

Santa Clara County Historical & Genealogical Society

Standing Rules (3/9/2021) Amended 6/9/2026

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 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 Executive Board meetings.
 - 1. The amendment to any Standing Rule shall be presented in written form and shall specify those words, phrases and 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, ensuring 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 the 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.
3. The following Oath of Office shall be used for the installation ceremony:

I (give name) hereby accept the office of (name 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 Bylaws and Rules of the Society.

I further promise to give my successor in office all the 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 the 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. Agenda items for the Topics to be covered during New Officer Orientation may include, but not be limited to:
 - a. Review Society mission
 - b. Identify accomplishments of previous year
 - c. Identify goals and objectives for the coming year
 - d. Determine areas of Officer Oversight based on expertise and interest
 - e. Review processes surrounding:
 - i. Bylaws, Standing Rules, Robert's Rules of Order
 - ii. Executive Board procedures (agenda, minutes, etc.)
 - iii. Budget, expense procedures, insurance requirements
 - f. Review at a high level, the objectives and open issues regarding society deliverables, programs and processes.
 - i. Volunteers
 - ii. Membership
 - iii. Newsletter
 - iv. Connections
 - v. SCCHGS Website
 - vi. Publicity & Social Media
 - vii. Seminars & Classes
 - viii. Special Interest Groups (SIGs)
 - ix. Research
 - x. Pioneer Society
 - xi. Consultant program

- xii. Indexers and Digitizers
 - xiii. Early Settler Project
 - xiv. Technology
 - xv. Historian
 - xvi. Delegates and liaisons
5. Identify an executive Board Member to oversee each deliverable, program or society process listed above (II-C-4-f). For their assigned items, the executive board member would be the initial contact point for the volunteers and society members to request assistance and express concerns. Furthermore, this Executive Board member would report on their areas of responsibility (if necessary) at the monthly board meetings.
 6. 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.
 7. 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 Sections 1 and 2 of 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, each officer has the following duties:
 1. President
 - a. Shall be the executive officer of the Society.
 - b. Shall appoint committees and act as Ex-officio member.

- c. Shall vote only in case of a tie.
- d. Shall provide consultation or liaison for the areas identified at Officer Orientation Meeting. Report on these areas as necessary at Executive Board Meetings.
- e. Shall prepare the agenda for each Executive Board meeting and distribute the agenda per Standing Rule.
- f. Shall complete all preparation for the installation of officers at the June General Membership Meeting.
- g. Shall prepare a draft of the Society's Annual Meeting calendar to be presented at the May meeting of the Executive Board and approved by a majority vote of the elected members of the Executive Board.
- h. If the President is unable to perform the duties of the office for any reason, the Vice-President next in rank shall occupy the position and perform the duties with the same authority as the president.

2. Vice-Presidents

- a. If the President is unable to perform the duties of the office for any reason, the first Vice-President next in rank shall occupy the position and perform the duties with the same authority as the President.
- b. Each Vice-President shall, under the direction of the President, oversee the functioning of such committees of this Society as the President shall designate.
- c. Each shall provide consultation or liaison as appropriate for the areas identified at the Officer Orientation Meeting. They shall report on these areas as necessary at the Executive Board meetings.
- d. Each shall serve on the Standing Rules Committee per Standing Rule 1.

3. Recording Secretary

- a. Shall provide consultation or liaison as appropriate for the areas identified at the Officer Orientation meetings and report on these areas as necessary at the Executive Board meetings.
- b. Shall be responsible for important Society documents, minutes, newsletters, attendance sheets, treasurer's reports and all other records and property of the Society not entrusted to the custody of some other Officer by the Bylaws or these Standing Rules.
- c. Shall record and keep the minutes of all General membership and Board meetings.

4. Treasurer

- a. Shall provide consultation or liaison as appropriate at the Officer Orientation meetings and report on these as necessary at the Executive Board meetings.
- b. Shall submit books to the Auditing Committee in July.
- c. Shall maintain a petty cash fund for Santa Clara City Library to pay Society postage-due fees.
- d. Shall maintain a signature card at the bank to include only the current Board members.
- e. Shall be responsible for money and financial records of the Society.
- f. Shall maintain liability policies at the direction of the Executive Board.
- g. Shall provide the City of Santa Clara with evidence of insurance as required by the Society's contractual obligation with the City.
- h. Shall file all appropriate tax returns and maintain the Society's tax filing status.
- i. Shall secure the account numbers and passwords associated with the Society's financial accounts.

5. Librarian

- a. Shall provide consultation or liaison as appropriate for the areas identified at the Officer Orientation Meeting and report on these areas as necessary at the Executive Board Meetings.
- b. Shall recruit, appoint and supervise the members and activities of the Library Committee.
- c. Shall coordinate donation processing, including receipt of books, periodicals and other materials, completion of donation forms, determination of donation disposition and follow-up with donors.
- d. Shall coordinate new book acquisition, including selecting, ordering, tracking, receiving and processing new books.
- e. Shall review and revise the list of organizational changes as needed and transmit any changes to the Webmaster.
- f. Shall be responsible for the Society's library collection.
- g. Shall keep a record of all publications acquired by the Society.
- h. Shall submit all materials that need cataloguing and processing to the Santa Clara Public Library.

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 or remotely via Zoom.
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 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 Committee 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 officers, 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.

D. Agenda and Order of Business

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 an item on the agenda shall be accompanied by a brief explanation of the item. This will enable the President to place the item appropriately and prepare the Executive Board to address the item.
 4. The President shall not be required to place vague or unclear business items on the agenda.
- E. The agenda shall be distributed by 11:00PM on the Sunday prior to the Executive Board meeting.
1. The President shall distribute the agenda electronically to all members of the Executive Board, Chairs, Coordinators, appointed Officers 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.
- F. 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

G. 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 or deleted from the agenda by a majority vote of the voting members of the Executive Board.

V. FINANCES

A. Disbursements shall be made by check and signed by any two Executive Board members.