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HOMENETMEN

PROCEDURE RULES & REGULATIONS

of

GENERAL DELEGATE MEETINGS and EXECUTIVE COMMITTEE (BOARD) MEETINGS

(Ratified by the Homenetmen 4th World Congress Athens, 1987)

The Homenetmen delegate meetings, alongside the executive boards (aka executive committees) constitute the foundation of the organization's structure. They design the operational activities of the organization, by developing strategic plans, electing the leaders of the organization, making most critical decisions and guiding implementation.

It is essential that those meetings and executive committees conduct their business in an orderly manner to avoid contradictions, misunderstandings, and misinterpretations, which could hinder the operations of the organization and undermine its mission.

The procedures of meetings and the jurisdictions of Homenetmen executive bodies, as well as the relationships between such entities, are outlined in the organization's general and internal bylaws.

Inevitably there are aspects of the organizational life that are not clearly delineated by the bylaws. The commonly understood concepts of meetings and the organization's traditions constitute unwritten rules which, alongside the bylaws, codify the expectations we have of our organization.

With the evolution of Homenetmen's structure into a global (multi -regional) organization and the establishment of newer chapters with different interpretations of organizational rules, as well as the need to guide newer chapters established in parts of the world where prior experience with meetings tradition is lacking, the need to develop an organizational procedures and rules guide became imminent.

These procedures and rules serve as a guide to enhance the orderly conduct for all Homenetmen executive and delegate meetings across the world.

Homenetmen Central Executive Committee

Table of Contents

A. RULES and REGULATIONS OF GENERAL DELEGATE MEETINGS.....	1
CALL TO ORDER OF DELEGATE MEETINGS - Election of PROVISIONAL (or PRO TEM) TIVAN.....	1
VERIFICATION OF CREDENTIALS	1
ELECTED PERMANENT TIVAN.....	2
COMMITTEES	3
DUTIES OF THE TIVAN	4
LEGITIMACY OF MEETINGS.....	6
AGENDA	6
MEETING PROCEDURES – ASKING FOR THE FLOOR AND ADDRESSING THE MEETING.....	7
TYPES OF OBSERVATIONS	7
EVALUATIVE OBSERVATIONS	8
PROPOSALS	8
REVIEWS OF MOTIONS	8
ANNULMENT OF MOTIONS.....	8
TECHNICAL OBSERVATIONS	9
VOTING.....	9
YEAS, NAYS, AND ABSTENTIONS.....	9
MAJORITIES.....	10
MEETING DISCIPLINE.....	10
ADJOURNING MEETINGS	11
CANCELLATION AND ABROGATION OF MEETINGS.....	11
B. EXECUTIVE COMMITTEE (BOARD) PROCEDURE RULES	12
EXECUTIVE BOARDS	12
STRUCTURE OF AUTHORITY and HIERARCHY	12
RATIFICATION PROCESS OF NEWLY ELECTED EXECUTIVE BOARDS.....	13
TIVAN OF THE EXECUTIVE BOARD	13
COMPOSITION AND DUTIES OF EXECUTIVE BOARD TIVANS	14
EXECUTIVE BOARD MEETING SESSIONS	16

A. RULES and REGULATIONS OF GENERAL DELEGATE MEETINGS

CALL TO ORDER OF DELEGATE MEETINGS - Election of PROVISIONAL (or PRO TEM) TIVAN¹

1- The meeting is called to order by the representative of the executive board of the host chapter that also makes a motion to elect a provisional or pro tem tivan for the meeting.

NOTE - In cases of regularly scheduled chapter general meetings a pro tem tivan (provisional) need not be elected.

2- The pro tem (provisional) tivan consists of a chairperson and a secretary, each of whom must be elected separately, by show of hands. If majority of votes is not reached in the first ballot, those who receive a simple majority of votes in the second ballots-will be elected.

NOTE – Those attending the meeting in an advisory capacity, such as non-elected invitees representing the chapter and chapter executives, as well as representatives of the higher executive boards attending the meeting as invitees, may not be elected as temporary or permanent tivans.

3- The tivan of the executive board of each chapter or chapter-at-large conducts all general meetings of the chapter or chapter-at-large, except for meetings during which a review of the executive board's activities or an election of a new executive board is included on the agenda. As such, in regular general meetings of a chapter or chapter at large, no tivan is elected.

For regional meetings and general conventions, temporary pro tem tivan must always be elected at the start of meetings, regardless of the contents of the agenda.

VERIFICATION OF CREDENTIALS

4- All elected representatives attending regional representative meetings or general conventions must be prepared to present their credentials affirming their roles as representatives of their chapters, chapters-at-large or regions.

These credentials are provided to the representatives by their executive boards.

5- The pro tem tivan verifies the credentials of all participants, and, as necessary, takes into consideration issues and objections regarding those credentials. After verifying all credentials, the temporary meeting pro tem tivan reports the results of the process to the meeting at large.

¹ The Presiding officers of the meeting of delegates, namely the chairman(s) and the secretary(ies), form the TIVAN.

NOTE – The meeting may delegate the responsibility of verifying credentials to a committee (of three) of its own choosing, which then reports on the process of the verification of credentials to the pro tem tivan.

6- Issues relating to the credentials of attendees and the participation of individuals or chapters in meetings are clarified by the subsequently elected tivan of the respective meeting at its first session.

ELECTED PERMANENT TIVAN

7- After the verification of credentials, the pro tem tivan calls for the election of a permanent tivan.

8- The elected tivan must have:

a- For tivas of chapters and chapters-at-large one chairperson and one or two secretaries.

b- For regional meetings and World Congresses two chairpersons and four secretaries.

9- Tivas are elected either by show of hands or by secret ballot, the choice of which is up to the meeting. Tivas are elected by simple majority of votes.

10- The elected tivan:

a- Provides official legitimacy to meetings, and ensures their proper conduct, according to the will of attendees and all participating entities.

b- Initiates the process of inviting guests to meetings in an advisory capacity, after receiving the approval of the chapter through a simple majority in a show-of-hands vote.

c- Initiates the election of members of the following committees:

- Public relations/archival committee
- Auditing committee
- Resolutions committee
- *Ad hoc* committees
- Electoral committee
- Disciplinary committee (when applicable)

NOTE –

a- Individuals participating in meetings in an advisory capacity may be elected to committees, but members of the executive board of the chapter or any boards that have authority over the chapter's executive board may not be elected to committees. Additionally, members of other committees under the auspices of such boards may not be elected to committees.

b- Committees consist of three or five members, as determined by the executive board.

c- Elections of members of committees are conducted separately for each position, with an open show-of-hands vote. The candidate receiving the most votes is elected to that position.

COMMITTEES

11- The public relations/archival committee examines the documentation of the executive board, including minutes, correspondence, circulars, rosters of members, and lists of properties. This committee also presents reports to meetings regarding the executive board's archives and documents, as well as the board's public relations activities.

12- The auditing committee audits the board's expenditures and reviews its financial decisions, comparing budgets that were approved by the chapter to actual expenses. This committee reports to the chapter on the financial aspects of the board's activities.

This committee is also responsible for formulating budgets for each budget cycle taking into consideration all of the decisions of the executive board and the chapter's funding needs.

13- The resolutions committee prepares the resolutions regarding the evaluation of the executive board that will be voted on by members, taking into consideration all reports presented by the board, questions regarding those reports, elaborations, explanations, and criticism. Ultimately, the evaluation of an executive board's activity must be summarized by one of the following: unsatisfactory, adequate, satisfactory, outstanding, or extremely outstanding.

This committee is also responsible for formulating resolutions based on suggestions and observations made by members during meetings.

14- The electoral committee is responsible for the distribution of ballots and the verification of results during secret ballot votes.

15- The disciplinary committee examines disciplinary issues, taking into consideration all evidence and the accounts/testimonies of all concerned sides.

NOTE – Disciplinary issues consist of protests against punishments and requests to annul punishments or suspend disciplinary actions. These issues may only be discussed if the board is petitioned by the punished individual or executive board.

The tivan determines the merit of the petition to review disciplinary actions, based on the organization's bylaws, and either rejects or accepts such petitions. The tivan then communicates its decision to the chapter, during a meeting. Meetings may discuss issues regarding such petitions.

The tivan then hands over all documents related to the disciplinary case to the disciplinary committee.

DUTIES OF THE TIVAN

16- The chairperson:

- a- Convenes, opens, and conducts meetings,
- b- Allows participants to ask for the floor and to speak,
- c- During discussions, he/she regularly summarizes the arguments being made, without interjecting any opinions of his/her own,
- d- When the meeting must vote on a motion, the chairperson must clearly explain the motion, as well as any objections to it, prior to the vote, starting with the original proposition,
- e- While a motion is being voted on, the chairperson ensures that no additional amendments are proposed or additional arguments provided during the voting stage,
- f- Counts votes, with the assistance of the other members of the tivan,
- g- In case the chairperson wishes to express an opinion regarding an issue being discussed by the meeting, the chairperson must temporarily relinquish chairmanship of the meeting to the vice-chairperson, or, in the absence of a vice-chairperson, to the secretary,
- h- Ensures the smooth procedure of meetings, paying particular attention to the participants' language and behavior. He/ she also ensures that discussions stay on course and that repetitions are minimized, and, if necessary, restores order during meetings,
- i- Requests explanations from members who either miss meetings or arrive late. The chairperson may also officially excuse absences and allow for members to arrive late to meetings, or to leave early,
- j- Adjourns meetings.

17- The secretaries:

- a- Keep a tally of members who are present or absent from sessions,
- b- Prepare a list of members who would like to speak during the meeting, and provide this list, in correct order, to the chairperson,
- c- Keep accurate minutes of meetings, which must include the session number, the date, the time, and the location, as well as the names of members who are present, those who are excused to be absent, those who are absent without notice, and the names of the members of the tivan. They record the various opinions of participants of meetings and their suggestions, alongside their names. They record all decisions made and motions passed, alongside any amendments and vote tallies, including yeas, nays, and all abstentions,

d- During each session, they read the minutes of the previous session.

18- The approval of the final session of the delegates' meeting minutes cannot be postponed to a delegates meeting occurring at the end of the forthcoming (to be elected) executive committee statute.

Therefore, one of the following methods must be adopted to approve those minutes:

a- After the conclusion of the final meeting, the tivan may invite members to a session dedicated to the validation of the session's minutes,

b- The tivan may present the minutes at the end of the meeting, receive the approval of the participants, and then formulate the final version of the minutes at a later time,

c- The tivan is ultimately responsible for verifying and confirming the minutes of the last meeting of a year or cycle.

19- The tivan collects, and hands over to the new executive board, all documentation and records regarding meetings, including minutes, budgets, reviews of accounts, reports, etc.

20- The tivan is responsible for preparing and issuing all documents that confirm the election or appointment of representatives, executives, and delegates. All documents must be submitted to the appropriate executive board or meeting.

a- Documents confirming the election of a chapter executive board must be submitted to the Central Committee.

b- Documents confirming the credentials of chapter representatives must be submitted to the regional meeting.

c- Documents confirming the credentials of executive boards of chapters-at-large and of regional executive boards must be submitted to the Central Committee.

d- Documents confirming the credentials of representatives of chapters-at-large or of regional committees must be submitted to the World Congress.

21- After the conclusion of a meeting, the tivan invites the newly elected executive board to create its own tivan.

The meeting tivan submits to the newly elected executive board all documentation and records pertaining to the meeting.

NOTE - In case the newly elected executive board is unable to form a tivan, the executive board appoints a representative, whose duty will be to invite the executive board, as quickly after the election as possible, to elect a tivan.

The newly elected executive board exchanges information with other executive boards or other regions/chapters once the tivan is elected.

LEGITIMACY OF MEETINGS

22- The legitimacy of a meeting is contingent upon it meeting the conditions laid out in the organization's bylaws, as follows:

- a- General meeting of members of a chapter or chapter-at-large - Article 16.
- b- Regional meeting - Article 21.
- c- World Congress - Article 37.

23- For any decisions to be made during meetings, a simple majority of votes must be obtained backing that decision.

AGENDA

24- The agenda of each meeting will be predetermined by the executive board of the chapter hosting the meeting. The tivan may modify the agenda. However, if a participant at the meeting objects to the modifications, and the objection is seconded, the tivan must put the proposed changes to an open vote. A simple majority of votes determines whether changes to the agenda are accepted.

An attendee may also propose a change in the meeting agenda. The change is made if the tivan approves, and no other attendees object. In case of an objection that's seconded, the proposed change is put to an open vote. Additionally, any changes proposed by attendees, objected to by the tivan, but seconded by another attendee, must be put to an open vote.

25- Without exception, elections of new executive boards and regional representatives must be the last item on a meeting's agenda.

26- The suggestion to add an item to a meeting's agenda may originate with an attendee or the tivan. The item is added to the agenda if the suggestion to add it is seconded, and then receives the simple majority of votes.

27- Under no circumstances can the agenda be modified to include an impeachment of the executive board or the election of a new executive board, unless such items have been placed on the agenda prior to the meeting. These items will only be on the agendas of special meetings.

28- Attendees may not publicly criticize the executive board during a meeting, or ask the board to explain its decisions, unless such items were put on the meeting agenda prior to the meeting. However, attendees may request the board to explain its actions and provide additional details regarding its activities.

MEETING PROCEDURES – ASKING FOR THE FLOOR AND ADDRESSING THE MEETING

29- A meeting participant may only speak after asking for the floor, and being given the floor by the chairperson of the tivan. Participants may speak immediately after asking for the floor, or after waiting for their turn if others have asked for the floor before them.

30- A speaker who has the floor must always address the tivan.

31- No attendee may interrupt another attendee while the latter is speaking.

32- If the number of attendees asking for the floor is very large, the tivan records their names in order. Once all names are recorded, no more attendees may ask for the floor. However, the tivan may allow for a second list to be formulated if necessary. A third list may be prepared if the tivan approves it, or if an attendee requests it and the request is seconded. An attendee may list his or her name on each of the lists. The tivan may limit the amount of time given to each person asking for the floor on each list. For example, those whose names are on the first list may speak for 15 minutes, those on the second list for seven minutes, and those on the third five minutes, etc.

TYPES OF OBSERVATIONS

33- The types of observations attendees can make are:

a- Requests for elucidation,

b- Evaluative observations,

c- Suggestions,

d- Technical observations.

34- A request for elucidation, or a question regarding a topic being discussed or the procedures followed by the tivan, may be directed to the tivan.

a- Aside from any discussions regarding the activities of the executive board, attendees may ask explanatory question regarding any points of contention, or any unclear statements, in the meeting minutes. These questions may not be complimentary or critical of the tivan.

After listening to all questions, answers must be provided in the correct order.

The executive board may ask the tivan to grant them a recess if they see the need to consult with each other prior to providing answers to questions.

b- Explanatory questions regarding suggestions put forward during meetings may be asked in order to express opinions regarding the pros and cons of issues or to initiate a vote on the issue.

EVALUATIVE OBSERVATIONS

35- Any attendee of a meeting may ask for the floor and demand that the tivan explain its actions. These observations may be laudatory or critical.

The tivan must provide a reply to the observations.

The resolutions committee must record all such observations, in order to pass them on to the auditing committee, which then considers the observation for inclusion in its eventual resolution evaluating the board's tivan's performance.

PROPOSALS

36- A proposal by an attendee can only be taken into considered if it is seconded by another attendee. Proposals initiated by the tivan do not need to be seconded.

37- After a proposal is discussed, the chairperson moves on to the next suggestion and allows attendees to debate it.

38- During the discussion of a proposal, any attendee may propose modifications to the proposal. If the attendee who initially proposed the proposal is satisfied with the modification, the proposal may then be discussed in its modified form. If the amendment is not accepted by the original author of the proposal, the author of the amendment may propose his amendment as a new proposal. Similarly, any attendees who disagree with the amendments that are accepted by the original proposer may propose new proposals opposed to the amendments.

REVIEWS OF MOTIONS

39- Only an attendee who voted for a motion proposed by a meeting may request a review of that motion. Additionally, the request must be seconded by another attendee who voted for the motion. When the request is seconded, the meeting must give the floor to four attendees who wish to speak, two of them in support of the request for a review, and two against. These individuals must express their opinions without a direct exchange between them.

If two-thirds of the attendees then vote for the review, a review is initiated.

A decision to reverse or amend the motion requires a simple majority of votes, in which case the initial motion is replaced. If a simple majority of votes cannot be obtained to replace the original motion with a new motion, the original motion remains in force.

ANNULMENT OF MOTIONS

40- As explained above, a motion to annul a decision already taken by the meeting may be initiated without the need to replace the decision by a new one. The motion must be tabled by an attendee who

voted for the initial decision, and that motion must be seconded by another attendee who votes for it. A decision is annulled by two-thirds majority of votes.

TECHNICAL OBSERVATIONS

41- An attendee may ask for the floor, interrupt a meeting, and make a technical observation, if he or she feels the need to point out a violation of meeting rules to the tivan. An attendee does this in order to restore proper discipline and the right order of the meeting.

Technical observations must be given the highest priority in a meeting. When an attendee asks for the floor, and announces that he or she is asking for the floor for a technical observation, the chairperson interrupts himself or herself or any other attendees who are speaking, and allows the attendee asking for the floor for a technical observation to immediately make his or her interjection. The chairperson then evaluated the technical observation made by the attendee, and after consultations with the rest of the tivan and the delegates (if necessary), takes appropriate measures to address the situation.

VOTING

42- In any meeting, motions are passed and decisions made by voting. There are two types of voting:

By an open show of hands

By secret ballot

a- A vote by an open show of hands is conducted by simply asking attendees to raise their hands if they support a motion. A vote by show of hands is appropriate for simple, regular issues, such as the approval of meeting minutes, changes in agendas, elections for committees, votes on motions, decisions on the general direction of meeting discussions, etc.

In general, most decisions taken during a meeting are voted for by a show of hands.

b- Voting by secret ballots is conducted using ballots distributed by the tivan. The organization's bylaws outline the cases in which voting by secret ballot are appropriate: election of executive boards, and certain elections of regional and local representatives.

However, an attendee at a meeting may request a vote by secret ballot instead of a vote by an open show of hands. If the request is seconded, the request is put to a vote by open show of hands, and passes if it received a simple majority of votes.

YEAS, NAYS, AND ABSTENTIONS

43- During a vote, an attendee may vote yea, nay, or abstain from voting.

During a vote by secret ballot, an abstention is recorded by the casting of a blank ballot.

During elections for representatives or other elections, attendees vote for their preferred candidates by writing their names on their ballots, or they may cast blank ballots.

NOTE – If the number of abstentions during a vote constitutes a simple majority of attendees, the motion at hand must be re-examined by the meeting.

MAJORITIES

44- In any meeting, motions are passed and decisions made by a majority of votes.

45- There are two types of majority: a simple majority, and a two-thirds majority.

A simple majority is reached when a motion receives one more, or a fraction of a percentage more, than half of the available votes.

A two-thirds majority is reached when a motion receives two-thirds of the available votes.

NOTE –

a- During the counting of votes, a majority is calculated based on the total number of votes minus the number of abstentions and spoiled ballots.

b- Any ballot, during an election, that contains more names than the available positions is automatically considered a spoiled ballot.

During a vote by show of hands, an attendee may vote only once (yea or nay), or abstain from voting. During elections of individuals, an attendee may vote once (or abstain once) for each available position.

c- During elections of individuals, the majority required is based on the rules established by the organization's bylaws.

MEETING DISCIPLINE

46- All attendees must preserve discipline during all meetings.

47- The chairperson must remain neutral in discussions during meeting.

48- An attendee may point out oversights of the meeting chairperson to the rest of the meeting. If another attendee seconds such observations, an attendee may then suggest the replacement of the meeting chairperson. If this suggestion, too, is seconded, the acting chairperson must yield his or her position to the vice-chairperson, or, if the tivan only has one chairperson, to the secretary, who then puts the suggestion of replacing the chairperson to an open vote by show of hands, without any prior discussion or additional observations. If the motion receives a simple majority of votes, the acting chairperson is demoted and replaced, and becomes a simple meeting attendee.

49- The chairperson has the prerogative to call an attendee to order, in order to preserve discipline and enforce proper conduct during a meeting.

As applicable, the chairperson may take the following disciplinary actions against an attendee –

- a- Verbal warning,
- b- Loss of voting privileges on a specific issue,
- c- Loss of voting privileges for a specified span of time,
- d- Loss of voting privileges until the end of a meeting session.

An attendee may register a protest by asking for the floor and making an evaluative observation, thus allowing the entire meeting to take up an issue and vote for it by simple majority through an open show of hands.

50- At the request of the chairperson, or at the seconded request of an attendee, an unruly or disruptive attendee may be expelled from a meeting, if the motion receives two-thirds of votes.

ADJOURNING MEETINGS

51- The chairperson adjourns a meeting after all issues on the agenda have been examined, and, in cases of meetings that involve elections, all pertinent individuals, representatives, etc. have been duly elected.

If there is a seconded protest against the adjournment of a meeting, the titan asks the meeting to make a decision with a simple majority in a show-of-hands vote. The meeting can thus be extended.

Similarly, if, against the titan's wishes, an attendee motions for adjourning the meeting, and this motion is seconded, the meeting board must once again allow the meeting to make the decision by a simple majority in a show-of-hand vote.

CANCELLATION AND ABROGATION OF MEETINGS

52- Meetings may be cancelled or abrogated, and their decisions declared null, by any board or meeting that has jurisdiction over the pertinent executive board or meeting.

B. EXECUTIVE COMMITTEE (BOARD) PROCEDURE RULES

EXECUTIVE BOARDS

53- The executive boards of the Homenetmen are the executive bodies of the organization. They oversee the activities of all chapters and meetings in their jurisdictions, within the limits delineated by the organizational bylaws.

54- Homenetmen has the following executive boards, all elected by the pertinent entities or chapters –

a- Executive boards of chapters, elected by general meetings of chapter members,

b- Executive boards of chapters-at-large, elected by general meetings of the members of the chapter-at-large,

c- Regional executive boards, elected by representative meetings of each region,

d- The Central Committee, elected by the Homenetmen World Congress,

STRUCTURE OF AUTHORITY and HIERARCHY

55- Homenetmen has the following structure of authority and hierarchy -

a- The executive board of each chapter is one rung of authority below the region's executive board, and is answerable to it,

b- Chapters-at-large are answerable to the Central Committee,

c- Regional executive boards are one rung of authority below the Central Committee, and are answerable to it.

56-

a- Decisions taken by general meetings of chapters are subordinate to the decisions of regional executive boards.

b- Decisions taken by regional executive boards are subordinate to the decisions of the Central Committee.

57- All executive boards, for all decisions they make, are answerable to the members who elected them to office.

RATIFICATION PROCESS OF NEWLY ELECTED EXECUTIVE BOARDS

58- Executive boards assume their duties immediately upon their election.

59- All newly elected executive boards are ratified by the executive board that is immediately superior to them in the ladder of authority.

60- The process of the ratification of executive boards shall proceed in the following manner:

a- The tivan of the meeting that elects a new executive board addresses a letter to the executive board immediately superior to it, verifying the legal election of the newly elected executive board.

b- The newly elected board, after forming its own tivan, addresses a letter to the executive board immediately superior to it, informing the latter of the election of the tivan. In the letter, the tivan also asks the superior executive board to ratify its own and the executive board's election.

c- The newly elected board shall also provide to the executive board immediately superior to it all minutes of and documents related to the meeting that elected it, and all reports of the outgoing board.

NOTE – The newly elected executive board writes to the executive board superior to it immediately, without waiting for any confirming documents from the meeting's tivan and other documents, which can be provided later, once obtained.

TIVAN OF THE EXECUTIVE BOARD

61- The executive board must have a tivan, composed of a chairperson, a secretary, and a treasurer.

The executive board must also have a vice-chairperson, a vice-secretary, a controller, and, as necessary, a procurer. These individuals will not serve as part of the tivan.

The executive board may elect to have two secretaries, but in such cases, there must be a clear distribution of duties. It must be clear which secretary handles minutes, circulars, correspondence, documents in foreign languages, etc.

In such cases, both secretaries would be members of the tivan.

Tivans may also have a single secretary and a vice-secretary. The latter would not be part of the tivan.

In the absence of the chairperson and the primary secretary, the vice-chairperson and vice-secretary can assume the formers' duties, and, in that capacity, can participate in the sessions of the tivan.

COMPOSITION AND DUTIES OF EXECUTIVE BOARD TIVANS

CHAIRMAN

62- The chairperson:

- a- Convenes, opens, and conducts all meetings of the executive board.
- b- Allows participants of the meeting to ask for the floor and speak.
- c- Preserves order and discipline during meetings.
- d- Adjourns meetings.

63- The chairperson of the tivan is the representative of the executive board, in the following capacities:

- a- The chairperson oversees the activities of the executive board, and, when necessary, provides support.
- b- When necessary, makes arrangements outside of meetings of the executive board and the tivan, and then accounts for his/her actions to the executive board.
- c- Invites the executive board to any necessary irregular meetings.
- d- Oversees the executive board's relations with other entities, except in cases where the executive board has already assigned the duty to another board member.

SECRETARY(IES)

64- The secretary (ies):

- a- Keep accurate minutes of meetings, which must include the session number, date, time, and location, as well as the names of members who are present, those who are excused to be absent, those who are absent without notice.

The minutes must also include the content of any correspondence received by the executive board, alongside the dates and indexed numbers of the letters. The minutes must also record the content of all circulars and reports on accomplished tasks.

Similarly, all viewpoints and opinions expressed regarding issues discussed during the meeting, alongside the names of executive board members expressing those views, as well as any protests and suggestions, must be recorded.

All decisions that are made, and duties that are relegated, must be clearly recorded.

- b- During each meeting of the executive board, the secretaries must be ready to present the minutes of the previous meeting for final approval.

NOTE – At the end of each meeting, other members of the executive board may request that the secretaries read a draft or summarize the minutes they have recorded.

c- Upon approval of the executive board, the secretaries maintain a notebook of decisions taken by the board, alongside dates and the names of those tasked with implementing the decisions.

d- The secretaries must organize all documents belonging to the executive board appropriately, and must oversee all archives that are put under the executive board's care.

e- The secretaries prepare all circulars, letters, and other documents on behalf of the executive board.

TREASURER

65- The treasurer -

a- Is responsible for all monetary transactions made on behalf of the executive board, as well as all banking activities. The treasurer must keep the executive board abreast of all developments related to the board's finances.

b- Ensures that the executive board receives all payments due to it.

c- Records all transactions appropriately and promptly, keeping a tally of income and all expenses.

CONTROLLER

66- The controller –

a- Oversees the activities of the treasurer and examines the details of financial transactions.

b- Ensures that all incomes and expenses conform to the decisions and guidelines adopted by the executive board.

c- Regularly reports to the executive board on the board's or chapter's financial situations and material assets.

PROCURER

67- The procurer keeps a tally of all the possessions of the executive board, and supervises their use.

The procurer also keeps a tally of the possessions of all entities that are subject to the executive board's authority.

68- The chairperson and secretary must sign:

a- All minutes ratified during meeting sessions.

b- All correspondence sent on behalf of the executive board.

69- The tivan of the executive board must submit a copy of all of its minutes and circulars it issues to the executive body with immediate jurisdiction over it, in order to ensure that the leadership of the organization is kept abreast of all developments and activities.

70- The tivan of the executive board prepares the agendas for meetings of the executive board.

NON VOLUNTEER ADMINISTRATOR and/or SECRETARY

71- The executive board may choose to hire a salaried administrator or a secretary (or executive secretary), who will assist the board and its tivan in their activities. With the permission of the executive board, the administrator may also participate in meeting sessions of the board and of the board's tivan, without, however, having a vote.

EXECUTIVE BOARD MEETING SESSIONS

72- All executive boards function by conducting regular meetings, during which all organizational issues are discussed, reports are delivered, correspondence is read and written, decisions are taken, individuals are put in charge of certain tasks, etc.

73- All decisions and actions of the executive board must be aligned with the organization's bylaws, the executive board's adopted guidelines, and decisions of the Homenetmen World Congress, the region's regional meeting, and all other pertinent meetings and boards that have jurisdiction over the executive board.

The behavior of the executive board must be aligned with the meeting and executive rules of the Homenetmen, as well as all decisions taken by meetings or boards that have jurisdiction over the executive board.

But even more importantly, all decisions and actions of the executive board must be aligned with the spirit of Homenetmen.

74- The executive board decides where and when its meetings will be conducted, as well as how long they will be.

75- Members of the board may add new items on the agendas of meetings of the executive board.

76- The following are permanent items on the agendas of executive board meetings –

a- Reading and ratifying of previous meeting's minutes,

b- Reports regarding activities that the board undertook.

c- Reading of correspondence and circulars issued by meetings or boards with jurisdiction over the executive board.

77- Meetings may be convened if more than half of the members of the executive board are present.

78- All decisions of the executive board are made by a simple majority of votes.

79- All decisions that have already been taken may be reviewed if a two-thirds majority of the members approve the review. All subsequent decisions are taken by a simple majority of votes.

80- During a meeting, a member of the board may speak only after asking for the floor from the chairperson. A person speaking during the meeting may not be interrupted. If he or she speaks out of line, the chairperson may interrupt to call him/her to order. An attendee may later make a technical observation regarding what was said.

MEETING SESSIONS OF THE EXECUTIVE BOARD'S TIVAN

81- The executive board's tivan may conduct meeting sessions as follows:

a- On a regular basis,

b- Even in the absence of the majority of members of the tivan

82- Important decisions may not be taken during meeting of the executive board's tivan. These meetings may only serve to prepare for suggestions to be made to the whole executive board during regular meetings. Additionally, these meetings allow the tivan to hear reports and to examine correspondence and other documents received by the executive board.

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