

Administrative Protocols

Governing instruments

- Relationship to federal laws, state laws, SCRO bylaws
- Process for amending bylaws and protocols

Memberships

- Terms of membership (begin/end dates, dues, pro-rating of dues, method of payments)
- Criteria/process for joining (**plural memberships**)
- Criteria/process for resignation
- Criteria/process for removal**

Directors and officers

- Terms of office (begin/end dates)
- Responsibilities (board as a unit, individual board members, officers)
- Criteria/process for being elected to the board/office**
- Criteria/process for being appointed to the board/office**
- Criteria/process for resignation
- Criteria/process for removal**

Information management

- Records-keeping
- Reporting
- Public requests for information

Member meetings (purpose, how called, time, place, notice, agenda, minutes)

- Annual meetings
- Quarterly meetings
- Special meetings
- Educational activities
- Social activities
- Charitable activities

Board meetings (purpose, how called, time, place, notice, agenda, minutes)

- Organizational meetings
- Regular meetings
- Work sessions
- Special meetings
- Executive meetings

Member voting (how called, who can vote, notice, **gathering/presenting background info**, quorum, **methods/process of voting**, tallying, reporting)

Director voting (how called, notice, gathering/presenting background info, quorum, methods/process of voting, tallying, reporting)

Proposals (how anyone can bring an issue to the board and/or to the membership for consideration)

Challenges (how anyone can challenge an action that was taken by the board and/or membership)

Emergencies (chain of command and limited authorization to act if a quorum of the board is not available)