

South Dakota Association of the Deaf

Biennial Conference Standing Rules

Rule 1: Conference Reports. (a) All reports from the officers and committee chairs shall be prepared and submitted in writing to the SDAD secretary or president at least 45 days before the conference.

(b) Conference proceedings shall be updated and completed by the SDAD Secretary on or before the 45th day after the adjournment of the conference. Conference proceedings shall be mailed out to the SDAD members no later than 60 days after the adjournment of the conference.

(c) The SDAD Treasurer shall submit an audited financial report of the conference to the SDAD Board of Directors on or before the 45th day after the adjournment of the conference.

Rule 2: Meetings. (A) Twenty (20) paid members shall constitute the start of a business meeting at SDAD Conferences.

(a) Agenda for Conference Meeting. The sequence of Order of Conference Meetings:

- (a) Call to Order
- (b) Opening Ceremonies (optional)
- (c) Roll Call (Treasurer)
- (d) Reading and Approval of Minutes
- (e) Reading of Communications
- (f) Reading of Officers, Boards, and Standing Committees
 1. President
 2. Conference Chair
 3. Vice President
 4. Secretary
 5. Treasurer
 6. Auditing Committee
 7. Cultural Heritage Center Committee
 8. Education/Legislative Committee
 9. Finance Committee
 10. Games Committee
 11. Governance Committee
 12. Hall of Fame Committee
 13. Public Relations Committee
 14. Technology Committee
- (g) Reports of Special or Selected Committees (announced only if such committees are prepared or instructed to report)
 1. SDAD Representatives to the NAD Conference
 2. Honorary Members
 3. Necrology Chairperson
 4. Resolution Chairperson (Secretary)

- 5. Nominating Chairperson
- (h) Special Orders (only if there are special orders)
- (i) Unfinished Business
- (j) New Business
- (k) Approval on SDAD Budget Proposal
- (l) Election of Officers
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. 5 Board Members-at-Large
 - 6. 2 Representatives to NAD Conference
- (m) Selection of Next Conference Site
- (n) Announcements
- (o) Adjournment

Rule 3: Election. (a) At every SDAD Conference, there shall be an election of nine (9) persons to serve on the Board of Directors for a term of two years. Anyone in good standing may be elected or re-elected to the board.

(b) A nominating committee of 3 to 5 members shall be selected to nominate candidates for the offices to be filled before the election at the biennial conferences. The president shall appoint the chairperson of the nominating committee prior to the conference.

(c) Additional nominations from the floor shall be permitted.

(d) Officers shall be elected by ballot. A majority shall constitute the validity of an election.

Rule 4: Installation of Officers. At the conclusion of the conference, the old board will open their last business meeting and transfer the authority and business to next new board meeting, all newly elected and re-elected officers shall take the following oath of office:

“As an elected officer of this Association, I promise to observe the By-laws of the SDAD and to perform the duties of my office to the best of my ability.”