

Santa Clara County Historical and Genealogical Society

STANDING RULES

- I. Enabling Clause
 - A. The Standing Rules are established to enable the Executive Board to perform the duties assigned to it by the Bylaws of the Society. In any case where a conflict is found between the Bylaws and the Standing Rules, the Bylaws shall take precedence and the Standing Rule in conflict shall be considered null and void.
 - B. Unless otherwise specified, any Standing Rule may be suspended upon a majority vote of the Executive Board. The motion to suspend the Standing Rule shall specify the period of time that the Rule is to be suspended. Such suspension shall not exceed June 30 of the term of the incumbent Executive Board.
 - C. An amendment to any Standing Rule shall appear as an item of business on the agenda of two consecutive Executive Board meetings.
 - 1. The amendment to any Standing Rule shall be presented in written form and shall specify those words, phrases or sentences to be deleted and those words, phrases or sentences to be inserted.
 - 2. The amendment may be enacted upon a majority vote of the Executive Board at the second consecutive meeting.
 - D. A Standing Rules Review Committee shall convene in January of each even-numbered year to review the Standing Rules. The Committee shall report on any recommended changes to the Standing Rules at the March meeting of the Executive Board.
 - 1. The Standing Rules Review Committee shall consist of the First Vice President and the Second Vice President.
 - 2. Should either Vice President be unable or otherwise unavailable to serve on the Standing Rules Review Committee, another elected member of the Executive Board shall be appointed by the President to serve.
 - E. Standing Rule I may not be suspended.

- II. Election, Installation and Orientation
 - A. Election Procedures
 - 1. The Chair of the Nomination Committee shall conduct the election at the May General Membership meeting. The Nomination Chair may select additional members of the Society, who are not candidates in the current election, to assist with the election process.
 - 2. The Nomination Chair shall read the slate of candidates. The slate shall be defined as all offices with unopposed candidates. After the slate is read, the membership shall vote to approve the slate.
 - 3. The Nomination Chair shall read, one at a time, offices with more than one candidate. After the candidates for each contested office are read, the membership shall vote on that office.

4. Voting shall be by a show of hands. All votes shall be counted, recorded in the minutes and announced.
 5. A majority of votes cast shall be necessary for approval of the slate and for election to office.
- B. Installation and Oath of Office
1. All preparation for the installation of officers at the June General Membership meeting shall be completed by the outgoing President. Preparation includes, but is not limited to, insuring that the appropriate person is present to perform the installation and that a copy of the Oath of Office is available. If the outgoing President is unable to perform this duty, either outgoing Vice President shall complete the preparations for the installation.
 2. The installation shall be performed by the immediate Past President of the Society. If the immediate Past President is unable to perform this duty, the installation may be performed by any Past President who is not part of the incoming slate of officers. If no Past President is available to perform this duty, the installation may be performed by any former member of the Executive Board who is not part of the incoming slate of officers.
 3. The following Oath of Office shall be used for the installation ceremony:

I (give name) hereby accept the office of (name of office) of the Santa Clara County Historical and Genealogical Society, with full knowledge of the responsibilities and duties of such office.

I promise to faithfully discharge my duties according to the By-Laws and Rules of the Society.

I further promise to give my successor in office all books and records in my possession. I shall at all times endeavor to serve the Society to the best of my abilities.
 4. If a newly elected officer is unable to attend the June General Membership meeting for installation, that officer shall be installed at the next scheduled Executive Board meeting or General Membership meeting, whichever comes first. If this occurs, the incoming President shall complete the preparations for the installation as detailed in section B (1) of this Rule.
 5. An officer shall not be entitled to perform the duties of his or her office until duly installed.
- C. New Officer Orientation
1. The outgoing President, with the assistance of the outgoing Executive Board, shall arrange for a New Officer Orientation to take place. If the outgoing President is unable to perform this duty, the outgoing Executive Board shall make all arrangements for the orientation.
 2. New Officer Orientation shall begin following the election of officers at the May General Membership meeting and shall be completed prior to the July meeting of the Executive Board.
 3. Arrangements for New Officer Orientation may include, but not be limited to:

- a. Developing a general format for the event
 - b. Creating a detailed agenda of all topics to be covered
 - c. Determining the availability of all key personnel
 - d. Generating a schedule for the presentation of all topics
 - e. Developing a budget for the event
 - f. Reserving an event location
 - g. Arranging for guest speakers
 - h. Preparing handouts
 - i. Ordering refreshments
4. Topics to be covered during New Officer Orientation may include, but not be limited to:
 - a. Society mission; goals and objectives for the coming year
 - b. Officer duties, Bylaws, Standing Rules, Robert's Rules of Order
 - c. Executive Board procedures (agenda, minutes, etc.)
 - d. Budget, expense procedures, insurance requirements
 - e. Membership, database, volunteers, website, webmaster
 - f. Programs, publications, fliers, mailing processes
 - g. Classes, research, indexing, library liaison and operations
 5. New Officer Orientation may take place on a single day, but those in charge of planning the event are encouraged to use several days to cover all of the required topics.
 6. Any meetings convened for New Officer Orientation shall not be considered regularly scheduled meetings of the Executive Board.

III. Duties of the Elected Officers

- A. In addition to the duties enumerated in Article VII of the Bylaws, all elected officers shall:
 1. On a regular basis, use the Society computer to store electronic copies of documents associated with their office as designated by the Executive Board.
 2. Maintain the security of all printed and electronic materials associated with their office and deliver such materials to their successor in June prior to the end of their term of office.
- B. In addition to the duties enumerated in Article VII of the Bylaws, the President shall:
 1. Provide consultation or liaison as appropriate for the Volunteer Coordinator, the Membership Chair, the Newsletter Editor, the Webmaster and the Database Manager.
 2. Prepare the agenda for each Executive Board meeting and distribute the agenda per Standing Rule V (C & D).
 3. Complete all preparation for the installation of officers at the June General Membership meeting per Standing Rule II (B1).
 4. Make all arrangements for a New Officer Orientation to take place following the election of officers at the May General Membership meeting per Standing Rule II (C1).

- C. In addition to the duties enumerated in Article VII of the Bylaws, the First Vice-President shall:
 - 1. Provide consultation or liaison as appropriate for the Publicity Chair, the Program Chair, Seminars and Classes and Special Interest Groups (SIGs).
 - 2. Assist the President with the preparation of the agenda for each Executive Board meeting.
 - 3. Serve on the Standing Rules Review Committee per Standing Rule I (D1).
- D. In addition to the duties enumerated in Article VII of the Bylaws, the Second Vice-President shall:
 - 1. Provide consultation or liaison as appropriate for the Research Team, the Pioneer Society, Library Consultants, the Indexers and the Early Settlers project.
 - 2. Prepare a first draft of the Society's annual meeting calendar to be presented at the May meeting of the Executive Board. The final draft shall be presented at the June meeting of the Executive Board and approved by a majority vote of the elected members of the Executive Board.
 - 3. Serve on the Standing Rules Review Committee per Standing Rule I (D1).
- E. In addition to the duties enumerated in Article VII of the Bylaws, the Recording Secretary shall:
 - 1. Provide consultation or liaison as appropriate for the Corresponding Secretary, Sunshine and the Office Manager.
- F. In addition to the duties enumerated in Article VII of the Bylaws, the Treasurer shall:
 - 1. Provide consultation or liaison as appropriate for the Connections Editor, the Mailing Committee, Special Projects and the Technology Committee.
 - 2. Maintain all liability policies at the direction of the Executive Board.
 - 3. Provide the City of Santa Clara with evidence of insurance as required by the Society's contractual obligations with the City.
 - 4. File all appropriate tax returns and maintain the Society's tax filing status.
 - 5. Secure and keep private the account numbers and passwords associated with the Society's financial accounts.
- G. In addition to the duties enumerated in Article VII of the Bylaws, the Librarian shall:
 - 1. Provide consultation or liaison as appropriate for the Santa Clara Library Liaison, the Historian and Delegates and Liaisons.
 - 2. Recruit, appoint and supervise the members and activities of the Library Committee.
 - 3. Coordinate donation processing, including receipt of books, periodicals and other materials, completion of donation forms, determination of donation disposition and follow-up with donors.

4. Coordinate new book acquisition, including selecting, ordering, tracking, receiving and processing new books.
5. Review and revise the list of organizational exchanges as needed and transmit any changes to the Database Manager.

IV. The Executive Board

A. Meetings

1. Unless otherwise announced, the regularly scheduled meeting of the Executive Board shall be the second Tuesday of each month (except August and December) at 7:00 pm at the Santa Clara Central Park Library.
2. A change in the date, time or location of a regularly scheduled meeting of the Executive Board shall be indicated in the call for the meeting and shall be announced in advance using any other methods of communication that are available to the Society.

B. Voting

1. Unless otherwise specified, a majority of votes cast shall be necessary to pass any matter that is presented to the Executive Board for action. An abstention is not a vote and shall not be counted as a vote.
2. Each individual serving on the Executive Board, regardless of the number of offices he or she may hold, shall have one vote on each matter that is presented to the Executive Board for action. No elected officer may vote by proxy.
3. The Recording Secretary shall record in the minutes the results of every vote taken by the Executive Board and shall include the number of yes and no votes and the number of abstentions.

C. Executive Board Actions

1. The Executive Board is charged with conducting the business of the Society. This shall include, but is not limited to:
 - a. Development of annual goals and objectives
 - b. Interpretation of Society documents, policies and procedures
 - c. Supervision of the Society committee structure
 - d. Creation, direction and evaluation of programs and projects
2. The Executive Board may pass resolutions that represent the official view, opinion or response of the Society regarding issues that have been brought before it.
3. The Executive Board may pass directives that instruct elected officers, appointed offices, committees, special project managers and volunteers to take a particular course of action.
4. The Executive Board may pass policies that are statements of procedures or protocols to be used in making decisions and in conducting Society business.

V. Agenda and Order of Business

- A. Preparation of the agenda is the responsibility of the President.

1. Any member of the Society may request that a business item be placed on the agenda.
 2. Requests to place business items on the agenda shall be submitted to the President no later than 11:00 PM on the Friday prior to the Executive Board meeting.
 3. The request to place a business item on the agenda shall be accompanied by a brief explanation of the item. This will enable the President to appropriately place the item on the agenda and the Executive Board to be prepared to address the issue.
 4. The President shall not be required to place vague or unclear business items on the agenda.
- B. The agenda shall be distributed by 11:00 PM on the Sunday prior to the Executive Board meeting.
1. The President (assisted by the Database Manager) shall distribute the agenda electronically to all members of the Executive Board, Chairs, Coordinators, Appointed Offices and any other Society members who have requested receipt of the agenda.
 2. As time permits, the agenda shall be posted at such other appropriate locations as determined by the Board.
- C. The order of business at each regular meeting of the Executive Board shall be as follows:
1. Approval of the agenda
 2. Approval of the minutes of the previous meeting(s)
 3. Reports from the Executive Board Members
 4. Reports from the Chairs, Coordinators and Appointed Offices
 5. Reports from the Committees, Projects and SIGs
 6. Unfinished business
 7. New business
 8. Announcements
 9. Adjournment
- D. At each regular meeting of the Executive Board:
1. The order of business may be changed by a majority vote of the voting members of the Executive Board.
 2. Approval of the agenda shall require a majority vote of the voting members of the Executive Board.
 3. At the time the Chair calls for approval of the agenda, items may be added to or deleted from the agenda by a majority vote of the voting members of the Executive Board.