

MONTGOMERY COUNTY CIVIC FEDERATION, INC.
STANDING RULES
Updated 8-20-08

Standing Rules concern the administration of the organization. They are adopted by the Executive Committee.

1. Campaign literature may be distributed in the foyer outside the meeting room within 60 days before an election. Campaign literature may not be displayed in the room where the MCCF conducts its meetings.

2. Dues are:

Local Association:

10 – 50 households	\$25.00
51 - 300 households	\$45.00
301 - 600 households	\$65.00
600+ households	\$85.00

Umbrella Association

60 - 500 households	\$45.00
501 - 1,000 households	\$65.00
1,001+ households	\$85.00

Regional or County-Wide Organization (50+ memberships) \$45.00

Individual Associate \$20.00

Associate Group \$85.00

Dues may be reduced by \$5.00 for each member who receives the newsletter electronically. Dues for organizations not MCCF members in the prior year and joining after January 1 will be reduced by forty (40) percent. Dues paid in May or June will be credited to the next fiscal year.

3. Order of Business. The following normal order is established for Regular Meetings. Programs, speakers, and special reports will be scheduled within this order.

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| a. Call to order | f. Committee Reports |
| b. Announcements and Introductions | g. Old Business |
| c. Review and Adoption of Agenda | h. New Business |
| d. Approval of Minutes | i. Adjournment |
| e. Treasurer's Report | |

4. Annual Achievement Awards [approved June 20, 2007]

a. *Awards Committee.* An Awards Committee to make recommendations for recipients shall be established during the autumn. The President shall call for volunteers to serve on the Awards Committee at the September meeting. Members shall be nominated by the President and confirmed by the Executive Committee at the November Executive Committee meeting. Notice of the Awards Committee along with a call for suggestions will be published in the December Newsletter. Meetings should commence no later than January.

b. *Selection of Recipients.* Recipients of the awards shall be determined by the Executive Committee at the March meeting, based upon but not limited to recommendations of the Awards Committee. Only members of

the Executive Committee may be present during the selection process, and any member of the Executive Committee recommended for any award by the Awards Committee may not participate in the process.

c. *Follow-up Responsibilities.* After the March Executive Committee meeting, the Awards Committee shall notify award recipients of their selection and the time and place of the presentation. The committee shall prepare the awards and necessary statements to be used at the presentation and take responsibility for publicizing the awards through the Federation Newsletter and other channels.

d. *Recognition.* Recipients of the Star Cup for which the award is named shall have possession of the original trophy for one year and shall be given a suitably engraved memento to permanently retain.