

Northeast Region

Construction Specifications Institute

Portion of current Region Administrative References Part 4 - Region Policy dealing with the Region's Annual Meeting (As of July 20, 2008)

1. **Annual Meeting – Location, Rules and Regulations**

- A. Time / Place: The Annual Meeting of the Northeast Region is held at the Region Conference; if for any reason whatsoever, a Region Conference is not held, the Annual Meeting may be held at the Institute Convention or on a date and location to be established by the Executive Committee.
 - 1. The Annual Meeting is open to all members in good standing.
- B. Authority.
 - 1. These regulations comprise the instructions of the Region Board for conducting affairs of the Region at Annual Meetings, and supplement the provisions of the Region Bylaws.
- C. Distribution of Regulations.
 - 1. Each chapter shall make a copy of these regulations available to each of its members that anticipate attending the Annual Meeting
- D. Delegates
 - 1. Each member of the Region in attendance at the Annual Meeting shall be considered a “Delegate”.
 - 2. Each Chapter shall appoint a “Delegate Leader” who shall be responsible for verification of CSI membership of Chapter Delegates
 - 3. The Region Secretary shall be responsible for verification of membership of Delegates who are not affiliated with a Chapter.
 - 4. Any challenge to the membership status of a delegate shall be addresses by the Executive Committee and the decision of the Executive Committee shall be final.
- E. Quorum
 - 1. A minimum of two (2) Chapter Delegates each from at least 70% of the Chapters in the Region shall constitute a quorum.
 - 2. Not less than 30 Delegates shall be in attendance.
 - 3. A Quorum shall be required to transact any Region Business or to take any formal action on motions or resolutions.
- F. Business at the Annual Meeting.
 - 1. Agenda:
 - a). An agenda shall be prepared by the President of the Region on behalf of the Region Board and distribution to the chapters shall be no later than fourteen (14) days prior to the Annual Meeting.
 - 2. Reports:
 - a). The Region President shall report on “The State of the Region”.
 - b). The Treasurer shall report on the financial state of the Region.
 - c). Other reports shall be as requested by the presiding officer,
- G. Motions:

1. Priority of Motions
 - a). Written motions, in the order received by the Region President, received at least three (3) weeks prior to Annual Meeting for inclusion in the Meeting Agenda
 - b). Written motions submitted to the Region President prior to the Annual Meeting but too late for inclusion on the Agenda.
 - c). Motions presented from the floor.
 2. Three (3) motions may be heard with written motions taking precedence.
 - a). If time permits, additional motions may be considered.
 3. Any motion that is voted in the affirmative for changes or modification to Region Policy or Region Guides shall be considered a "Recommendation" to the Region Board and will be placed on the Agenda for the next Region Board Meeting for final action. This final action shall be reported to the Chapters through the Region Directors.
- H. Contents of Motions and other business.
1. Motions shall be items of specific concern to the membership.
 - a). Region purposes
 - b). Region policies
 - c). Region programs
 - d). Region Bylaws
 - e). Region construction industry concerns
 - f). Actions to acknowledgment, sympathy and like import.
 2. Other business shall be subjects of general concern to the membership.
 - a). To obtain preliminary consensus of the delegates
 - b). To provide guidance to the Board with meaningful suggestions with the understanding that any action is at the discretion of the Board.
 - c). To explore the desirability of developing a subject for submission as a motion the following year.
 - d). To request the Institute Directors address specific Institute matters.
 3. Inappropriate matters shall be matters which should be resolved at the Chapter level and those involving personalities
- I. Other business:
1. Matters concerning items of other business shall be called for by the presiding officer if time permits and he shall rule on acceptability of each request with no appeal of his decision.
- J. Standing Rules:
1. Standing Rules for the Annual Meeting shall be distributed with the Meeting Agenda with additional copies available at the Annual Meeting for adoption at the Annual Meeting and shall require a majority vote of the Delegates in attendance for approval. A two-thirds (2/3) vote of the Delegates in attendance shall be required for any revision.
- K. Voting:
1. Each Delegate shall be permitted to cast one ballot on each question.
 2. Absentee and proxy ballots are not permitted.
- L. Tellers:
1. Tellers shall be the Region Secretary and Treasurer.
 2. Tellers shall tally, record and certify all roll-call votes.
- M. Admittance and seating:
1. Only Delegates and invited guests may attend the Annual Meeting.

2. Members shall be seated by chapter, and invited guest of the presiding officer shall be seated in designated areas.

N. STANDING RULES FOR THE ANNUAL MEETING.

1. Admittance to the Annual Meeting shall be by verifiable membership or by invitation of the presiding officer.
2. Only Delegates may make motions, participate in debate or vote.
3. Delegates wishing to speak shall address the Chair, wait to be recognized, and state name and chapter affiliation.
4. No Delegate shall speak more than twice on each motion without the unanimous consent of the members present.
5. When requested by the presiding officer, motions made from the floor shall be in writing, signed by the member making the motion.
6. The sponsor of a motion shall be given first opportunity to speak on the motion.
7. Debate on any motion or other issue shall be limited as determined by the presiding officer.
8. Voting may be by voice, cards, or by roll call at the option of the presiding officer. A member may make a motion for a roll call vote by Chapter which shall require a majority vote of approval.
9. The Executive Committee shall be responsible for recording and approval of the minutes of the Annual Meeting.