

## WHAT ARE STANDING RULES

Standing Rules concern the administration of the organization. A main motion brings them into being, and they remain in effect until rescinded or amended. A common standing rule sets the time for a meeting.

Because main motions establish these rules, a majority vote adopts them. They can be suspended for the duration of a meeting by a majority vote, and they can be rescinded by a two-thirds vote without previous notice or by a majority vote with previous notice. These rules remain in effect until the assembly rescinds them.

When an organization adopts motions that are for a lasting duration, the secretary should add them to a book entitled "Standing Rules." Many standing rules are adopted by a resolution instead of a main motion. The secretary should record each motion or resolution in its final version as adopted, as well as the date that the rule takes effect. If the rule is adopted by resolution, then the "Resolved, that" phrase is dropped when recording it in the book. If the rule is later rescinded, the secretary should strike it out and make a notation stating when it was rescinded. By keeping a record of these motions, each new administration knows what they are required to do. A list of standing rules keeps continuity in the organization so that new members do not need to perpetually ask long time members what to do and when.

If an organization does things "because that is always the way it has been done," the organization should write these customs down so that everyone knows what to do. A custom, whether it is written down or is a continual practice of the organization, becomes a force of law and needs a formal motion to rescind it, just as if the assembly had enacted it. Perhaps the assembly enacted a custom many years ago, but members have forgotten this fact.