

## **Standing Orders – Staff Procedures**

1. For any event planned by the organization, the officers shall select a director.
  - a. The director shall be selected by a majority vote of the officers and must be ratified by the assembly.
  - b. The director may be one of the officers.
  - c. The director shall serve for one year, and his or her term of office shall expire two months following the convention.
  - d. The director may be removed from office by a simple majority of the organizing committee, or a two-thirds majority of the assembly. The director is permitted to vote in this decision.
  - e. If the director resigns or is removed, the officers shall nominate another director to be confirmed within two weeks, unless the event is less than one month in the future.
  - f. If the event is less than one month in the future, then a new emergency director may be appointed by the officers immediately.
  - g. The director shall make decisions as needed for the operation of the event when the organizing committee is not available or cannot be reached upon short notice. A two-thirds majority of the organizing committee or of the membership can override such decisions, however.
  - h. All tasks and responsibilities pertaining to the event not covered by another assigned and filled staff position for the event shall be the responsibility of the director.
  - i. The director may delegate to other staff or to volunteers any responsibility or task that is not covered by another assigned and filled staff position.
2. For any event planned by the organization, there shall be two at-large representatives selected by the membership via nominations and a vote of the assembly.
  - a. Nominations shall begin ten months before the starting date of the event being planned, or when the event is announced, whichever occurs later.
  - b. Nominees must be current members of the organization. The event director may not be nominated, nor may any officer.
  - c. Each active member shall have one vote.
  - d. The two candidates with the largest number of votes shall be selected as the at-large representatives.
  - e. In the event of a tie between the top two candidates, both shall serve as at-large representatives.
  - f. In the event of a tie between the second candidate and one or more additional candidates, a run-off shall occur between those candidates that were tied.
  - g. In the event of a tie in the run-off, one of the candidates will be selected by some random mechanism at the supervision of the officers.
  - h. An at-large representative may be removed at any time by a two-thirds majority vote of the assembly.
  - i. If an at-large representative resigns or is removed, a new nomination process shall begin within seven days and the election held as above.
3. The organizing committee for an event shall consist of:
  - a. The director of the event;
  - b. The officers of MESA at the time the event shall occur;
  - c. The two at-large representatives of the membership.
  - d. If the director of the event is one of the officers, the director gets only a single vote in committee proceedings.
  - e. If the officers of MESA who will be in office at the time the event occurs have not yet

been selected, the existing officers shall serve until the new officers take office.

4. Staff positions for events shall be created through standing rules.
  - a. These standing rules shall define the responsibilities and duties of the staff position, as well as the authority of the staff position in question.
  - b. Unless otherwise specified, members holding of all staff positions shall be appointed only for the current convention year.
  - c. Modifying the duties and responsibilities and authority of an existing staff position shall require a two-thirds majority vote of the assembly; or a two-thirds majority of the organizing committee; unless
  - d. The member holding the staff position (or the member who held the position most previously) consents to the change.
5. A member can be appointed to a vacant staff position by
  - a. A simple majority vote of membership, or
  - b. A simple majority vote of the organizing committee.
  - c. Any member may accept or decline an offered position with no penalty.
6. The member who held the position for the previous event year shall be appointed to the position for the following year unless:
  - a. A simple majority of membership votes to remove him or her; or
  - b. A two-thirds majority of the organizing committee votes to remove him or her;
  - c. The organizing committee decides the position is not necessary for the event; or
  - d. The member declines the position.
7. A member may hold more than one staff position at the discretion of the organizing committee. Each staff position shall be treated as its own discrete appointment, and removal or resignation from one position shall not automatically remove the member from other positions.
8. Except as provided herein, no staff member shall receive compensation from the organization for services provided.
  - a. An exception may be made for reimbursement of legitimate expenses that are approved for reimbursement by the organizing committee.