hold the position until the next annual meeting and election.

Section 5.02 The Executive Officers will be:

- (a) Chairman
- (b) Vice-Chairman
- (c) Second Vice-Chairman
- (d) Secretary
- (e) Treasurer

Section 5.03 *Caucus Representatives*

- (a) There will be (1) one *caucus representative* for each *caucus* established by the executive council under the authority stated herein.

Section 5.04 *Terms*

- (a) Executive officers will hold office for (2) two years, until a successor is elected and installed, resignation is accepted by the Executive Council, or until removed from office under the terms stated in these bylaws.
- (b) *Caucus representatives* will hold office for (1) one year, until a successor is elected and installed, resignation is accepted by the Executive Council, or until removed from office under the terms stated herein.
- (c) Terms of office for all elected *representatives* will commence upon the close of *elections* and terminate at the close of the next election for the seat, unless prohibited from doing so under Section 5.04d below.
- (d) Should *emergent circumstances* or unforeseen circumstance prevent nominations or *elections* from occurring in time on a specified date, incumbents shall continue to hold office until nominations and *elections* can be carried out.

Section 5.05 *Use of Funds Prohibited for Elections*

- (a) No *HCC* funds will be used to promote the candidacy of any (1) one person for any elective office.
- (b) This section does not prohibit expenditures by the *HCC* for notices and other necessary expenses to conduct *elections*, so long as they do not involve promotion of any one candidate.

Section 5.06 *Eligibility for Office*

- (a) All primary *representatives* of member *organizations* in good standing are eligible to run for executive officer positions (Chairman, Vice-Chairman, Second Vice-Chairman, Secretary, and Treasurer).
- (b) Only the primary *representative* of member *organizations* in good standing assigned to a *caucus* may run to be that *caucus' representative* on the executive council.
- (c) No elected *representative* of the *HCC* shall be entitled to hold more than (1) one office at the same time, nor shall a candidate's name appear more than once on any ballot for elective office.

Section 5.07 *Nominations*

- (a) Nominations will be held at the *general business meeting* immediately prior to the *annual business meeting*.
- (b) Should the meeting be cancelled by *emergent circumstances*, nominations will be completed through *electronic medium*, as soon as possible.
- (c) Any *representative* of a member *organization* in good standing may nominate another *representative* of member *organization* in good standing for an executive officer position.
- (d) Any *representative* of a member *organization* in good standing assigned to a *caucus* may nominate another member of their *caucus* to be the *caucus' representative* on the executive council.

- (e) Nominated members will have (7) seven days to accept or decline a nomination.

Section 5.08 Resign to Run

- (a) Incumbents will not be required to resign prior to running for reelection to the seat they occupy.
- (b) Incumbents will be required to resign prior to running for another position.
- (c) Resignations must be tendered in writing to the the *HCC* Secretary prior to accepting the nomination for another position. The resignation becomes effective at the close of the election.

Section 5.09 Election of Representatives

- (a) *Elections of representatives* will be done by secret ballot.
- (b) A *representative* that receives a majority vote is deemed elected.
- (c) If there is more than (1) one candidate and none receive a majority vote, the top (2) two candidates will be placed in a runoff.
- (d) If only (1) one candidate is nominated and accepts the position, they will be deemed elected by acclamation.
- (e) *Elections* may be carried out in person or by *electronic medium*.
- (f) Write-in voting will not be permitted.
- (g) Voting by proxy will not be permitted.

Section 5.10 Vacancies on Executive Council

- (a) Executive Officers.
 - (i) When a position becomes available with more than (1) one year remaining on the term, a *special election* will be scheduled using the nomination procedures outlined in Section 5.07 and the *elections* procedures outlined in Section 5.09.
 - (ii) When a position becomes available with less than (1) one year remaining on the term, the position will be filled by a majority vote of the executive council.
- (b) *Caucus Representatives*.

When a position becomes available with less than (1) one year remaining on the term, the position will be filled by a majority vote of the *caucus* members.

Article VI. Misconduct

Section 6.01 Suspension

- (a) An executive council member who is charged with a felony criminal offense may be suspended from the council by a 2/3 vote of the council's *sitting members*.
- (b) An executive council member charged with misappropriation of *HCC* funds or assets may be suspended from the council by a 2/3 vote of its *sitting members*.

Section 6.02 Removal from Office

- (a) An executive council member may only be removed from office:
 - (i) If the executive council member has been suspended as outlined in Article VI, Section 6.01, **and**
 - (ii) If the executive council brings a motion to remove the *individual* before the general membership and gives *previous notice*, **and**

- (iii) The majority of those ballots cast favor the removal of the *individual*.

Article VII. Bylaws Resolutions & Amendments

Section 7.01 The bylaws will be amended only as follows:

- (a) Resolutions and amendments may be proposed by any *member in good standing* at any *general business meeting* during the year.
- (b) Voting on resolutions and amendments may be done during either a *general business meeting* or the *annual business meeting* and will be done by secret ballot.
- (c) *Previous notice* of bylaws resolutions and amendments will be provided to the membership.
- (d) Ratification of proposed resolutions and amendments will require a 2/3 vote of those ballots casts.

Article VIII. Fiscal Year and Annual Budget

Section 8.01 Fiscal Year

- (a) The fiscal year will begin on July 1st and end on June 30th.

Section 8.02 Annual Budget

- (a) A proposed *line item budget* will be prepared by the executive council each year in such time that *previous notice* can be given to the membership before the *annual business meeting*.
- (b) Membership will be given *previous notice* of the *proposed budget* presentation.
- (c) The annual budget will be presented to the general membership at the *annual business meeting*, where members will have the opportunity to propose amendments.
- (d) Should there be delays in delivering funding details from the State or other grantors, the budget presentation may be done at a special business meeting.
- (e) Amendments to the *proposed budget* will require a *majority vote* of those casting ballots
- (f) Motions to postpone indefinitely will be ruled out of order and not receive consideration.

Section 8.03 Restricted Funds

- (a) Revenue received from a grant will be considered *restricted funds*.
- (b) *Restricted funds* will not be used for any purpose prohibited by the grant agreement or a ruling from the grantor.
- (c) Should donations be received from a donor with specified allowable uses, such funds will be deemed restricted and subject to the terms of the donation agreement.
- (d) Motions to amend the budget in a manner that is in violation of the requirements of a grant or donation agreement will be ruled out of order and not receive consideration.

Section 8.04 Unrestricted Funds

- (a) Funding received from fee for service, dues, fundraisers, and unrestricted donations will be considered *unrestricted funds*.
- (b) *Unrestricted funds* will be allocated as approved by the membership through the annual budget process.

Article IX. Bonding & Insurance

Section 9.01 Bonding

- (a) All officers, *representatives*, and employees who have *budgetary authority* will be bonded in such amounts as may be required by the *HCC's governing documents*.
- (b) The cost of bonding, if required, will be borne by the *HCC*.

Section 9.02 Liability Insurance

- (a) The *HCC* will carry officers' and directors' liability insurance on its executive council members as may be required by the *HCC's governing documents*.
- (b) The cost of insurance, if required, will be borne by the *HCC*.

Article X. Governing Documents

Section 10.01 The documents that govern the activities of the HCC will be considered in the following order:

- (a) Federal laws and regulations
- (b) State laws and regulations
- (c) *HCC* bylaws
- (d) *HCC special rules of order*
- (e) *HCC* Policies
- (f) Roberts Rules of Order, Newly Revised

Article XI. Policies

Section 11.01 Purpose

- (a) As needed, the *HCC* will develop policies that will serve to:
 - (i) Maintain consistent standards and quality.
 - (ii) Give direction and provide guidance for daily operations.
 - (iii) Provide consistency in the *HCC's* business practices.

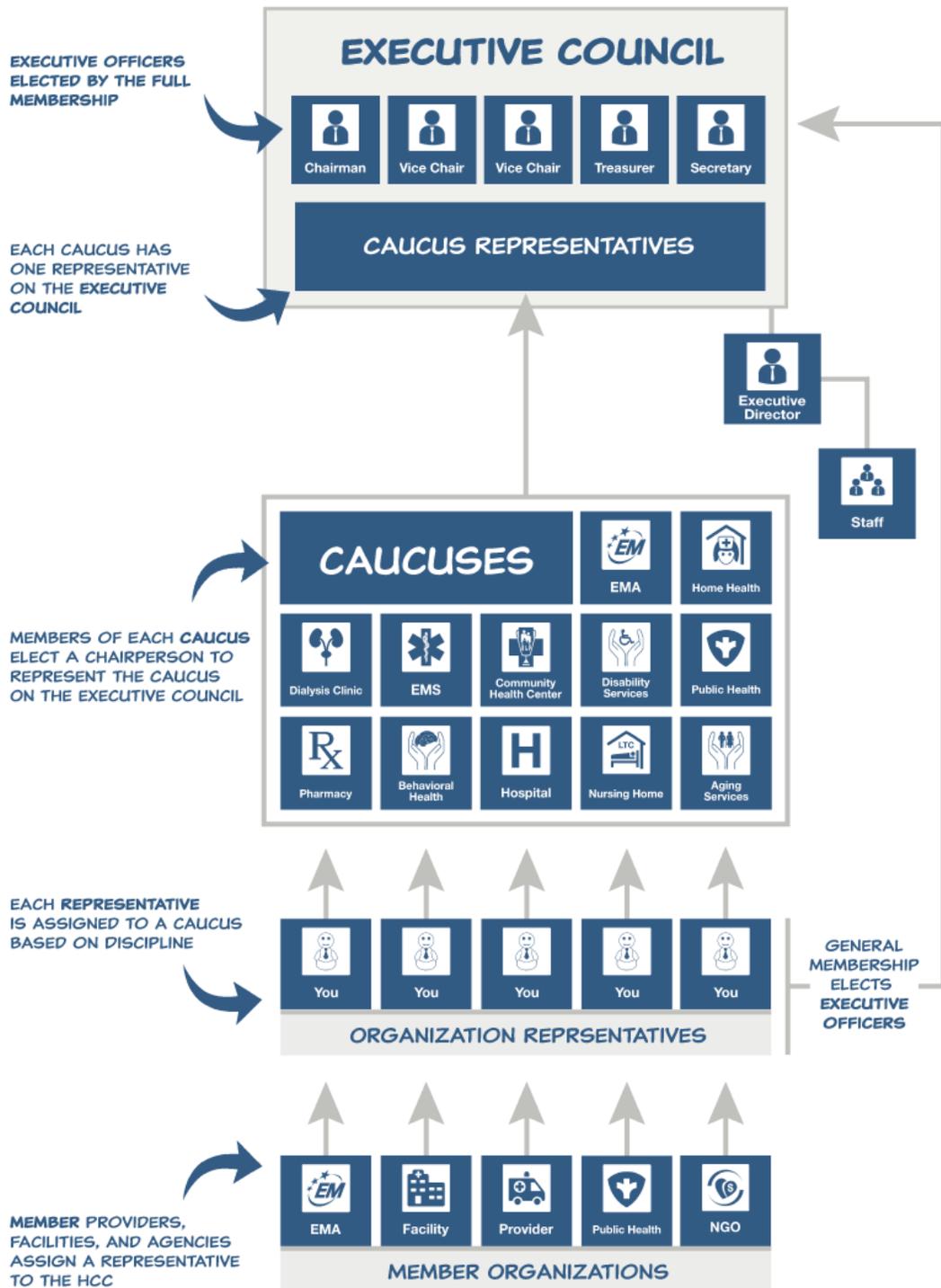
Section 11.02 Policy Proposals

- (a) Any *member in good standing* may bring a policy proposal before the general membership at a *general business meeting* or the *annual business meeting*. Approval of such proposals will require a *majority vote* of the ballots cast by a *roll call vote*.
- (b) Policy proposals may be brought to the executive council by *caucus representatives* or executive officers.
- (c) Policies will be reviewed, amended as necessary, and approved by the executive council.

Appendix A

HCC's Representation Structure Illustration

The illustration below is intended to give the membership a general understanding of the HCC's representation structure. The number and types of *caucuses* implemented will be determined as outlined in the HCC's bylaws.



Appendix B

Special Rules of Order

The HCC's *Special Rules of Order* will govern how all meetings will be conducted, unless waived or amended by the membership present at the meeting. If any conflict arises between the HCC's *Special Rules of Order* and Roberts Rules of Order, the HCC's rules will take precedence.

Rule 1

Any member addressing the *assembly* shall state their name and *organization* represented prior to making a motion or speaking for or against a motion.

Rule 2

The regular order of business may be suspended by a (2/3) *two-thirds vote* to dispose of an urgent matter.

Rule 3

Any motion at a *general business meeting* must be put in writing and filed with the secretary prior to the end of business.

Rule 4

Any conversation or action, which disturbs a member who is speaking or hinders the transaction of business, is in violation of order and shall not be permitted.

Rule 5

Sectarian discussion shall not be permitted in the meeting under any circumstances.

Rule 6

A member may withdraw his motion only before it has been stated by the chair. After it has been stated, a motion can be withdrawn only by a *majority vote* of the *assembly*.

Rule 7

A motion to amend an amendment shall be in order, but no additional amendments may be offered until the pending amendment of an amendment has been voted on.

Rule 8

A motion cannot be debated until it is made by a member, recognized by the chair, and seconded.

Rule 9

If two or more members rise to speak at the same time, the chair shall decide which member is entitled to the floor and such decision is not subject to appeal.

Rule 10

A member, when speaking, shall confine his/her remarks to the question under debate and avoid personal, indecorous, or sarcastic language. A member cannot have his/her motives questioned during debate. Discussion shall concern the ideas before the meeting, not the *individuals* expressing those ideas.

Rule 11

No member shall interrupt another who is speaking, except on a point of order, and then, only if urgent. The chair shall immediately decide the point of order without debate. The same point of order cannot be raised twice at the same meeting.

Rule 12

If a member, while speaking, is called to order, he/she shall be seated until the point of order is decided. After the ruling has been made, he/she shall continue with his/her remarks. The time taken by the point of order and the ruling thereon shall not come from the member's time.

Rule 13

Appeal can be made from the decisions of the chair, except those decisions based upon the bylaws or general parliamentary law. Decisions based upon any of the forgoing are not subject to appeal at any meeting.

Rule 14

When an appeal is made from a decision of the chair, it shall be put to the meeting in these words, "Shall the decision of the chair be sustained as the decision of this *HCC*?" The member has the right to state the reason for the appeal, the chair has the right from the chair to give the reasons for his/her decision; thereupon the members shall vote on the appeal without further debate. It shall require a *majority vote* to sustain the decision of the chair.

Rule 15

No member shall speak more than once on the same subject until all the members desiring the floor have spoken; nor more than twice without unanimous consent; nor for greater than (5) five minutes at any (1) one time without consent of (2/3) *two-thirds* of all members present. The closing argument on any motion properly made shall be granted to the member who placed the main motion on the floor.

Rule 16

The chair shall not participate in debate unless he/she designates another to preside temporarily and takes a place on the floor. In the event that this happens, the chair cannot resume presiding until after the motion that he/she talks on has been voted upon.

Rule 17

When a main motion is before a meeting, no motion shall be in order except the following:

- Postpone Indefinitely
- Amend
- Amend and Amendment
- Refer to *Committee*
- Postpone to a Definite Time
- Limit or Extend Debate
- Stop Debate
- Appeal
- Table
- Recess
- Adjourn only If Order of Business is Completed

Rule 18

A motion to adjourn cannot be made until the Order of Business as provided in this manual has been completed, unless the members, by a (2/3) *two-thirds vote*, suspend the order of business for this purpose. A motion to adjourn cannot be made when a member has the floor or when members are voting.

Rule 19

If a motion has a pending amendment, the question on the amendment shall be put first. If more than one amendment has been offered, the question shall be put as follows:

- Amendment to the Amendment
- Amendment
- Main Motion

Rule 20

A motion to reconsider shall only be made by a member who voted with the prevailing side. Such motion shall be in order only on the same day as the motion to which it applies was voted on, or the next day. The chair shall ask the member who makes the motion to reconsider, "Did you vote on the prevailing side?"

Rule 21

A motion to rescind or amend a motion previously adopted shall require *previous notice* to the membership.

Rule 22

A member who has been asked by the chair three times to be seated, and who does not do so, shall be excluded from participating in any further business at the meeting.

Appendix C Order of Business

The established order of business for the *HCC* will be:

1. Call to order
2. Pledge of Allegiance, Prayer & Moment of Silence
3. Roll Call of Officers and Members Signed In
4. Reading, Adoptions, and Corrections to the *Minutes*
5. Secretary Report
6. Treasurer Report
7. Vice-Chairman Report
8. Chairman Report
9. *Caucus* Reports
10. *Standing Committee* Reports
11. *Special Committee* Reports
12. Special Orders
13. Unfinished Business & General Orders
14. New Business (Motions)
15. Good & Welfare
16. Adjournment