

45 referrals, and may use the title *Certified Professional Parliamentarian (CPP)*. This
46 credential is earned by successfully completing a program developed and
47 maintained by the accrediting department. The credential shall be awarded by the
48 accrediting department on behalf of AIP.

49 **4.4 Certified Parliamentarian-Teacher; Certified Professional Parliamentarian-
50 Teacher.** A certified parliamentarian or a certified professional parliamentarian may
51 be credentialed as a teacher of parliamentary procedure by successfully completing
52 a program developed and maintained by the education department. The credential
53 shall be awarded by the accrediting department on behalf of AIP. As appropriate, the
54 individual so accredited may use the title *Certified Parliamentarian-Teacher (CP-T)*
55 or *Certified Professional Parliamentarian-Teacher (CPP-T)*.

56 **4.5 Certified Parliamentarian Retired and Certified Professional
57 Parliamentarian Retired.** A certified parliamentarian or certified professional
58 parliamentarian may notify the board secretary and the accrediting director that he is
59 retired from practice as a parliamentarian and request reclassification to retired
60 membership. When this notice is received, the member shall be reclassified as CP-
61 Retired or CPP-Retired. Retired members shall always use the retired qualification
62 when using the certified designation and will be excused from any continuing
63 education requirements for maintenance of certified membership status. A retired
64 member shall receive the privileges of regular membership. If a retired member
65 wishes to terminate retirement and retired status, he shall apply to the accrediting
66 department for determination of his eligibility for reinstatement to certified status.

67 **4.6 Full-time Student.** A full-time student, who has not been classified as a CP or
68 CPP, may request this membership category. The application shall be accompanied
69 by documentation indicating full-time student status. Membership in this category
70 shall automatically cease at the end of the membership year in which there is a
71 change in student status. A full-time student member shall receive all privileges of
72 regular membership.

73 74 **Section 5. Requirements to Maintain Credentials**

75 **5.1** A credentialed member shall submit documentation of parliamentary continuing
76 education activities to the accrediting department at least once each seven years, or
77 the credential shall be revoked. The accrediting department must respond to
78 submissions within 45 days. Acceptable activities shall be proposed by the
79 accrediting department, approved by the AIP board of directors, and posted on the
80 AIP website. If the accrediting department requests additional documentation, such
81 documentation shall be submitted within thirty days of the request. The accrediting
82 department shall respond with its determination within sixty days of receipt of the
83 additional documentation. The accrediting department may extend a credential for
84 up to 90 days, if necessary, during the verification process.

85 **5.2** The credential shall be extended for seven years from the date of verification.

86 **5.3** A Certified Professional Parliamentarian (CPP) or a Certified Parliamentarian
87 (CP) who does not comply with the requirements to maintain credentials shall revert

88 to the next lower category of membership. A member holding the Teacher (T)
89 credential who does not comply with the requirements to maintain that credential
90 shall lose that credential. Any credential that is lost shall only be restored by
91 successfully completing a new application and examination process.

92 **5.4** A member whose credential has been lost may appeal the decision within thirty
93 days after receipt of the decision. An appeals committee shall consist of three
94 members who hold the same or higher credential, appointed by the executive
95 committee. The appeals committee shall issue its decision within thirty days after
96 receipt of the appeal. The decision of the appeals committee shall be final.
97

98 **Section 6. Associate Member Category.** An association, institution, or corporation
99 may apply for associate membership. Associate members shall receive no rights or
100 privileges, but the associate member shall be entitled to receive or have online access
101 to the *Parliamentary Journal* and *The Communicator*, and shall have online access to
102 the *AIP Directory*.
103

104 **Section 7. Dues.** Dues shall be payable on or before the annual membership renewal
105 date. The dues for each class of membership shall be:
106

107	Regular (first 2 years)	\$55. 00
108	Regular (after 2 years)	\$70. 00
109	Certified Parliamentarian (CP)	\$105. 00
110	Certified Professional Parliamentarian (CPP)	\$130. 00
111	CP or CPP Retired	\$70. 00
112	Full-time Student	\$20. 00
113	Associate	\$60. 00

114
115 **Section 8. Termination.** Membership shall cease by resignation, non-payment of
116 dues, expulsion, or death.

117 **8.1 Resignation.** A member may resign by sending a written resignation to
118 headquarters. The resignation shall be effective upon receipt unless specified
119 otherwise.

120 **8.2 Non-payment of Dues.** Membership and credentials shall be revoked if dues
121 are not received within ninety days after the membership expiration date. The
122 executive committee may, if the request is received by the AIP office before the due
123 date, approve a payment accommodation in cases of hardship; such
124 accommodation shall not cause the member's credentials to be revoked.

125 **8.3 Expulsion.** In addition to the provisions of Rules for Handling Complaints and
126 Reporting Ethical Violations, a member may be expelled for cause by ballot vote of
127 two-thirds of the entire membership of the board at a regular or special meeting. The
128 member may appear, present evidence, and be represented by an advocate at this
129 meeting. Notice of a proposed expulsion shall be sent to all board members and
130 shall be sent by a trackable means to the member whose expulsion is being

131 considered. The notice shall be sent at least twenty days, but no more than sixty
132 days, before the meeting is to convene.

134 **ARTICLE IV - OFFICERS AND DUTIES**

136
137 **Section 1. Officers.** There shall be a president, vice president, secretary, and
138 treasurer.

139
140 **Section 2. Terms.** The terms for each officer shall be one year, beginning at the close
141 of the annual session in the year of their election and continuing until their successor
142 shall be elected. Terms shall begin at adjournment of the annual session in which
143 elected. Officers shall not serve a fifth consecutive term in the same position.

144
145 **Section 3. Eligibility.** Only members who have held membership for at least one year
146 shall be eligible for election to office.

147
148 **Section 4. Duties of the President.** The president shall have all of those duties and
149 powers set forth for same in the parliamentary authority of AIP, and those duties and
150 powers set forth under the statutes of Illinois. In addition, the president shall have such
151 further duties and powers as are set forth in these bylaws, the standing orders, and the
152 board policies.

153
154 **Section 5. Duties of the Vice President.** The vice president shall preside in the
155 absence of the president and shall succeed to the presidency upon the death,
156 resignation, or incapacity of the president. Upon succession or designation by the
157 board, the vice president shall succeed to all of the duties and powers of the president.
158 The vice president shall have such other duties and powers as are set forth in these
159 bylaws, the standing orders, and the board policies.

160
161 **Section 6. Duties of the Secretary.** The secretary shall maintain the records of AIP
162 other than the financial records. All documentation regarding contracts, awards,
163 certifications, correspondence, minutes, and notices shall be filed with the secretary.
164 Those original documents which are within the responsibility of the accrediting
165 department and the education department shall be maintained therein. The
166 recommendations of these departments shall contain appropriate copies of supporting
167 documentation to be filed with the secretary. The board may designate a repository for
168 this documentation with a contractual party, but the secretary shall retain control of and
169 access to these filings and archives. The secretary shall have such other duties and
170 powers as are set forth in these bylaws, the standing orders, and the board policies.

171
172 **Section 7. Duties of the Treasurer.** The treasurer shall maintain the financial records
173 of AIP. The treasurer shall compile the information with which to prepare the annual
174 budget and the annual audit. The treasurer shall report current financial information at
175 each meeting of the board and at the annual meeting of the membership; a written copy

176 of this report must be filed with the secretary. The treasurer shall chair the budget and
177 finance committee. The treasurer shall have such other duties and powers as are set
178 forth in these bylaws, the standing orders, and the board policies.

179
180 **Section 8. Death, Resignation, or Incapacity of Officers other than President.**

181 Upon death, resignation, or incapacity of the vice president, secretary, or treasurer, the
182 board shall fill the vacancy for the balance of the term. The president shall secure and
183 transfer the records of the vacant office to the successor expeditiously.

184
185
186 **ARTICLE V - BOARD OF DIRECTORS**

187
188 **Section 1. Composition.** The board of directors, herein referred to as the board, shall
189 be composed of the officers of AIP, the accrediting director, the education director, the
190 communications director, and eight directors elected at the annual session.

191
192 **Section 2. Terms.**

193 **2.1 Elected Directors.** The terms of directors shall be for two years or until their
194 successors are elected; with four elected in the odd years and four elected in the
195 even years. The term of office shall begin at the adjournment of the annual session
196 in which each is elected and shall end at the adjournment of the annual session in
197 the next odd or even year. Directors shall not serve a third consecutive term.

198 **2.2 Accrediting Director, Education Director and Communications Director.**

199 The accrediting director, the education director, and the communications director
200 shall be elected by the board for a term of three years with the term to begin at the
201 close of the board meeting at which they are elected. Terms shall be staggered.

202
203 **Section 3. Vacancies on the Board.** A vacancy in a position of director shall be filled
204 by the board until the next annual session, and if the board filled a vacancy which has
205 more than one year left in the term, the members shall elect a director to serve for the
206 remainder of the term. No vacancy shall be filled in the period commencing thirty days
207 prior to the annual session. If an action is taken at an annual session that will create a
208 vacancy in the position of director upon adjournment, the vacancy shall be filled by
209 election at that annual session.

210
211 **Section 4. Duties of the Board.** The board shall have general operational control and
212 responsibility for AIP. It shall have all of those duties and powers set forth for same in
213 the parliamentary authority of AIP and those duties and powers set forth under the
214 statutes of Illinois. In addition, the board shall have such further duties and powers as
215 are set forth in these bylaws, the standing orders, and the board policies. The board
216 shall advise and consent as to the recommendation of the president for the position of
217 editor of the *Parliamentary Journal*.

219 **Section 5. Regular Meetings.** The board shall meet at least three times during the
220 year at a time and by such means as is determined by the board. These regular
221 meetings shall have thirty days' notice. One of the regular meetings shall be held on the
222 day immediately following the close of the Annual Session, and shall be identified as the
223 "post-annual session board meeting."
224

225 **Section 6. Special Meetings.** Special meetings of the board may be called by the
226 president and shall be called by the secretary on the request of any five board
227 members. Notice may be sent by electronic mail. Fifteen days' notice shall be required
228 for in-person meetings and 72 hours' notice shall be required for conference call
229 meetings. Notice may be waived by any board member before, during, or after the
230 meeting.
231

232 **Section 7. Method of Meeting.** Meetings of the board may be held in person,
233 telephonically, or electronically. Any meeting shall provide for communication among all
234 members of the board synchronously and, excepting executive sessions, shall provide
235 for attendance, but not participation, by any member of AIP. Anonymous votes
236 conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in
237 these bylaws and other AIP rules that a vote be conducted by ballot.
238

239 **Section 8. Method of Notice for Meetings.** Meetings of the board shall be noticed to
240 the membership of AIP by electronic mail or posted on the AIP website.
241

242 **ARTICLE VI - NOMINATIONS AND ELECTIONS**

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244
245 **Section 1. Notice of Candidacy.** Those persons who declare to the AIP Secretary
246 their candidacy for officer and director positions, and who give notice of intent to run at
247 least seventy-seven days prior to the annual session shall have their names, along with
248 the position for which they are candidates, listed in the call.
249

250 **Section 2. Nominations and Elections at the Annual Session.**

251 **2.1 Officers and Directors.** Officers and directors shall be elected at the annual
252 session by a majority vote by ballot except that when the number of nominees is
253 equal to or less than the number of positions available, no ballot shall be required.

254 **2.2 Sequence of Elections.** The election of officers shall occur prior to the election
255 of directors.

256 **2.3 Nominations from the Floor.** Candidates for officer and director positions shall
257 be nominated from the floor.
258

259 **Section 3. Election of Accrediting, Education, and Communications Directors.**

260 **3.1 Time of Election.** The accrediting, education, and communications directors
261 shall be elected at the post annual session board meeting.

262 **3.2 Nominations for Accrediting, Education, and Communications Directors.**
263 Candidates for accrediting, education and communications directors shall be
264 nominated from the floor at the board meeting.

265 **3.3 Election.** The accrediting, education, and communications directors shall be
266 elected by majority vote of the board.

267
268

269 **ARTICLE VII - MEETINGS OF THE MEMBERSHIP**

270

271 **Section 1. Annual Session.**

272 **1.1 Regular Annual Meeting.** A regular annual meeting of the membership, herein
273 referred to as the annual session, shall be held each year at a date between June 1
274 and August 31 at a location to be determined by the board.

275 **1.2 In the Event of Emergency.** In the event of an emergency, an annual session
276 may be rescheduled by a two-thirds vote of the board. The date range in 1.1 may be
277 waived by the same vote.

278 **1.3 Annual Session Held Electronically.** The annual session may be held
279 electronically by a two-thirds vote of the board. Anonymous votes conducted
280 electronically shall be deemed to be a ballot vote, fulfilling any requirement in these
281 bylaws and other AIP rules that a vote be conducted by ballot.

282

283 **Section 2. Special Session.** A special session of the membership may be called by a
284 majority vote of the board.

285

286 **Section 3. Notice.** The official notice of each session shall be distributed using mail
287 service or electronic mail (e-mail) delivery systems to all members at least twenty days,
288 but no more than sixty days before the session is to convene. Notices may be
289 distributed to members by electronic means unless otherwise requested in writing to
290 AIP.

291

292 **Section 4. Voting Members.** The record date for eligibility to vote at meetings of the
293 membership shall be five days prior to the meeting. The roll of voting members shall be
294 those members whose dues are current on that date, five days before the meeting.

295

296 **Section 5. Quorum.** Thirty members shall constitute a quorum for an annual session
297 or special session.

298

299 **Section 6. Proxy Voting.** Proxy voting shall not be allowed at any meeting of the
300 membership.

301

302

303 **ARTICLE VIII - EXECUTIVE COMMITTEE**

304
305 **Section 1. Composition.** The executive committee shall be composed of the officers
306 and two other board members, elected by the board at the post annual session board
307 meeting.

308
309 **Section 2. Terms.** The membership of the executive committee shall have a term
310 corresponding to that of the officers.

311
312 **Section 3. Duties and Powers.** The executive committee shall manage, negotiate,
313 and approve all contracts of AIP, shall administer the annual budget and all contracts,
314 shall appoint the auditor, and shall perform any other duties delegated to it by the board
315 or the annual session. The executive committee may exercise the powers of the board
316 between meetings of the board.

317
318 **Section 4. Meetings.** Meetings shall be at the call of the chair, with two days' notice
319 given to the board, including a copy of the agenda for the meeting. Meetings may be
320 held in person, telephonically, or electronically. Any meeting shall provide for
321 communication among all executive committee members synchronously.

322
323 **Section 5. Reports.** Within thirty days of any meeting of the executive committee,
324 minutes of the meeting shall be forwarded to each board member.

325
326 **ARTICLE IX - ACCREDITING DEPARTMENT**

327
328
329 **Section 1. Purpose.** The accrediting department shall coordinate and implement the
330 certification program to classify members who demonstrate high standards of
331 excellence in parliamentary procedure.

332
333 **Section 2. Composition.** The accrediting department shall consist of the accrediting
334 director, the assistant accrediting director, and such division chairs as are deemed
335 necessary by the accrediting director. The accrediting director and the assistant
336 accrediting director shall have held the classification of CPP for at least two years at the
337 time of appointment. The assistant accrediting director, and any division chairs as are
338 deemed necessary by the accrediting director, shall be appointed by the accrediting
339 director with the approval of the president. They shall serve a term concurrent with that
340 of the accrediting director or until their successors are appointed. The assistant
341 accrediting director and division chairs, if any, shall have such duties as are assigned by
342 the accrediting director.

345 **ARTICLE X - EDUCATION DEPARTMENT**

346
347 **Section 1. Purpose.** The education department shall coordinate and implement all
348 aspects of the AIP Action Program pertaining to education.

349
350 **Section 2. Composition.** The department shall consist of the education director, the
351 assistant education director, teacher course coordinator, and such division chairs as are
352 deemed necessary by the education director. The education director and the assistant
353 education director shall hold a minimum of a CP credential and the teacher course
354 coordinator shall hold the CP-T or CPP-T credential. The president and vice president
355 shall serve as ex-officio members of the department. The assistant education director,
356 teacher course coordinator, and the chairs of the divisions shall be appointed by the
357 education director with the approval of the president. They shall serve a term concurrent
358 with that of the education director or until their successors are appointed. The assistant
359 education director, teacher course coordinator, and division chairs shall have such
360 duties as are assigned by the education director.

361
362 **ARTICLE XI – COMMUNICATIONS DEPARTMENT**

363
364
365 **Section 1. Purpose.** There shall be a communications department to coordinate
366 communications in AIP. The president and vice president shall serve as ex-officio
367 members of the department.

368
369 **Section 2. Composition.** The communications department shall consist of the
370 communications director, assistant communications director, and such division chairs as
371 deemed necessary by the communications director. The assistant communications
372 director and the division chairs shall be appointed by the communications director with
373 the approval of the president.

374
375 **Section 3. Duties.** The communications department shall develop strategies to
376 provide accurate and timely information to the public, potential members, members, and
377 former members. The department shall plan and communicate the activities and
378 benefits of AIP to the public, work with other AIP committees as appropriate to achieve
379 their communications goals, and regularly review the AIP website to make
380 recommendations to the executive committee.

381
382 **ARTICLE XII - COMMITTEES**

383
384
385 **Section 1. Purpose and Meetings of Standing and Special Committees.** The
386 purpose of committees is to support the AIP Action Program by member involvement in
387 AIP, and to provide for a strong and effective governance system. Committee meetings
388 may be held in person, telephonically, or electronically. Any meeting shall provide for
389 communication among all committee members synchronously.

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Section 2. Standing Committees. There shall be the following standing committees: Audit; Budget and Finance; Bylaws and Standing Orders; Member Services; Opinions; Professional Responsibility; Youth Activities.

2.1 Audit Committee. The audit committee shall secure an annual audit of all funds, an audit when there is a change in the office of treasurer, and at other times as deemed necessary by the committee and with the consent of the executive committee. The committee shall submit a report at each annual session for consideration by the membership.

2.2 Budget and Finance Committee. The budget and finance committee shall submit an annual budget at the beginning of the fiscal year for approval by the board. The budget shall contain funding for the annual session and for the practicums which portions of the budget shall be developed in consultation with the appropriate coordinators for the annual session and the practicums.

2.3 Bylaws and Standing Orders Committee. The bylaws and standing orders committee shall review all proposed amendments to the bylaws and standing orders, and shall make recommendations on these to the annual session. The committee may initiate proposed amendments to the bylaws and standing orders. The committee shall prepare and present proposed standing rules for the annual session. The committee shall review new chapter bylaws and amendments to chapter bylaws for compliance with AIP bylaws and other rules. The committee reviews new chapter bylaws and recommends acceptance or conditional acceptance to the member services committee.

2.4 Member Services Committee. The member services committee shall develop and implement a program or programs for the recruitment and retention of members. The committee shall assist in the formation of new chapters and provide assistance to all chapters as requested.

2.5 Opinions Committee. The opinions committee shall prepare opinions for publication in the *Parliamentary Journal*, and shall assist AIP members by answering written requests for parliamentary advice.

2.6 Professional Responsibility Committee. The professional responsibility committee shall process complaints received against members in accordance with the Rules for Handling Complaints and Reporting Ethical Violations.

2.7 Youth Activities and Scholarship Committee. The youth activities and scholarship committee shall develop and implement programs to encourage the membership, participation, and education of the youth members. The committee may provide: a) scholarships for practicums, annual sessions, and other AIP educational events; b) membership dues waivers as approved by the executive committee or the board of directors.

Section 3. Membership of Standing Committees. Except as otherwise provided in the bylaws, the president shall appoint committee chairs subject to approval by the

432 board; committee members shall be appointed by the president in consultation with the
433 respective committee chair. All committees shall have a minimum of three members.
434 The president shall be an ex officio member of all committees except the professional
435 responsibility committee and opinions committee; the president shall not be counted in
436 determining a quorum. The president may appoint a board liaison to serve as an ex
437 officio member of a committee.

438 **3.1 Terms.** Except as otherwise provided in the bylaws, term of office shall begin
439 upon appointment and conclude when a successor is appointed.

440 **3.2 Audit Committee.** The audit committee shall be appointed by the board. No
441 person may serve simultaneously on both the audit committee and the budget and
442 finance committee.

443 **3.3 Budget and Finance Committee.** The treasurer shall serve as chair of the
444 budget and finance committee.

445 **3.4 Opinions Committee.** All members of the opinions committee must hold status
446 as CPP members.

447 **3.5 Professional Responsibility Committee.** All members of the professional
448 responsibility committee must hold status as CPP members. The committee shall
449 consist of three members elected by ballot by the board at the post annual session
450 board meeting to serve for a term of three years. The committee members shall
451 select the chair from among the committee members. Members of the professional
452 responsibility committee may serve two consecutive terms on the committee.

453

454 **3.6 Vacancies.** Vacancies on a committee, except the professional responsibility
455 committee, shall be filled in the same manner as the original selection of the
456 members for the balance of the term. Vacancies on the professional responsibility
457 committee shall be filled by the board at a regular or special meeting for the
458 unexpired term of the vacating member and shall not require a ballot vote.

459

460 **Section 4. Special Committees.** Except as otherwise provided in the bylaws or
461 standing orders, special committees may be established by the annual session, the
462 board, the executive committee, or the president.

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464

465

ARTICLE XIII - CHAPTERS

466

467 **Section 1. Purpose.** The chapters shall promote the objectives and educational
468 programs of AIP by providing leadership training and workshops in parliamentary law
469 and procedure, providing an opportunity for chapters to discuss issues of mutual benefit
470 to AIP, and enhancing membership retention and extension.

471

472 **Section 2. Chapters.** A chapter shall be composed of those AIP members who have
473 chosen to affiliate with it. A chapter shall promote the goals and objectives of AIP, meet
474 at least twice a year, and elect officers. Electronic chapters are permitted.

475 **2.1 Compliance with AIP Governing Documents.** Chapter bylaws and any
476 amendments thereto shall be in compliance with AIP governing documents, show
477 the date of approval, and be filed with the permanent records of AIP.

478 **2.2 Chapter Charter.** A group of at least five AIP members may apply to organize a
479 chapter.

480 **2.2.1** An organizing chapter must submit the name of the chapter, minutes of
481 organizational meetings, officers, and adopted bylaws to the AIP Secretary.

482 **2.2.2** Bylaws and recognition as an AIP chapter shall become effective upon
483 recommendation of the member services committee, bylaws and standing orders
484 committee, and approval by the board.

485 **2.3 Chapter Bylaws Amendment.** When revised or amended, the new bylaws
486 shall be submitted to the AIP Bylaws and Standing Orders Committee for review and
487 filing.

488
489 **Section 3. Chapter Dissolution.** A chapter may dissolve voluntarily or by revocation
490 for non-compliance with these bylaws. A chapter that has dissolved shall return its
491 charter, any funds or other assets, and the records to the AIP Secretary. Unless
492 otherwise designated, the assets shall revert to the AIP general fund.

493 **3.1 Voluntary Dissolution.** A chapter may dissolve voluntarily, by a two-thirds vote
494 with previous notice, at a special meeting stating the purpose; with the date, time,
495 and place of the meeting given in a written notice to all chapter members, not less
496 than thirty days prior to said meeting; copy of such notice to be provided to the AIP
497 Secretary. Members living more than seventy-five miles from the meeting place shall
498 be allowed to vote by mail.

499 **3.2 Dissolution of Inactive Chapters.** An inactive chapter, one that has not met for
500 two consecutive years, may have its charter revoked by two-thirds vote of the AIP
501 Board. At least sixty days written notice shall be sent by certified mail to the last
502 known chapter officers and members, return receipt requested, prior to the vote to
503 revoke the chapter charter.

504

505

ARTICLE XIV - INDEMNIFICATION

506

507 Officers, directors, and employees of AIP shall be indemnified for any costs, expenses,
508 or liabilities necessarily incurred in connection with the defense of any action, suit or
509 proceeding in which they are made a part by reason of being or having been a member
510 serving in an elected or an appointed capacity. No member or employee shall be
511 indemnified when adjudged in the action or suit to be liable for gross negligence or
512 misconduct in the performance of duty.

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ARTICLE XV - PARLIAMENTARY AUTHORITY

The current edition of *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall govern AIP so far as it is applicable and not inconsistent with the bylaws, standing orders and any special rules of order that AIP may adopt.

ARTICLE XVI - AMENDMENT

Section 1. Amendment of Bylaws, Action Program, and Code of Professional Responsibility. The bylaws, the action program, and the code of professional responsibility may be amended by either of the following procedures:

1.1 Amendment With Notice. Following notice of amendment given to all members with the official notice of the annual session, a two-thirds vote of members present and voting at the annual session will be required.

1.2 Amendment Without Notice. If notice has not been given as in Section 1. 1, then:

1.2.1 a member must propose the amendment in writing and notice shall be given at that time to the Annual Session.

1.2.2 After the expiration of a minimum of twelve hours, a vote shall be conducted to determine whether the amendment shall be considered. Debate on the motion as to whether the amendment shall be considered shall be restricted to the merits of consideration.

1.2.3 A vote to consider such an amendment shall require two-thirds in the affirmative to consider the proposal.

1.2.4 If the vote on the motion as to whether the amendment shall be considered is adopted, the amendment shall require a four-fifths vote of members present and voting at the annual session to adopt.

Section 2. Revision of Bylaws, Action Program, and Code of Professional Responsibility. If a revision of the bylaws, action program, or code of professional responsibility is ordered by majority vote at an annual session, the next annual session shall not consider any other amendments proposed to that document as separate motions; amendments to the revision documents shall be allowed from the floor.

Section 3. Amendment of Standing Orders. The standing orders may be amended by either of the following procedures:

3.1 Amendments With Notice. Following notice of amendment given to all members with the official notice of the annual session, a majority vote of members present and voting at the annual session is required to adopt.

3.2 Amendments Without Notice. If notice has not been given as in Section 3. 1, a two-thirds vote of members present and voting is required to adopt.

557
558 **Section 4. Origin of Amendments.** Amendments to the bylaws, action program, code
559 of professional responsibility, and standing orders may be originated by one of the
560 following methods: (1) an act of the board; (2) majority vote of the bylaws and standing
561 orders committee; (3) petition signed by at least five members; or (4) motion at an
562 annual session. All amendments shall be referred to the bylaws and standing orders
563 committee.