

CODE FORMAT

I. NAME

This document shall be called the Code Format.

II. AUTHORITY

Each document shall quote the authority under which it established.

III. PURPOSE

Each document shall state the purpose for which it is established.

IV. DATE OF EFFECTIVENESS

Codes shall be effective when approved by a majority vote of the appropriate council and standing committee and reported to the Board (BOD) or, in the case of a BOD Code, by the BOD itself.

V. AMENDMENTS

Codes may be amended by a 2/3 vote of the appropriate council and standing committee and reported to the BOD or, in the case of a BOD code, by the BOD itself.

VI. CONTENT OF CODES OF BYLAWS: (hereafter referred to as Documents)

All Documents shall be structured to parallel the form presented below.

- A. Each document shall contain a section which shall bear the title of any standing position (i.e., officers) established. The following information shall be included:
 - 1. Authority under which the position is established.
 - 2. Duties and powers of the position.
 - 3. Tenure of office.
 - 4. To whom the position is responsible.
 - 5. Any and all pertinent information regarding the structure and responsibilities of the position.
- B. Definition of a Quorum: Each document shall state that a quorum is 50% +1 of the voting membership. Codes for standing committees and the BOD shall consist of 50% +1 of the voting membership. For all other committees and councils, quorum consists of more than half of the full voting membership.
- C. Each document shall indicate the meeting law and parliamentary procedure under which it shall operate.

Approved BOD:	12-9-88
Clean-up Changes:	Summer 1999
Clean-up Changes:	Summer 2002
Revisions Approved BOD:	11/1/17