

## Parliamentarian's Report to the DCCW Board

November 4, 2023

*Robert's Rules of Order* explains that bylaws "should include all the rules that are of such importance that they cannot be changed in any way without previous notice," while standing rules "should contain only such rules as may be adopted without previous notice by a majority vote at any business meeting."

Besides how those two documents can or cannot be changed, what are the differences between  
BYLAWS AND STANDING RULES?

- BYLAWS are the written rules agreed upon by the people in charge of an organization (e.g. a Council's Board of Directors) to formalize how decisions can be made and business conducted during a Board meeting. They are usually laws implemented by a local chapter of a larger organization (NCCW – DCCW – Deanery – Affiliate).
- After adopting a set of bylaws, an organization can decide to further supplement and clarify the bylaws – those are the STANDING RULES. Standing rules are rules or resolutions that are of a continuing (or standing) nature and function under the umbrella of the bylaws.
  - Example: Bylaws outline the primary responsibilities of officers; standing rules list more specific details of those responsibilities.
  - Example: Bylaws state when the meetings of the association and executive board are held; standing rules tell where and what time those meetings are held.
- Bylaws are drafted when the organization is started, while standing rules tend to be established as needed by the committee and voted upon by the majority of the Board.
- Bylaws are reserved for items that are not going to change very often, if at all. Standing rules are easier to update and amend than bylaws.
- Bylaws are designed to be overarching and procedural, while standing rules are detail specific and administrative.

Bylaws and standing rules have the same objective, are interrelated, and complement each other; however, the bylaws always supersede any standing rule that may be adopted.

*Qualified officers and enthusiastic members are essential to keeping your Council running, followed closely by having - and following - a current set of bylaws and standing rules.*

Casey Pond