

American Society of Professional Estimators
REVISION OF THE BYLAWS

Comments from the Parliamentarian:

Certain changes in wording and rearrangements in the structure have been made throughout the document for the purpose of bringing it more in line with the parliamentary authority, the current edition of *Robert's Rules Newly Revised (RONR)*. These changes will not always be noted as there is no change in the intent of a provision in the bylaws. Significant changes along with comments and rationale of the committee will be noted.

Except in instances where it thought advisable to include for clarification, the following items will not be specified in the revision because they are listed in the parliamentary authority as applying to a vote or office:

- Majority vote is always assumed except where another vote is specified such as creating or changing Regions, Professional Discipline, etc. that require a higher vote.
- It is the general duty of officers, committee chairs, etc. to attend meetings and it need not be listed in the bylaws.
- Voting by those present and voting is assumed unless specified otherwise such as Professional Discipline that requires a vote of the total Board of Trustees whether present or absent.
- As a constituent division of national, every Chapter's bylaws must be on file in the national office. Since the Society provides a sample set of bylaws for Chapters, only those Chapter bylaws that were written or modified by a Chapter need to be on file. The Standard Chapter bylaws will be reviewed to make certain they do not conflict with the national bylaws.
- The handling of minutes of executive sessions by the Board of Trustees is specified in the parliamentary authority and the procedures need to be established by the Society.
- A policy and procedure manual will be developed and used by each technical and standing committee after approval by the Board of Trustees.

- The Board of Trustees will develop a manual for the investigative committee under Professional Discipline to be called *Special Rules and Procedures for Disposition of Complaints* that will be based on the current edition of *Robert's Rules Newly Revised (RONR)*.
- The Society's bylaws shall not conflict with the Articles of Incorporation and, where specific, may take precedence over the parliamentary authority.

Changes, deletions and additions were not only made to conform to the parliamentary authority but for educational purposes as well such as changing title of Article I to **Name** and adding **Articles of Incorporation** to Article XIX. All changes made by the Parliamentarian were approved by the Revision Committee.

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