

AMERICAN ASSOCIATION OF PETROLEUM GEOLOGISTS RULES AND PROCEDURES OF THE HOUSE OF DELEGATES¹

[with Proposed Changes: HOD Meeting, June 3, 2001]

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.

1. AAPG Headquarters shall be notified of the names of elected Delegates, Alternate Delegates, and unsuccessful candidates in order of total number of votes by April first of each year.

B. 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 Part A of the Election Campaign Policy as adopted by the AAPG Executive Committee on April 22, 1997. The three (3) officers of the House shall receive and investigate any allegations of policy violation. The Chairman 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 Chairman of the Nomination and Election Committee shall provide each candidate for House office with a copy of Part A of the Election Campaign Policy as adopted by the AAPG Executive Committee on April 22, 1997, at the time the candidate is officially notified of the candidate's nomination.

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 Chairman 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 Chairman of the House upon thirty (30) days' written notice to all Affiliated Societies and to all Delegates.

2. The Chairman of the House of Delegates shall 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. *Association reports/ AAPG President's Report*
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 Future of Earth Scientists Committee action on recommendations
12. Report of Resolution Committee action on recommendations
13. Report of Ad Hoc Committees action on recommendations
14. Other new business

Results of election of officers

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.

Reports for the meeting shall be submitted in writing a 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.

Midyear Meeting

At least 100 days before the annual meeting of the AAPG, the officers of the House of Delegates, the active committee chairmen, and the invitees of the Chairman of the House shall hold a meeting, at a location and on a date of the Chairman'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. *The following standing committees of the House and their Chairmen shall, except as otherwise pro-*

vided in these Rules and Procedures, be appointed by the Chairman of the House of Delegates from qualified Delegates. / Except as otherwise provided in these Rules and Procedures, the Chairman of the House of Delegates shall appoint, from qualified Delegates, a chairman, a vice chairman, and all new and all replacement members for the following committees:

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 Chairman 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 Chairman of the House of Delegates sixty (60) days prior to the annual meeting for submission to the Delegates with the agenda. 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 ballot-ing pertaining to the election of officers.

No member of the Nominations and Election Committee, while serving on that Committee, shall be considered for nomination as a House of Delegates officer.

b. The Credentials Committee shall consist of five (5) members including a Chairman to serve one (1) year terms. In the event one (1) or more members must relinquish his seat for any reason, the Chairman 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 Chairman 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 Chairman 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 four (4) members including a Chairman, 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 Chairman of the House at least ninety (90) days prior to the annual meeting. The Chairman 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 four (4) members including a Chairman, 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 Chairman of the House for placement on the agenda. They shall be prepared to explain the purpose, function, and significance of such proposed amendments.

The Resolutions Committee shall consist of four (4) members including a Chairman, 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 Chairman 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:

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.

If after 6 months from the initial contact effort by the Resolutions Committee, the Committee feels 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 their 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.

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.

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 Chairman. The Chairman 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 Chairman of the House of Delegates persons to be appointed as the other member or members of the committee. At the discretion of the Chairman 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 Chairman shall be appointed from among the members. The members and the committee Chairman shall serve staggered two (2) year terms. This committee shall forward names of all candidates to the Chairman of the House of

Delegates for consideration as the recipient of the following:

House Certificate of Merit—Presented yearly to the outgoing Chairman of the House of Delegates and any other officers chosen to be so recognized at the end of their term of office.

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.

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.

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.

The Chairman, Chairman-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 Certificate of Merit and House Long Service Awards will be made at the annual meeting of the House of Delegates.

New Awards may be established as follows: /

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) Only a person who has served as a Delegate within the previous two (2) years may receive an award.
- (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 for-

ward 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 an 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.**

h. The Future of Earth Scientists Committee shall consist of six (6) Delegate members, including a chairman, who will serve staggered two (2) year terms as regular voting members, and the Chairman of the Committee on Committees and each Division president who will serve as ex officio members in a nonvoting advisory capacity. This committee will continuously review and may report to the House of Delegates recommendations to prepare earth scientists for their future roles in society and may provide to the House of Delegates proposed guidelines for their education, public perception, and professional development. Such recommendations and guidelines will be voted upon by the House of Delegates and, upon approval by a majority vote, will be submitted for approval and action to the AAPG Executive Committee.

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

B. Ad Hoc Committees

The Chairman 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 Chairmen of the Standing Committees.

C. Retention

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

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.