



# 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. By June 30 of each year, Region and Section officers shall notify AAPG headquarters of the names of elected delegates, alternate delegates and unsuccessful candidates in order of total number of votes.
- B. The number and allocation of delegates shall be determined as of November 30 membership numbers.
- C. Candidates for officer positions shall be proposed by the Nomination and Election Committee or nominated by petition of 25 delegates at least 10 days prior to the date of the election. When there are more than two candidates for an office, preferential voting shall apply.
- D. Candidates for chair-elect shall abide by the principles outlined in the Election Campaign Policy as adopted by the AAPG Executive Committee. The officers of the House shall receive and investigate allegations of election 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.
- E. The chair-elect shall prepare a House budget for the fiscal year that he or she will serve as chair. This budget shall be presented to the Executive Committee for consideration at its first meeting of the fiscal year.

#### 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 30 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 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 35 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

The AAPG HoD shall have standing committees, and ad hoc committees as deemed necessary by the chair, to accomplish the goals of the house. Except as otherwise provided in these rules and procedures, the chair shall appoint qualified delegates or past chairs of the HoD to serve on committees. A member of a committee may be removed by unanimous vote of the current chair, chair-elect, secretary/editor and immediate past chair.

#### A. Affiliated Society Committee – The affiliated society committee shall be responsible for directing the following disaffiliation procedures:

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. The HoD chair shall send three 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 an 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.
- B. Constitution and Bylaws Committee – The Constitution and Bylaws Committee shall report to the House of Delegates at the annual meeting proposed amendments to the bylaws generated by the committee or otherwise proposed in accordance with the bylaws, including the purpose, function and significance of such amendments. Such proposals shall be submitted at least 90 days prior to the annual meeting to the chair of the House for placement on the agenda. Members of this committee shall serve staggered two-year terms.
- C. Credentials Committee – The credentials committee shall submit to the chair an attested roll of delegates, alternate delegates and appointed alternate delegates who are qualified. Officers of the House may not serve on this committee. In the event of a dispute over credentials, the committee shall report to the House its reason for withholding accreditation, after which the designating society and the nominated delegate or alternate may report reasons to support accreditation of the delegate. The House shall vote whether to uphold the committee determination.
- D. Honors and Awards Committee – The Honors and Awards Committee shall consist of one member from each Region and Section. The committee chair shall be appointed from among the members. The members and the committee chair shall serve staggered two-year terms. Only candidates selected by this committee may receive awards, and each award is subject to approval by majority vote of the chair, chair-elect and the secretary/editor.

Each year the committee shall submit a confidential report to the chair-elect listing the individuals considered that year for an award but were unavailable or ineligible for such award. The report shall be provided by the chair-elect 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.

The Honors and Awards 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 Distinguished Member of the House and Honorary Member of the House awards shall be presented at the award 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 in recognition of 9 years and 15 years of service as a delegate are to be 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. All awards will be presented in the year following the year the award is established.
4. All awards shall be established by amendment to these rules and procedures.
5. No Honors and Awards Committee member shall receive an 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, no current holder of or candidate for any HoD office, 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 an HoD award except an HoD Recognition of Service Award.
- E. Membership Committee – The Membership Committee shall recruit new members to AAPG and work to retain existing members, following directives from the HoD and the AAPG Executive Committee related to membership and working with AAPG staff on initiatives pertaining to membership.
  - F. Minutes Approval Committee – The Minutes Approval Committee shall consist of the outgoing secretary/editor as chair, and the secretary/editor-elect. The minutes approval committee shall review and approve the minutes within 60 days following the annual meeting.
  - G. Newsletter Committee – There shall be from two to six newsletter issues in each fiscal year of AAPG. The elected House of Delegates secretary /editor shall serve as editor of the newsletter and be responsible for its content and timely dissemination. A Newsletter Committee may be formed annually at the discretion of the House leadership. Should such a committee be formed, it shall be chaired by the secretary/editor, who may suggest to the chair of the House of Delegates additional persons to be appointed as members of the committee.
  - H. Nomination and Election Committee - The Nomination and Election Committee shall be composed of one member from each Region and Section. The members including a chair shall be appointed for one-year terms. This committee shall present to the annual meeting of the House at least two nominees for each of the officers to be elected by the House. 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, this committee shall be responsible for the administration of the election at the annual meeting. No currently serving member of the Nomination and Election 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.

- I. Rules and Procedures – The Rules and Procedures Committee shall review the rules and procedures of the House, review proposals for change, and make recommendations for changes in the rules and procedures. Such proposals shall be submitted to the chair of the House at least 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 60 days prior to the annual meeting and included in the agenda of such meeting. Members of this committee shall serve staggered two-year terms.

#### 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 30 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 10 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 60 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 30 days of the delivery of the hearing panel report. If an appeal is not filed within the 30-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 30 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.