

Michigan Elementary and Middle School Principals Association

BYLAWS

December 2017

Michigan Elementary and Middle School Principals Association

Mission Statement

The Michigan Elementary & Middle School Principals Association is a professional organization serving elementary and middle level principals. MEMSPA is dedicated to supporting principals in the delivery of quality educational experiences to the students of the State of Michigan by providing leadership, legislative advocacy, professional development and guidance.

MEMSPA BYLAWS

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MICHIGAN ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS ASSOCIATION

BYLAWS

Adopted December 7, 2017 to amend the former Bylaws.

ARTICLE I - NAME

The name of this organization shall be the Michigan Elementary and Middle School Principals Association.

ARTICLE II - PURPOSE

The purpose or purposes for which the corporation is organized are:

The betterment of the professional and working conditions of those persons who are professionally employed by an educational institution or agency serving as a principal or assistant principal in an elementary or middle school; a director or supervisor with K-8 or K-12 responsibilities; an assistant to the principal in an administrative capacity, with the majority of students in pre-k through 8th grade or middle school; a person engaged in the professional education of elementary and middle school principals or teachers; and thereby the promotion and improvement of quality education for children and youth.

The association shall achieve this purpose by being of service to its members through:

1. **Student Achievement:** To promote and improve quality education for children and youth;
2. **Strengthen Leadership:** To strengthen the elementary and middle level principal's role as an educational leader;
3. **Promote Professional Rights and Individual Welfare:** To provide the means to promote and secure the professional rights and individual welfare of the elementary and middle level principal;
4. **Promote Communication:** To promote communication between the membership and organizations, institutions, corporations, governments and agencies concerned with education; and
5. **Influence the Legislative Process:** Work to influence the legislative process in the interest of children and helping schools to offer the best possible educational programs for all children.

ARTICLE III - MEMBERSHIP

Section 1. Classification. Current classes of membership:

- A. **Professional Members.** Professional membership in this association shall be open to any person who is professionally employed by an educational institution or agency serving as a principal or assistant principal in an elementary or middle school; a director or supervisor with K-8 or K-12 responsibilities; an assistant to the principal in an administrative capacity, with the majority of students in Kindergarten through 8th grade or middle school; a person engaged in the professional education of elementary and middle school principals or teachers. Upon payment of dues such persons shall become Professional members and shall be entitled to all the rights and privileges of membership in MEMSPA.
- B. **Aspiring Principals.** Aspiring principal membership in this association shall be open to any person who is a professional teacher or a student who is taking courses in administration and who wishes to become an elementary or middle school principal. Upon payment of dues such persons shall become aspiring principal members. The privileges of membership shall be limited to: receiving publications and attendance at specified workshops and conferences at membership rates.
- C. **Associate Members.** Associate membership in this association shall be open to any person who is professionally employed by an educational institution or supporting educational agency interested in MEMSPA/NAESP. Upon payment of dues such persons shall become associate members. The privileges of associate members shall be limited to: receiving publications and attendance at workshops or conferences at member rates.
- D. **Retiree Members.** Retiree: Retiree membership in this association shall be open to any person who retires from education and has been an active member of MEMSPA. Upon annual application and the payment of dues, such persons shall become retiree members. The privileges of retiree members shall be limited to complimentary state conference admission, MEMSPA publications, and voting rights in association state elections.
- E. **Sustaining Members.** Sustaining membership in this association shall be open to any person for whom MEMSPA is providing legal assistance and who is reassigned to another position in education. Upon payment of state, region, and national dues such persons shall become sustaining members of this association. Sustaining membership shall continue for as long as the sustaining member continues to pay appropriate dues and as long as MEMSPA legal assistance is appropriate according to the MEMSPA legal assistance policy. A member who is receiving legal assistance from MEMSPA and who is laid off and not actively working as a principal, teacher, counselor, administrator or a member of an instructional or pupil services staff is not eligible for sustaining membership and must, therefore, assume the financial responsibility of legal assistance.
- F. **Honorary Members.** Honorary membership in this association may be awarded by the Board of Directors to persons who have made significant contributions to education, to the elementary or middle schools, to the elementary or middle school principalship, or who have rendered significant service to this association. To be eligible to receive this award a recipient cannot be a practicing elementary or middle school principal. Honorary members shall be exempt from the payment of dues. The privileges of honorary members shall be limited to receiving publications and free conference admission.

Section 2. Membership Year. The membership year shall be from July 1 through June 30.

Section 3. Dues. The annual dues for members of this association shall be set by the board of directors.

Section 4. Assessments. In the case of financial emergency, the board of directors may authorize an assessment of all active members of this association.

ARTICLE IV - OFFICERS

The officers of this association shall be a president, a president-elect, a secretary/ treasurer, NAESP representative, state and federal relations coordinator, past-president and professional development committee chair. All of these officers must be active members of the Michigan Elementary and Middle School Principals Association and the National Association of Elementary School Principals.

Section 1. Powers of Officers. The officers of this association shall have the power of their office as described by parliamentary authority and these bylaws.

- A. **President.** The president is responsible for conducting the association in keeping with the mission, objectives and goals established by the board of directors. As chief elected officer, the president is a spokesperson for the association to represent the best interests of the members, the association, and the profession. The president has the authority to hire and to negotiate terms of employment with the executive director and is to provide a strong motivational force for the association. The president provides personal leadership to the other officers, board members, committee members, and staff.
- B. **President-elect.** The president-elect is the second ranking elected officer in the association and assumes the presidency at the conclusion of his or her term, and would assume the presidency if a vacancy should occur in that office. The president-elect supports the president in fulfilling the goals and objectives of the board of directors by providing continuity to established programs and formulating future programs for their own presidency.
- C. **NAESP Representative.** The NAESP representative serves as the liaison to the National Association of Elementary School Principals (NAESP).
- D. **State and Federal Relations Coordinator.** The federal relations coordinator shall serve as chair of the MEMSPA legislative committee and as a key contact to NAESP.
- E. **Secretary/Treasurer.** The secretary/treasurer has general supervision over all financial affairs of the association and represents the financial interests of the membership and ensures the financial viability of the association and its programs. The secretary/treasurer is spokesperson on financial matters and is responsible for the maintenance of accurate, written accounts of actions taken at board and executive committee meetings and their distribution.
- F. **Past-President.** The past-president serves as counsel to the president in fulfilling the goals and objectives of the board of directors; and chairs both the Awards and Nominations Committees.
- G. **Professional Development Committee Chair.** The professional development chair serves as the chair of the professional development committee and the conference planning committee.

Section 2. Duties of Officers. The officers of this association shall perform the duties described in the parliamentary authority and in these bylaws.

A. President. The president shall:

1. Call and preside at all meetings of the association, the board of directors, the executive committee, and the Representative Assembly;
2. Appoint all liaison representatives;
3. Monitor the progress and effectiveness of ongoing programs, and make sure new programs and policies that will further the goals of the association are presented to the board;
4. Delegate duties to other officers, members of the board, and committee chairs in keeping with approved programs and association policies; and
5. Fulfill job description as approved by the board of directors.

B. President-elect. The president-elect shall:

1. Assume the duties of the president in the absence of that officer;
2. Appoint, with the approval of the board of directors, the minority board representatives, middle level chair, media/technology chair, and retiree chair;
3. Accept responsibilities delegated by the president; and
4. Fulfill job description as approved by the board of directors.

C. NAESP Representative. The NAESP Representative shall:

1. Serve as liaison between NAESP and MEMSPA and perform other duties as assigned;
2. Work with staff and region membership chairs on membership retention and recruitment efforts; and
3. Fulfill job description as approved by the board of directors.

D. State and Federal Relations Coordinator. The federal relations coordinator shall:

1. Serve as liaison between NAESP and MEMSPA and perform other duties as assigned;
2. Chair legislative committee and work with the executive director and designated lobbyist(s) on state and federal legislative issues; and,
3. Fulfill job description as approved by the board of directors.

E. Secretary/Treasurer. The secretary/treasurer shall:

1. Serve as the secretary of the board of directors, the executive committee, and the Representative Assembly; maintaining or causing to be maintained a complete and accurate record of their proceedings;
2. Serve as treasurer of the funds of the association; work with the executive director and designated accountant to prepare the budget and approve its submission to the finance committee and the full board; and
3. Fulfill job description as approved by the board of directors.

F. Past-President. The past-president shall:

1. Chair the Awards Committee and oversee the selection of the MEMSPA Outstanding Practicing Principal;
2. Chair the Nominations Committee and oversee the recruitment and nomination of candidates for MEMSPA officer positions;
3. Perform such duties as may be assigned by the president or the board of directors; and
4. Fulfill job description as approved by the board of directors.

G. Professional Development Chair. The professional development chair shall:

1. Serve as the chair of the professional development committee and the conference planning committee; and
2. Fulfill job description as approved by the board of directors.

Section 3. Nomination and Elections

- A. Nominating Committee.** The nominating committee shall be composed of the presidents of the regions. The chair of the nominating committee shall be the immediate Past President. The committee shall nominate no more than two candidates for each office to be filled and shall report such nominations to the president and executive director of MEMSPA on the same day as the meeting.
- B. Nomination by Petition.** Active members of the association may have their names placed in nomination for any state-wide elective office by obtaining a minimum of twenty (20) signatures of MEMSPA active members from each of three different regions, giving a minimum of sixty (60) active MEMSPA members who support their candidacy. These signatures must be on an official MEMSPA petition and the signatures must be submitted to the president and executive director not later than 60 days prior to the MEMSPA Representative Assembly of the current fiscal year. The president and executive director shall inspect the petitions and insure that the required number of signatures have been submitted and then shall certify that the person(s) named on the petition are candidates for the office(s) indicated. These names shall be reported to the MEMSPA membership no later than 45 days prior to the MEMSPA Representative Assembly of the current fiscal year.
- C. Election Committee.** An election committee composed of a portion of the members of the nominating committee appointed by the president shall cause ballots to be prepared showing the names of those nominated by the nominating committee, the names of those who have been certified by the nominating committee through the petition process described above, and with a space for a write-in candidate for each office.
- D. Election Process.** Either one of two methods may be used to conduct the election. To use the U.S. mail an official ballot shall be mailed first class to each and every voting member of the association within one week following the Representative Assembly. Members must return their ballots within fifteen (15) calendar days after the date of mailing to the membership. Any ballot postmarked sixteen (16) or more calendar days after this date will not be considered valid. To conduct the voting digitally an official ballot shall be emailed to each and every voting member of the association within one week following the representative assembly. An on-line survey service may be used to produce the official ballots and record the votes. Voting members who don't have email accounts will receive official ballots via U.S. mail as previously described. The election committee shall count the ballots, paper and

electronic, and report the results to the president of MEMSPA within 45 days following the representative assembly. The candidate receiving the highest number of votes for each office shall be declared elected. A plurality vote shall be considered sufficient for election. In the event of a tie vote for any office, the winner shall be determined by lot. When the nominating process produces only one candidate for each office, the above preparation and mailing of an official ballot will not be used. When this situation occurs, the Representative Assembly will ratify the election of the slate, which contains one candidate for each office.

Section 4. Term of Office. The officers of this association shall serve the term of office indicated below. All officers will assume office on July 1 and their terms shall expire on June 30 or when their successors are elected and have assumed office:

- A. **One-year terms.** The president, the president-elect, and the past president shall serve a term of one (1) year or until their successors are elected and have assumed office.
- B. **Three-year terms.** The NAESP representative, secretary/treasurer, state and federal relations coordinator, and professional development committee chair shall serve a term of three (3) years or until a successor is elected and has assumed office.

Section 5. Vacancies. Whenever a vacancy occurs in the office of president, the president-elect shall assume the office of president and serve for the remainder of the president's term. Whenever a vacancy occurs in the office of past president, the board of directors may fill the vacancy from among eligible past presidents. Whenever a vacancy occurs in any other elective office, the board of directors may fill the vacancy.

ARTICLE V - REGIONS

Michigan Elementary and Middle School Principals Association shall be sub-sectioned into units called regions.

Section 1. Purpose. The purpose of regions shall be:

- A. **Student Achievement:** to promote and improve quality education for children and youth.
- B. **Communication:** to develop and/or promote active involvement within the association and its affiliates, local regions, state office and National Association of Elementary School Principals and communication to the state office as directed by the board of directors.
- C. **Strengthen leadership:** to strengthen the elementary and middle level principal's role as an educational leader through quality professional learning; and
- D. **Networking:** to strengthen professional fellowship and resource attainment among its members.

Section 2. Officers. The officers of the regions may be a president, a president-elect, a secretary, a treasurer, a past president, a MEMSPA board of directors' member, and standing committee representatives (i.e. membership, professional development and legislative committees, etc.).

Section 3. Election and Officer Year. The election and officer year of region officers shall coincide with association elections and officer year.

Section 4. Boundaries. The Representative Assembly shall determine boundaries of the regions. Those boundaries have been determined by the following counties of the State of Michigan:

Region 1 – Wayne County
 Region 2 – Monroe, Washtenaw and Livingston Counties
 Region 3 – Jackson, Hillsdale and Lenawee Counties
 Region 4 – Kalamazoo, Calhoun, St. Joseph and Branch Counties
 Region 5 – Van Buren, Berrien and Cass Counties
 Region 6 – St. Clair and Macomb Counties
 Region 7 – Oakland County
 Region 8 – Eaton, Ingham, Clinton and Shiawassee Counties
 Region 9 – Montcalm, Kent, Ionia, Barry and Allegan Counties
 Region 10 – Lapeer, Genesee, Tuscola, Sanilac and Huron Counties
 Region 11 – Clare, Gladwin, Arenac, Isabella, Midland, Bay, Gratiot and Saginaw Counties
 Region 12 – Ottawa, Muskegon, Oceana, Newaygo, Mecosta, Mason, Lake, and Osceola Counties
 Region 13 – All counties in Lower Peninsula North of and including Manistee, Wexford, Missaukee, Roscommon, Ogemaw and Iosco Counties
 Region 14 – All counties in Upper Peninsula.

ARTICLE VI - MEETINGS

Section 1. Representative Assembly. There shall be a Representative Assembly which shall meet annually. The Representative Assembly derives its power from and shall be responsible to the membership of the association.

- A. **Meetings.** The Representative Assembly shall meet during the annual conference at a time and place to be determined by the board of directors.
- B. **Membership.** The membership of the Representative Assembly shall consist of delegates elected from among the active membership of MEMSPA by the regions on a ratio of 1 delegate for every 25 voting members or major fraction thereof. The representatives of the regions to the board of directors and the elected officers of the association shall serve as ex-officio delegates to the Representative Assembly.
- C. **Delegation Chair.** The regional representative to the board of directors shall serve as the chair of the region delegation to the Representative Assembly.
- D. **Duties and Responsibilities.** The Representative Assembly shall transact such business as shall be necessary for the proper functioning of the association which shall include, but not be limited to:
 - 1. consideration of amendment to these bylaws;
 - 2. adopting resolutions in accordance with the standing rules of the association;
 - 3. receive reports from MEMSPA officers, committees, and the board of directors;
 - 4. adopt such standing rules and special rules of order as it shall deem necessary for its efficient functioning; and
 - 5. shall transact such other business as may be properly presented.
- E. **Quorum.** The quorum in the Representative Assembly shall consist of a majority of the delegates to the Representative Assembly.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. Membership. The members of the board of directors shall include the officers of the association; one member from each region, who also shall be a member of the region executive committee; two minority members, one middle level chair, one media/technology chair, and one retiree chair with full voting rights. The executive director shall serve as an ex-officio member of the board of directors without the right to vote.

Section 2. Powers of the Board. The board of directors shall be responsible to the Representative Assembly. The board shall determine the mission and the purpose of the association and ensure that there is effective organizational planning so that goals and objectives can be accomplished. The board shall ensure adequate resources and see that those resources are managed effectively. The board shall determine and monitor the association's policies, guidelines, programs and services and enhance the association's public image. The board shall direct the affairs of the association between meetings of the Representative Assembly.

Section 3. Meetings. The board of directors shall meet not less than three (3) times per year subject to the call of the president or one third (1/3) of its members.

Section 4. Quorum. A quorum of the board of directors shall consist of a majority of its voting members.

Section 5. Term of Office. Regionally selected members of the board of directors shall serve for a term of two (2) years. Board of director's representatives are limited to two successive terms. Regional representatives from even numbered regions shall take office in even numbered years and representatives of odd numbered regions shall take office in odd numbered years.

Section 6. Alternates. When a representative of a region is unable to be present at a meeting of the board of directors, a designated alternate shall represent the region at that meeting of the board of directors with full voting rights.

Section 7 Vacancies. When a vacancy shall occur in the office of region representative, the region shall replace its representative within sixty (60) days. Such replacement shall serve for the remainder of the unexpired term.

Section 8. Committees of the Board. The president, with the approval of the board of directors, may appoint committees of the board as deemed necessary to carry out the work of the association.

Section 9. Appointments. The president-elect shall recommend and the board of directors shall approve the appointments of the minority representatives, middle level chair, media/technology chair, and retiree chair.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1. The executive committee shall be responsible to the board of directors and consist of elected officers. The executive director shall be a non-voting member of the executive committee.

Section 2. Duties and Responsibilities. The executive committee shall:

- A. Execute and carry on the association's business, which is of an emergency nature, when a quorum of the board of directors is not able to be present on an immediate notice;
- B. Serve in an advisory capacity to the president, the board of directors and the executive director;

- C. Appoint, with the approval of the board of directors, evaluate, dismiss, and determine the duties and working conditions of the executive director;
- D. Coordinate the activities of all committees with the approval of the board of directors.

Section 3. Quorum. A quorum of the executive committee shall be a majority of its members.

Section 4. Meetings. The executive committee shall meet at the call of the president or one third (1/3) of its members.

Section 5. Emergency Authority. In the event of national emergency or extreme acts of God, the executive committee has the authority to act outside the bylaws and normal procedures of the association in order to protect the interests of the association. The executive committee shall report any actions taken under this authority to the board of directors as soon as possible

ARTICLE IX – COMMITTEES

The standing committees of the association shall be the finance committee, professional development committee, middle level committee, retiree committee and legislative committee. The purpose of each standing committee shall be as set forth below:

Section 1. Purpose of Standing Committees.

- A. **Finance Committee.** This committee will monitor the financial condition of the association.
- B. **Professional Development Committee.** This committee contributes to the planning of MEMSPA member's learning with an emphasis on all aspects of the elementary and/or middle school principalship.
- C. **Middle Level Committee.** This committee deals with issues specific to the middle level grades.
- D. **Retiree Committee.** This committee deals with issues specific to retirees from the elementary and middle level principalship.
- E. **Legislative Committee.** This committee deals with issues specific to political activities at the State and Federal level.

Section 2. Each Region of the association shall select one person to serve on the professional development, middle level and legislative committees. These committee members shall serve for two (2) years or until their successors are selected. Regions with even numbers shall select committee members on even-numbered years and regions with odd numbers shall select committee members on odd-numbered years.

Section 3. The president of MEMSPA with recommendation by the president-elect and the approval of the board of directors shall appoint chairs of all standing committees. These chairs shall serve for two (2) years, unless otherwise specified. Chairs for these committees shall be appointed prior to January 1 of the year in which they will take office but shall not take office until July 1. The state and federal relations coordinator chairs the legislative committee. The president of the association chairs the finance committee.

Section 4. Duties and Responsibilities. Each standing committee shall function within the policies of the association and under the direction of the board of directors. Each standing committee shall be authorized to establish subcommittees and to formulate the rules and regulations under which they shall operate, subject to the approval of the board of directors.

These subcommittees must operate within the scope of responsibility granted to the standing committee by whom it was created. All recommendations made, or activities conducted, by subcommittees are subject to the approval of the standing committee by whom it was created.

ARTICLE X - DISTRIBUTION OF ASSETS

No part of the net income, revenue, and grants of the association shall inure to the benefit of any member, officer, or any individual except that reasonable compensation may be paid for services rendered, and make payments and distributions to further the purposes set forth in Article II. No member, officer, or individual shall be entitled to share in the distribution of any part of the assets of the association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the association, after payment of debts and obligations, shall be transferred to one or more organizations either with federal tax exemption for charitable and educational uses, or with objectives similar to those of the association. The receiving organizations shall be designated by the board of directors at its final meeting.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these bylaws or other rules which the association may adopt.

ARTICLE XII - AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Representative Assembly by a two-thirds (2/3) vote provided that previous notice has been given in writing to all the members of the association at least thirty (30) days prior to the meeting of the Representative Assembly. The Representative Assembly shall only consider such amendments as shall be proposed by the board of directors or by petition from at least ten (10)-voting members of the association. Amendments proposed by petition from the membership must be submitted to the MEMSPA office at least ninety (90) days prior to the meeting of the Representative Assembly. It shall be the responsibility of the MEMSPA office to see that all amendments proposed by the board of directors or by petition from the membership are mailed to the entire membership of the association at least thirty (30) days prior to the meeting of the Representative Assembly.

MICHIGAN ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS ASSOCIATION

Standing Rules

Rule 1. PLATFORM. The resolutions adopted and/or amended annually by the Representative Assembly shall constitute the platform of the association.

A. Recommendations for resolutions to be added to, amended, or deleted from the platform shall be submitted as follows:

1) Any member, region, committee, or the board of directors may submit a proposed resolution in writing to the platform committee composed of the executive committee of the association prior to the last board of directors meeting of the year.

2) The recommendations of the platform committee together with any other resolutions approved by the board of directors shall be sent in writing to the membership at least thirty (30) days prior to the meeting of the Representative Assembly.

3) A member may propose an amendment to the platform subject to the conditions set forth below.

I) The member must provide copies of the proposed amendment to the executive committee and, if requested by the committee, attend the meeting where member's resolution will be considered.

II) The executive committee has sole discretion to determine whether the executive committee will consider the proposed amendment which determination will be based upon, among other things, whether the committee members believe the issues can be fairly considered by the committee, recognizing the member's right to pursue an amendment and the necessity of complete and fair consideration of the issue.

III) If the committee determines the proposed amendment should not be considered by the committee, then the member would be required to follow the written submission procedures set forth above.

IV) If the committee determines the proposed amendment should be considered, the board will, through the president of the association, present the committee comments concerning the proposed amendment and the members shall be required to provide each member of the Representative Assembly with a copy of the proposed amendment, which shall be submitted prior to the start of the annual meeting.

B. All resolutions which have been submitted to the platform committee for distribution to the membership at least thirty (30) days in advance of the meeting of the Representative Assembly may be adopted by a majority vote. All other resolutions must be adopted by a two thirds (2/3) vote. Existing resolutions not otherwise acted upon by the Representative Assembly shall be considered reaffirmed without need for further action.

Rule 2. ANNUAL CONFERENCE. The date and location of the annual conference shall be determined by the board of directors.

Rule 3. FISCAL YEAR. The fiscal year of this association shall be July 1 through June 30.

Rule 4. AUDIT. An audit of the financial records of the association shall be made yearly by a certified public accountant designated by the board of directors. The auditor's report shall be presented for approval to the Representative Assembly.

Rule 5. BONDING. The association staff and others as designated by the board of directors shall be bonded for such amounts as the board of directors may deem necessary. The premiums for such bonds shall be paid by the association.

Rule 6. BUDGET The secretary/treasurer shall present a proposed balanced budget for the coming fiscal year to the board of directors at the last board of directors meeting of the year for review and adoption. The Representative Assembly will review the adopted budget and its recommendations will be considered by the board of directors for possible adjustments. The board of directors may make interim budget adjustments throughout the year as circumstances require.

MICHIGAN ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS ASSOCIATION

Representative Assembly

STANDING RULES

Rule 1. The credentials committee, directly after the opening ceremonies of the Representative Assembly, shall report the number of delegates registered as present with proper credentials and shall make such supplementary reports as may be requested by the presiding officer.

Rule 2. To facilitate identification and seating, delegates shall be required to wear the badge issued by the credentials committee upon registration.

Rule 3. All main motions or substantial amendments thereto shall be submitted in writing, signed by the maker, and a copy shall be sent directly to the presiding officer and the secretary.

Rule 4. No member shall speak in debate more than once on the same question or for longer than five minutes without permission of the assembly granted by two thirds (2/3) vote without debate. This rule does not apply to those giving reports or to those called on to give information about matters under consideration.

Rule 5. Only delegates may offer resolutions or items of business from the floor of the Representative Assembly. However, any member of MEMSPA may be granted the right to speak in the Representative Assembly by the chair.

Rule 6. All those wishing to be recognized by the chair must stand and address the chair and upon recognition must speak from a microphone.

Rule 7. Upon being recognized by the chair and prior to speaking a delegate or member must identify himself or herself by name and region.

Rule 8. Motions for the "previous question" will apply only to the immediately pending question unless otherwise ordered by the Assembly.

Rule 9. Any of these standing rules may be suspended by a majority vote of the assembly without debate. A two thirds (2/3) vote will be required to amend or repeal these standing rules.

Rule 10. If an officer is unable to attend the Representative Assembly, that person will not be replaced.