



## THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

### Rules Committee Standard Operating Procedure

**Mission:** To continue to review and update the Bylaws as needed. Provide Bylaws interpretation as requested.

**Committee Members:** Historically, this has been a very small committee, usually the chair plus one or 2 additional members. Terms have been indefinite. Because of the nature of the activities it has been expeditious for the chair to learn the Bylaws well and remain chair for an extended period. When a lawyer has been actively involved in CPDD activities, that person has usually also has served on the Rules Committee.

**Committee Operations:** This committee has been primarily reactive to requests from the Board or membership for Bylaws amendments. However, it may also take the initiative to recommend changes. The committee monitors the Bylaws and suggests amendments to the Board of Directors as appear to be necessary or desirable or are requested by the Board or membership. The chair of the committee usually sits with the Board of Directors at its regular meetings to interpret the Bylaws as needed, serve as an informal Parliamentarian, and determine if any potential Bylaws amendments might be useful or necessary. Between Board meetings the committee responds to requests (usually by E-mail or phone call) for Bylaws interpretation (e.g. as pertains to the conduct of elections). A consultant attorney used by CPDD can be made available if a specific legal issue involving the Bylaws needs to be resolved.