

CLAYTON VALLEY GARDEN CLUB – STANDING RULES,

Approved and adopted by majority vote: 1-3/ November 12, 2014, 4-9/ August 24, 2016

Standing Rules are related to the administration of the club rather than to Parliamentary Procedure. They may be adopted by a majority vote at any meeting; amended by a majority vote with notice or 2/3 vote without prior notice and can be suspended for the duration of any meeting.

1. Board meetings shall be held as needed.
2. Only club projects directly related to gardening, beautification, conservation, or education shall be considered. Proposed projects should be discussed with the President prior to the meeting. Proposed projects shall be included on the Agenda prior to presentation to the membership.
3. When an officer expects to be absent from a general or board meeting, he/she shall notify the President or a Vice-President of that absence.
4. Ballots will only be used when more than one person is running for an office and will permit write-in candidates. If a member will be absent during the November election, the member can request an absentee ballot from the Parliamentarian. The member will return the ballot with their vote to the Parliamentarian via the CVGC P.O. Box address. The absentee ballot must arrive prior to the meeting in which the vote will take place.
5. Opponents of elected positions shall refrain from communicating with each other about election business until after the election has taken place.
6. Candidates may write their qualification statement in 100 words or less and will be distributed to all club members via the Webmaster so that all members may view them. Webmaster will notify those who do not have email. Candidates are asked to not campaign directly with the membership.
7. Only one member per household may serve on the board at one time. In the event that members of the same household co-chair a position, they will only have one vote.
8. Any unbudgeted donation request must be presented in writing to the Executive Board for their approval before it is presented to the general membership for consideration and a vote.
9. Club program time is typically scheduled from 8:00 – 9:00PM during general meetings. If a business meeting extends past 8PM it will be tabled until after the program is completed.