POLICY AND PROCEDURE

**for**

**All Official Oregon State Meetings**

**of**

**Epsilon Sigma Alpha International**

Basic Rules are set forth to provide policies and establish procedures for all Official Meetings of the Oregon State Council. Basic guidelines are available to assist in planning and carrying out these meetings.

1. Rules of Order for all Official State Meetings are provided as follows:

1. At a meeting when wishing to be recognized, stand, address the chair, give your name, your Chapter name and Chapter town.
2. A Second to a motion must come from a Chapter other than that which proposed the motion.
3. The State President is the recognized leader of the Oregon State Council and has the right, by virtue of her office, to have the final decisions involving the State Council for all Official State Meetings.
4. It is her responsibility to plan the agenda of all Official Meetings of the State Council. She shall work with the local chairman in planning the schedule of events and to approve the size and contents of the printed program.
5. She shall notify chairmen as to the names of the IC Representative(s), the Headquarters Representatives and other invited guests.
6. She shall provide seating arrangements for all functions to local chairmen.
7. She shall advise any of the General Board members, prior to meetings, of all duties they are expected to perform.
8. It will be the duty of the State Workshop Coordinator, upon the approval of the State President, to inform the local Chairman of the format of all scheduled workshops for meetings.
9. If a guest speaker is scheduled the State President and State Workshop Coordinator shall inform the local chairman of all special arrangements which may be required.
10. A financial and registration report shall become part of the permanent record for all Official State Meetings.
11. There shall be no sales or raffles within Official State Meetings without the prior approval of the State President. The State President will give written approval thirty (30) days prior to the meeting.
12. Gifts are not in order for presentation during any Official State Meeting. All requests for any “special” presentations must have the approval of the State President.
13. To amend the Policy and Procedure for all Official Oregon State Meetings refer to Bylaw Article XVI Amendments.