

RULES OF PROCEDURE

for

CHI PSI CONVENTIONS

(as adopted at the 157th Annual Convention and amended through the 173rd Annual Convention)

I. ORGANIZATION OF THE CONVENTION

A. Delegates entitled to vote

1. **In general.** Certain members of Chi Psi Fraternity (as defined in the Constitution) shall be entitled to vote at the general Convention of the Fraternity. These members shall be—
 - a. one Accredited Delegate from each active Alpha (as defined in the Constitution),
 - b. one Accredited Delegate from each Alpha corporation which is established for an Alpha in compliance with the Constitution and is recognized by the Executive Council as the Alpha's alumni corporation, and
 - c. one Accredited Delegate from each regional alumni association which is established under the Constitution and is recognized by the Executive Council as the association for the particular geographic area.
2. **Accredited Delegates.** A member of Chi Psi shall become an Accredited Delegate and shall be given a voting placard only when —
 - a. the Credentials Committee reports to the Convention as the first order of business (or as a correction to an error in its report at any subsequent time) its determination under the National By-Laws (i) that he is personally eligible, (ii) that he is the properly appointed delegate or a properly appointed alternate delegate of an active Alpha, a recognized alumni corporation or a recognized regional alumni association and (iii) that such Alpha, alumni corporation or regional alumni association is eligible, and
 - b. as the delegate (or as an alternate delegate if the delegate is not present), he has either answered the roll call based on the Credentials Committee report or has been recognized by the #6 and requested that his name be placed on the Accredited Roll as though he had answered the roll call.
3. **Multiple representations.** A member of Chi Psi shall not be an Accredited Delegate for more than one entity during a Convention.
4. **Departed delegates.** An Accredited Delegate shall remain an Accredited Delegate unless he requests (either by speaking in person during a Convention session or by delivering in person his written request to the #6) that his name be removed from the Accredited Roll and his request is approved by the affirmative vote of a majority of the Accredited Delegates.
5. **#6.** The #6 shall not be an Accredited Delegate, and he shall not vote on any matter.
6. **Accredited Roll.** The list of names of Accredited Delegates at any time during the Convention shall be the Accredited Roll.

B. Officers and Committees of the Convention

1. **Chairman.** The Executive Council shall elect the #6. The #6 shall chair the Convention as the presiding officer, shall appoint Convention committees and shall undertake such other duties as the

Executive Council may direct. The #6 may appoint a deputy (the #6½) who shall serve only to preside over the Convention for short periods when the #6 is absent from the chair.

2. **Secretary and Assistant Secretary.** The Secretary of the Convention shall be appointed by the #6 to record the minutes of the Convention, to maintain the Accredited Roll and to undertake such other duties as the #6 may direct. The #6 may appoint an Assistant Secretary to undertake such duties as the #6 may direct.
3. **Sergeant-at-Arms.** One or more Sergeants-at-Arms of the Convention shall be appointed by the #6 to control entry to the Convention hall, to maintain order during Convention sessions, to assist in the counting of votes and to undertake such other duties as the #6 may direct.
4. **Parliamentarian and Assistant Parliamentarian.** The Parliamentarian of the Convention shall be appointed by the #6 to advise the #6 as requested. The #6 may appoint an Assistant Parliamentarian.
5. **Committees.**

- a. **Required committees.** The #6 shall appoint the Credentials Committee, the Conduct Committee, the Resolutions Committee and the Nominations Committee, and these committees shall have the obligations and responsibilities provided under the National By-Laws unless otherwise directed by the #6.
- b. **Conduct.** The Conduct Committee shall have referred to it by the #6 and the Central Office staff all absences, tardiness and other matters of a disciplinary nature arising from the conduct of delegates or non-delegates from the arrival day through the departure day of Convention week, including any matters observed by Committee members themselves. The Committee shall –
 - i. hold a full hearing on all such matters, including the right of the accused (if he is present) to present his defense in person,
 - ii. determine if the facts warrant punishment, and
 - iii. fix such punishment which may include fines on the individual or his Alpha not to exceed \$250, forfeiture of certain rights and privileges while in attendance at the current Convention and other sanctions effective for the period after the Convention.

The Committee shall submit its initial report on such matters before the recess of the final Convention Business Session, and any punishments specified in that report shall be implemented unless a motion to disapprove the report is adopted by the affirmative vote of two-thirds (2/3) of the Accredited Delegates. Any report with respect to a matter that is brought to the Committee's attention after its initial report shall be submitted promptly to the Executive Council, and any punishments specified in the report shall be implemented unless a motion to disapprove the report is adopted by the affirmative vote of two-thirds (2/3) of all members of the Executive Council.

- c. **Resolutions.** The Resolutions Committee shall propose to the Convention a series of resolutions prior to the recess of the final Convention Business Session. Resolutions that shall be in order in the Committee's report include memorials, statements of thanks, expressions of support and humorous commentaries that are in good taste. No resolution which proposes that the Convention make a statement regarding any Fraternity policy, practice or procedure shall be in order in the report of the Resolutions Committee, even if such resolution is otherwise considered not to be an item of new business that requires notice under Section 1.C.6. No resolution shall be proposed by any other delegate during the Committee's report.
- d. **Other committees.** The #6 may appoint such other committees for such other purposes as he deems appropriate.

- e. **Committee participants.** The #6 may appoint delegates, alternate delegates and other persons as the chairmen and the members of committees.
- f. **Committee reports.** Each committee shall prepare and submit to the Convention a written report on matters within its jurisdiction (as described by these *Rules of Procedure* or the #6) and shall present a verbal summary of that report to the Convention.

C. Convention Sessions

1. **Sessions.** The Convention Business Sessions shall be those sessions at which the official business of the Convention is conducted. The Convention Banquet Session shall be the final session at which the formal banquet occurs, and the only business conducted shall be the presentation of awards.
2. **Time and Location.** The Convention Business Sessions and the Convention Banquet Session shall be held at times and places announced by the #6. The Sergeants-at-Arms shall be empowered to compel the attendance of Accredited Delegates at the direction of the #6.
3. **Demeanor and dignity.**
 - a. **Formal sessions.** The Convention Business Sessions shall be formal Convention sessions. Only members of Chi Psi Fraternity shall be present. The rules governing recognition and addressing the Convention shall be observed. All delegates and non-delegates shall be in business attire (which requires a jacket, a collared shirt, a tie, slacks and shoes) while in the Convention hall. No tobacco or alcohol products shall be consumed or used in the Convention hall.
 - b. **Informal period.** At the discretion of the #6, a Convention session may include an informal period when specified rules are relaxed for a short period of time.
 - c. **Impersonal remarks.** Remarks to the Convention shall be fundamentally impersonal in nature, and all remarks shall be addressed to the #6.
4. **Agenda.** In consultation with the #23, the #6 shall prepare the agenda for the Convention which shall be distributed to delegates and alternate delegates. Except as provided by these *Rules of Procedure*, the #6 may alter the order of business on the agenda as time constraints, the relative importance of particular actions, the availability of committee reports and other factors may warrant.
5. **Quorum.** Immediately following the call to order and introductory activities at the first Convention Business Session, the first items of business shall be the presentation of the report of the Credentials Committee followed by the call of the roll of delegates and alternate delegates by the Secretary using the Credentials Committee report. The presence of Accredited Delegates from two-thirds (2/3) of the active Alphas (as defined in the Constitution) shall constitute a quorum for the transaction of business by the Convention.
6. **New business**
 - a. **In general.** An Accredited Delegate may propose a motion that presents an eligible item of new business during the Convention agenda's period for new business. If an eligible item of new business is germane to the substance of a committee's report, that item may be presented by an Accredited Delegate following the presentation of the report of that committee. An "eligible item of new business" is one which describes specific action and either –
 - i. has been circulated in writing to all delegates prior to the Convention, or
 - ii. has been given in writing to the Secretary not later than the deadline announced for such submissions by the #6, which deadline shall not be earlier than three hours after the Convention is called to order.

Each item of new business presented in writing to the Secretary shall be announced to the Convention by the #6 as soon as an opportunity arises, and no such item may be raised in

conjunction with a committee report unless the item has been announced by the #6 at least one hour earlier.

- b. **Committees.** A motion that presents new business which is within a committee's jurisdiction may be proposed during the presentation of the committee's verbal report by the chairman or another person designated by the chairman.

II. DISCUSSION & DEBATE

A. Recognition

1. **Priority order for recognition.** The #6 shall give recognition priority to Accredited Delegates. The privilege of recognition may be extended to other persons at the discretion of the #6.
2. **Recognition procedure.** An Accredited Delegate, an alternate delegate or another member of Chi Psi seeking recognition shall raise his identifying placard. Other persons seeking recognition shall raise their hands. The #6 will say "The delegate from _____" or "Brother _____" or will by other means indicate whom he is selecting. The person then addresses the #6 using his title in Greek. The #6 will then say "The delegate from _____ is recognized" or "Brother _____" is recognized." The recognized speaker then shall begin his remarks by saying "Brother [Greek title of the #6] and Brothers." If the person seeking recognition fails to complete these steps, the #6 shall refuse to allow him to speak.
3. **Limitations on recognition.** No person shall be recognized to speak more than twice on one matter. No person recognized to speak may speak for more than five minutes, except at the sole discretion of the #6.
4. **Balancing debate.** The #6 shall seek to alternate between proponents and opponents when recognizing persons to speak on a matter. For this purpose, the #6 may ask proponents and opponents to identify their positions prior to recognizing them.
5. **Compliance.** Any person who fails to comply with any Convention rule will first be asked by the #6 to comply. Absent such compliance and at his discretion, the #6 may refuse to recognize such person, may direct the person to leave the Convention hall and/or may refer the matter to the Conduct Committee.

B. Motions

1. **Proposal of a motion.** An Accredited Delegate may propose any motion that is in order at the time. A committee chairman or his designee may propose any motion on a topic that is germane to the committee's report. The Chairman of the Executive Council may propose any motion that is germane to his report. Any Accredited Delegate other than the proposer may second the motion. The #6 shall then state the motion before subsequent action begins.
2. **Written text.** At his discretion, the #6 may require that a motion be delivered to him in writing before he states the motion to the Convention.
3. **Specific rules regarding motions.**
 - a. **Motion to suspend, repeal or alter the rules.** These *Rules of Procedure* cannot be suspended, repealed or altered except by the affirmative vote of two-thirds (2/3) of the Accredited Delegates.
 - b. **Motion to close debate.** No motion to close debate on the pending motion (formerly to "move the previous question") and no motion to fix a time for a vote on the pending motion shall be in order during the first fifteen minutes of the debate.
 - c. **Motion to reconsider.** A motion to reconsider action previously taken by the Convention may be made either at any time prior to one hour after the convening of the final Convention Business Session or immediately following the vote on any actions taken after the first hour of

the final Convention Business Session. The adoption of such motion shall require the affirmative vote of two-thirds (2/3) of the Accredited Delegates.

- d. **Withdrawal of a motion.** A motion that has not yet been stated to the Convention by the #6 may be withdrawn by the proposer by stating his withdrawal without recognition. A motion that has been stated by the #6 may be withdrawn at the request of the proposer without recognition if there is no objection by an Accredited Delegate to such withdrawal. If such objection is heard, the proposer or another Accredited Delegate may move that the proposer be allowed to withdraw the motion, and the adoption of such motion shall require the affirmative vote of a majority of the Accredited Delegates.
- e. **Adjournment *sine die*.** No motion to adjourn *sine die* shall be in order until the completion of the agenda of the Convention Banquet Session, and this motion may be made only by the #7 or, in his absence, the #6.

- 4. **Parliamentary rules.** Except as otherwise explicitly provided by these *Rules of Procedure*, the most recent edition of *The Standard Code of Parliamentary Procedure* shall govern the classification of motions, precedence of motions and general rules regarding motions.

C. Nominations

- 1. **Committee report.** The Nominations Committee shall report to the Convention its nominees for election as #7 and as alumni members of the Executive Council. For members of the Executive Council, nominations shall be for at-large seats, and the Committee may present more nominees than there are open seats. If one or more vacancies in alumni seats are to be filled, nominations shall be made separately for the full-term seats, for two-year term vacancies and for one-year term vacancies. The presentation of the report shall constitute formal nomination of each person.
- 2. **Additional nominations.** The #6 shall ask if there are additional nominations. Any Accredited Delegate may nominate a person for an office.
- 3. **Remarks.** If there are more nominees than there are positions for election, there shall be allotted to each nominee or to his designee three minutes for remarks prior to voting. Thereafter, at the sole discretion of the #6, additional persons may be recognized to speak on behalf of each nominee provided that an equal number of persons is allowed to speak for each nominee.
- 4. **Elections.**
 - a. **#7.** The nominee who receives the affirmative vote of a majority of the Accredited Delegates shall be elected as #7. If there are three or more nominees for #7 and no majority is obtained on the first ballot, each succeeding ballot shall be conducted after dropping the nominee with the fewest votes from the prior ballot until only two nominees remain.
 - b. **Council members.** An Accredited Delegate may vote for as many nominees as there are Executive Council seats up for election in the full-term category and in each vacancy category. The nominees who receive the largest numbers of votes which are also equal to or greater than a majority of the Accredited Delegates shall be elected. When a ballot results either in the election of no nominee or in the election of fewer than the necessary number of nominees, another ballot shall be held after deleting the name or names of those elected (if any) and of the nominee (or nominees, in the case of a tie) receiving the fewest number of votes, but no deletion shall occur that does not leave at least one more nominee than the number of seats remaining for election. The procedure described in the preceding sentence shall be repeated until the elections of the necessary number of nominees have occurred.

III. VOTING

- A. **Methods of voting.** The methods of voting shall be voice vote, voting placard vote, roll call vote and secret ballot. The method shall be chosen by the #6 subject to these requirements:

1. On all amendments to the Constitution or to the *Ritual and Traditions of Chi Psi Fraternity*, the #6 may require a roll call vote at his discretion and shall require a roll call vote if requested by one-third (1/3) of the Accredited Delegates, but the #6 shall require a placard vote in all other cases.
2. On all elections, the #6 shall require a secret ballot when the number of nominees exceeds the number of positions.
3. On all matters requiring a vote other than elections and amendments to the Constitution or to the Traditions Manual, the #6 may first call for a voice vote.
 - a. If the #6 is in doubt as to the result from a voice vote or if 10 Accredited Delegates request it, he shall require a placard vote.
 - b. If a majority of the Accredited Delegates request that either a roll call vote or a secret ballot be taken, the #6 shall require such method.

B. The required votes for action.

1. **Majority vote except as noted.** Unless a percentage of Accredited Delegates that is higher than a majority is required by the Constitution, the National Bylaws, these *Rules of Procedure* or the most recent edition of *The Standard Code of Parliamentary Procedure*, action by the Convention shall require the affirmative vote of a majority of the Accredited Delegates.
2. **Actions must reflect actual votes cast.** A resolution which states that an action of the Convention has been taken by the affirmative vote of more than a majority of the Accredited Delegates may be adopted only by the affirmative vote of a number of Accredited Delegates that at least equals the affirmative vote described therein.
3. **Number of Accredited Delegates.** Immediately prior to taking a vote, the #6 shall announce the number of Accredited Delegates on the Accredited Roll and the resulting whole number of affirmative votes that are required to adopt the motion, to elect a nominee or to approve the action under consideration. Once the #6 has made such announcement, no changes shall be made to the Accredited Roll until the result of the vote is announced.

IV. OTHER MATTERS

- A. **The Standard Code.** All matters of procedure not covered by these *Rules of Procedure* or by the Constitution shall be governed by the most recent edition of *The Standard Code of Parliamentary Procedure*.
- B. **Standing Rules of Procedure for Chi Psi Conventions.** These *Rules of Procedure*, as amended from time to time, are the standing rules of procedure for all Chi Psi Conventions.