

REPORT OF THE RULES, CREDENTIALS AND BYLAWS COMMITTEE

June 17, 2015

ASSEMBLY RULES

1. Robert's Rules of Order (Newly Revised Edition) will be followed. The printed rules shall be used to administer the day's activities and shall remain in effect for all future such meetings of the delegate body, unless amended by the delegates. Any such amendments shall become a permanent part of these rules and shall go into effect immediately upon adoption. These rules may be amended by a majority vote of the delegates present at any meeting of the Representative Assembly.
2. The printed agenda shall serve as the order of business for each meeting, unless amended by a majority vote of those present.
3. All committee chairmen shall come to the platform prior to the time of the giving of the report.
4. The number of delegates eligible to attend the meeting of the Representative Assembly is determined by Article III, Section 3 and the individuals chosen as delegates are to be selected according to Article III, Section 4 of the Bylaws.
5. Committee reports shall be limited to the time given in Agenda.
6. Any delegate, after stating name and county, shall be limited to two (2) minutes. A timer (by standing) will indicate when the two (2) minutes have ended. The President or his/her designee shall execute the enforcement of this rule.
7. A delegate shall be permitted to speak only once relative to a given motion, except:
 - A. After an amendment, radically changing the motion, has been introduced, or,
 - B. To answer a specific question, or questions directed to him by an opposing speaker, or,
 - C. Upon request by the Presiding Officer.
8. All motions except motions to convene, table, or adjourn must be in writing, signed by the author, and handed to the secretary. The Presiding Officer shall have the secretary re-read all motions before putting them to a vote.
9. Any member of IRTA who is not a delegate may speak, but must be identified as a non-delegate, and be limited to two (2) minutes; however, only properly authorized delegates may vote on any business brought before the assembly.
10. Make a separate section for each area to seat delegates, and mark designated areas with signs. Identification badges should have an outstanding marker to identify delegates such as ribbons, color printing, or color background.

ELECTION RULES

Nominating Committee Responsibility

I. Committee Purpose: Article VIII, Sec. 1, Subsection C

“The purpose of the Nominating Committee shall be to present a slate of candidates which includes a minimum of one candidate for each vacant state office and area director position at the Representative Assembly. Such nominations shall be made according to the Election Rules.”

II. Nominating Procedures

The slate of candidates for vacant state office elections (President-Elect and Secretary-Treasurer) and area director positions shall officially be placed in nomination by a representative of the Nominating Committee on the day of the appropriate Representative Assembly. Additional nominations may be made from the floor of the Representative Assembly. Nominations shall be made prior to conducting elections. Individuals nominated from the floor must have given their prior written consent and must have filed such written consent with the Secretary-Treasurer prior to the individual’s name being placed in nomination.

Rules, Credentials and Bylaws Committee Responsibilities

I. Committee Purpose: Article VIII, Sec. 1, Subsection B

“...The committee is to implement the state office and area director elections conducted during the Representative Assembly, according to the election rules...”

II. Election Procedures

A. All elections shall be implemented under the jurisdiction of the Rules, Credentials, and Bylaws Committee. The state office elections shall be implemented by the Committee chairman who shall be assisted by members of the Committee. Elections for area directors shall be implemented by the Committee members representing the areas conducting the elections. If the member of the Committee is absent or is a candidate for a vacant Board of Directors position in a given area, the chairman shall name an alternate member of the Committee to conduct the election. Candidates must receive a majority of the votes cast to be elected. If more than two candidates are nominated for a given state office or a given area director position and if no nominee receives a majority of the votes cast, a runoff election shall be held between the two candidates receiving the higher number of votes. In the runoff election, the candidate receiving the higher number of votes shall be elected.

B. During all contested elections, voting shall be conducted in secret and by paper ballot.

- C. In a state office or area director election in which there is only one nominee for a given office, the nominee may be elected by acclamation.
- D. In all contested elections, the counting of ballots shall be supervised by the Rules, Credentials, and Bylaws Committee. State office elections shall be supervised by the Chairman of the Rules, Credentials, and Bylaws Committee or designee and assisted by other members of the Committee or other designees. The area director elections shall be supervised by the area member of the Rules, Credentials, and Bylaws Committee or other designee as selected by the Committee Chairman. Candidates may have one observer present during the counting of the ballots.
- E. The Rules, Credentials, and Bylaws Committee shall determine the official delegates and shall assign each official delegate to an area. All official delegates may vote in the state office election. All official delegates may vote in the election for the area director representing the delegate's assigned area.
- F. Ballots shall have the names of the candidates nominated by the nominating committee printed and spaced to permit the listing of write-in candidates who may be nominated from the floor.
- G. One nominating and one acceptance speech shall be allowed on behalf of each candidate for a state office or an area director position where there is a contested election on the day of the Representative Assembly. The nominating speech shall be limited to one minute, and a speech by a nominated candidate shall be limited to two minutes.
- H. In case of a tie vote in a state office or area director election, the voting shall be conducted again, unless by agreement of the candidates, the decision is made by casting a lot.
- I. The Rules, Credentials, and Bylaws Committee member conducting an area election shall file a written copy of the election results signed by the committee member and observers with the Secretary-Treasurer of the Association. The committee chairman or designee shall file a written report of the results of the state office elections signed by the committee chairman or designee and observers with the Secretary-Treasurer of the Association.

The committee met on April 8, 2015 to review the Assembly Rules, the Election Rules, to determine procedures for conducting a contested state election, and to study the proposed amendments to the Bylaws which had been submitted prior to the March 1 deadline.

No changes are proposed to the Assembly or Election Rules.

The following proposed amendments to the Bylaws were submitted to the Board of Directors for its consideration prior to their presentation to the Representative Assembly.

Respectfully submitted,
Sharon Henderson
RULES, CREDENTIALS AND BYLAWS COMMITTEE