



AAPG

House of Delegates

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

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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.

TERMS AND DEFINITIONS

- Member is a full voting member of the Association.
 - HoD stands for House of Delegates.
 - HoD Meeting means any meeting of the House called to conduct legislative, policy or official business and replaces any reference to Annual Meeting.
 - An HoD member is either a Delegate, Alternate Delegate or Delegate-at-Large.
 - Any referral to 'year' means fiscal year, July 1 to June 30, unless specifically stated otherwise.
 - A Delegate is a Member who was elected or appointed from their Affiliated Society, Section, or Region.
 - A Delegate's term is three (fiscal) years beginning July 1 after their election or appointment.
 - An Alternate Delegate (or Alternate) is a Member who did not receive enough votes from their election. An Alternate's term is three (fiscal) years following the election.
 - An Alternate who advances to Delegate serves the remaining term of their predecessor.
 - Delegates and Alternates may only stand for re-election in the final year of their term.
- A.** Delegate or Alternate must maintain standing as a Member. A lapse in Association membership terminates a Delegate's or Alternate's status.
- An Appointed Alternate Delegate are those appointed by the Society President or Foreman to fill vacancies for any official HoD Meeting. They may be selected, in no particular order, from Alternate Delegates, At-Large Delegates and Members in good standing that are affiliated with that Society. Their names must be submitted at least 15-days in advance of the Meeting for which they have been appointed. Their term is for the Meeting for which they have been appointed. (Bylaws Article VI, Section C, Paragraph 6)
 - Delegates Voice: Any reference to the Newsletter includes but is not limited to the *Delegates Voice*.

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I. DELEGATE DUTIES

- A. Read AAPG’s Constitution and Bylaws and have a thorough understanding of Article VI, Section 4, “Duties of Delegates” of the Bylaws (included in Appendix 1 of this document).
- B. Delegates must keep their contact information current on the AAPG.org webpage and provide any changes to the HoD Chair and HoD Secretary/Editor.
- C. Timely Communication
 - 1. Delegates must respond to communications from House Leadership and Committee Chairs regarding HOD business in a timely manner.
 - 2. A Delegate who does not respond to HOD business communications after thirty (30) days, four emails and two phone calls, may be removed by the HoD Chair. Email and phone records shall be documented and archived.
 - 3. The Chair will then remove the Delegate and send the Affiliated Society and/or Section and/or Region President a request for a new Delegate.
- D. Membership Growth
 - 1. All Delegates will work to maintain and grow membership with alacrity:
 - Actively solicit applications from eligible geoscientists for membership in the Association,
 - Work to retain existing members,
 - Participate in membership renewal drives,
 - Support other membership events.
- E. Service on Committees
 - 1. Endeavor to actively serve on HoD Committees.
- F. Delegates will assist AAPG Staff and the Governance Executive.
 - 1. Delegates help find qualified Members to serve in the House of Delegates.
 - 2. Delegates must respond promptly to the staff’s requests for assistance.

II. 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.

89 E. The chair-elect shall prepare a House budget for the fiscal year that he or she will
90 serve as chair. This budget shall be presented to the Executive Committee for
91 consideration at its first meeting of the fiscal year.
92

93 **III. MEETINGS**

94 A. Time

95 The annual meeting of the House shall be held in accordance with the bylaws
96 of the Association. The meeting shall be scheduled by the chair of the House,
97 in coordination with the Executive Committee, and proper notice published in
98 the Bulletin or by other suitable means. Other meetings of the House of
99 Delegates may be called by the chair of the House upon 30 days' notice to all
100 Affiliated Societies and to all delegates.
101

102 B. Agenda

- 103 1. The proposed agenda for any meeting shall be established by the chair and
104 distributed to the delegates at least 35 days before the date set for the
105 meeting.
- 106 2. Reports for the meeting shall be submitted in writing in sufficient time prior to
107 the meeting to be distributed to the delegates at least 35 days before the date
108 set for the meeting. Minority reports, if any, from all standing House
109 committees shall be heard. In case of a tie vote within a committee, the
110 chair's report shall be considered the majority report.
111

112 C. Debate and Voting

- 113 1. Voting shall be by electronic keypad, or other means, as costs allow. All
114 responses shall be kept anonymous.
- 115 2. Debate on bylaws amendments shall be for 30 minutes. When the time
116 expires, if there are still delegates waiting to speak, the chair will take an
117 automatic vote to extend debate in 10-minute increments.
- 118 3. When recognized, those granted the right to speak may speak for up to two
119 minutes. No speaker may speak twice on the same motion unless all willing
120 speakers have had the opportunity to have their statement heard.
- 121 4. So far as possible, the chair shall alternate "pro" and "con" when recognizing
122 speakers.
123

124 D. Virtual Meeting Quorum Determination

125 The quorum will be verified at the beginning of each virtual Meeting. Once a
126 quorum is established, it shall be the quorum in effect until the adjournment of
127 the Meeting.
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130 **III. COMMITTEES AND THEIR DUTIES**

131 The AAPG HoD shall have standing committees, and ad hoc committees as deemed
132 necessary by the Chair, to accomplish the goals of the house. Except as otherwise
133 provided in these Rules and Procedures, the Chair shall appoint qualified Delegates or
134 Past Chairs of the HoD to serve on committees.

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1. A member of a committee may be removed by a three-quarter vote of the current Chair, Chair-Elect, Secretary/Editor and immediate Past Chair.
 2. The HoD Chair must identify Chairs of all standing committees and notify the HoD members and the AAPG Executive Director of these appointments by September 15.
 - a. Standing Committees are Membership Committee, Nominations and Elections Committee, Honors and Awards Committee, Constitution and Bylaws Committee, and Rules and Procedures Committee.
 3. If the HoD Chair does not form the standing committees by September 15 each year, AAPG's Governance Executive or AAPG's Executive Director will, within ten (10) business days, notify the Chair that they have been removed and will change the Chair-Elect's title to "Chair" and announce the changes.
 - a. The Executive Director may elect to make a reasonable extension for extreme hardship, but only if a written request is provided to the Executive Director and the HoD Chair-Elect and Secretary/Editor no later than September 15.
 4. The removed Chair will have no further authority in the House and receive no benefits that customarily accrue to former House Chairs.
 - 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.

181 B. Constitution and Bylaws Committee – The Constitution and Bylaws Committee
182 shall report to the House of Delegates at the HoD Meeting proposed
183 amendments to the Constitution and Bylaws generated by the committee or
184 otherwise proposed in accordance with the Bylaws, including the purpose,
185 function and significance of such amendments. Such proposals must be
186 submitted at least 90 days prior to the HoD Meeting to the Chair of the House for
187 placement on the agenda. Members of this committee shall serve staggered two-
188 year terms.

189
190 C. Credentials Committee – The credentials committee shall submit to the chair an
191 attested roll of delegates, alternate delegates and appointed alternate delegates
192 who are qualified. Officers of the House may not serve on this committee. In the
193 event of a dispute over credentials, the committee shall report to the House its
194 reason for withholding accreditation, after which the designating society and the
195 nominated delegate or alternate may report reasons to support accreditation of
196 the delegate. The House shall vote whether to uphold the committee
197 determination.

198
199 D. Honors and Awards Committee – The Honors and Awards Committee shall
200 consist of one member from each Region and Section. The committee chair shall
201 be appointed from among the members. The members and the committee chair
202 shall serve staggered two-year terms. Only candidates selected by this
203 committee may receive awards, and each award is subject to approval by
204 majority vote of the chair, chair-elect and the secretary/editor.

205
206 Each year the committee shall submit a confidential report to the chair-elect
207 listing the individuals considered that year for an award but were unavailable or
208 ineligible for such award. The report shall be provided by the chair-elect to the
209 honors and awards committee serving during his or her term of office; provided,
210 however, that the report shall at all times be kept confidential.

211
212 The Honors and Awards Committee shall forward names of all nominations to the
213 chair of the House of Delegates for consideration by October 31 of each year as
214 the recipient of the following:

215 • Honorary Member of the House – The highest award of the House,
216 presented at the annual meeting in recognition of a record of consistent,
217 dedicated and exemplary service to the House of Delegates through
218 committee work and officer service (not required). Annual presentation is
219 not required and there shall be no limitation of the number of annual
220 recipients. Past recipients shall be invited to and publicly recognized at the
221 annual meeting.

222 • Distinguished Member of the House – Presented in recognition of the
223 unique or exemplary service to the House through committee work.
224 Charring of committees and service as an officer will be considered but not
225 required. Annual presentation is not required and there shall be no
226 limitation of the number of annual recipients.

- 227 • House Recognition of Service – Presented yearly to the outgoing chair of
228 the House of Delegates and secretary/editor at the end of their term of
229 office.
230

231 The Distinguished Member of the House and Honorary Member of the House
232 awards shall be presented at the award ceremony at the AAPG annual meeting.
233 Presentation of the House Recognition of Service awards will be presented
234 following the end of the fiscal year in which they served.
235

236 Rules and Procedures for Granting HoD Awards

- 237 1. All awards shall be given only to recognize persons for their service to the
238 house of delegates.
239 2. Current membership in the House of Delegates is not required.
240 3. The Honors and Awards Committee shall prepare the title, description of and
241 qualifications for any new award proposed by the committee to be established
242 and shall forward the same to the rules and procedures committee. All
243 awards will be presented in the year following the year the award is
244 established.
245 4. All awards shall be established by amendment to these rules and procedures.
246 5. No Honors and Awards Committee member shall receive an award while
247 serving on that committee.
248 6. No AAPG Member shall receive more than one House award in any one year.
249 A Member being voted two or more such awards in the same year shall retain
250 the highest award and relinquish the lower one(s). The award ranking shall be
251 1) Honorary Member and 2) Distinguished Member of the House. This shall
252 not preclude that member from receiving one or more of the other awards
253 later. No current holder of or candidate for any AAPG office, no current holder
254 of or candidate for any HoD office, no immediate past chair of the HoD, no
255 president or candidate for president of any AAPG Division, and no candidate
256 and/or current voting member serving on the Advisory Council may be
257 nominated for an HoD award except an HoD Recognition of Service Award.
258

259 E. Membership Committee – The Membership Committee shall recruit new
260 members to AAPG and work to retain existing members, following directives from
261 the HoD and the AAPG Executive Committee related to membership and working
262 with AAPG staff on initiatives pertaining to membership.
263

264 F. Minutes Approval Committee – The Minutes Approval Committee shall consist of
265 the outgoing secretary/editor as chair, and the secretary/editor-elect. The
266 minutes' approval committee shall review and approve the minutes within 60
267 days following the annual meeting.
268

269 G. Newsletter Committee – There must be at least two and typically up to six
270 newsletter issues in each fiscal year of AAPG. The elected HoD Secretary/Editor
271 shall serve as editor of the newsletter and be responsible for its content and
272 timely dissemination.

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1. A Newsletter Committee may be formed annually at the discretion of the House leadership. The Committee will be chaired by the Secretary/Editor. If the Committee is not formed, the Secretary/Editor maintains sole responsibility for publishing of the newsletter(s).
2. Delegates may submit newsletter articles to the Secretary/Editor for publication any time during the year. Any submissions less than 21 days prior to an HoD Meeting may not be published in that newsletter and will be in the following newsletter.
3. The Secretary/Editor will make a good faith effort to seek editorial input from Delegates and to produce a Newsletter in advance of any HoD Meeting. The Newsletter should be prepared ahead of any HoD Meeting to inform Delegates of the issues being brought before that Meeting.

H. HoD Officers 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

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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

365 shall appoint a hearing panel of three different delegates. The materials from
366 the complaint review panel shall be forwarded to the hearing panel, who shall
367 also hold such information as confidential.
368

369 D. Hearing.

- 370 1. The hearing panel shall conduct a hearing on the complaint, which must
371 commence no later than 60 days following receipt of the complaint review
372 panel report.
- 373 2. The complainant and the accused shall be allowed to appear before the
374 hearing panel to present evidence and answer questions as may be needed.
375 The complainant and the accused may each be represented by legal counsel
376 in their sole discretion. The hearing panel may request information from
377 additional witnesses with knowledge of the matter.
- 378 3. Following the conclusion of the hearing, the hearing panel shall meet in
379 closed session to deliberate and render a decision on whether the accused
380 has violated AAPG rules as outlined in the complaint. If found not to be in
381 violation of AAPG rules, the report shall be sent promptly to the HoD chair
382 and the matter shall be closed. If found to be in violation of AAPG rules, the
383 hearing panel shall determine what penalties, if any, shall be ratified by the
384 HoD. The final report of the hearing panel shall be submitted to the HoD chair
385 within five business days following the hearing.
- 386 4. The hearing panel may recommend any or all of the following penalties to the
387 HoD:
- 388 • Request the accused delegate to make a formal apology.
 - 389 • Censure the accused delegate, recording the censure motion in the
390 minutes of the meeting.
 - 391 • Require the accused delegate to pay a fine to reimburse reasonable costs
392 incurred by AAPG; and/or
 - 393 • Suspend the delegate from the HoD for a specific period, not to exceed
394 the current term.
- 395 5. The hearing panel, in its sole discretion, may also forward the complaint and
396 information collected to the executive director for processing as per the AAPG
397 Disciplinary Code.
398

399 E. Appeal.

- 400 1. The accused delegate may file a written appeal to the HoD chair within 30 days
401 of the delivery of the hearing panel report. If an appeal is not filed within the 30-
402 day period, the determination of the hearing panel shall be final.
- 403 2. Upon receipt of a written appeal, the HoD chair shall acknowledge receipt of the
404 communication within five days and convene an appeal panel composed of the
405 HOD chair, chair-elect, secretary/editor and Constitution and Bylaws Committee
406 chair. The appeal panel shall examine all documentation on the matter and
407 determine whether the process followed was fair and impartial, and whether the
408 recommended penalty is appropriate. The appeal panel shall render a
409 determination within 30 days after receiving the appeal. The determination of the
410 appeal panel shall be final.

- 411
412 F. Imposition of Penalties.
413 1. If a penalty is recommended by the hearing panel and, if applicable, upheld on
414 appeal, the HoD chair shall put the question regarding ratification of the penalty
415 to the delegates at their next meeting.
416 2. The HoD shall determine by majority vote whether to ratify the recommended
417 penalty. It shall not deliberate anything related to the complaint except whether to
418 ratify the recommended penalty.
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420 V. AMENDMENTS
421 Amendments to these Rules and Procedures may be made upon recommendation
422 of the Rules and Procedures Committee in accordance with prescribed procedures
423 with approval of a majority of the delegates present and voting.
424

425 VI. EDITORIAL CORRECTIONS
426 The Rules and Procedures Committee is authorized to make necessary
427 grammatical, typographical and numerical changes to the AAPG House of Delegates
428 Rules and Procedures.
429

430 **APPENDIX 1**

431 **from the AAPG BYLAWS**

432 **ARTICLE VI – HOUSE OF DELEGATES**

433 **SECTION 4. Duties of Delegates**

434 Delegates shall:

- 435 • Serve as representatives of the members in their society or region;
- 436 • Familiarize themselves with the Association’s governing documents;
- 437 • Acquaint themselves with the Association’s current policies and programs.
- 438 • Keep their alternates and the leaders of their society and region informed of the
439 Association’s program of activities, especially with regard to cooperative
440 participation and service.
- 441 • Process requests from the executive committee for information regarding
442 eligibility of applicants for membership in the Association.
- 443 • Function as local certification committee members and process requests from the
444 board of certification for information regarding applicants for certification by the
445 Association.
- 446 • Actively solicit applications from eligible geologists for membership in this
447 Association; and
- 448 • Recognize the obligation to attend all meetings of the house of delegates during
449 their terms, and to perform their duties to the best of their ability.
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453 **Rules and Procedures Revision History**

- 454 • March 13, 2023
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457 • December 5, 2025

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460 **General Changes Adopted at the Dec. 5, 2025, HoD Meeting**

461 1. All references to “House Annual Meeting” will be changed to “HoD Meeting”

462 2. All formal titles (such as Chair, Secretary, Meeting, etc.) will be capitalized.

463