

BACK COUNTRY HORSEMEN OF IDAHO

BOOK 2

RULES OF ORDER

BCHI Governance System

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Approval Authority: Convention / Delegates

About

Permanent Numbering Standard

Book 2 uses the RO-100 series. Identifiers are permanent and shall not be reused. When a provision is repealed, its identifier is retired; new material receives the next available identifier within the applicable subject group.

The Book of Rules & Operations establishes the operational governance of BCHI. It defines how decisions are made, how authority is exercised, and how organizational actions are carried out between meetings of the membership, ensuring consistency, accountability, and lawful administration.

The Book of Rules explains how BCHI works day-to-day. It tells members who can make decisions, how meetings and votes are handled, and how the organization carries out its responsibilities between conventions. Its goal is to keep BCHI fair, consistent, and running smoothly.

Table of Contents

- RO-101 — PURPOSE AND AUTHORITY
- RO-102 — SCOPE
- RO-103 — BOARD OF DIRECTORS MEETINGS
- RO-104 — MOTIONS
- RO-105 — RESOLUTIONS
- RO-106 — PARLIAMENTARY AUTHORITY
- RO-107 — BYLAW AMENDMENTS
- RO-108 — RULES OF ORDER AMENDMENTS
- RO-109 — POLICIES & STANDING RULES
- RO-110 — CHAPTER COMPLIANCE ACTIONS
- RO-111 — COMMITTEES
- RO-112 — DOCUMENT CONTROL
- RO-113 — FORMS AUTHORIZATION AND CONTROL
- RO-114 — Appendix Authority
- RO-115 — APPENDICES
- RO-116 — Debate
- RO-117 — APPLICATION OF VOTING AND ELECTIONS
- RO-118 — CONVENTION BUSINESS AND FLOOR PRIVILEGES
- RO-119 — ELECTRONIC PARTICIPATION
- RO-120 — SUSPENSION OF RULES AND EMERGENCY ACTION
- RO-121 — GOVERNANCE DOCUMENT CONTROL RULE
- RO-122 — EFFECTIVE DATE

RO-101 — PURPOSE AND AUTHORITY

These Rules of Order are adopted and may be substantively amended only by the members acting through duly certified delegates, as provided in the BCHI Bylaws. The Board of Directors administers and implements these Rules between meetings of the delegates but may not independently make a substantive change to them.

The RO implement and clarify procedures authorized by the Bylaws and shall not conflict with:

- BCHI Articles of Incorporation
- BCHI Bylaws
- applicable law

These Rules of Order govern the conduct of meetings.

In the event of conflict, the Bylaws shall control.

RO-102 — SCOPE

These Rules govern the conduct of meetings and related procedural matters.

They govern how authority is exercised, not how day-to-day tasks are performed.

Operational steps are contained in the Book of Procedures.

RO-103 — BOARD OF DIRECTORS MEETINGS

Section 1 – Application

These rules govern meetings of the Board of Directors and shall apply unless otherwise provided in the Bylaws.

Section 2 – Regular and Special Meetings

Regular Board meetings shall be held at the times established by the Board. A special Board meeting may be called by the President or by any other person or number of directors authorized by applicable law, the Bylaws, or a standing rule adopted by the Board.

Only business within the stated purpose of a special meeting may be acted upon unless every voting director is present and unanimously consents to consider an additional matter that may lawfully be considered without further notice.

Section 3 – Notice

Notice of a regular or special Board meeting shall state the date, time, location or electronic access method, and, for a special meeting, the purpose of the meeting. Notice shall be delivered within the period required by applicable law, the Bylaws, or an adopted policy. If no controlling period applies,

notice shall be given at least seven (7) calendar days before a regular meeting and at least forty-eight (48) hours before a special meeting.

Notice may be waived only as permitted by applicable law. Attendance constitutes waiver of notice except when a director attends solely to object that the meeting was not lawfully called or noticed.

Section 4 – Agenda and Supporting Materials

An agenda shall be distributed with the notice or as soon thereafter as practicable. The agenda shall identify proposed action items and any matter for which special notice is required. Failure to include an ordinary item on a regular-meeting agenda does not prevent consideration unless the Bylaws, these Rules, or applicable law requires advance notice.

Section 5 – Consent Agenda

Routine, noncontroversial matters may be grouped on a consent agenda. Adoption of the consent agenda approves all listed items by one motion without separate debate. At the request of any voting director before the vote, an item shall be removed and considered separately. A consent agenda may not be used to conceal a conflict of interest, bypass required notice, or approve an action requiring a separate vote or greater voting threshold.

Section 6 – Voting Authority

Each voting director shall be entitled to one (1) vote. Nonvoting ex officio participants shall not vote, and an Alternate may vote only while officially replacing a Director as provided in the Bylaws.

Voting rights may be exercised only by Board members personally present or participating through authorized electronic means.

Proxy voting shall not be permitted.

Section 7 – Quorum

A quorum of the Board of Directors shall consist of a majority of the duly seated Directors.

For purposes of determining quorum:

1. Only duly certified and seated directors shall be counted;
2. Vacant directors positions shall not be counted;
3. A quorum must be present at the time business is conducted;
4. Once a quorum is established, it shall be presumed to continue unless a point of order is raised and sustained.

Section 8 – Loss of Quorum

If a quorum is not present, no business shall be conducted except to recess, adjourn, or take measures to obtain a quorum.

Section 9 – Vote Required

Unless otherwise specified in the Bylaws, action of the Board of Directors shall be determined by a majority vote of the Directors present and voting at a meeting at which a quorum is present.

Actions requiring a greater vote under the Bylaws shall meet the specified threshold.

Section 10 – Methods of Voting

Voting may be conducted by voice vote, show of hands, standing vote, ballot, roll call, or electronic means, as determined by the presiding officer or required by these Rules.

Section 11 – Electronic Participation

Board members may participate in meetings through electronic means when authorized, provided that all participants can hear and be heard and that participation is verified.

Electronic participation shall constitute presence in person for all purposes, including quorum and voting.

Section 12 – Conduct of Voting

The presiding officer shall state the question, ensure that debate has concluded, and conduct the vote using an appropriate method.

The presiding officer shall announce the result of each vote.

Section 13 – Verification and Recount

Any Board member may request verification of a vote. The presiding officer may order a recount or a different method of voting to ensure accuracy.

Section 14 – Conflict of Interest

A Board member with a conflict of interest shall disclose the conflict and shall abstain from voting in accordance with applicable policies.

Section 15 – Executive Session

The Board may enter executive session only for a lawful and stated purpose, including legal advice, personnel, confidential negotiations, investigations, safety or security, or another matter whose confidentiality is authorized or required by law or BCHI policy. Entry into executive session requires a motion approved by a majority vote unless a greater vote is required by law.

Only persons whose participation is reasonably necessary may remain. No final binding action shall be taken in executive session unless applicable law expressly permits it. Any required final action shall be taken in open session. The minutes shall record the motion to enter executive session, the general

purpose, the time entered and ended, and any action taken after returning to open session, without disclosing protected information.

Section 16 – Emergency Board Action

When delay would threaten people, animals, property, records, finances, legal rights, or continued operations, the Board may hold an emergency meeting with the notice reasonably practicable under the circumstances. Emergency status does not suspend quorum, voting thresholds, conflict requirements, or limits on Board authority. The minutes shall state the emergency and the reason ordinary notice could not be provided. Emergency officer action is governed by RO-120 and the Bylaws.

Section 17 – Minutes and Recordkeeping

Minutes shall record the meeting date, time, place or electronic format; notice or waiver; directors and authorized participants present; the presence or loss of quorum; the exact wording and disposition of each motion; vote results and counted votes when required; disclosed conflicts and abstentions; executive-session entries and exits; and adjournment. Minutes are the record of actions taken and need not be a transcript of debate.

The detailed workflow for preparing notices, agendas, voting materials, and minutes is contained in Book 4, Procedure MTG-01.

Section 18 — Order of Business

The order of business shall be:

5. Call to Order
6. Attendance and Quorum Report
7. Establishment of Quorum
8. Approval of Agenda
9. Approval of Minutes
10. Officer Reports
11. Committee Reports
12. Unfinished Business
13. New Business
14. Elections (if applicable)
15. Adjournment

RO-104 — MOTIONS

Section 1 — Definition

A motion is a proposal made during a meeting for the assembly to take action.

When adopted, motions become official decisions recorded in the minutes.

Section 2 — Authority

Any voting member may make a motion unless restricted by the Bylaws.

Section 3 — Proper Use

Motions are used to:

- approve expenditures
- authorize activities
- adopt resolutions
- adopt or amend RO or policies
- direct officers

The following motions shall be recognized:

- Main Motion — to introduce or direct business;
- Amend — to modify a motion;
- Refer to Committee — to assign further study;
- Previous Question — to close debate;
- Postpone — to delay consideration;
- Adjourn — to close the meeting;
- Recess — to temporarily pause;
- Point of Order — to enforce rules;
- Appeal — to challenge the ruling of the chair;
- Reconsider — to revisit a previous decision.

The presiding officer shall rule on the admissibility and priority of motions in accordance with these Rules and Robert's Rules of Order Newly Revised.

See Appendix L — Motion Types and Order of Precedence.

Section 4 — Improper Use

Motions shall NOT be used to:

- amend bylaws
- override governing documents
- create standing rules
- grant authority not allowed by bylaws

Section 5 — Processing a Motion

Unless a rule governing the particular motion provides otherwise, a motion is processed in the following order:

16. Motion Made — A member obtains recognition and states the motion;
17. Second — Another member seconds the motion to indicate support for consideration;

18. Statement of the Motion — The presiding officer restates the motion for the assembly;
19. Debate — Members may discuss the motion when recognized;
20. Vote — The presiding officer calls for a vote using an appropriate method;
21. Announcement — The presiding officer announces the result of the vote.

An amendment must be germane to the pending motion and may not convert it into a fundamentally different question. Only one primary amendment and one secondary amendment may be pending at a time. Adoption of an amendment changes the pending motion but does not adopt the motion as amended.

Section 6 — Recording

The Secretary records:

- exact wording
- mover
- vote result

Section 7 — Order of Precedence of Motions

When more than one motion is pending, motions shall be considered in the following order of precedence, with higher-ranked motions taking priority over lower-ranked motions:

22. Privileged Motions
 - Adjourn;
 - Recess;
 - Question of Privilege;
 - Orders of the Day.
23. Subsidiary Motions
 - Previous Question (Close Debate);
 - Limit or Extend Debate;
 - Postpone to a Certain Time;
 - Refer to Committee;
 - Amend.
24. Main Motion

Incidental motions (such as Point of Order, Appeal, and Division of the Assembly) may be raised at any time and shall be decided immediately.

A motion of higher precedence shall be decided before a motion of lower precedence.

The presiding officer shall rule on the precedence and admissibility of motions in accordance with these Rules and Robert's Rules of Order Newly Revised.

RO-105 — RESOLUTIONS

Adopted resolutions (made with a motion) do NOT amend Bylaws or Rules of Order unless followed by formal amendment (written Resolution).

Section 1 — Purpose

Resolutions are formal motions used to express positions, adopt policies, or direct actions of the Back Country Horsemen of Idaho. This is used to amend the Bylaws or the Rules of Order.

Section 2 — Form of Resolution

Resolutions shall be submitted in written form and should include:

25. A title;
26. One or more “WHEREAS” clauses stating the background or justification; and
27. One or more “RESOLVED” clauses stating the action or position to be adopted.

Section 3 — Submission

Resolutions shall be submitted in advance in accordance with Procedures established by the Board.

Late submissions may be accepted only by a two-thirds (2/3) vote of the assembly.

Section 4 — Review

The presiding officer may refer resolutions to a committee for review prior to consideration by the assembly.

Section 5 — Consideration

Resolutions shall be presented to the assembly as main motions.

Each resolution shall be:

- Properly moved and seconded;
- Stated by the presiding officer;
- Open to debate;
- Subject to amendment in accordance with these Rules.

Section 6 — Voting

Voting on resolutions shall be conducted in accordance with the Bylaws.

Only duly certified and seated delegates may vote.

Section 7 — Amendments to Resolutions

Resolutions may be amended by motion during consideration, provided such amendments do not change the fundamental intent without proper notice, if required by the Bylaws.

Section 8. — Recording

All adopted resolutions shall be recorded in the official minutes and maintained as part of the permanent records of BCHI.

The official Book 5 forms are DC-03 — Resolution Submission Form and, for a chapter submission, CH-04 — Chapter Issue / Resolution Submission. A counted vote on a resolution shall be recorded on DC-05 — Vote Tally Sheet.

RO-106 — PARLIAMENTARY AUTHORITY

Meetings shall be conducted using Robert’s Rules & Operations Newly Revised, except where superseded by BCHI Bylaws or Rules of Order.

The presiding officer rules on procedure, subject to appeal.

If a quorum is not present, the presiding officer shall announce the absence of a quorum. The assembly may recess, adjourn, or take steps to secure a quorum. No binding action may be taken.

RO-107 — BYLAW AMENDMENTS

Section 1 — Authority

Only the membership may amend BCHI Bylaws.

The Board of Directors facilitates the process.

Section 2 — Who May Propose

Bylaw amendments may be proposed by:

- BCHI Chapters
- Board of Directors
- Authorized committees

All proposals must be in writing.

Section 3 — Submission

Proposals are submitted to the Secretary using GOV-09 — Bylaw Amendment Proposal, the official bylaw-amendment form.

Section 4 — Board Review

The Board of Directors may:

- verify format
- check consistency
- recommend clarification

The Board of Directors may not block properly submitted amendments except for illegality or incompleteness.

Section 5 — Advance Notice

Exact amendment text must be distributed to chapters and delegates per Bylaws.

Failure to provide 14 days notice invalidates the vote.

Section 6 — Vote

Bylaw amendments require a two-thirds (2/3) vote (super majority) of the duly certified and seated delegates.

Voting shall be conducted by voice vote, show of hands, standing vote, ballot, or other method as determined by the presiding officer or required by these Rules. Only duly certified and seated delegates shall be entitled to vote.

Proxy voting shall not be permitted.

Section 7 — Documentation

The amendment, notice, delegate action, vote result, effective date, and adopted text shall be preserved in BCHI's permanent records. The operational workflow for preparing the amendment packet, updating the official Bylaws, archiving the prior version, and publishing the adopted version is contained in Book 4, Procedures DOC-01 and DOC-02.

RO-108 — RULES OF ORDER AMENDMENTS

Section 1 — Proposal

Any director, officer, affiliated chapter, or duly certified delegate may propose a Rules of Order amendment in writing.

Proposals are submitted to the Secretary using GOV-16 — Rules of Order Amendment Proposal, the official Rules of Order change form.

The proposed amendment shall be reviewed and distributed in accordance with the notice requirements established by the Bylaws and these Rules. The notice must identify the affected provision and provide the proposed language or a summary sufficient to explain its substance and effect.

Section 2 — Substantive Amendments

A substantive amendment to these Rules of Order requires approval by a majority vote of the duly certified delegates present and voting at a properly called Annual Convention or authorized membership meeting at which a quorum is present, unless the Bylaws or applicable law requires a greater vote.

The Board of Directors may review a proposed amendment and make recommendations before it is presented to the delegates, but it may not adopt, amend, repeal, or replace a substantive provision of these Rules.

Section 3 — Administrative Corrections

The Board of Directors may authorize corrections limited to typographical errors, formatting, numbering, and cross-references, provided that the correction does not alter the meaning, intent, effect, voting rights, approval authority, or other substantive requirement of these Rules. An administrative correction is not an amendment and shall be reported to the delegates at the next Annual Convention.

Section 4 — Documentation

The proposal, notice, delegate action, vote result, effective date, and adopted text shall be preserved in BCHI's permanent records. The operational workflow for updating the official Rules of Order, recording the revision, archiving the prior version, and distributing the current version is contained in Book 4, Procedure DOC-01.

RO-109 — POLICIES & STANDING RULES

Policies and Standing Rules may be adopted or amended by Board of Directors motion as authorized by the Bylaws Article X.

- Policies establish requirements.
- Standing Rules govern meeting conduct.
- Procedures remain separate.

RO-110 — CHAPTER COMPLIANCE ACTIONS

When a chapter fails to meet BCHI operational or compliance requirements, the Board of Directors may impose:

- probation
- temporary activity suspension
- loss of voting privileges
- charter action (per bylaws)

Actions must be documented in minutes.

Restoration occurs after deficiencies are corrected.

RO-111 — COMMITTEES

The President appoints committees unless otherwise provided.

Committees report to the Board of Directors.

Committees do not possess independent authority.

RO-112 — DOCUMENT CONTROL

The Secretary maintains official copies of:

- Bylaws
- Rules of Order
- Policies
- Procedures
- Forms& Appendices

Only current versions are authoritative.

RO-113 — FORMS AUTHORIZATION AND CONTROL

Section 1 — Purpose

This Article establishes authority and procedures for the creation, amendment, retirement, and publication of official BCHI forms.

Forms are administrative tools used to implement these Rules of Order and the Book of Procedures. Forms do not create policy and shall not conflict with BCHI Bylaws, Rules, or Policies.

Section 2 — Official Forms

Only forms authorized under this Article shall be considered official BCHI forms.

Official forms shall be:

- Listed in the BCHI Book of Forms
- Assigned a unique BCHI file name
- Published on the official BCHI website
- Maintained as fileable PDFs and/or online submission formats and/or downloadable in a format approved by the Board of Directors

Printed copies are informational only.

Section 3 — Authority to Create or Modify Forms

The Board of Directors (Board of Directors) by majority vote is granted authority to:

- Approve new forms
- Amend existing forms
- Retire obsolete forms

Routine administrative updates (formatting, layout, field clarification, contact information) may be approved by the President or Secretary without Board of Directors vote, provided no substantive content is changed.

Section 4 — Substantive vs Administrative Changes

- Secretary maintains official forms
- Board approves substantive changes
- Administrative edits do not require formal action

Substantive changes include:

- Adding or removing required information
- Changing approval authority
- Altering reporting obligations
- Modifying legal or compliance language

Substantive changes require Board of Directors approval.

Administrative changes include:

- Typographical corrections
- Layout improvements
- Field resizing
- Branding updates

Administrative changes do not require Board of Directors approval.

Section 5 — Adoption and Publication

Forms become effective upon posting to the official BCHI website document library.

Superseded forms shall be archived and marked “SUPERSEDED – DO NOT USE.”

Section 6 — Relationship to Other Governing Documents

Forms are subordinate to BCHI Bylaws, Rules of Order, Policies, and Procedures.

In the event of conflict, governing documents prevail.

Section 7 — Review

The Book of Forms shall be reviewed annually by the Secretary or Administrator and presented to the Board of Directors for confirmation of accuracy and completeness.

RO-114 — Appendix Authority

Section 1 — Purpose

The Appendices to the Rules of Order are established to identify and reference official forms and implementation tools necessary to carry out the governance functions of Back Country Horsemen of Idaho (BCHI).

Appendices do not create independent governing authority but serve as administrative references supporting these Rules of Order.

Section 2 — Hierarchy

In the event of conflict:

28. The BCHI Bylaws shall control.
29. The Rules of Order shall control over any Appendix.
30. The Book of Forms governs template format and required fields.
31. Appendices shall not amend, supersede, or conflict with the Bylaws or the Rules of Order.

Section 3 — Form Control

All forms referenced in the Appendices are maintained exclusively in the BCHI Book of Forms.

The Book of Forms governs:

- Format
- Required fields
- Numbering
- Version control
- Submission process

Only the current version published in the Book of Forms is official.

Section 4 — Amendment

Any substantive amendment to an Appendix incorporated into these Rules of Order requires delegate approval under RO-108. The Board of Directors may authorize only non-substantive administrative corrections and updates to references identifying current Book 5 forms, provided that no governing requirement is changed.

Changes to form structure or content shall be made within the Book of Forms consistent with applicable governance authority.

RO-115 — APPENDICES

Section 1 — Adoption

The following Appendices are hereby adopted as part of these Rules of Order and are binding upon all BCHI officers, directors, chapters, and members.

Appendices may contain standardized operational tools, compliance requirements, templates, and procedural references authorized by these Rules.

Section 2 — Authorized Appendices

The following Appendices are established as official references to forms maintained in the BCHI Book of Forms & Appendices:

- Appendix A — Motion & Resolution Forms Reference
- Appendix B — Compliance Notice Forms Reference
- Appendix C — Emergency Action Forms Reference
- Appendix D — Standing Rule Proposal Forms Reference
- Appendix E — Meeting Minutes & Recording Forms Reference
- Appendix F — Delegation & Authorization Forms Reference
- Appendix G — Disciplinary Action Forms Reference
- Appendix H — Financial Authorization Forms Reference
- Appendix I — Insurance & Risk Management Forms Reference
- Appendix J — Membership Administration Forms Reference
- Appendix K — Records Management Forms Reference
- Appendix L — Motion Types and Order of Precedence

All templates, formats, and required fields are maintained exclusively in the BCHI Book of Forms & Appendices. Only the current version published in the Book of Forms is official. Printed or locally saved copies may be outdated.

Revisions to Forms & Appendices shall be made in accordance with the Book of Forms and applicable Rules of Order.

Section 3 — Amendment Authority

Any substantive amendment to an Appendix incorporated into these Rules of Order requires approval by the delegates under RO-108. The Board of Directors may make only the administrative corrections and form-reference updates authorized by RO-114.

Appendices shall not conflict with Bylaws or these Rules.

Section 4 — Status

Appendices are subordinate to these Rules of Order and are intended to support implementation.

RO-116 — Debate

Section 1. Purpose

Debate shall allow fair and orderly discussion of motions while ensuring efficient conduct of business.

Section 2. Recognition

Members wishing to speak must first be recognized by the presiding officer.

No member may speak without recognition.

Section 3. Priority of Speakers

Members who have not spoken on a motion shall be given priority over those who have already spoken.

At meetings of delegates, duly certified delegates shall have priority over non-delegates.

Section 4. Speaking Limits

No member may speak more than two (2) times on the same motion while others who have not spoken wish to be heard.

Section 5. Time Limits

Each speech shall be limited to two (2) minutes unless extended by a vote of the assembly.

Section 6. Relevance of Debate

All remarks must be confined to the motion under consideration.

The presiding officer shall rule a speaker out of order if remarks are irrelevant, repetitive, or not germane to the motion.

Section 7. Control of Debate

The presiding officer shall enforce the rules of debate and may:

- Direct a speaker to conclude remarks;
- Rule a speaker out of order;
- Refuse recognition to a member who persists in improper debate;
- Restore order if multiple members attempt to speak at once.

Section 8. Limiting or Closing Debate

Debate may be limited or closed by a motion requiring a two-thirds (2/3) vote.

Section 9. Interruptions

Members shall not interrupt a speaker except:

- To raise a Point of Order;
- To raise a Question of Privilege;
- When recognized by the presiding officer.

Section 10. Decorum

All members shall conduct themselves in a respectful manner.

Personal attacks, disruptive behavior, or repeated violations of these rules may result in loss of speaking privileges for that motion, as ruled by the presiding officer and subject to appeal.

RO-117 — APPLICATION OF VOTING AND ELECTIONS

The rules governing voting shall apply to all meetings of BCHI, including meetings of delegates at the Annual Convention and meetings of the Board of Directors, unless otherwise specified in the Bylaws.

Section 1 — Convention Voting:

At meetings of delegates, only duly certified and seated delegates shall be entitled to vote.

Section 2 — Board Voting:

At meetings of the Board of Directors, each Board member shall be entitled to one vote.

Section 3 — Majority vs. Supermajority

Unless a greater vote is required by applicable law, the Articles of Incorporation, the Bylaws, or these Rules, ordinary action by either the delegates or the Board of Directors shall be approved by a majority of the votes cast by those entitled to vote and present and voting at a meeting at which a quorum is present.

The following voting thresholds apply:

- Adoption, amendment, repeal, or replacement of the Bylaws requires a two-thirds (2/3) vote of the delegates;
- Adoption or substantive amendment of the Rules of Order requires a majority vote of the delegates;
- Election of an officer requires a majority vote of the delegates;
- Removal of an officer elected by the delegates requires a two-thirds (2/3) vote of the delegates;

- Approval of a merger or dissolution requires a two-thirds (2/3) vote of the delegates unless applicable law or the Articles of Incorporation require a greater vote; and
- Suspension of the Rules of Order, limitation or closure of debate, waiver of required notice when permitted, and any other action expressly identified in the Bylaws or these Rules as requiring a two-thirds (2/3) vote require a two-thirds (2/3) vote.

Section 4 — Conflict with Bylaws

In all cases, voting requirements established in the Bylaws shall control over these Rules.

Section 5 — Voting Methods

Voting may be conducted by voice, unanimous consent, show of hands, standing count, roll call, written ballot, or secure electronic method. The presiding officer shall select a method reasonably suited to the question, subject to any method required by the Bylaws or these Rules and subject to the assembly's right to order a counted vote or ballot as permitted by parliamentary authority.

Proxy voting is prohibited. An abstention is not a vote cast unless applicable law or a controlling governing provision states otherwise.

Section 6 — Elections

Officer and National Director elections shall be conducted at the Annual Convention by duly certified and seated delegates. Nominations may be made by a nominating committee and from the floor, and a nominee must consent to serve.

An uncontested election may be conducted by voice vote or unanimous consent. A contested election shall be conducted by secret ballot unless the delegates unanimously authorize another method consistent with the Bylaws. Election requires a majority of votes cast. If no candidate receives a majority, additional ballots shall be taken in accordance with the announced election rules until a candidate is elected. EL-01 — Election Ballot is the official paper-ballot form.

The tellers' report shall state the number of votes cast, votes necessary for election, votes received by each candidate, illegal or blank ballots when relevant, and the result announced by the presiding officer. TEL-01 — Tellers Report shall document election results, and DC-05 — Vote Tally Sheet shall document counted votes. Detailed ballot preparation, teller instructions, counting, recount, and retention steps are contained in Book 4, Procedure MTG-02.

RO-118 — CONVENTION BUSINESS AND FLOOR PRIVILEGES

Section 1 — Convention Authority and Business

The Annual Convention is the regular meeting of BCHI's members acting through duly certified and seated delegates. The Convention may conduct all business within delegate authority under the Bylaws, including elections and properly noticed amendments.

The Credentials Committee shall report the chapters eligible for representation, certified delegates and alternates, delegates seated, and whether quorum exists. The assembly shall determine any disputed credential or seating question, subject to the Bylaws and adopted credential rules. CH-02 — Chapter Delegate Authorization and DC-01 — Delegate Certification Form shall document chapter authorization and delegate certification. DC-02 — Credentials Committee Report and DC-06 — Credentials Committee Report and Quorum Certification shall document review, seating, and quorum. Detailed certification and seating steps are contained in Book 4, Procedure MTG-02.

Section 2 – Special Meetings of Delegates

A special meeting of the delegates may be called only as authorized by the Bylaws. Notice shall state the date, time, location or electronic access method, and each purpose for which the meeting is called. Only business within a stated purpose may be acted upon.

Notice shall be provided at least fourteen (14) days before the meeting unless applicable law or the Bylaws require a longer period. A special-meeting notice involving removal, amendment, merger, dissolution, or another specially regulated action shall include the information required by the controlling provision.

Section 3 – Convention Agenda and Consent Agenda

The proposed agenda shall be distributed in advance and presented for adoption after the credentials report and determination of quorum. The delegates may amend the agenda subject to required notice and any special order previously adopted.

Routine reports, approval of prior minutes, and other noncontroversial matters may be placed on a consent agenda. At the request of any seated delegate before the vote, an item shall be removed and considered separately. A consent agenda may not be used for elections, bylaw or Rules of Order amendments, removal, merger or dissolution, or another matter requiring individual consideration, special notice, ballot, or a greater vote.

Section 4 – Order of Business

Unless the delegates adopt a different agenda consistent with required notice, Convention business shall proceed in this order: call to order; credentials report; determination of quorum; adoption of agenda; approval of minutes; consent agenda; officer and committee reports; unfinished business; new business; elections; announcements; and adjournment.

Section 5 – Convention Minutes

Convention minutes shall contain the information required by RO-103, Section 17, adapted to a delegate meeting, and shall also record the credentials report, chapters represented, number of certified and seated delegates, quorum determination, election results, and the text and disposition of amendments and resolutions. Detailed preparation and retention steps are contained in Book 4, Procedure MTG-02.

Section 6 – Privileges

Only duly recognized participants shall be entitled to speak during meetings.

32. At meetings of delegates (the convention)
 - Duly certified and seated delegates shall have full speaking and voting rights. Members who are in good standing and who are not delegates, once recognized may be granted the privilege of the floor by the presiding officer but shall not represent a chapter or vote.
 - Board members shall speak in their capacity as directors and shall not represent the official position of a chapter unless also serving as a duly certified delegate.
33. At meetings of the Board of Directors,
 - Duly certified Board members shall have full speaking and voting rights.
 - Non certified participants may be granted the privilege of the floor by the presiding officer but shall not vote or participate in deliberations except when recognized.
34. No individual shall speak on behalf of a chapter or represent the position of a chapter unless serving as a duly certified and appointed member of that chapter for that meeting.

Section 7 – Floor Control

- The presiding officer shall recognize all speakers.
- Duly certified Directors shall have priority in recognition.
- Non-delegates may speak only with permission of the presiding officer of the assembly.
- Delegates do not vote at Board meetings.
- Before speaking, all speakers shall state their
 - Name,
 - chapter and
 - If they are speaking for themselves or the chapter

RO-119 — ELECTRONIC PARTICIPATION

Section 1 – Authorization

Meetings of BCHI may permit participation by electronic means when authorized by the presiding officer or Board of Directors.

Section 2 – Presence

Members participating through approved electronic means shall be considered present in person for purposes of quorum, debate, and voting.

Section 3 – Participation Requirements

Electronic participants must be able to:

- Hear the proceedings in real time;
- Be heard by the assembly when recognized;
- Participate in debate;
- Vote when entitled.

Section 4 – Verification

The identity of each electronic participant must be verified prior to recognition and voting.

Section 5 – Voting

Voting by electronic participants shall be conducted using methods that ensure accuracy, transparency, and the ability to verify results.

Section 6 – Technical Failure

If a participant's connection is lost, they shall be considered absent for the duration of the disconnection.

If a widespread technical failure occurs affecting the meeting, the presiding officer may recess or adjourn until participation can be restored.

Section 7 – Authority of the Chair

The presiding officer may deny or limit electronic participation if the requirements of this Rule cannot be met.

Section 8 – Operational Administration

Platform selection, access instructions, identity checks, roll calls, electronic ballot setup, test votes, technical support, vote verification, and preservation of electronic records shall be performed under Book 4, Procedure MTG-03. EL-02 — Electronic Voting Record and Verification Log shall be used for an electronic vote; DC-05 — Vote Tally Sheet shall record the official count; and TEL-01 — Tellers Report shall also be used for an election. GOV-15 applies only to an authorized electronic Board action without a meeting and is not a substitute for an electronic-meeting voting record. Those operational steps and forms may not reduce any participation, quorum, notice, or voting requirement established by the Bylaws or these Rules.

RO-120 — SUSPENSION OF RULES AND EMERGENCY ACTION

Section 1 — Suspension

These Rules of Order may be suspended by a two-thirds vote.

Rules derived from the Bylaws may not be suspended.

Section 2 — Emergency Officer Action

Emergency authority may be exercised only as provided in the Bylaws. An emergency action must be reasonably necessary, limited in duration and scope, documented promptly, and presented to the Board of Directors for ratification within the time required by the Bylaws.

Emergency action may not amend or suspend the Articles of Incorporation, Bylaws, or Rules of Order; alter delegate representation or voting rights; exercise a power reserved to delegates; elect or remove an officer or director; approve merger or dissolution; or exceed authorized financial limits.

The person invoking emergency authority shall use GOV-13 — Emergency Action Declaration, Authorization, and Ratification Record and follow the documentation, notification, expenditure, ratification, and records steps in Book 4, Procedure EMG-01. Failure to complete an operational form does not expand emergency authority or validate an action that was otherwise unauthorized.

RO-121 — GOVERNANCE DOCUMENT CONTROL RULE

The official governance books shall contain only the clean, current text. Proposed amendments, redlines or side-by-side comparisons, adoption records, revision logs, and superseded versions shall be maintained as separate records. A superseded version shall be clearly marked as not current and retained in the official archive.

The binding requirements for approval authority, notice, voting, effective dates, and administrative corrections are established by the Bylaws and the applicable governance provision. Document preparation, comparison format, version numbering, publication, and archiving steps are governed by Book 4, Procedure DOC-01.

RO-122 — EFFECTIVE DATE

These Rules of Order become effective upon adoption by the members acting through duly certified delegates at a properly called Annual Convention or authorized membership meeting at which a quorum is present. A subsequently adopted amendment becomes effective upon delegate approval unless the adopting motion specifies a later effective date.

END OF RULES OF ORDER

APPENDIX A — MOTION & RESOLUTION FORMS REFERENCE

Purpose

This Appendix identifies forms used to submit, document, consider, vote upon, and preserve motions, resolutions, and other formal actions.

Referenced Forms

DC-03 — Resolution Submission Form

Used to submit a formal resolution for consideration by the appropriate BCHI body.

CH-04 — Chapter Issue / Resolution Submission

Used by a chapter to formally submit an issue or proposed resolution for state-level consideration.

GOV-16 — Rules of Order Amendment Proposal

Used to propose a new Rule of Order or a substantive amendment, repeal, or administrative correction to an existing rule under RO-108.

GOV-04 — Board Action Without Meeting

Used when an authorized Board action is taken without conducting a regular meeting.

GOV-15 — Electronic Board Action Without Meeting (Written Consent)

Used to document authorized electronic written consent or Board action without a meeting.

DC-05 — Vote Tally Sheet

Used to record the wording or description and result of a motion when an official counted vote must be documented. Ordinary motions are otherwise recorded in the minutes and do not require a separate submission form.

Official Source

Current versions are maintained in Book 5 — Forms & Appendices.

APPENDIX B — COMPLIANCE NOTICE FORMS REFERENCE

Purpose

This Appendix identifies forms used to document compliance concerns, ethics matters, conflicts of interest, complaints, corrective actions, and appeals.

Referenced Forms

CE-01 — Code of Conduct Acknowledgment Form

Documents acknowledgment of BCHI conduct requirements.

CE-02 — Conflict of Interest Disclosure

Documents an actual, potential, or perceived conflict of interest.

CE-03 — Ethics Complaint Report

Used to formally report an alleged ethics or conduct violation.

CE-04 — Disciplinary Action Record

Documents formal disciplinary or corrective action.

CE-05 — Appeal Request Form

Used to request review or appeal of an authorized decision.

CE-06 — Whistleblower Report Form

Used to report suspected wrongdoing or other protected concerns.

CE-07 — Compliance Notice and Corrective Action Response

Used to give formal notice of a compliance deficiency, identify the required corrective action and response date, and document the response and disposition. It does not replace CE-04 when disciplinary action is imposed.

CH-05 — Chapter Good Standing Certification

Documents chapter compliance with applicable BCHI requirements.

Official Source

Current versions are maintained in Book 5 — Forms & Appendices.

APPENDIX C — EMERGENCY ACTION FORMS REFERENCE

Purpose

This Appendix identifies forms used when immediate action is required because of an emergency, safety condition, incident, or other circumstance requiring expedited organizational response.

Referenced Forms

PC-04 — Incident Report

Used to document accidents, injuries, incidents, near misses, property damage, or other significant occurrences.

RM-04 — Event Risk Assessment

Used to identify and evaluate risks associated with BCHI events and activities.

EVT-01 — Event Approval Request

Used when an event or activity requires organizational approval.

EVT-02 — Event Approval Form

Documents event approval, including safety, insurance, compliance, and authorization considerations.

EVT-03 — Event Planning Checklist

Provides the pre-event checklist for safety, emergency planning, insurance, waivers, logistics, and required documentation.

GOV-13 — Emergency Action Declaration, Authorization, and Ratification Record

Documents the declaration, required officer concurrence, temporary authority, actions taken, and two-thirds Board ratification.

GOV-04 — Board Action Without Meeting

GOV-15 — Electronic Board Action Without Meeting (Written Consent)

May be used when circumstances require expedited Board action and such action is authorized by BCHI governing documents and applicable law.

Important Limitation

Use of an emergency or expedited process does not authorize an officer, director, chapter, or committee to exceed authority granted by BCHI governing documents.

Official Source

Current versions are maintained in Book 5 — Forms & Appendices.

APPENDIX D — STANDING RULE PROPOSAL FORMS REFERENCE

Purpose

This Appendix identifies forms used to propose, consider, approve, revise, and document standing rules governing BCHI meeting conduct.

Referenced Forms

DC-04 — Standing Rule Proposal Form

Primary form for proposing a new standing rule or amendment to an existing standing rule.

DC-05 — Vote Tally Sheet

Used when a counted vote on a standing rule must be documented.

GOV-10 — Governance Interpretation Request

May be used when clarification is required concerning the relationship between a proposed standing rule and existing BCHI governance requirements.

Official Source

Current versions are maintained in Book 5 — Forms & Appendices.

APPENDIX E — MEETING MINUTES & RECORDING FORMS REFERENCE

Purpose

This Appendix identifies forms used to create and preserve the official record of BCHI meetings and formal actions.

Referenced Forms

BD-01 — Board Meeting Minutes Template

Standard template for recording Board of Directors meeting proceedings and actions.

DC-02 — Credentials Committee Report

Records delegate credential information for the Convention.

DC-05 — Vote Tally Sheet

Documents counted votes.

DC-06 — Credentials Committee Report and Quorum Certification

Documents credentials and establishment of the required Convention quorum.

TEL-01 — Tellers Report

Documents election or ballot results reported by the tellers.

EL-01 — Election Ballot

Official paper ballot for an election.

EL-02 — Electronic Voting Record and Verification Log

Documents voter-eligibility verification, the electronic method used, opening and closing times, the official tally, verification, irregularities, and the location of retained electronic records.

GOV-14 — Officer Report Form

Provides a standardized written officer report that may be received as part of the meeting record.

Records

Approved minutes and required supporting records shall be retained according to BCHI records-management requirements.

APPENDIX F — DELEGATION & AUTHORIZATION FORMS REFERENCE

Purpose

This Appendix identifies forms used to establish and document authority delegated to officers, committees, chapters, or other authorized representatives.

Referenced Forms

GOV-01 — Delegation of Authority

Defines the scope and limits of authority delegated to an officer or other authorized person.

GOV-02 — Organizational Authorization

Documents formal organizational authorization.

GOV-07 — Committee Appointment

Documents appointment and authority of a BCHI committee.

CH-02 — Chapter Delegate Authorization

Documents a chapter's authorization of its Convention delegates.

DC-01 — Delegate Certification Form

Certifies delegates for participation in the Annual Convention.

CP-01 — Cooperative Project Agreement / Memorandum of Understanding Record

Documents authorized responsibilities when BCHI works with another organization.

Principle

No form by itself grants authority that BCHI does not possess or that has not been authorized under the Bylaws, Rules of Order, or applicable policies.

APPENDIX G — DISCIPLINARY ACTION FORMS REFERENCE

Purpose

This Appendix identifies forms used to document complaints, investigations, disciplinary actions, corrective measures, and appeals.

Referenced Forms

CE-03 — Ethics Complaint Report

CE-04 — Disciplinary Action Record

CE-05 — Appeal Request Form

CE-06 — Whistleblower Report Form

CE-02 — Conflict of Interest Disclosure, when relevant to the matter.

Due Process

Use of these forms shall be consistent with applicable BCHI notice, review, hearing, appeal, confidentiality, and due-process requirements.

A form does not independently authorize discipline.

APPENDIX H — FINANCIAL AUTHORIZATION FORMS REFERENCE

Purpose

This Appendix identifies forms used to authorize, document, approve, and report BCHI financial transactions.

Referenced Forms

FN-01 — Purchase Authorization

FN-02 — Expense Reimbursement Request

FN-03 — Check / Disbursement Authorization

FN-04 — Annual Financial Summary

FN-05 — Asset Inventory Record

FN-06 — Financial Report Form

FD-01 — Dispute Report Form

Additional grant, event, raffle, and restricted-fund forms maintained in Book 5 shall be used when applicable.

Financial Control

Completion of a financial form does not substitute for required budget authority, Board approval, spending limits, dual-control requirements, grant restrictions, or other BCHI financial policies.

APPENDIX I — INSURANCE & RISK MANAGEMENT FORMS REFERENCE

Purpose

This Appendix identifies forms used to evaluate risk, document participant acknowledgment, manage incidents, and verify appropriate safety and insurance considerations.

Referenced Forms

RM-01 — Liability Waiver and Equine Activity Release (Idaho)

RM-04 — Event Risk Assessment

RM-05 — Parent / Guardian Consent and Release (Youth Equine Activities)

PC-01 — Participant Waiver

PC-04 — Incident Report

EVT-01 — Event Approval Request

EVT-02 — Event Approval Form

EVT-03 — Event Planning Checklist

Requirement

Event organizers shall use the forms applicable to the particular activity and shall verify insurance, land-management, waiver, safety, and emergency requirements before conducting the activity.

APPENDIX J — MEMBERSHIP ADMINISTRATION FORMS REFERENCE

Purpose

This Appendix identifies forms used for chapter and member administration that support BCHI governance.

Referenced Forms

CH-01 — Chapter Annual Report

CH-02 — Chapter Delegate Authorization

CH-03 — Chapter Activity Report

CH-05 — Chapter Good Standing Certification

DC-01 — Delegate Certification Form

CE-01 — Code of Conduct Acknowledgment Form, when required for a particular position or activity.

Other membership-specific forms subsequently approved and placed in Book 5 shall automatically be referenced by this Appendix when designated for membership administration.

Privacy

Membership information shall be handled in accordance with BCHI privacy, records-management, and access requirements.

APPENDIX K — RECORDS MANAGEMENT FORMS REFERENCE

Purpose

This Appendix identifies forms and records used to preserve BCHI's official organizational history and establish accountability for official actions.

Referenced Records and Forms

BD-01 — Board Meeting Minutes Template

GOV-04 — Board Action Without Meeting

GOV-15 — Electronic Board Action Without Meeting (Written Consent)

DC-03 — Resolution Submission Form

DC-05 — Vote Tally Sheet

DC-06 — Credentials Committee Report and Quorum Certification

TEL-01 — Tellers Report

FN-04 — Annual Financial Summary

FN-05 — Asset Inventory Record

Other official forms and supporting records shall be retained according to the records-retention requirements applicable to their subject matter.

Records Custody

The Secretary is responsible for official governance records unless responsibility for a particular record is assigned elsewhere.

The Treasurer is responsible for official financial records within the Treasurer's assigned duties.

Superseded forms and governance documents shall be clearly identified and archived according to BCHI records-management requirements.

Records subject to an audit, investigation, litigation hold, or other preservation requirement shall not be destroyed until authorized.

APPENDIX L — MOTION TYPES AND ORDER OF PRECEDENCE

Purpose and Use

This Appendix is a meeting reference for the motions recognized by RO-104 and the adopted parliamentary authority. It explains when each motion is used, the usual method for making it, and its relative parliamentary rank. It does not replace the Bylaws, these Rules of Order, or Robert's Rules of Order Newly Revised.

Order of precedence means the sequence in which pending motions are considered. A higher-ranked motion is handled before a lower-ranked motion; rank does not mean that its subject matter is more important.

A. Ranked Motions — Highest to Lowest

Rank	Motion	When Used	How to Use / Usual Vote
1	Adjourn	End the meeting immediately when no higher matter is pending.	After recognition, say, "I move to adjourn." Requires a second; not debatable; majority vote. It may not interrupt a speaker.
2	Recess	Pause the meeting for a stated time or until called back to order.	Say, "I move to recess for ___ minutes." Requires a second; not debatable; the length may be amended; majority vote.
3	Question of Privilege	Address an urgent matter affecting safety, comfort, audibility, confidentiality, or the assembly's ability to proceed.	State, "I rise to a question of privilege," then briefly identify the problem. The chair rules or entertains an appropriate motion. It may interrupt only when genuinely urgent.
4	Orders of the Day	Require the assembly to follow its adopted agenda or scheduled order of business.	State, "I call for the orders of the day." No second, debate, or vote is normally required. Setting the orders aside requires a two-thirds vote.
5	Previous Question / Close Debate	End debate and amendment on the immediately pending question and proceed to a vote.	Say, "I move the previous question." Requires a second; not debatable or amendable; requires a two-thirds vote. The chair then votes on the pending question.
6	Limit or Extend Debate	Change the number or length of speeches or set a time to close debate.	State the exact limit or extension. Requires a second; not debatable; amendable; requires a two-thirds vote.
7	Postpone to a Certain Time	Delay the pending motion until a specified time, meeting, or point in the agenda.	State when consideration will resume. Requires a second; debatable as to postponement; amendable as to time; majority vote.
8	Refer to Committee	Send the pending matter to a committee or designated group for study, drafting, or recommendation.	Identify the committee, task, deadline, and reporting instruction. Requires a second; debatable; amendable; majority vote.
9	Amend	Modify the wording or effect of a pending motion without changing it into a fundamentally different question.	State the exact words to insert, strike, or substitute. Requires a second; debatable when the underlying motion is debatable; majority vote. One primary and one secondary amendment may be pending.

Rank	Motion	When Used	How to Use / Usual Vote
10	Main Motion	Introduce new business or propose that BCHI take a specific action.	After recognition, say, “I move that...” and state a complete, actionable proposal. Usually requires a second; debatable and amendable; majority vote unless a controlling rule requires more.

B. Incidental Motions — No Fixed Rank

Incidental motions arise from the business or meeting process. They are decided when the issue occurs, before the assembly continues with the pending business.

Motion or Request	When Used	How to Use / Usual Vote
Point of Order	Identify a violation of the Bylaws, Rules, agenda, or parliamentary procedure.	State, “Point of order,” and briefly identify the rule. No second or debate. The chair rules; the point should be timely.
Appeal	Ask the assembly to decide whether the chair’s ruling should stand.	State, “I appeal from the decision of the chair.” Requires a second. It is debatable unless the underlying question is not debatable; majority vote is required to overturn the chair’s ruling.
Division of the Assembly	Require a more reliable standing or counted vote when the result of a voice vote is doubtful.	Call, “Division.” No second, debate, or vote is required. The chair retakes the vote by a method that can be verified.
Parliamentary Inquiry	Ask how to proceed correctly under the governing rules.	Address the chair and ask a concise procedural question. No second, debate, or vote. The chair answers; the inquiry itself is not a motion.
Request for Information	Request factual information needed to understand the pending matter.	Address the request through the chair. No second, debate, or vote. It may not be used to make a speech or debate indirectly.
Suspend the Rules	Temporarily set aside a procedural rule for a stated purpose when suspension is permitted.	Identify the exact rule and purpose. Requires a second; not debatable or amendable; requires a two-thirds vote. The Bylaws, law, fundamental rights, and rules that protect absent members may not be suspended.
Withdraw or Modify a Motion	Allow the maker to withdraw or change a motion before final action.	Before the chair states the motion, the maker may change or withdraw it. After it is pending, permission of the assembly is required; handle promptly without debate.

C. Motions That Bring a Question Back

Motion	When Used	How to Use / Usual Vote
Reconsider	Reopen a vote taken earlier at the same meeting because the assembly may need to correct or reassess its decision.	A member who voted on the prevailing side moves to reconsider. Requires a second; debatable when the original motion was debatable; majority vote. Use only at the same meeting under BCHI’s current rule.
Rescind or Amend Something Previously Adopted	Cancel or change a prior continuing action that has not been fully completed and may lawfully be changed.	State the exact prior action and proposed change. Requires a second; debatable and amendable. Majority vote with previous notice; otherwise two-thirds, unless a controlling rule requires more.

Motion	When Used	How to Use / Usual Vote
Take from the Table	Resume consideration of a motion previously laid on the table.	Identify the tabled motion. Requires a second; not debatable or amendable; majority vote. It must be timely under the parliamentary authority.
Lay on the Table	Temporarily set aside a pending matter because urgent business requires immediate attention.	Requires a second; not debatable or amendable; majority vote. It is not used merely to avoid or kill a motion.

D. Rules for Choosing and Making a Motion

- Use a main motion when no other business is pending and the assembly needs to take a new action.
- Use an amendment to change a pending proposal; vote on the amendment first and then on the main motion as amended.
- Use a higher-ranked motion only for its proper purpose. A motion may not be used to evade notice, voting thresholds, conflicts-of-interest requirements, or authority reserved by the Bylaws.
- State motions in complete, specific language identifying the action, responsible party, limit or amount, and effective date when applicable.
- The chair determines whether a motion is in order and its precedence, subject to appeal. When this Appendix is silent, RO-104 and the adopted parliamentary authority control.

E. Voting Threshold Reminder

Action	Required Vote
Ordinary delegate or Board action	Majority of votes cast by those present and voting at a meeting with quorum
Bylaw amendment	Two-thirds of delegate votes cast
Rules of Order amendment	Majority of delegate votes cast
Officer election	Majority of delegate votes cast
Removal of an elected officer	Two-thirds of delegate votes cast
Merger or dissolution	Two-thirds of delegate votes cast unless law or the Articles require more
Suspend the Rules; close, limit, or extend debate	Two-thirds of votes cast

F. Recording the Action

The minutes shall record the exact wording and disposition of each main motion, the vote result, and any counted vote when required. Procedural motions need not be recorded verbatim unless they materially affect the action taken, are required by these Rules, or are necessary to explain the meeting record. Use the current Book 5 motion, resolution, vote-tally, teller, and minutes forms when a separate record is required.

GENERAL FORM-CONTROL PROVISION FOR APPENDICES A–K

These Appendices identify the function and location of official BCHI forms.

They do not reproduce the forms themselves.

All official form templates shall be maintained in Book 5 — Forms & Appendices.

The Book 5 version controls:

- form identification number;
- official title;
- required fields;
- instructions;
- signatures and approvals;
- revision date;
- version number;
- submission requirements; and
- retention information.

Only the current approved version of a form shall be used.

When Book 5 adds, renumbers, replaces, or retires a form, the Secretary shall update the applicable Appendix reference as an administrative cross-reference correction, provided the change does not alter substantive authority or requirements.