

Minnesota NARFE Federation Standing Rules

These Standing Rules, and any changes in these Standing Rules, become effective upon a vote of acceptance by the Federation Executive Board, Minnesota membership, and publication on the Federation website.

Voting Procedures

Section 1. Nominations and Elections:

Nominations to serve as a Federation Officer shall be submitted in writing to the Federation President by January 15 of the Conference year. The member running for the position must be a Chapter or National Member in good standing (membership dues paid). Election is by ballot prior to the Conference. The ballot shall be sent to chapter and national members and shall appear on the Minnesota website by March 15 of the Conference year. Instructions for returning the completed ballot will be given in the ballot form.

Section 2. Resolutions and Amendments:

- A. Proposed Amendments to the Bylaws shall be approved by the originating Chapter or originating group of National Members submitted in writing and sent to the Federation Secretary by January 15 of the Conference year.
- B. The sponsor of the amendment shall be allowed a one-page document to explain and give reason(s) why the amendment should be approved.
- C. The Federation Officers have responsibility of:
 - 1. Reviewing amendments and suggesting changes for clarity.
 - 2. Merging similar submitted amendments
 - 3. The final text shall be ready to go out for vote by March 15 of the Conference year.
- D. Amendments regarding National Bylaws shall follow the rules and regulations of the National Bylaws and be submitted through the Federation Secretary, who reports the Federation action following the voting. It is not necessary to send to Headquarters resolutions or amendments pertaining only to the Minnesota Federation.

Federation Conferences

Section 1. Bid Letters and Conference Speakers:

- A. By January 1 of a conference year, the Federation President shall, with the advice of the Executive Board, adopt written facilities requirement for the next (biennial) conference. The president shall request proposals from no more than six candidate facilities by January 15 to be received by March 1.
- B. The Federation Executive Board shall promptly make the selection of the conference location.
- C. As soon as the facility is selected by the Federation Executive Board, the Federation President shall notify all bidding facilities of the selection outcome.
- D. The Federation President shall secure the National Office speaker based on recommendations received from the Federation Executive Board. This shall be completed as soon as Headquarters states the request can be made.

Section 2. Appointments:

- A. The Federation President shall appoint a Conference General Chairperson.
- B. The Conference General Chairperson shall appoint the Conference Registration Chairperson and committee members.
- C. The Federation President shall appoint the following Special Interest Chairpersons. Each meeting will be led by the corresponding Federation Executive Board Member, or member in good standing appointed by the Federation President. When registering for the conference, members sign-up for the Interest Group they want to attend.
 - 1. Membership.
 - 2. Legislative
 - 3. Audit
 - 4. Service Officer
 - 5. Alzheimer's
 - 6. NARFE-NET/Website
 - 7. Any other Interest Group deemed necessary
- D. The Federation President shall make the following appointments if deemed necessary.
 - 1. Conference Parliamentarian
 - 2. Sergeant of Arms
- E. The Federation President may appoint moderators to conduct workshops at the Federation Conference.

Section 3. Votes:

- A. There will be no voting at the Conference except in the Field Officer Caucuses.
- B. Officer elections and resolution/amendment voting shall be completed prior to the Conference with the results announced at the conference.

Section 4. Quorum:

Seven or more chapters and/or seven groups of ten National Members in good standing representing more than one region shall be present in order to hold the Minnesota Federation Conference.

Section 5. Conference Rules:

- A. Any NARFE member wishing to attend shall submit a registration form to the Federation Secretary.
- B. Only members in good standing shall participate directly or indirectly in the debate of any subject.
- C. **When speaking from the podium or the floor a microphone must be used.**
- D. A member, upon being recognized by the Chairperson shall identify oneself as to name and city of residence. **The microphone shall be used.**
- E. A member shall not speak more than twice on the same topic unless given permission by a two-thirds vote of those present.
- F. No member shall interrupt another in remarks except to call a point of order or request information.
- G. Each Special Interest or Work Group Chairperson shall give a summary report of their meeting, including recommendations and dissenting opinions.
- H. Subject to these rules, or the absence of a specific rule, Robert's Rules of Order Current Edition shall prevail.

Section 6. Order of Business:

- A. Guest Speakers and announcements may be scheduled at any time within the framework of the Order of Business. The National Office Keynote Speaker shall be scheduled prior to the other speakers in order to set the tone of the conference.
- B. The following order is recommended but not limited to:
 - 1. Welcome
 - 2. Invocation
 - 3. Presentation of the Colors
 - 4. Pledge of Allegiance to the Flag
 - 5. Roll call of Federation Officers, Chapter Presidents, National Member Representative
 - 6. Introductions of Guests and Federation Chairpersons
 - 7. Previous Conference Minutes
 - 8. Treasurer's Report
 - 9. Reading of Communications
 - 10. Election and Voting Results
 - 11. Keynote Speaker
 - 12. Special Interest Groups and District Caucus Reports
 - a. Credentials
 - b. Membership
 - c. Legislative
 - d. Audit
 - e. Alzheimer's
 - f. NARFE-NET and Website
 - g. PAC Update
 - h. Alzheimer's Update
 - i. Field Officers
 - 13. Memorial Service
 - 14. Introduction and Installation of New Federation Board
 - 15. Conference Adjournment

Section 7. Conference Minutes and Reports:

- A. The Federation Secretary shall prepare the conference minutes and reports. Copies shall be distributed as follows:
 - 1. Each Minnesota Chapter—one for the president and one for the secretary.
 - 2. Each Federation Executive Board Member
 - 3. Region 5 Vice President
 - 4. National Headquarters
 - 5. Minnesota Website
- B. The Federation Secretary shall send Resolutions and Amendments needed for National consideration to Headquarters, along with a letter of explanation in accordance with National Bylaws rules and regulations.
- C. The Conference Chairperson, in collaboration with the Federation Secretary, shall ensure thank you notes are written to the speakers, vendors, conference center, and others as deemed necessary.

Federation President: /s/ Earl Knutson

Federation Secretary: /s/ Roxanne Ianovich

Date: April 30,2021