



AAPG

House of Delegates

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

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. When there are more than two candidates for an office, preferential voting shall apply.
 1. Candidates for office shall abide by the principles outlined in the Election Campaign Policy as adopted by the AAPG Executive Committee. 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.
 2. The three 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.

- 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 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 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 days' written notice to all Affiliated Societies and to all delegates.
- 2. The Chair of the House of Delegates may schedule a two-day meeting of the House if the agenda so warrants.

B. Agenda

- 1. The proposed agenda for any meeting shall be established by the chair and mailed to the delegates at least thirty-five 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 days before the date set for the meeting. 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.

C. Debate and Voting

- 1. Voting shall be by electronic keypad, as costs allow. All responses shall be kept anonymous.
- 2. Debate on bylaws amendments shall be for 30 minutes. When the time expires, if there are still delegates waiting to speak, the chair will take an automatic vote to extend debate in 10-minute increments.
- 3. When recognized, those granted the right to speak may speak for up to two

minutes. No speaker may speak twice on the same motion unless the rules are suspended by a two-thirds vote, and those who have already spoken once on a motion shall yield to anyone who has not yet spoken.

4. So far as possible, the chair shall alternate “pro” and “con” when recognizing speakers.

D. Mid-Year Meeting

At least 100 days before the AAPG Annual Meeting, 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) 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 member from each Region and Section with not less than 750 members and one additional member from each Region and Section with more than five thousand members. The members including a chair shall be appointed for one-year terms. This committee will present to the annual meeting of the House a slate or slates of two 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 30 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 members including a chair to serve one-year terms. In the event one 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 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 members, including a Chair, who shall serve staggered two-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 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 days prior to the annual meeting and included in the agenda of such meeting.
- d. The Constitution and Bylaws Committee shall consist of seven members including a chair, who shall serve for staggered two-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 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 Affiliated Society Committee shall consist of seven members, including a chair, who shall serve staggered two-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 Affiliated Society 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 Affiliated Society Committee chair. The Affiliated Society 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 six months from the initial contact effort by the Affiliated Society 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 president 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 six 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 two 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 nor more than six 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 to six newsletter issues in each fiscal year of AAPG.

- g. The Honors and Awards Committee shall consist of one member from each Region and Section with not less than 750 members and one additional member from each Region and Section with more than 5,000 members. The Committee Chair shall be appointed from among the members. The members and the Committee Chair shall serve staggered two-year terms. This committee shall forward names of all candidates to the chair of the House of Delegates for consideration by October 31 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 of 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 three-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, description of and qualifications for any new 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. All awards will be presented in the year following 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. 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. 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.

- i. The Membership Committee shall be appointed by the chair of the House to recruit new members to AAPG and work to retain existing members. To that end, its duties shall include (1) following directives from the HoD and the AAPG Executive Committee related to membership; (2) Work with AAPG staff on initiatives pertaining to membership; (3) Create additional ideas and initiatives to enhance membership; (4) Work at multiple levels including the Regional, Section and local Society levels to recommend initiatives to aid AAPG and its affiliated organizations to enhance membership; (5) Solicit ideas from the Regions, Sections and Societies toward fulfilling retention and new membership; and (6) Maintain the HoD awareness that its defined function is to "actively solicit applications from eligible geologists for membership in this Association" according to the AAPG Bylaws.

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. PROFESSIONAL CONDUCT and DISCIPLINE

A. Professional Conduct

All members of the AAPG House of Delegates (HOD) shall be expected to fully adhere to the AAPG Code of Ethics and exhibit the highest standards of professionalism, ethics, and integrity – whether during a meeting or any other activity related to AAPG business. Delegates found to have violated these standards shall be subject to disciplinary action in accordance with these rules, the parliamentary authority, and operational procedures for implementation.

Prohibited behavior shall include, but not be limited to:

- Any form of harassment, including sexual harassment, bullying, cyber-bullying, etc.;
- Failure to comply with the AAPG Code of Ethics, bylaws, the parliamentary authority, or any other rules adopted by AAPG;
- Engaging in conduct injurious to the good name of AAPG;
- Personal attacks or intimidation of other delegates;
- Misrepresentation of credentials;

- Habitual use of alcohol, drugs, or any substance that impairs competent and objective personal or professional conduct;
- Discrimination with regard to race, gender, sexual orientation, nationality, creed, age, or disability; or
- The conviction or plea of guilty or nolo contendere to any felony or any misdemeanor involving moral turpitude.

B. Violations of Professional Conduct.

1. If the prohibited behavior occurs during a meeting the HOD may, by majority vote, order the delegate to be immediately removed from the meeting, following the procedures found in the parliamentary authority, *Robert's Rules of Order Newly Revised*.
2. If the prohibited behavior occurs outside of a meeting, a delegate may file a written complaint with the HOD chair, who shall acknowledge the communication within five days of receipt, copying the executive director. Complaints against the HOD chair shall be filed with the chair-elect, who shall then assume the role of chair for this matter only until its conclusion.

C. Investigations

1. Within five business days of acknowledging receipt of the complaint, the HOD chair shall appoint a complaint review panel composed of five members of the HOD. The complaint review panel shall then have thirty days to conduct a full, impartial, and confidential investigation. All information collected during the investigation shall remain confidential.
2. The complaint review panel shall issue a written report of its findings regarding whether the complaint has merit and shall submit its report to the HOD chair no later than ten days following completion of the investigation.
3. If the complaint review panel reports that the complaint has no merit, the HOD chair will notify all parties of the result and no further action will be taken. If the complaint review panel finds that the complaint has merit, the HOD chair shall appoint a hearing panel of three different delegates. The materials from the complaint review panel shall be forwarded to the hearing panel, who shall also hold such information as confidential.

D. Hearing.

1. The hearing panel shall conduct a hearing on the complaint, which must commence no later than sixty days following receipt of the complaint review panel report.
2. The complainant and the accused shall be allowed to appear before the hearing panel to present evidence and answer questions as may be needed. The complainant and the accused may each be represented by legal counsel in their sole discretion. The hearing panel may request information from additional witnesses having knowledge of the matter.
3. Following the conclusion of the hearing, the hearing panel shall meet in closed session to deliberate and render a decision on whether the accused has violated AAPG rules as outlined in the complaint. If found not to be in violation of AAPG

rules, the report shall be sent promptly to the HOD chair and the matter shall be closed. If found to be in violation of AAPG rules, the hearing panel shall determine what penalties, if any, shall be ratified by the HOD. The final report of the hearing panel shall be submitted to the HOD chair within five business days following the hearing.

4. The hearing panel may recommend any or all of the following penalties to the HOD:
 - Require the accused delegate to make a formal apology;
 - Censure the accused delegate, recording the censure motion in the minutes of the meeting;
 - Require the accused delegate to pay a fine to reimburse reasonable costs incurred by AAPG; and/or
 - Suspend the delegate from the HOD for a specific period, not to exceed the current term.
5. The hearing panel, in its sole discretion, may also forward the complaint and information collected to the executive director for processing as per the AAPG Disciplinary Code.

E. Appeal.

1. The accused delegate may file a written appeal to the HOD chair within thirty days of the delivery of the hearing panel report. If an appeal is not filed within the thirty-day period, the determination of the hearing panel shall be final.
2. Upon receipt of a written appeal, the HOD chair shall acknowledge receipt of the communication within five days and convene an appeal panel composed of the HOD chair, chair-elect, secretary/editor, and constitution and bylaws committee chair. The appeal panel shall examine all documentation on the matter and determine whether the process followed was fair and impartial, and whether the recommended penalty is appropriate. The appeal panel shall render a determination within thirty days after receiving the appeal. The determination of the appeal panel shall be final.

F. Imposition of Penalties.

1. If a penalty is recommended by the hearing panel and, if applicable, upheld on appeal, the HOD chair shall put the question regarding ratification of the penalty to the delegates at their next meeting.
2. The HOD shall determine by majority vote whether to ratify the recommended penalty. It shall not deliberate anything related to the complaint except whether to ratify the recommended penalty.

V. 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.

VI. 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.