



Southern California Registry of Interpreters for the Deaf

Annual General Membership Meeting Standing Rules Approved May 17, 2014

1. Types of meetings

- a. Meetings of the membership shall take place in person only.
- b. Membership meetings should take place in a centralized location of the membership – East Los Angeles or in that vicinity would be appropriate.
- c. A 1.5 – 3.0 hour workshop can be provided to encourage members to attend. Fees for this workshop should be inexpensive enough to be affordable by most members.

2. Number of meetings per year:

Annual General Membership Meetings shall take place in the spring of each year.

3. Announcing meetings

- d. Posted on the Events Calendar as soon as scheduled
- e. Posted on the website home page, Facebook, Twitter and by membership email as soon as the details are arranged, but no later than thirty (30) days before the meeting
- f. Announcements should be sent on the following schedule:
 - i. Six weeks in advance
 - ii. Four weeks in advance
 - iii. Two weeks in advance
 - iv. One week in advance
 - v. Three days in advance
- g. A link to the annual membership meeting standing rules should be included in the announcement

4. Interpreting services:

Meetings in which interpreting services are required must be requested two (2) weeks in advance and approved by the board.

5. Voting:

- a. Quorum is no less than 6% of the voting membership

6. Motions:

- a. Who may make motions:
Motions may be presented (“moved”) by any member in good standing
- b. Nature of motions before the membership (list does not include all motions which can be considered by the board, but can serve as a guideline):
 - i. To approve an increase of membership dues greater than 25%
 - ii. To approve revised bylaws
 - iii. To amend the bylaws
 - iv. To remove a board member for cause
 - v. To remove a member for cause
 - vi. To direct the board to take a particular action
- c. Presentation of motions to the membership:
 - i. Motions must be presented to the board and relevant committee(s) in writing by email four (4) weeks in advance of the annual meeting in which it is to be considered.
 - ii. The board members shall contribute to the discussion by providing opinions and relevant information to the issue.
 - iii. Further discussion for motions for consideration during annual meetings will be limited to 3 statements in support and 3 statements in opposition to the motion.
 - iv. Refer to Robert’s Rules of Order for any rules that are not included in this manual for motions.
- c. Motion Format
 - i. Motion language
 - ii. “That SCRID (add motion here).”
 - iii. The motion should be no more than 2 sentences long

- iv. A background and rationale are helpful for the membership to understand the purpose, scope and effect of the motion, but is not required
 - v. Motions that approve of expenditures should include a maximum dollar amount
 - vi. Include the name of the motion maker (must be a member eligible to vote)
 - vii. The secretary will add the seconder to the motion as part of the meeting minutes
 - viii. The secretary will record Ayes/Noes/Absentions (X/X/X) to be included as part of the meeting minutes
- d. Process for voting on motions in meetings:
- i. Introduction of the motion: The presider of the meeting shall read the motion number and text of the motion (not the background or rationale).
 - ii. A seconder will be requested (required for further consideration)
 - iii. The floor will be opened for discussion (see 4c, above)
 - iv. At conclusion of discussion, a vote will be called and tallied
 - v. The presider shall announce whether the motion passed or failed and is recorded for the minutes
 - vi. Addendums are permissible, following RRO procedures (including referring the motion to committee to be revisited in the following year's meeting)

7. Reports (Board members and Committee Chairs):

- a. Annual Reports must be submitted to the secretary seven (7) days prior to the annual meeting.
- b. Reports must be published on the website under the member/chair's "blog" or other location designated for this purpose seven (7) days prior to the annual membership meetings.
- c. The secretary will include addendums to reports to be included in the meeting minutes.

8. Annual Membership Meeting Minutes:

- a. Recording of the minutes will be conducted by the secretary
- b. Minutes draft will be distributed to the board and committee chairs via email no later than 1 week after the date of the meeting. Each officer will review and either approve the minutes as received or offer corrections to the secretary no later than 2 weeks after the date of the meeting.
- c. The final draft should be distributed to the membership no later than seven (7) days prior to the next year's annual meeting
- d. The final draft of the minutes will be published on the website under the secretary's report page or other location designated for this purpose seven (7) days prior to the annual membership meetings.