

STANDING RULES

NAPS MIAMI BRANCH 146

1. In the event a vacancy occurs on the Board (other than the President) the President shall appoint a member with good qualifications. The appointment will be ratified by approval of two-thirds (2/3) of the Board at their next regular Board Meeting.
2. The number of potential delegates to State and National Conventions will be determined with the intention to send all members who meet the following requirements:
 - a. The member is in good standing.
 - b. The member has attended four (4) or more meetings.
 - c. The member may have submitted proper documentation to have missed one meeting, however, if more than one has been missed, the membership may vote to allow that member to attend.
 - d. The member has actively participated in some type of committee or activity within the previous calendar year.
3. The Treasurer will determine the amount that could be provided to each delegate based on the number of delegates that could attend, and the branch's finances. The membership will vote to accept or reject the figures.
4. Members cannot utilize their points for hotels, and then receive payment from the branch for the full price of the room. A paid hotel bill must be submitted prior to receipt of final reimbursement.
5. If a member moves to a new location and joins a different branch, they must return any funding received for future meetings, local, state, and national.
6. Members who become unruly will be asked to leave the meeting. Continued disruptions may be dealt with more harshly in accordance with Roberts Rules of Order Newly Revised, hereafter referred to as RRONR.
7. When possible the Auxiliary will conduct the collection for SPAC, drawings, and all proceeds will be directed to SPAC.
8. An additional qualification for attendance at state and national meetings or conventions or seminars is that the member must have actively participated in some type of committee or activity within the previous calendar year.
9. The regular order of business may be suspended by a majority vote when there is a program, speaker, urgent business, or other events that make it necessary or advisable.
10. The President shall determine delegates to the Legislative Seminar, in Washington D.C., with the approval of the board and on the advice of the Treasurer. Selected delegates will be reimbursed for 1/2 of the room rate. Two members will share a room and payments will be made on double occupancy.
11. Hotel Rooms Reimbursement Policy, other than the Legislative Seminar:

- a. One NAPS Branch Member (Occupant) receives credit for a hotel room. If two or more share the room only one payment will be given per room and that will go to the person in whose name the room is held. Those members sharing the room can resolve the way in which they divide cost and payment.
- b. In the event, two or more members share a suite the cost (not to exceed that of a single room) the same rules apply
- c. (Whoever pays, receives the amount allocated). For example, a single room is \$100 and a suite is \$150 the ones sharing could split the cost and be reimbursed for the \$150. If the room was \$350 they would only receive \$200. No points can be used and submitted for payment from the Branch. "There can be no profit to the member."

12. Travel/Millage

- a. If flying, proof of travel (ticket/stub/boarding pass), will need to be submitted. The traveler will receive no more than the amount approved by the branch, regardless of the amount paid.
- b. If driving by personal vehicle, mileage to be paid will be calculated from the General Mail Facility in Miami (Miami P&DC) and designated in the Treasurers report of proposed expenses for each event.
 - i. Exception: Associate Members who reside outside of Miami-Dade, Broward, or Monroe Counties shall be paid from their residence if less than the designated amount from Miami to the event.
 - ii. Only one person in the vehicle will receive the mileage reimbursement. Those who travel in a group of two or more can decide for themselves how to share expenses and/or payments.
 - iii. Fuel receipts will need to be submitted.

13. Registrations/Dinners:

- a. Tickets for dinners are provided as a part of the registration package.
- b. In the event, dinner tickets are not used they should be returned to the sponsoring branch or given not sold.

14. Members not following the Standing Rules could be required to return any reimbursement provided by their branch.

15. If members are provided advance funds and are unable to attend the full schedule of events, the unused portion of the branch payment must be returned to the branch.

16. Standing Rules Scholarship Committee:

- a. An essay of 500 words or more on a subject chosen by the scholarship committee shall be required of each applicant.
- b. Committees should always be comprised of an odd number so there is no tie. Example 3, 5, 7, etc.

- c. Committees could be appointed in September with information on the scholarship and topic due out by the November minutes.
 - d. Essays could be due by January or February and the recipient notified and the scholarship presented and read by the April meeting (or within two months of the closing date).
17. Sergeant at Arms Standing Rules: Reference RRONR Page 462, Lines 21-35 Page 463, Line 1-2, and Page 351, lines 1-3
- a. Sergeant at Arms Assists in preserving order as the Chair may direct. The Sergeant at arms shall inform members if their actions interrupt the meeting or interfere with the meeting.
 - b. The Sergeant at Arms can also remove members from the meeting as directed by the chair.
 - c. The Sergeant at Arms can also collect fines from members, whose actions interrupt or interfere with the meeting, (if the fines are established by the membership). For example, cell phones ringing, could be \$5.00 unless otherwise stated. Fines may also be levied for disruptions, such as continuing to talk after a warning, for horseplay, or showing disrespect to another member, and may also be \$5.00.
 - d. It should also be noted that normally until a member has paid the fee assessed against them, they cannot vote or be recognized by the Chair for any purposes.
 - e. The Sergeant at Arms also is the doorkeeper or guard.
18. In all procedures not covered by these rules, Roberts Rules of Order Newly Revised (RRONR) will apply as interpreted by the Parliamentarian.

Joan Meadors
Chairperson

Tom Metcalfe
Co-Chair

Proposed

Date: 11-09-2023