

United States Army
Warrant Officers Association

USAWOAM 500-1



**NATIONAL COUNCIL OF PRESIDENTS OPERATIONS
AND ANNUAL PROCEDURES MANUAL**

18 April 2009

FOREWORD

This manual was developed by the National Board of Directors under the direction of the Chairman of the Board of Directors under authority contained in the USAWOA Bylaws and approved by the National Board of Directors with an effective date of 18 April 2009. This operations manual is binding on all members, chapters, regions, members of appointed committees and councils, National Headquarters staff, contractors, consultants, National Executive Director, all elected officials, or other individuals or any companies under contract with USAWOA. The USAWOA legal counsel will ensure that all contracts and/or agreements contain provisions for compliance with appropriate sections.

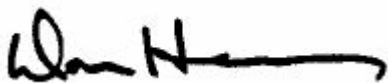
The original manual was adopted at the annual and semiannual meetings of 1974, through 2009 and portions thereof contained in the Bylaws approved by the BOD on 9 July 1977 and modified over time. Those procedures should be destroyed. This manual contains extracts from the original procedures and Bylaws, plus amendments and additions gained through the experience acquired during the previous years. This manual is designated to unify the Association and serves to answer any questions about the operation and meeting procedures of the National Council of Presidents (COP).

This edition of the manual has been approved by the National Board of Directors with an effective date of 18 April 2009.

Amendments and additions to this manual are encouraged and should be addressed to the National President of the Executive Director, USAWOA, 462 Herndon Parkway, Suite 207, Herndon, Virginia 20170-5235.

BY DIRECTION OF THE NATIONAL BOARD OF DIRECTORS

OFFICIAL:



DONALD E. HESS ,
CW4, (Ret) USA
Acting Executive Director



GARY NISKER
CW5, GS
National President

NATIONAL COUNCIL OF PRESIDENTS OPERATIONS
AND ANNUAL MEETING PROCEDURES MANUAL

TABLE OF CONTENTS

PART I

National Council of Presidents Operations

SECTION	TITLE	PAGE
1	GENERAL	1
2	PURPOSE	1
3	AUTHORITY	1
4	RESPONSIBILITIES	1
5	FREQUENCY OF FORMAL MEETINGS	1
6	METHOD OF OPERATIONS	1

PART II

National Council of Presidents Operations
and Annual Meeting Procedures Manual

SECTION	TITLE	PAGE
7	GENERAL	3
8	PURPOSE	3
9	AUTHORITY	3
10	REGULAR MEETINGS	3
11	SPECIAL MEETINGS	3
12	NOTICE OF MEETINGS	3
13	ANNUAL MEETING ARRANGEMENTS COMMITTEE	4
14	REGISTRATION	4
15	IDENTIFICATION	4
16	PROGRAM	4
17	CONDUCT OF MEETING	4
18	ADDRESSING THE COUNCIL	5
19	REPORTS	5
20	ANNOUNCEMENTS	5
21	REVOCATION OF PRIOR RULES	5
22	NOTIFICATION	5

National Council of Presidents Operations Part I

SECTION 1. GENERAL: The USAWOA general membership dictates policy at the Annual Meeting of the Members (AMM). By their direct contact, members may influence their chapter, region and national Association leaders. Between meetings of the members, major policy efforts may be developed by the chapters and submitted to the BOD, EXCOM or the AMM for consideration. The National Council of Presidents is composed of the current National, Region and Chapter Presidents.

SECTION 2. PURPOSE: The purpose of this manual is to ensure a well organized and functioning National Council of Presidents and to define procedures to be utilized when recommending policy to the National Board of Directors.

SECTION 3. AUTHORITY: Bylaw IX, USAWOA Bylaws.

SECTION 4. RESPONSIBILITIES: It shall be the duty of the National Council of Presidents to exchange ideas among its members in order to further the goals of the Association and that of the Chapters. It shall be its duty to assemble at AMMs and meetings called by the National President or the National Council of Presidents.

SECTION 5. FREQUENCY OF FORMAL MEETING: The National Council of Presidents shall hold meetings annually.

SECTION 6. METHOD OF OPERATION:

- a. The National Council of Presidents shall consider all matters presented to them by their own members and the members of the Chapters that they represent. It shall make its recommendations to the National Board of Directors, EXCOM, or AMM for consideration.
- b. The National President may initiate a poll, using USAWOA Form 300-28 found on the USAWOA Web site, and utilizing either the U.S. Mail, fax, email, or other electronic means to the USAWOA home office. Council polls will be identified with a series of numbers beginning with a prefix of the year the National President was elected. An Intermediate Letter Designation (C) and a suffix beginning with the number 01 and continuing until no longer required, i.e., 08-C-01, 08-C-02, 08-C-03, etc.

(1) The National President will assign a control number to the item and it will immediately become an action item (AI) on the next monthly EXCOM agenda, unless a more immediate action is deemed required. It will be assigned a suspense date for comments and that status will be sent to the Council members.

(2) Any council member not commenting on the poll by the established suspense date will be considered as abstaining from comment.

(3) When all comments are received by the National President or when the established suspense date has passed, whichever is earlier, the National President will submit all comments to each council member.

c. The National Council of Presidents may adopt a committee system of operation. When established, these committees should be comparable with the National Board of Directors committee system as reflected in USAWOAM 500-2. The National Council of Presidents may establish a committee system even if the National Board of Directors has not established its own committee system.

National Council of Presidents Annual Meeting Procedures Part II

SECTION 7. GENERAL: To ensure that the annual National Council of Presidents Meeting is conducted in an orderly and professional manner, this manual has been established and approved by the National Board of Directors. Each council member is encouraged to be familiar with the procedures contained herein as this manual will govern the conduct of the COP meetings.

SECTION 8. PURPOSE: The purpose of the National Council of Presidents Meetings shall be to exchange ideas among its members in order to further the goals of the Association and that of the Chapters.

SECTION 9. AUTHORITY: Bylaw V, Section 2, USAWOA Bylaws.

SECTION 10. REGULAR MEETINGS: A regular meeting of the National Council of Presidents may be held each year without any other notice than this manual. Said meeting to commence as scheduled on the AMM agenda. The National Council of Presidents may provide by resolution the time and place, either within or out of the state of Virginia, for the holding of additional regular meetings of the council.

SECTION 11. SPECIAL MEETINGS: Special meetings of the National Council of Presidents may be called by or at the request of the National President or any 20% of the Council members. The person(s) authorized to call special meetings of the council may fix any place, either within or out of the State of Virginia, as the place for holding any special meeting of the council.

SECTION 12. NOTICE OF MEETINGS: Notice of any special meeting of the council shall be given at least thirty (30) days previously thereto by written notice delivered personally or sent by mail or electronic means to each President at his/her address as shown by the records of the Association. Any council member may waive notice of any meeting. The attendance of a council member at any meeting shall constitute a waiver of notice of such meeting, except where a council member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the National Council of Presidents need be specified in the notice or waiver of notice of such meeting unless specifically required by law or this manual.

SECTION 13. ANNUAL MEETING ARRANGEMENTS COMMITTEE:

Since the National Council of Presidents conducts meetings in conjunction with the AMM, the Arrangements Committee identified in USAWOAM 500-4 (Annual Meeting of the Members Procedures Manual) will also affect arrangements for the National Council of Presidents Meeting.

SECTION 14. REGISTRATION:

- a. Whenever possible, Presidents should register in advance by completing USAWOA Form 500-1 as provided by the Arrangements Committee. This will ensure that individuals receive the accommodations and services they desire. Council members unable to pre-register may do so upon arrival at the designated meeting location.
- b. All council members registering may pay a registration fee as established by the Arrangements Committee to assist in defraying administrative and equipment costs and meeting hall rental fees.

SECTION 15. IDENTIFICATION: The National Headquarters shall devise and furnish appropriate identification pins, badges or stickers.

SECTION 16. PROGRAM: The National Council of Presidents Meeting program shall be prepared and approved by the National Council of Presidents.

SECTION 17. CONDUCT OF MEETING:

- a. The Association's Articles of Incorporation, current Bylaws and the National Council of Presidents Operations and Annual Meeting of the Members Procedures Manual shall govern as the basic rules.
- b. The rules contained in Roberts' Rules of Order, current edition, shall govern the COP Meeting in all cases in which they are applicable and in which they are not inconsistent with the Association's Articles of Incorporation, current Bylaws, and the National Council of Presidents Operations and Annual Meeting Procedures Manual.
- c. The National President shall preside over the meeting.

SECTION 18. ADDRESSING THE COUNCIL:

- a. A council member desiring to address the assembled council members shall rise, clearly state his/her name and await recognition by the Presiding Officer before addressing the assembled council members.
- b. Directors, regular or associate members, and non-member Warrant Officers may be recognized under the procedures set forth under this section.
- c. No council member shall interrupt a recognized speaker who has the floor by standing, yelling, clapping or otherwise by any other action.
- d. Attending non-members may rise, identify themselves and request the chair recognize them so they may speak. If the chairperson does so, they may address the members on the subject under discussion.

SECTION 19. REPORTS: All reports rendered by council members, any special/standing committees and other material for the permanent record shall be in writing and shall be sent to the National Secretary after presentation to the assembled council members.

SECTION 20. ANNOUNCEMENTS: Notices for announcement to the assembled council members shall be in writing, signed by the person (or proper representative of the person) under whose authority the announcement is issued and shall be sent to the National Secretary.

SECTION 21. REVOCATION OF PRIOR RULES: All prior standing rules, procedures and amendments thereto are hereby revoked and shall become null and void immediately upon the effective date of this Operations and Procedures Manual.

SECTION 22. NOTIFICATION: This Manual shall be provided to each Region, Chapter, and National Official. Council members are encouraged to familiarize themselves with the contents of this manual. Reference copies will be available at the meeting.