Standing Rules and Special Rules of the Santa Fe Woman's Club and Library Association

Organizations adopt standing rules to address routine administrative procedures. By putting them into writing, new directors and members can choose to maintain continuity or revise procedures. Standing rules may be adopted by a majority vote of a quorum present at a meeting of the board or membership. To amend or suspend, notice is required; without notice a two-thirds vote is required.

Standing Rule #1 The Board of Directors of the Santa Fe Woman's Club and Library Association may conduct business online with motions, discussion and voting. A vote to carry a motion must be unanimous if via email. Zoom meetings do not require unanimity; they are in-person meetings.

Standing Rule #2 The Recording Secretary will include in the minutes, the names of members who have accepted tasks, descriptions of the tasks accepted, along with deadlines and outcomes if applicable. The emailing of the minutes will serve as a reminder to those who have accepted responsibility for an action.

Standing Rule #3 The Santa Fe Woman's Club & Library Association will set aside a minimum of 10 percent of its unrestricted net income annually to increase long-term savings.

Standing Rule #4 The President, Treasurer or Assistant Treasurer may authorize expenditures for building maintenance, supplies and repairs to SFWC&LA property, with a limit of $500 per incident. . In the case of emergency, the limit would be $5000 per incident. The board will be notified within 10 days of the incident.

Standing Rule #5 Committee chairs will report to the board on behalf of their committees as needed or requested. Copies of these reports will be sent to the President a week before board meetings and will be included with the agenda.

Standing Rule #6 If there is a motion on the floor, discussion will be restricted to that motion. If amendments to that motion or incidental motions are being considered, discussion will be restricted to the motion of priority.

Standing Rule #7 Board meetings will begin at 10 a.m. Members who wish to visit informally are invited to do so at 9:30. This pertains to in-person meetings, as well as to Zoom meetings via the distributed link.

Standing Rule #8 At monthly membership lunches, quiet will be maintained during speaker presentations. Clearing of tables will be done at the conclusion of the meeting.

Standing Rule #9 The board position of Member-at-Large will be limited to one two-year term consecutively.

Standing Rule #10. Any events held at the Club that are not sponsored by the Club may be publicized in media materials as "Other Events Held at the Club." These events may not include the Club's logo in any of their event advertisements.

Special Rule #1* At board meetings, non-board members who have been recognized by the chair, may discuss a topic on the agenda for a maximum of three minutes, no more than twice per motion or agenda item. **Special Rule #1** applies to board meetings only; it was adopted unanimously by the board July 9, 2024.

*The current edition of (RONR) is our parliamentary authority stated in the bylaws. **Special Rules of Order are used when a group wishes to supersede the rules in the parliamentary authority.** Special Rules are adopted with notice, by a two-thirds vote at a meeting with a quorum; or, by a majority of the entire membership without notice.

Adoption History: Standing Rule #1 was ratified by the membership at the Annual Meeting held in March 2020; Standing Rules #2 through #8 were ratified by the membership at the Annual Meeting of the Santa Fe Woman's Club and Library Association on March 15, 2021; Standing Rule #9 was ratified by the membership at the Annual Meeting of the Santa Fe Woman's Club and Library Association on March 21, 2022.
An amendment to Standing Rule #4 that added the last two sentences was adopted by the membership on 3/17/25. A new Standing Rule #10 was also adopted at the 3/17/25 membership meeting.