

STANDING RULES OF THE MDAD, INC.
Adopted on November 12, 2005

Standing rules are rules that do not deal with parliamentary procedure but the administration of MDAD. The rules may be amended at any Board meeting by a two-thirds vote without previous notice or by a majority vote with such notice or at any membership meeting by a majority vote.

Awards

1. The following awards may be presented at the conference during the odd-numbered year:

Certificate of Appreciation, presented to a person who is not an officer of the MDAD and who through employment has significantly promoted the welfare of deaf and hard of hearing citizens of Maryland. 8/13/91

Distinguished Service Award, presented to a person who is not an officer of the MDAD and who has served the deaf and hard of hearing citizens of Maryland in an exemplary and outstanding manner. 8/13/91

Hall of Fame Award, presented to a person for his/her outstanding work in the professional line of work—i.e., artist, entrepreneur, author—or for his/her contribution to the Deaf community.

MDAD Board of Directors Award, presented to a person who has made contributions to the MDAD and/or its Chapter or Affiliate in an exemplary and outstanding manner. 5/1/93

Presidential Award, presented to a person who has made contributions to the MDAD and/or its Chapter or Affiliate in an exemplary and outstanding manner. 8/13/91

Youth Leadership Award, presented to a young person who has served the Deaf community in various capacities including volunteer work with the youth. 7/15/01

2. Special awards may be presented upon the approval of the Board. 8/13/91

3. All recipients of all awards except the Presidential Award must be approved by the Board prior to presentation. 8/13/91

Financial Policy

1. The MDAD, being a tax-exempt organization, under Section 501(c)(3) of the Internal Revenue Code, may accept any contribution, gift, bequest or legacy. 8/13/91

2. No funds shall be raised or solicited on behalf of the MDAD without the consent of the Board. 8/13/91

3. Where financially possible, a schedule of covering the MDAD conference expenses of the officers, Board members, the Auditing Committee and the Conference committee shall be determined and approved by the Board upon the recommendation of the Ways and Means Committee. 8/13/91

4. The MDAD shall cover the expenses of its representative(s) to the NAD Conference as determined and approved by the Board upon the recommendation of the Ways and Means Committee. 8/13/91

5. All conference financial reports shall be audited and submitted to the MDAD and all monies shall be turned over to the MDAD Treasurer as soon as possible, no later than (90) days after the closing of the conference. 8/13/91

6. All records, such as vouchers, receipts and bills considered as obsolete after having been recorded in the Treasurer's books, shall be destroyed, except for those of the last four years preceding the date of the last audit. 8/13/91

7. Mailing Lists: Future requests (from other organizations) for MDAD's mailing lists shall be acted on by the Board on an individual basis. 12/14/91

8. Board members attending board meetings shall be reimbursed for 20 cents per mile beyond the first 40 miles plus toll charges and parking charges, if any. Claims for such mileage and/or additional charges should be made every three months. 2/6/93

9. The fiscal year shall be from the first day of January to the last day of December. Budgets, financial reports, and tax returns shall be done annually based on the stated fiscal year. 6/5/93

10. All members and non-members attending any MDAD Conference shall be required to register. Registration will not be required for those desiring to visit the exhibits at the Conference. 6/5/93

11. All past MDAD presidents shall receive a free MDAD Conference registration. 11/12/05

Membership

1. MDAD will actively seek and recruit for membership people who are members of ethnic, racial, and cultural minorities. 8/13/93

STANDING RULES – MDAD CONFERENCE

August 21-24, 2003

1. The President shall preside at all business sessions during the MDAD Conference, except as provided for in the Bylaws.
2. The official language of the MDAD Conference shall be American Sign Language.
3. Members are asked to arrive and be seated at least five (5) minutes prior to the opening of any business session.
4. Smoking will not be allowed in rooms designated for conference purposes.
5. Prior to the first business session, the President shall appoint a committee of three (3) members to review and approve the conference business meeting minutes within thirty (30) days of the close of the meeting, or within thirty (30) days of receipt of the minutes, whichever is earlier. The Secretary must submit minutes within thirty (30) days after the conclusion of the meeting.
6. At the beginning of each business session, the Secretary shall issue official voting cards to all active members in attendance at that session. Only active members may vote. Non-members may request floor privileges, but may not vote.
7. The Secretary also shall affirm the existence of a quorum at each business session. A quorum is defined in the Bylaws as being twenty (20) active members.
8. Officer and committee reports should be submitted to the Secretary in writing, and shall be accompanied by presentation graphics. Reports will be limited to five (5) minutes, with an additional five (5) minutes for audience questions.
9. Any active member in good standing may submit motions or resolutions in advance, or from the floor during business sessions.
10. Motions or resolutions must be submitted in writing. Each motion or resolution must include the name of the maker, the name of the seconder if one has been secured in advance, the motion itself, and the rationale. (The rationale is not part of the motion, but must be supplied.)
11. The President, with the advice of the Board, may refer motions and resolutions received in advance to the appropriate committee for deliberation prior to presentation to the membership. The President shall notify the maker of such motions and resolutions of this referral.
12. Motions and resolutions that do not make it to the conference floor may remain in committee for possible recommendations to the Board for action between conferences.
13. Motions introduced on the conference floor may be debated and voted upon by the membership. However, it is preferable that motions requiring substantive action be referred to the appropriate committee for study and recommendations to the Board. The committee shall recommend passage or defeat, or shall decline to make a recommendation.

14. The maker of a motion or resolution shall be allowed to explain the rationale for the proposed action before debate begins. The President or his/her designee may offer historical perspective for informational purposes.
15. Any member or non-member may participate in debate by approaching the designated location in front of the assembly, selecting a color-coded card, and being recognized by the President.
16. The color-coded cards are as follows: Green: in support of the motion; Red: opposed to the motion; White or other color: neutral.
17. All motions, debate, and points shall be made from a designated location in front of the room. Each speaker shall state his or her full name and city of residence.
18. A member who wishes to rise to a Point of Order, Parliamentary Inquiry, Point of Information, or any other procedural motion that may interrupt a speaker, shall stand up, sign POINT, and be recognized by the President. The member then shall proceed to a designated location in front of the room and state his or her point. The point shall be addressed to the President, who shall respond accordingly.
19. After the mover states his or her rationale, a maximum of six (6) members, three (3) in support and three (3) opposed to the motion or resolution on the floor, may debate each debatable item. Each member is allowed a maximum of two (2) minutes for debate.
20. A member who takes a white card shall be counted against the six-member maximum.
21. A member may be recognized a second time to address the same issue, only if there are no other members waiting to be recognized.
22. All voting shall be done with valid voting cards.
23. Motions or resolutions not addressed during the conference shall die if they are not referred to the Board or to a committee for further consideration.
24. These standing rules must be adopted by a majority vote. They may be amended or suspended subsequently by a two-thirds vote of the membership present and voting at any subsequent conference business meeting.

NOTE

The standing rules are to be reviewed, modified as necessary, and approved by the membership at the beginning of the business meeting.