

# AMERICAN ASSOCIATION OF PETROLEUM GEOLOGISTS RULES AND PROCEDURES OF THE HOUSE OF DELEGATES<sup>1</sup>

## PURPOSE

The Rules and Procedures of the House of Delegates shall serve as a guide to the House Officers and Delegates in their conduct of the legislative affairs of the Association.

### I. MEMBERSHIP AND OFFICERS

- A. Membership in the House, officers, and terms of office shall be as defined in the Bylaws of the Association. AAPG Headquarters shall be notified of the names of elected Delegates, Alternate Delegates, and unsuccessful candidates in order of total number of votes by June 30 of each year.
- B. The number of Members of the Association in each United States Affiliated Society as of November 30 of each year shall determine the number of Delegates to which each United States Affiliated Society is entitled for the three year term beginning July 1 of the year following the November 30 deadline. The number of Members of the Association and number of Affiliated Societies in each International Region as of November 30 of each year shall determine the number of Delegates to which each International Region is entitled for the three year term beginning July 1 of the year following the November 30 deadline.
- C. Officers of the House shall be elected annually by ballot during the annual meeting from among qualified candidates proposed by the Nomination and Election Committee and those qualified candidates who may be proposed from the floor. In the event of a tie vote in any election held for any office of the House, then the House shall re-vote by ballot on only the candidates who tied. In the event of a tie during the re-vote by the House, then the current officers of the House at the annual meeting shall, by secret ballot, vote on the candidates who have tied and such vote shall determine the election. In the event such a vote by the officers of the House shall also result in a tie vote, then the procedure provided for herein shall be repeated until the tie is broken. Candidates for office should abide by the principles outlined in the Election Campaign Policy as adopted by the AAPG Executive Committee. The three (3) officers of the House shall receive and investigate any allegations of policy violation. The Chair of the House of Delegates shall be obliged to inform the House prior to election voting of any violations of the Election Campaign Policy. The Chair of the Nomination and Election Committee shall provide each candidate for House office with a copy of the Election Campaign Policy as adopted by the AAPG Executive Committee, at the time the candidate is officially notified of the candidate's nomination.
- D. The Chair-Elect of the House shall prepare a budget for the House for the Association's fiscal year in which the Chair-Elect shall be Chair of the House which budget shall be presented to the Executive Committee for consideration at the Executive Committee's first meeting of each fiscal year.

- E. Sixty (60) days prior to the HoD Annual Meeting the HoD Chair shall inquire of AAPG Headquarters as to whether any United States Affiliated Society has not notified AAPG Headquarters of the election of a delegate to a new three-year term following the expiration of the term of a delegate from that society. If a society has not so notified AAPG Headquarters, the HoD Chair will immediately notify the Section President for that society of the need to fill the delegate position, per Article IV, Section 3, of the AAPG Bylaws.

### II. MEETINGS

- A. Time
  1. The annual meeting of the House shall be held at the annual meeting of the Association in accordance with the Bylaws of the Association. The meeting shall be scheduled by the Chair of the House, in coordination with the Executive Committee, and proper notice published in the Bulletin or by other suitable means. Other meetings of the House of Delegates may be called by the Chair of the House upon thirty (30) days' written notice to all Affiliated Societies and to all Delegates.
  2. The Chair of the House of Delegates may schedule a two (2) day meeting of the House if the agenda so warrants.
- B. Suggested Order of Business
  1. Call to order and introductions
  2. Reports from Convention General Chair, AAPG President and Executive Director
  3. Report of Credentials Committee
  4. Approval of agenda
  5. Approval of minutes of last meeting
  6. Report of Nomination and Election Committee and election of officers
  7. Report of Rules and Procedures Committee action on recommendations
  8. Report of Constitution and Bylaws Committee action on recommendations
  9. Report of Newsletter Committee action on recommendations
  10. Report of Honors and Awards Committee action on recommendations
  11. Report of Resolution Committee action on recommendations
  12. Report of Ad Hoc Committee(s) action on recommendations
  13. Other new business
  14. Results of election of officers
  15. All other Association Reports
- C. Agenda

1. The proposed agenda for any meeting shall be mailed to the Delegates at least thirty-five (35) days before the date set for the meeting.
2. Reports for the meeting shall be submitted in writing in sufficient time prior to the meeting to be distributed to the Delegates at least thirty-five (35) days before the date set for the meeting.

#### D. Midyear Meeting

At least 100 days before the annual meeting of the AAPG, the officers of the House of Delegates, the committee chairs, and the invitees of the Chair of the House shall hold a meeting, at a location and on a date of the Chair's choice, to consider HoD issues and to plan for the subsequent annual meeting of the House of Delegates.

### III. COMMITTEES AND THEIR DUTIES

#### A. Standing Committees

1. Except as otherwise provided in these Rules and Procedures, the Chair of the House of Delegates shall appoint, from qualified Delegates (those Delegates as defined in the AAPG Bylaws, Article IV, Section 3.), a chair, a vice chair, and all new and all replacement members for the following committees:
  - a. The **Nomination and Election Committee** shall consist of one (1) member from each Region and Section with not less than seven hundred and fifty (750) members and one (1) additional member from each Region and Section with more than five thousand (5,000) members. The members including a Chair shall be appointed for one (1) year terms. This committee will present to the annual meeting of the House a slate or slates of two (2) nominees for each of the officers to be elected by the House. The slate or slates with factual background data concerning each candidate shall be given to the Chair of the House of Delegates by September 30th of each year for publication in The Delegates' Voice. In addition to the above duties, the Nomination and Election Committee shall be responsible for the administration of the election at the annual meeting. This shall consist of the distribution, collection, counting and reporting the results of the balloting pertaining to the election of officers. No member of the Nomination and Election Committee, while serving on that Committee, shall be considered for nomination as a House of Delegates officer. Each year the Committee shall submit a confidential report to the Chair-Elect listing each individual considered that year for nomination by the Committee but who was unavailable or ineligible for nomination, and the names of people not recommended for nomination. The report shall be provided by the Chair-Elect, upon his or her becoming Chair, to the Nomination and Election Committee serving during his or her term of office; provided, however, that the report shall at all times be kept confidential.

- b. The **Credentials Committee** shall consist of five (5) members including a Chair to serve one (1) year terms. In the event one (1) or more members must relinquish his or her seat for any reason, the Chair of the House shall have the authority to appoint a replacement. Officers of the House may not serve on this Committee. The Committee shall submit to the Chair of the House at the scheduled meetings an attested roll of Delegates, Alternate Delegates, and Appointed Alternate Delegates who are qualified.

Only Delegates, chosen by means given in Article IV of the Association Bylaws, may be considered as qualified. A qualified Delegate shall be a full voting member in good standing of the Association as defined by the Constitution and Bylaws as of the time of designation and during tenure in the House of Delegates. Qualified society Delegates shall be members of the Affiliated Society that they represent. Appointed alternate delegates whose names are not received in writing by the Headquarters office of the Association at least fifteen (15) days prior to the meeting of the House of Delegates for which they are appointed to serve shall not be qualified to serve as Delegates at such meeting.

In the event of a dispute over credentials, the Chair shall place the matter before the House. In this event, the Committee shall submit verbally, and in writing, to the House its reason for withholding accreditation. Immediately thereafter, the designating society as well as the nominated Delegate or Alternate may submit verbally, and in writing, reasons to support accreditation of the Delegate. The House shall vote on the dispute with a majority vote governing.

- c. The **Rules and Procedures Committee** shall consist of seven (7) members including a Chair, who shall serve staggered two (2) year terms. This Committee shall review the Rules and Procedures of the House annually. They shall review other proposals for changes in the Rules and Procedures. They shall make recommendations for changes in existing Rules and Procedures. Such proposals shall be submitted to the Chair of the House at least ninety (90) days prior to the annual meeting. The Chair of the House shall have the proposed changes checked for legal conformity, if necessary. All recommended changes that legally conform shall be disseminated to the Delegates at least sixty (60) days prior to the annual meeting and included in the agenda of such meeting.
- d. The **Constitution and Bylaws Committee** shall consist of seven (7) members including a Chair, who shall serve for staggered two (2) year terms. This Committee shall report to the House of Delegates at the annual meeting their recommendations concerning:

- (1) Any amendments proposed in accordance with the Constitution and Bylaws of the Association, and shall be prepared to explain the purpose, function, and significance of such amendments.
  - (2) Any amendments that they wish to propose after making an annual review of the Constitution and Bylaws. Such proposals shall be submitted at least ninety (90) days prior to the annual meeting to the Chair of the House for placement on the agenda. They shall be prepared to explain the purpose, function, and significance of such proposed amendments.
- e. The **Resolutions Committee** shall consist of seven (7) members including a Chair, who shall serve staggered two (2) year terms. This Committee shall report to the House of Delegates at the annual meeting their recommendations concerning all advance petitions, resolutions, or motions offered by Delegates, Affiliated Societies, or by charge from the Chair of the House. They shall not be required to review resolutions on proposed amendments to the Constitution and Bylaws and Rules and Procedures.

The Resolutions Committee shall be responsible for directing any required "Disaffiliation" procedures of an inactive U.S. Affiliated Society under the following Authority and process:

- 1) If an Affiliated Society fails to send a representative to the HoD Annual meeting for two consecutive years, the Chair of HoD shall inform the Resolutions Committee Chair. The Resolutions Committee shall then attempt to contact the leadership and members of that Society to encourage participation and to determine if the Society is inactive.
  - 2) If after 6 months from the initial contact effort by the Resolutions Committee, the Committee finds that no progress is being made to reactivate the Society, the Committee shall inform the Chair of the HoD. Then the Chair of HoD shall send three personal letters, (1) to the Affiliated Society to encourage its participation, (2) to the appropriate Section President to request its involvement, and (3) to the members within the jurisdiction of that Society to advise them that they are not represented and to invite their attention to this matter.
  - 3) If a third annual meeting occurs without a representative delegate, then a letter from the Committee shall be sent to the members of the Affiliate Society requesting that they elect to affiliate with a nearby active society within 6 months, or AAPG Headquarters shall automatically assign them to a nearby active society. The original Society shall then be placed in "INACTIVE" status.
- 4) If after 2 years the Society remains in "INACTIVE" status, a resolution shall be proposed to the HoD by this Committee to "Disaffiliate" the Society.
- f. The **Newsletter Committee** shall consist of not less than two (2) nor more than six (6) members, including a Chair. The Chair shall be the Secretary/Editor of the House of Delegates who shall be responsible for the timely performance of all Newsletter Committee business and who shall serve as editor of the newsletter. The Secretary/Editor shall suggest to the Chair of the House of Delegates persons to be appointed as the other member or members of the committee. At the discretion of the Chair of the House of Delegates, the Newsletter Committee shall publish from two (2) to six (6) newsletter issues in each fiscal year of AAPG.
  - g. The **Honors and Awards Committee** shall consist of one (1) member from each Region and Section with not less than seven hundred and fifty (750) members and one (1) additional member from each Region and Section with more than five thousand (5,000) members. The Committee Chair shall be appointed from among the members. The members and the Committee Chair shall serve staggered two (2) year terms. This committee shall forward names of all candidates to the Chair of the House of Delegates for consideration by October 31st of each year as the recipient of the following:
    - Honorary Member of the House* – The highest award of the House, presented at the annual meeting in recognition of a record of consistent, dedicated, and exemplary service to the House of Delegates through committee work and officer service (not required). Annual presentation is not required and there shall be no limitation of the number of annual recipients. Past recipients shall be invited to and publicly recognized at the annual meeting.
    - Distinguished Member of the House* – Presented in recognition of the unique or exemplary service to the House through committee work. Chairing of committees and service as an officer will be considered, but not required. Annual presentation is not required and there shall be no limitation of the number of annual recipients.
    - House Long Service Award* – Presented in recognition of persons who have served as Delegates for a minimum of four terms and have, in addition, taken an active role in the affairs of the House. Annual presentation is not required and there shall be no limitation of the number of annual recipients.
    - House Recognition of Service* – Presented yearly to the outgoing Chair of the House of Delegates and Secretary/Editor at the end of their term of office.

The Chair, Chair-Elect, and the Secretary/Editor of the House of Delegates shall by majority vote approve or disapprove each candidate as the recipient of the award for which he or she is named as the candidate. Only candidates selected by this committee may receive awards. The Distinguished Member of the House and Honorary Member of the House Awards shall be presented at the awards ceremony at the AAPG annual meeting. Presentation of the House Long Service Awards and the House Recognition of Service Awards will be made at the annual meeting of the House of Delegates.

*Certificates of Service* – Presented in recognition of 9 years and 15 years service as a Delegate are to be automatically issued annually to Delegates reaching those milestones. The years of service are cumulative and do not have to be consecutive terms or full 3-year terms. All years of service as a Delegate will count toward these milestones including partial terms. Certificates of Service are not subject to the "Rules and Procedures for Granting Awards."

*Rules and Procedures for Granting Awards*

- (1) All awards shall be given only to recognize persons for their service to the House of Delegates.
- (2) Current membership in the House of Delegates is not required.
- (3) The Honors and Awards Committee shall prepare the title and description of, and qualifications for, an award proposed by the committee to be established and shall forward the same to the Rules and Procedures Committee of the House of Delegates to be processed as set forth in subsection A.1.c of this Section III. An award will be presented in the years after the year the award is established.
- (4) All awards shall be established by amendment to these Rules and Procedures.
- (5) No HoD Honors and Awards Committee member shall receive a HoD award while serving on that Committee.
- (6) No AAPG member shall receive more than one House award in any one year. A member being voted two or more such awards in the same year shall retain the highest award and relinquish the lower one(s). The award ranking shall be 1) Honorary Member, 2) Distinguished Member, and 3) Long Service. This shall not preclude that member from receiving one or more of the other awards at a later time.
- (7) No current holder of or candidate for any AAPG office as described in Article II, Section 1, of the AAPG Bylaws, no current holder of or candidate for any HoD office as described in Article IV, Section 8, of the AAPG Bylaws, no immediate Past Chair of

the HoD, no president or candidate for president of any AAPG Division, and no candidate for a position on the Advisory Council may be nominated for a HoD award, with the exception of the HoD Recognition of Service Award

- (8) Each year the Committee shall submit a confidential report to the Chair-Elect listing the individuals considered that year for an award by the Committee but who were unavailable or ineligible for such award. The report shall be provided by the Chair-Elect, upon his or her becoming Chair, to the Honors and Awards Committee serving during his or her term of office; provided, however, that the report shall at all times be kept confidential.

h. **The Minutes Approval Committee** shall consist of the outgoing Secretary/Editor as Chair and the two candidates for Secretary/Editor. The Minutes Approval Committee will review and approve the minutes within 60 days following the annual meeting.

2. Minority reports, if any, from all standing House committees shall be heard. In case of a tie vote within a committee, the Chair's report shall be considered the majority report.

**B. Ad Hoc Committees**

The Chair of the House may appoint such Ad Hoc Committees as may be required to study and report on any proposal submitted to the House, or proposed by the officers of the House or by the Chairs of the Standing Committees

**C. Retention**

The current Chair, Chair-Elect, Secretary/Editor, and immediate Past Chair of the House of Delegates, by unanimous vote, may remove any HoD committee chair, vice chair, or other committee member with or without cause.

**D. Past House of Delegates Chairs as Committee Members**

A past-chair of the House of Delegates may be appointed as a non-voting member of a Standing or Ad-Hoc Committee of the House of Delegates

**IV. AMENDMENTS**

Amendments to these Rules and Procedures may be made upon recommendation of the Rules and Procedures Committee in accordance with prescribed procedures with approval of a majority of the Delegates present and voting at the annual meeting.

**V. EDITORIAL CORRECTIONS**

The Rules and Procedures Committee is authorized to make necessary grammatical, typographical and numerical changes to the AAPG House of Delegates Rules and Procedures.