

## **APPENDIX Q**

### **RULES OF PROCEDURE FOR THE CONGRESS OF GROTTOS**

(Refer to Section 48)

- I. The name of this organization shall be the Congress of Grottos of the National Speleological Society.
- II. The Congress shall meet each year during the annual convention of the NSS.
- III. Representation at the Congress of Grottos (hereafter referred to as COG) shall be determined in the following manner:
  - A. Each Grotto (Chapter), Section, Regional Association, and Survey shall be entitled to representation according to the following schedule: two votes for 5-15 NSS members, three votes for 16-25 NSS members, four votes for 26-35 NSS members, and so on.
  - B. In determining the number of votes to which an Internal Organization (I/O) is entitled, no NSS member may be counted as a member of more than one I/O.
  - C. The NSS membership database shall be used to determine representation.
  - D. Each I/O is entitled to a minimum of two votes.
  - E. Any collection of eight or more NSS members who are not members of a Grotto may receive representation according to the same schedule as for Grottos with the provision that the NSS member has designated no Primary Affiliation in the NSS database.
- IV.
  - A. The COG shall be composed of delegates who are members in good standing of the NSS.
  - B. Each I/O and grouping of NSS members may appoint any number of delegates up to a maximum of the number of votes to which it is entitled.
  - C. I/O's may, in order to ensure their representation at COG, appoint as delegates proxies who are not members of the I/O, provided written authorization is presented.
  - D. In the event that delegate and proxy methods are not possible, votes may be submitted in writing to the Chairman of the COG. If, during the course of discussion on the floor, a resolution is amended so as to change its original intent, the written vote will not be cast.
  - E. Delegations need not cast their votes as a unit but may split the vote so as to indicate the desires of the membership. Grottos may instruct their delegates how to vote or may allow them discretionary voting power.
  - F. Distinctive placards will be provided, bearing the name of the I/O and the number of votes to which it is entitled.
  - G. Voting shall be done initially by the show of placards. The Chairman may, at his discretion or upon the request of any delegate, call for a roll call vote.
- V. Any NSS member may attend the COG to express his views and shall be entitled to speak if recognized by the Chairman.
- VI. The Board of Governors of the NSS are requested to attend COG, as observers, to be advised of the views of the membership. Delegates may address questions to the Officers regarding their department if it is germane to the discussion.
- VII. The COG shall elect a Chairman of the COG to preside at meetings of the COG during his term of office, and also a Vice-Chairman.
  - A. The Chairman and Vice-Chairman shall be nominated and elected by the assembled Congress at its meeting during the annual convention.
  - B. These officers shall serve from the close of one annual convention to the close of the succeeding annual convention.
  - C. A Chairman may not serve more than four terms in succession.

- D. No one may be elected Chairman who has not attended at least one COG prior to his election.
  - E. A Chairman or Vice-Chairman who becomes an Officer or Director of the Society during his term shall complete his term with the COG but may not be re-elected.
  - F. If the Chairman of the COG vacates his office during the term, the office shall be assumed by the Vice-Chairman.
- VIII. The agenda of the Congress shall consist of resolutions submitted for its consideration.
- A. Resolutions may be submitted by any I/O or grouping of eight or more NSS members. The COG encourages the BOG and the Executive Committee to refer significant issues to the COG for consideration.
  - B. An Issues Committee shall be appointed by the Chairman of the COG and by the Chairman of the I/O Committee of the Society to determine the issues confronting the Society and to propose resolutions intended to reveal the views of the membership. The Issues Committee shall provide the I/O's, in good time, with information and discussions concerning these issues.
  - C. The Issues Committee shall, in correspondence with the proposer of a resolution, establish clarity of the wording of a resolution, consistency of a resolution with the Constitution, Bylaws, and Acts of the BOG of the Society, and shall resolve conflicts or overlaps between resolutions submitted.
  - D. The agenda shall be submitted to all I/O's in sufficient time to allow the resolutions to be discussed before the annual convention.
  - E. If time permits, resolutions will be allowed from the floor of the Congress after all other business has been take care of.
  - F. The purpose of the COG being advisory and not legislative, resolutions need not be stated in advisory form but may be phrased in a multiple answer format to better express the views of the membership.
- IX. No Officer, Director, or Chairman of a permanent committee of the NSS may serve as a delegate unless no other individual is available.
- X. These rules may be amended by a majority vote of the Congress provided that such motions to amend appear on the agenda.
- XI. *Robert's Rules of Order, Revised* shall govern all procedures not covered by the above rules.

(Adopted by the Congress of Grottos in 1969 with amendments in 1972, 1973, 1976, 1980, 1993, 2002, and 2003.)