

NBCSL POLICY PROCEDURES



NBCSL Resolution Policy Procedures

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NBCSL Resolution Policy Procedures

Introduction

The National Black Caucus of State Legislators is a membership association made up of state legislators who are African American or of African descent in the United States and the Caribbean territories. NBCSL comes together annually to meet in workshop sessions to discuss and deliberate policy issues of common concern. The Caucus has nineteen (19) standing policy committees, each of which is presided over by a chair and vice chair.

Throughout the year, chairpersons hold meetings of their respective committee, in which various points of view on given policy issues are debated. The viewpoints represented are presented in written format as a resolution. *A resolution is a formal decision or opinion of a legislative body or group.* The proposed resolutions are then presented and in some cases debated in policy sessions of the NBCSL Annual Meeting where they are voted upon within the respective policy committee. The proposed resolutions that are approved by the committee are then reported to the full NBCSL Body for ratification.

During the ratification session each Policy Committee Chair must report the proposed resolutions which have been approved by his or her committee. Each resolution reported by the committee must be approved by a simple majority of the total members present during the ratification session. Once each committee's proposed resolutions have been approved, the combined set of resolutions of all of the committees is adopted, and these resolutions are offered as official policy of NBCSL.

It should be noted that some of the proposed resolutions are developed from an original idea of a member, constituent or stakeholder organization. Once ratified by NBCSL these resolutions are used as models for legislation within respective state legislatures. Conversely, some resolutions are the outgrowth of a particular bill in one state legislature, and are offered by a member for adoption so that it may be modeled and replicated in other states.

This manual is designed to detail the specific procedures necessary to the processing of resolutions by the NBCSL Body. Once adopted, it shall serve as the official reference guide of procedures for members and other interested parties involved in the development and passage of resolutions by NBCSL.

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I. Relevant Bylaw Articles

The procedures outlined below are based on, and consistent with, the parameters defined in the Bylaws of the organization. Consideration of the traditions, practices and precedents of the membership are also reflected in the conceptualization of this document. Listed below are the pertinent Bylaw articles which govern the resolution process. **(Please note: When viewing this document on computer using MS Word, text which appears in blue underline are *hot linked* i.e. you may review the appendix referenced by holding the ctrl key and clicking the underlined text with your mouse)**

- **Membership:** [ARTICLE III](#)
- **Resolutions:** [ARTICLE V, Section 6](#)
- **Meetings and Members Article V,** [Section 3](#), [Section 4](#), [Section 5](#), [Section 6](#) and [Section 7](#)
- **Rules:** [ARTICLE V, Section 7](#)
- **Duties of Officers:** [ARTICLE IX, Section 3](#) and [Section 4](#)

II. Policy Ratification Process

There are seven steps in the NBCSL policy ratification process.

- 1) Proposing a Resolution
- 2) Sponsorship, Solicitation, and Submission
- 3) Committee Assignment
- 4) Committee Review
- 5) Committee Approval or Rejection
- 6) Committee Report
- 7) Ratification or Rejection

III. Submissions

Annual Conference

- 1) **Pre-submissions:** -In accordance with Article IX Section 3 of the NBCSL Bylaws, resolutions which are to be offered at the Annual Conference should be submitted to the National Office by a member in good standing. Each pre-submitted resolution shall be referred to the chair of the committee of jurisdiction within 15 days of submission to the National Office. The committee of jurisdiction may review the referred resolution up to 30 days. Unless the referred resolution is rejected by the committee, the resolution will be published digitally for all members to review on the NBCSL website. All resolutions to be offered for ratification must be pre-submitted no less than sixty (60) days prior to the convening of the annual conference in which it is to be reviewed. (September 30 this year)
- 2) **Late submissions** –Proposed resolutions that are submitted after the Pre-submission deadline will be handled in the following manner. The member should refer the resolution to the National Office for referral to the appropriate committee of jurisdiction, within fifteen days of receipt. The committee of jurisdiction will review the proposed resolution and at its discretion determine if these submissions will be referred to the committee during the Policy Committee meeting at the Annual Conference. Each committee chair must report all late submissions which are to be referred to committee, to the National Office no later than ten (10) business days prior to the NBCSL Annual Meeting. Late submissions may be submitted through October 30.

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3) **Extra-ordinary submissions**

Ratification Session: Provisions are made within the Bylaws for members to submit proposed resolution outside of the policy committees, to the full body in accordance with Article V, [Section 6](#). The member must present the resolution before a duly called meeting of NBCSL where it must be reviewed and ratified by at least two-thirds of the members present.

Special Meetings

Resolutions may be offered by a member in good standing at a duly called meeting; this includes special meetings which may be called by the National Executive Committee or the President at the request of six regional officers. Meetings are subject to the provisions of Bylaws Article V, [Section 2](#).

The rules governing voting, approval and ratification of proposed resolutions proposed submitted at special meetings are as specified by the Bylaws, i.e. Article V, [Section 6](#).

IV. Committee Review and Approval

Composition of Committee

Each committee shall be composed of a Chairperson, Vice Chairperson and a minimum of eight other members in good standing in order to conduct the business of the committee. The President shall appoint members to each committee.

Conduct of Committee Meetings

The Committee Chairperson shall preside over meetings of the committee and shall conduct the meeting in accordance with the Bylaws governing the conduct of meetings and Robert's Rules of Order. In the absence of the Chairperson, the Vice Chair will preside; thereafter, any member appointed by the Chairperson (with the approval of the President) may serve as *Chairperson Pro Tempore*. (**Meetings and Members Article V, [Section 3](#), [Section 4](#), [Section 5](#), [Section 6](#) and [Section 7](#)**)

1) **Adherence to Quorum**

NBCSL Policy Meetings require a quorum of ten (10) members. Any member in good standing present for a committee meeting may vote in a committee session.

2) **Meetings Without a Quorum**

If a quorum is not present when voting on committee resolutions; resolutions which are approved without quorum will be placed on the debate calendar in the committee report for ratification.

3) **Voting Procedures**

Voting shall be conducted in accordance to the Bylaws and Robert's Rules of Order. Voting on resolutions to be reported for ratification shall be conducted in open session.

4) **The Committee Report**

The Chairperson will report the results of all votes taken in Committee on Policy Resolutions to the NBCSL National Policy Office; said report will include a roster of the members present during the vote.

V. Resolution Processing

Pre-submissions

All pre-submitted proposed resolutions will be published electronically on the NBCSL website no later than fifteen (15) days prior to the NBCSL Annual Meeting.

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Late Submissions

All pre-submitted and late submission will be printed and made available to NBCSL members, Corporate Round Table members and Labor Round Table members by the opening of the NBCSL Annual Meeting. This will take the form of a bound document with each resolution bound consecutively by committee.

Committee Report Deadline

The NBCSL National Office will establish the deadline for Committee Reports of Approved Resolutions. Resolutions reported out of committee must be submitted to the Policy Office by 12 Noon of the deadline date. The Committee Resolution Report must include the role of members present for committee vote.

Committee Report

The National Office is responsible for the preparation of the Committee Report, which is the document containing each policy committee's report of approved resolutions from the Annual Policy Committee Meetings.

The Committee Report will be prepared as a contiguous document with each committee's reported resolutions bound consecutively by committee. Each submitted resolution will be assigned a resolution number. The pages of the resolution shall be numbered and each line of text within the resolution shall be numbered also. Hard copies of the report are to be printed and made available for each NBCSL member present at the ratification session. The document will be entitled *Report of Resolutions Submitted for Ratification*. This document is to be considered confidential and is not to be released or published outside of the ratification session.

Extraordinary Submissions

Members that wish to make Extraordinary Submissions, that is, resolution proposals that have not been approved by the committee of jurisdiction, may do so in accordance with NBCSL Bylaws Article V, [Section 6](#), "...If a resolution is offered from the floor of the duly called meeting without being referred to or adopted by a committee, a two-thirds (2/3) majority vote by those voting members present must be obtained in order for a resolution to be an adopted resolution of the organization." Said member must submit the resolution to the Policy Office by noon the evening prior to the Ratification Session.

VI. Ratification Session

The final step in this process occurs when the President or Rules Chair convenes a meeting of the full NBCSL Body for the purpose of ratifying and adopting the resolutions proposed, debated and approved in the committees of jurisdiction. This session is chaired by the rules chair or any member that the President may appoint. The following are the procedures and rules governing the ratification session.

Committee Role Call

The Rules Committee Chair after calling the body to order calls the roll of the NBCSL Policy Committees. Each Committee should be represented by its Chair or Vice Chair, or a designated committee member acting on behalf of the chair.

Committee Reports

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The Rules Chair requests a report of each committee presented by the chair or vice chair of each committee. Each Committee Chair will then report each of the proposed resolutions approved by the committee. The Committee Chair (or the Chair's Designee) will also provide a written report of the members present for the committee vote. At the conclusion of each committee report, the Rules Chair entertains a motion for adoption of the committee report to be placed on the Ratification Consent Calendar. The body then votes for or against placement of the resolutions on the consent calendar. If un-readiness is expressed by any member on any resolution, then that particular resolution is placed on the Debate Calendar.

1) **Consent Calendar**

The Consent Calendar is the record of all resolutions approved in committee session and moved by the NBCSL Body in ratification session to be placed in consideration for full adoption.

2) **Debate Calendar**

The Debate Calendar may contain three classes of resolutions:

- a) Those proposed resolutions which were approved in committee session but un-readiness was expressed by a member in the general ratification session.
- b) Proposed resolutions which were declined by the committee, but its sponsor request further consideration by the full Body.
- c) Resolutions which have not gone before committee, but a member is seeking ratification by the full Body.

Resolutions which fall within categories b) and c) may only be placed on the Debate Calendar as approved by the full session with respect to the Bylaws governing such action (refer to Article V [Section 6](#)), i.e. each resolution of this class must have the approval of two thirds of the session in order to be placed on the Debate Calendar.

Once the Debate Calendar is closed, the Rules Chair will announce the rules governing the debate. After the debate of each item on the calendar, a motion for placement on the Consent Calendar is entertained. A two thirds majority is necessary for passage of the motion.

3) **Action Calendar**

The Rules Committee on an annual basis will review all existing Policy Resolutions to determine and make recommendations to the membership as to which resolutions should sunset (i.e. expire). In addition resolutions may exist which are adopted from the Consent Calendar which may be of such importance that the membership requires that said resolutions be submitted to the Federal Government or the appropriate Body. These resolutions are to be placed on the action calendar to be approved by the session for the requisite action, i.e. either to be ruled expired or to be forwarded by the National Office to the President of the United States, to U.S. the Congress or the U.S. Supreme Court.

Motion for Adoption

Once the debate has concluded, the Rules Chair calls for a motion for adoption of all items placed on the Consent Calendar and the Action Calendar. The motion having been accepted and voted in the affirmative confers adoption and ratification status to all said resolutions. The Rules Chair will report the ratified resolutions to the President, Vice President and the National Office.

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Adjournment

VII. Publication and Policy Implementation

Digital Publication

General distribution of NBCSL Policy Resolutions will be by digital publication to the NBCSL Website. In addition to the website, distribution will be made by E-mail to the following.

- 1) NBCSL Members
- 2) CRT and LRT Members
- 3) NBCSL Legislative Staff Section
- 4) NBCSL National Office Staff

The digital distribution of resolutions will be available by January 2, following ratification.

Print Publication

The National Office shall be responsible for having bound and printed copies of the ratified resolutions for distribution to the following:

- 1) NBCSL Policy Committee Chairs and Vice Chairs
- 2) NBCSL Executive Officers
- 3) NBCSL CRT and LRT Members

Printed publication of the resolutions will be available by January 15 following ratification.

Implementation

It should be the expected mission of the NBCSL President, Vice President, Policy Committee Chairs and Vice Chairs, and all NBCSL members to participate in efforts to implement policies ratified by the organization. Specific attention should be given to the state's Legislative African American Caucus and also the Congressional Black Caucus (CBC), to coordinate efforts on policy initiatives of mutual concern.

1) **State Caucus Strategy**

The National Office shall be responsible for communicating and coordinating NBCSL policy initiatives within the states. The National Office shall confer with the President, Vice President, Executive Director and the Policy Committee Chairs, and NBCSL Policy Staff in coordinating NBCSL policy strategies within the State Caucuses.

2) **Congressional Strategy**

The National Office shall be responsible for communicating and coordinating NBCSL policy initiatives with the Congressional Black Caucus and Congress. The Division Director shall confer with the President, Vice President, Executive Director and the Policy Committee Chairs, and NBCSL Policy Staff in coordinating NBCSL policy strategies within the CBC.

3) **Office of the President of the United States**

The NBCSL President, Vice President and Executive Director shall be responsible for communicating and coordinating NBCSL Policy initiatives with the White House.

APPENDIX

NBCSL BYLAWS

ARTICLE I

Section 1. The name of this organization shall be The National Black Caucus of State Legislators ("NBCSL").

Section 2. Offices of NBCSL shall be in such localities as shall be determined by the National Executive Committee.

ARTICLE II

Purposes

Section 1. The purposes and objectives of NBCSL shall be:

(1) To seek the fulfillment of the goals and aspirations of African American and other disadvantaged Americans by having a major forum primarily for African American State Legislators interested in improving the quality of life for African American and other disadvantaged Americans.

(2) To conduct research and planning and to take appropriate legislative and administrative action directed toward the improvement of living, working, housing, health and educational conditions of people in our respective communities, with the view of lessening the burdens of government in our respective communities in America.

3) To develop community knowledge and understanding of such conditions and the means to alleviate the same by preparing and publishing and assimilating through all available media of communications, studies, data and information relating to such conditions.

(4) To operate for the promotion of social welfare and the promotion of the common good and general welfare of African American and other disadvantaged peoples.

(5) To seek and foster interstate cooperation and to advocate the effectiveness, independence and integrity of the respective Legislatures as equal coordinated branches of government in the several states, territories and commonwealths of the United States.

(6) To stimulate and develop economic growth within minority communities through research and the development of economic tools to stimulate minority owned and operated businesses. To network with corporations to create jobs, housing and business opportunities.

(7) To undertake and accomplish the foregoing on its own initiative or with the cooperation, assistance or support from any one or more governmental agencies, instrumentalities, organizations, associations or individuals including, but not limited to, the National Conference of State Legislatures.

Section 2. NBCSL shall not, at any time, directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Section 3. NBCSL does officially recognize a section within NBCSL to be known as the

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African American Legislative Staff Coordinating Committee

ARTICLE III

Membership

Section 1. The membership of NBCSL shall consist of three classes of membership: (a) Regular (voting), (b) Associate (non-voting) and (c) Associate-Legislative Staff (non-voting).

Section 2. Regular Members: Any current African American member of a State Legislature who has tendered the amount of dues required for membership shall be eligible for regular membership. Members of this class shall have the right to vote on any matter being considered by the organization.

Section 3. Associate Members: Any former legislative person who is interested in furthering the goals of the organization and who will have tendered the amount of dues required for membership shall be eligible for associate membership. Members of this class shall have the same rights and privileges as the regular members except that associate members shall not have the right to vote or hold office within the organization.

Section 4. Associate Legislative Staff Members: Any current member of the African American Legislative Coordinating Committee who will have tendered the amount of dues required for membership shall be eligible for Associate Legislative Staff membership. Members of this class shall have

the same rights and privileges as the regular members except that they shall not have the right to vote or hold office within the organization, except as officers or executive committee members of the African American Legislative Staff Coordinating Committee.

Section 5. Dues: The National Executive Committee shall levy dues upon all members in such amounts and for such periods as may be determined by resolution of the National Executive Committee. The National Executive Committee may make regulations necessary to enforce the collection of such dues, including the provisions for the termination of membership, upon reasonable notice, for nonpayment of such dues and for reinstatement of membership.

Section 6. Suspension and Transfer of Membership: The right of a member of the organization to vote, and his or her right, title and interest in or to the organization or its property, shall cease on the termination of membership. The failure of any member to pay annual dues shall result in suspension of membership and voting rights until all dues are paid in full. No member may transfer membership or any right arising there from.

ARTICLE IV

Other Organizations

Section 1. NBCSL may cooperate with or establish relationships with such other groups, public or private, as may seem most likely to advance the purposes of the Body. Section

2. NBCSL shall direct special effort toward cooperative work with those bodies that represent local and state governments.

ARTICLE V

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Meetings of Members

Section 1. NBCSL shall meet annually at such a time and place as may be determined by the National Executive Committee.

Section 2. Special meetings of NBCSL may be called by the National Executive Committee at any time, or shall be called by the President upon request of at least six (6) NBCSL regions. The meeting shall be held within forty-five (45) days after filing of the request with the Executive Director, and the business to be transacted at any special meeting shall be stated in the notice thereof, and no other business may be considered at that time.

Section 3. Time: Written notices of Annual and Special meetings of NBCSL shall be provided by the Executive Director, but not less than ten (10) days prior to the opening of the meeting.

Section 4. Quorum: One-fourth (1/4) of all the regular members in good standing, present in person, shall constitute a quorum at the NBCSL Annual Meeting of the membership of this organization for the transaction of business. All other meetings of NBCSL shall require at least ten (10) members for a quorum in order to transact business.

Section 5. Voting: Every regular member of the organization shall be entitled to one vote. Except as otherwise specified in the Articles of Incorporation or these by-laws, a majority of affirmative votes cast by those voting members present at a duly called meeting shall represent the actions taken by the organization.

Section 6. Resolutions: Any regular member in good standing may bring a resolution to the attention of the membership for consideration. If any resolution is adopted by an appropriate committee of the organization and a majority of those present at a duly called meeting of the membership, it shall represent an adopted resolution of the organization. If a resolution is offered from the floor of the duly called meeting without being referred to or adopted by a committee, a two-thirds (2/3) majority vote by those voting members present must be obtained in order for a resolution to be an adopted resolution of the organization.

Section 7. Rules: Rules governing the conduct of meetings shall be recommended by the National Executive Committee and adopted by NBCSL. Procedures of annual or special meetings of NBCSL, except where specified in the adopted rules of these by-laws, will conform to Robert's Rules of Order.

ARTICLE VI

Officers

Section 1. The officers of NBCSL shall be President and Vice President, who shall be of the opposite sex; First Vice President; Second Vice President; Secretary; Recording Secretary; Financial Secretary; Treasurer; Parliamentarian; Chaplain (Ex officio); and such other offices as may be appointed in accordance with the provisions of Section 2 of this Article.

Section 2. Subordinate Officers: The National Executive Committee may, from time to time, select other officers, including but not limited to, one or more assistant secretaries

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and one or more assistant treasurers each of whom shall hold office for such period, having such authority and perform such duties as provided in these by-laws, or as the National Executive Committee may, from time to time, determine.

Section 3. Election and Term of Office: The officers of the organization, except those appointed by Section 2 of this Article, shall be elected every two years, commencing in 1977, by the members, and each such officer shall hold office until the next election and until his or her successor shall have been elected and qualified or until his earlier death, resignation or removal. Provided, however, the President and Vice President shall be eligible to serve for only two (2) consecutive terms.

Section 4. Resignation: Any officer may resign at any time by giving written notice to the National Executive Committee, or to the President or the Secretary of the organization. Any such resignation shall take effect immediately upon the date of receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies: A vacancy in any office because of death, resignation, disqualification, or any other cause, shall be filled by the National Executive Committee. If the office is one for which these by-laws prescribed a term, then the vacancy shall be filled for the unexpired portion of the term.

ARTICLE VII

Duties of Officers

Section 1. The President shall serve as chairperson of the National Executive Committee and as a member, ex officio, with the right to vote, on all committees with approval or authorization of the National Executive Committee. The President shall preside at all meetings of NBCSL. The President shall sign, execute and acknowledge by the National Executive Committee, except in cases where the signing and execution thereof shall be expressly delegated by the National Executive Committee, or by these by-laws, to some officer or agent of the corporation. The President shall perform such other duties as are incidental to the office of the President or as may be prescribed by the National Executive Committee.

Section 2

(1). The Vice President shall perform the duties of the President in the event of the President's absence or inability to serve. The Vice President shall perform such other duties as may from time to time be assigned to him or her by the National Executive Committee or by the President.

(2). The First Vice President shall perform the duties of the Vice President in the event of the Vice President's absence or inability to serve. The First Vice President shall perform such other duties as may from time to time be assigned to him or her by the National Executive Committee or by the President.

(3). The Second Vice President shall perform the duties of the First Vice President in the event of the Vice President's absence or inability to serve. The Second Vice President shall perform such other duties as may from time to time be assigned to him or her by the National Executive Committee or by the President.

Section 3

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(1). The Secretary shall attend all meetings of the members and of the National Executive Committee and shall record all the votes of the members and of the Committee members and the minutes of the meetings of the members and the National Executive Committee and of committees of the organization in a book or books to be kept for that purpose; shall see that the notices are given and records and reports are properly kept and filed by the organization as required Bylaw; shall be the custodian of the seal of the corporation and see that it is affixed to all documents to be executed on behalf of the corporation under its seal; and, in general, shall perform all duties incident to the office of Secretary, and such other duties as may from time to time be assigned to him or her by the National Executive Committee.

(2). The Recording Secretary shall perform the duties of the Secretary in the event of the Secretary's absence or inability to serve. The Recording Secretary shall perform such other duties as may from time to time be assigned to him or her by the National Executive Committee, the President, or the Secretary.

(3). The Financial Secretary shall serve as Chair of the Budget Committee and shall appropriate all funds and develop appropriate line items for expenditures of the National Black Caucus of State Legislators. He or she shall prepare annual internal audits and such other audits as may be deemed necessary for the efficient operation of the organization.

(4). The Chaplain shall serve as the religious advisor to the National Black Caucus of State Legislators and shall perform duties as may from time to time be assigned to him or her by the National Executive Committee or by the President.

Section 4. The Treasurer shall have the power to sign checks, notes, bills of exchange; shall have or provide for the custody of the funds or other property of the corporation and shall keep a separate book account of the same to his credit as Treasurer; shall collect and receive or provide for the collection of funds by the corporation; shall deposit all funds in his custody as Treasurer in such banks or other places of deposit as the National Executive Committee may from time to time designate; shall, whenever so required by the National Executive Committee, render an account showing his transactions as Treasurer; shall discharge such other duties as may from time to time be assigned to him or her by the National Executive Committee.

Section 5. The Parliamentarian shall rule on all questions of procedure which come before NBCSL and the National Executive Committee. The Parliamentarian shall be the chairperson of the Rules Committee of NBCSL. The Parliamentarian shall make sure order and decorum is preserved at all meetings of NBCSL.

Section 6. Salaries: Elected officers shall receive no salaries. The salaries or other compensation of the staff, other employees and agents shall be fixed from time to time by the National Executive Committee. Elected officers may, however, be reimbursed for such expenses as are necessary for the conduct of their responsibilities or in the performance of their duties.

ARTICLE VIII

National Executive Committee

Section 1. The National Executive Committee is the governing body of NBCSL. The National Executive Committee and NBCSL officers shall have supervision, control and direction of the affairs of NBCSL, its committees and publications; shall implement the

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policies of NBCSL; shall actively prosecute its objectives, and supervise the disbursement of its funds. The National Executive Committee may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, delegate certain of its authority and responsibilities to committees, divisions, sections, officers, and the Executive Director. The National Executive Committee shall have powers of the organization except those specifically reserved or granted to the members of the Articles of Incorporation or by these by-laws.

Section 2. The National Executive Committee shall be composed of fifty-five (55) Legislators: President; Vice President; First Vice President; Second Vice President; Secretary; Recording Secretary; Financial Secretary; Treasurer; Parliamentarian; Chaplain; twenty-four (24) Legislators, two (2) from each of the twelve (12) NBCSL regions of the United States; twenty-one (21) Legislators elected at large at the National Convention; and the immediate Past President of NBCSL.

Section 3. Twenty-one (21) Legislative members of the National Executive Committee shall be elected at the NBCSL Annual Meeting by a vote of the members. The Nominating Committee, acting under Article IX, Section 1, shall present to the Annual Meeting a complete list of nominees to NBCSL. Additional nominations may be made from the floor at the Annual Meeting. Vacancies within the Executive Committee between Annual Meetings may be filled by the President.

Section 4. Twenty-four (24) Legislative members of the National Executive Committee shall be selected by the twelve (12) NBCSL regions of the United States by the following method: the twelve (12) NBCSL regions of the United States shall have a caucus during the Annual Meeting in which elections to the National Executive Committee shall be held and select two (2) Legislators to represent that region. The Regional Chair and Vice-Chair shall be from different states whenever possible. The names of the Legislators representing the region shall be submitted to the Secretary of NBCSL.

Section 5. Term of Office: Each National Executive Committee member shall hold office for a two-year term and until his successor shall have been elected or qualified or until his earlier death, resignation or removal.

Section 6. Ex officio members: The National Executive Committee shall select, for a one-year term, two (2) members of the Corporate Round Table to be Ex officio members of the Executive Committee. The Ex officio Corporate Round Table members shall be non-voting members of the National Executive Committee. The National Executive Committee may exclude the non-voting members for any closed caucus meetings of the Committee, whenever the Committee deems it necessary.

Section 7. Executive Director as Ex officio Member: The Executive Director shall serve on the National Executive Committee as a non-voting Ex officio member.

Section 8. Chair African American Legislative Coordinating Committee: The Chair of the African American Legislative Staff Coordinating Committee shall serve as a non voting Ex officio member of the National Executive Committee.

Section 9. Twenty percent (20%) of the National Executive Committee's membership shall comprise a quorum. On any vote not otherwise specified, a simple majority of the members present is required for passage. Each member shall be entitled to vote on any matter coming before the Committee. Voting rights of the member shall not be delegated to any other person or exercised by proxy.

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Section 10. Regular meetings of the National Executive Committee shall be held no less than two (2) times a year at such time and place as the Committee shall decide. No more than one (1) meeting during the Annual Meeting of NBCSL may be used to satisfy this requirement. Absence from two (2) Executive Committee meetings within a year, without cause, shall be grounds for removal.

ARTICLE IX

Special and Standing Committees

Section 1. Nominating Committee: A Nominating Committee of fifteen (15) members shall be selected by the President at least sixty (60) days prior to the next Annual Meeting. The President shall name the chairperson of the Nominating Committee. The Nominating Committee shall present, at the Annual Meeting, a slate of candidates for the election to the National Executive Committee including the offices of President, Vice President, First Vice President, Second Vice President, Secretary, Recording Secretary, Financial Secretary, Treasurer, Parliamentarian and Chaplain (ex officio).

Section 2. The Chairperson of the Nominating Committee shall preside over the elections of all officers and the elections of all at-large National Executive Committee members.

Section 3. The President shall refer any resolutions offered at the Annual Meeting to Committees of NBCSL that have been authorized by the National Executive Committee. Any resolution which results from the interim work of a regularly authorized Committee of NBCSL may be discussed and acted upon at any appropriate session during the Annual Meeting, provided the resolution relates to the Committee's purpose and the National Executive Committee approves of the scheduling of such discussion and action.

Section 4. There shall be a Rules Committee, a Budget Committee, a Finance Committee and such other committees as the National Executive Committee may authorize.

ARTICLE X

Budget Committee

Section 1. The Budget Committee shall make budget recommendations to the National Executive Committee. The National Executive Committee shall submit to NBCSL, at its Annual Meeting, a proposed budget for the coming fiscal year for consideration and adoption by NBCSL. The National Executive Committee may approve transfer of funds within the budget adopted by NBCSL or amend the budget based upon changed revenue projections during the course of the fiscal year by a majority vote for the entire National Executive Committee.

Section 2. The accounts of NBCSL shall be audited by a certified public accountant retained by the President with the approval of the National Executive Committee. Such audit shall be reported to the National Executive Committee and to NBCSL at its Annual meeting.

ARTICLE XI

Dissolution

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Upon the winding up, dissolution or change in the non-profit status of this corporation, no part of the corporate net earnings or assets shall inure to the benefits of its officers, directors or private individuals. In fact, these earnings or assets shall be distributed to and among other tax exempt organizations as defined in the Internal Revenue Code Section 501 (c) (3) as amended.

ARTICLE XII

Amendments

NBCSL, at any Annual Meeting, may amend these by-laws by a three-fifths (3/5) majority vote of all members present and voting, provided that a notice of such amendments be filed with the Executive Director at least thirty (30) days prior to the meeting. Upon receipt of a copy of the proposed amendments, the Executive Director shall forward copies thereof to the entire membership not less than ten (10) days prior to such meeting. Revised 1/28/96