

Blacks In Government, NOAA Chapter Standing Rules

Rule 1. The general authority controlling Blacks In Government (BIG) NOAA Chapter shall be the BIG National Constitution, BIG NOAA Chapter By-Laws, these Standing Rules of the NOAA Chapter, and Robert's Rules of Order Newly Revised.

Rule 2. The President and Sergeant-at-Arms shall be responsible for maintaining order and decorum of the meeting so that business can proceed in an orderly and timely manner at all times to ensure Chapter business is transacted fairly and judiciously. Any member in good financial standing shall be allowed to make motions, speak in discussions, or cast a vote.

Rule 3. Elected Officers, Regional Representatives, and members addressing the Chapter after being recognized by the President shall first state his or her name.

Rule 4. All dispositive motions shall be in writing by the maker and signed by whoever seconded.

Rule 5. All Chapter Concerns shall be in writing and presented to the President and Recording Secretary to be presented to the Executive Committee at the next meeting.

Rule 6. Discussion will be limited to two (2) minutes for each speaker and no person will speak more than twice on any issue. Discussion on any issue will not exceed twenty (20) minutes for Executive meetings and ten (10) minutes for General meetings.

Rule 7. Agree to disagree.

Rule 8. All special presentations and guest speakers shall be placed first on the agenda.

Rule 9. Chapter minutes shall only consist of basic information regarding Chapter proceedings based on Committee Reports, the motions made, the outcome as to whether a motion failed or passed, and Chapter Concerns.

Rule 10. Any public statement that uses the NOAA BIG name must be cleared with the Chapter President or his/her designee or the Executive Committee.

Rule 11. All programs and projects to be undertaken by committees shall be presented to and approved by the Executive Committee before acted upon.

Rule 12. All meeting minutes shall be submitted to the President and Executive Committee no later than two weeks after the meeting date.

Rule 13. Officers are expected to regularly attend Executive meetings. An Officer shall notify the President or send an email to the Executive Committee when he/she is unable to attend a meeting. When an Officer has missed three (3) consecutive meetings, the Executive Committee shall contact that Officer to discuss the availability to continue to fulfill duties of his/her office.