

NYSCC Procedures

Reviewed without revisions 2012

Membership

County Membership, Associate, Affiliate. Applications should be submitted along with a copy of the organization's by-laws and a check for the appropriate amount. In case of Associate membership a letter should accompany application which explains how the group meets requirement for that membership category. This information to be in hands of the Credentials Committee for review and recommendation to the NYSCC Board of Directors 30 days in advance of the meeting where a vote is to be taken.

Emergency Resolutions (Spring Meeting April 1981)

Any resolutions not submitted in the regular manner by the deadline established must be submitted to the Resolutions Committee for review prior to the time of consideration of resolutions at the convention. If the Committee rules that a genuine emergency exist in the proposal, the matter may be presented on the floor to the delegates. Once the Committee makes the ruling, this negates the necessity of having delegates vote whether or not to hear the resolution. If the Committee rules that the resolution is not an emergency, then it cannot be presented on the floor.

Expense Deductions - IRS (Board of Directors July 1992)

Since the NYSCC is exempt under the IRS section 501(c)3, individuals are allowed to deduct the value of charges for telephone calls, costs and out-of pocket expenses as contributions. In order to deduct the value of these charges, the volunteer must keep reliable written records. For automobile, a log showing the dates and miles driven, and additional deductions for parking fees and tolls. Dated receipts disclosing the nature of other out-of-pocket expenses should also be obtained. These records should be saved for a minimum of 7 years. All committee members, Board members or officers, and any other volunteers who itemize can claim these deductions. A person must use a form with the NYSCC tax ID number, section 501(c)3 number on top of the form.

Resolutions (September 2003)

1. The Resolutions Committee will hold its first meeting at the Legislative Meeting. Based on the progress and problems remaining after this meeting, arrangements will be made for further meetings of the Committee.
2. Upon receipt of the resolutions and prior to the meeting, each Committee member will investigate the resolutions submitted by the County Federations, Associate Members, and Affiliate Members. This investigation should be of a fact-finding nature and include the obtaining of copies of any section of the law referenced as well as any other public or supporting documents. The Committee member should also solicit the comments and opinions of the NYSDEC and the various committees of the NYSCC that are responsible for the area of operations with which the resolution is concerned.
3. If a Committee member is unable to attend the Committee's meeting, he/she has the responsibility of gathering the information for the resolutions sponsored by the Counties, Associates, and Affiliates in his/her region and forwarding this report to the Chairman and Secretary of the Committee in time to reach them before the meeting.
4. The Committee does not have the authority or responsibility to rewrite any resolution. However, the Committee must state its reasons for any recommendation of disapproval for a resolution.

5. After the Committee's preliminary report is issued, the submitter may revise a disapproval recommendation to overcome any objections and ask to meet with the Committee to discuss the disapproval recommendations. (See Item #14 below.)
6. All resolutions to be considered by the Resolutions Committee must be sent to the NYSCC Office by February 1.
7. The NYSCC Office will distribute copies of all resolutions submitted between the annual meeting and February 1 to the Committee chair and members and the Legislative Committee chair.
8. The Resolutions Committee will call as many meetings as necessary to consider the resolutions in order that their merits will be tentatively established.
9. The Resolutions Committee will submit its finalized report by April 1. A copy of the proposed resolutions will be sent to all NYSCC committees for review at the NYSCC Spring Meeting.
10. The Resolutions Committee will instruct the NYSCC office to send the resolutions along with comments from the Committees and NYS DEC to the delegates for review before the annual meeting. (The Committee will not move for the adoption or rejection of the resolution.)
11. The Chairperson of the annual meeting session will ask for a motion to accept the resolution. Parliamentary procedure will be followed.
12. All resolutions intended to set Council policy must state within the "be it resolved" that it is intended to set policy and must be approved by 75 percent of all those present and entitled to vote.
13. At the annual meeting, the Committee will report on all resolutions that are approved. If only a letter or statement of intent is necessary as a result of the resolution, the Committee Chairperson must receive a copy of that letter or statement. If a bill must be drafted, a copy of the draft must be sent to the Chairperson.
14. The Resolutions Committee will meet Thursday night of the annual meeting to consider any request for a hearing concerning specific resolutions, including proposed amended resolutions, as well as emergency resolutions. Such request must be made in writing by the sponsoring organization to the Chairperson of the Committee prior to the annual meeting. The Chairperson should be contacted about such intent as soon as possible after receipt of the Resolutions Committee report by the concerned organization.
15. Emergency resolutions will be considered only if the resolution is regarded by a majority of the Resolutions Committee present to be an actual emergency and if it contains a time element. All delegates or alternates must have a copy of the proposed resolution in their possession prior to its consideration. The Committee requests that its report to the assembled delegates at the annual meeting be made on Saturday morning.
16. All resolutions that have not been recommended have explanations and, in some cases, suggestions. All resolutions containing suggested changes in order to make that resolution acceptable gives each sponsoring organization an opportunity to have at least a portion of its resolution acted upon during the current year. Any organization wishing to amend its resolution to make it acceptable to the Committee must notify the Chairperson in writing prior to the annual meeting.
17. Each County and Associate member shall be entitled to submit two resolutions per year, and each Affiliate shall be entitled to submit one. The Resolutions Committee feels it is not proper to sit in judgment of resolutions submitted by committees. It is recommended, however, that each committee may submit not more than one resolution per year, providing that it is part of that committee's annual report. Any committee offering a resolution as part of its annual report shall present it immediately following the Resolutions Committee report at the annual meeting.

18. The primary purpose of a resolution is to delineate a position for the New York State Conservation Council on a matter not otherwise covered concerning policies, principles, or precedent of STATE-WIDE SIGNIFICANCE. Those of only limited application – local or regional – should not be submitted unless the action involved could establish statewide precedent or have other far-reaching implications. Resolutions are policy declarations and are not meant to solve local problems unless all other avenues of remedy have been investigated on the local level.

Resolutions Passed

The President shall write a letter highlighting all resolutions requiring legislative change, to be sent to the legislative vice-president. At the same time for those not requiring legislative change or changes in rules and regulations, a letter will be sent to the respective NYSCC committee chairperson for suggestions and final submission to the agency concerning the matter or for necessary action by the NYSCC as a whole.

Telephone

During times when an alert via phone must be accomplished, the procedure will be as follows: Legislative Vice President to President; he/she then contacts Regional Directors 7, 8 & 9; they contact Councilmen and Alternates, who contact the County president who contact Club presidents who contact Club members. The Legislative Vice President will contact the First Vice President who contacts the Regional Directors for 4, 5 & 6 who contacts the Councilmen and Alternates who contacts the County presidents who contact the Club presidents who contacts the Club members. The Legislative Vice President contacts the Second Vice President who contacts the Regional Directors for 1, 2 & 3 who contacts the Councilman and Alternates who contacts the County presidents who contact the Club presidents who contact the Club members. Then there should be a fabulous number of phone calls to Senators and Members of Assembly from all over the state demonstrating united support of your interests. As soon as legislative room and telephone numbers are assigned they will be published in the Council's publications and on its website.

Code of Procedure - Board of Directors

The President shall preside over the Board, as per the Council by-laws. Only members of the Board shall be seated at the table, and remain seated during the meeting. Requests to leave the Board meeting, at any time, shall be addressed to the Board Chairperson. All Board members are required to attend the full Board meeting, unless excused by the Chairperson. All Board members shall conduct themselves in an orderly and courteous manner. Guests shall not participate in any Board discussion unless requested by a Board member and the Board Chairperson grants such request. Guests may be seated at the table when invited to do so at the request of the Chairperson. While a Board member has the floor, no interruptions shall be allowed except for a point of order.

Nominations

The election of officers should take place at the NYSCC Annual Convention. Newly elected officers would take office at the Annual Banquet. The deadline set for the Nominating Committee to receive nominations for office shall be announced by the Committee Chair at least 30 days before the Annual Convention. All recommendations should be accompanied by a brief resume of the candidate's qualifications. The Committee's slate of candidates for office should be posted in two or more conspicuous places at the convention before the elections take place, as early as possible before elections. Members of the Nominating Committee should give thought to the present office

holders eligible to succeed themselves, as they would know officers' past performances and eligibility for re-election. The Nominating Committee should give consideration to incumbents stepping up to the next higher office if their qualifications deem it, and if the office is open. Each candidate nominated for office should have reasonable qualifications and leadership qualities and have reasonable time to devote to the office sought.

Election to the Nominating Committee, according to Council by-laws, is the duty of the Regions involved in the term of office that expires.

Nominations from the floor are a procedure no one can control according to the democratic process, but a resume of candidates nominated from the floor should be made available to the Nominating Committee as well as all delegates present at the convention.

Paying Dues

Billing for County, Associate and Affiliate members will be completed in January of each year. Dues must be paid as per NYSCC by-laws by March 1 of the following year. Dues notices are sent to the treasurer of the respective organizations as listed on the current registration forms for that group. Following the receipt of dues check and registration form, changes (if any) are noted for the master listing of councilmen and officers and directors. The information is then updated on the computer. If updated registration forms are not received the regional director in the region for that organization shall be notified in writing and a new registration form sent to the director as well as a note to the organization. As per policy the information from the registration forms is not public information and is to be for NYSCC use only. Any changes after a registration form is received on the county representative(s) must be completed in writing to the Council office in order for a change to be made. The Council will stop mailings to County, Affiliate or Associate members who have not paid their dues as of September 1 of that dues year.

Convention

The Council office has a guideline list of requirements for Council conventions & responsibilities; this could include local dignitaries, arrange for the presentation of colors, and provide a women's program. A program ad book to help cover the cost of the convention can also be completed. The convention agenda is the responsibility of the NYSCC as is the contact with the hotel for arrangements concerning the convention. Visitation will be completed of the proposed sites for future conventions to assure that hotels can meet our specifications.

Proxies

Alternates do not need to fill out one of the official proxy forms; they are already listed on the county roll. If the federation members elect the Councilman, then the elected block on the form should be checked. If the federation president appoints the Councilman, then that should be checked. An official NYSCC proxy form must be completed with the appropriate signatures of the federation president, or secretary and councilman/alternate. These forms must be presented to the Credentials Committee prior to the start of the meeting for which the proxy is to be used.

No Committee Meetings During Convention

The practice of conducting committee meetings within the same time when the Council is in session at Convention time is a frustrating experience to Councilmen and is sapping the strength of the very

heart and intent of the State Council's official meetings. It deprives some of our most valuable and informed members from active floor participation. No committee meetings may be scheduled when the State Council is in session, either at the Convention or at other special Council meetings.

Committee Selection

On standing committees so noted in the Council's by-laws, each region shall have one representative. It shall be the duty of the vice-presidents, president and others so indicated by the president to select qualified appointees to all standing and special committees.

The selection committee and specific committee chairperson have the option of inviting outside technical and/or advisory personnel as ex-officio members of the committee when that becomes necessary for the proper consideration and study of difficult or unusual situations. The selection of committees shall be completed by January 1 of each year, and the committee list should be completed no later than January 15 of each year.

Each committee shall have a budget as set forth by the budget committee annually. Recommendations for committee appointment shall be sent to the NYSCC Office, with comments sought from Regional Directors. The President shall write to all of the clubs on the mailing list and request them to recommend qualified persons to serve on committees by sending such recommendations to the NYSCC Office. Upon appointment of Committee chairperson and committees the President shall notify by mail each regarding expenses and the procedure for expense vouchers.

NYSCC Office Use

Contact should be made with the office staff as soon as possible in advance to determine if meeting space is available and, when necessary, the office personnel can be present. It should not be assumed that the office space is available at all times. Please note that from time to time office personnel may not be present during regular business hours; in that case your call will be taken by our answering machine and someone will get back to you as soon as possible.

Refund Policy for Events

Each person or organization seeking to cancel a reservation for an NYSCC event will notify the NYSCC Office at least ten (10) days prior to the start of that event. Any cancellation made after the 10 days prior, will be charged the first night's lodging fee. All requests for a refund MUST be submitted in writing following cancellation notification. All cancellations will be charged a \$25 processing fee. Written request for refund payment should be sent to the Council Office prior to the event. Requests made after the event will be referred to the NYSCC Executive Committee for determination. Refunds will be processed following the receipt and settlement of the final bill for the event.

Absence from Board Meetings

Attendance is required by all members (alternates included) of the Board at all officially called Board Meetings of the NYSCC. In the event a member is unable to attend and needs to be excused, the President is the only person able to approve. If calling the office, information will be taken and delivered to the President. The excuse will not be official until a written follow-up letter, e-mail or fax is received; until the written notification is received, the member's status will be absent.

In accordance with the NYSCC by-laws, if a member of the Board is absent from two consecutive Board meetings without an excuse, then a letter will be sent.