

IEEE Central Texas Section  
Local Operating Procedure  
**Format and Review**

29 August 2015

Replaces Standing Rule with the same title

- CTS Standing Rules and other guidelines shall conform to the following format:
  - The type font shall be Times New Roman.
  - The type size shall be 12 point for the body, 14 point for the title and section titles, and 11 for the header.
  - Paragraph numbering shall be 1, a, i, 1
  - Italics shall be used for publication titles.
  - The header shall consist of “IEEE CTS LOP,” the title, the adoption date of the last amendment and the page number. (See above.)
  - The heading shall include IEEE Central Texas Section, Local Operating Procedure, the title, the adoption date, and the last amendment adoption date. (See above.) The term Special Rule (SpR) shall be used for rules that affect parliamentary procedures.
  - The body shall contain the approved text.
  - The information shall be presented in two sections titled “Local Operating Procedure” and “Clarifying Information” separated by a page break.
    - The Local Operating Procedure itself.
    - Clarifying Information in a Frequently Asked Questions format, typically quotes from the *Member and Geographic Activities Operations Manual* with source information.
- Addendums shall follow the same format, with the word, “Addendum” substituted.
- Revision proposals shall be presented using the convention of strikethrough for removed text and underscore for new text, as well as proposed final form.
- The incoming and outgoing CTS Chairmen shall review all standing rules and other guidance at the beginning of each term of office.

## Clarifying Information

1. What is the basis of the set of section governance documents used by the Central Texas Section?

### “9.4.E Section Governing and Operating Documents

- Section Bylaws: All Sections are required to operate in accordance with IEEE Constitution, Bylaws, Policies, and the MGA Operations Manual. The use of Section Bylaws shall be allowed when required to meet the requirements of local laws. All such required Section Bylaws shall be submitted for review to the Region Director, who will then forward to MGA staff for review and to obtain IEEE Legal Compliance Department legal approval before submission to the MGA Board for approval.
- Local Operating Procedures: Sections may maintain local operating procedures documents, which may be used to record the administration and operational processes of the Section. These documents shall not contain any exceptions to the MGA Operations Manual.
- Addendums: Sections requiring exceptions to the MGA Operations Manual shall submit an addendum request to the Region Director for review. If the request meets with the approval of the Region Director, it shall then be presented to MGA staff for review before submitting to the MGA Board for approval. “

*(Member and Geographic Activities Operations Manual Section 9.4.E)*

2. What additional guidance does Robert's Rules provide us about governance documents?

*(We have provided an example of partial text as a tutorial to show how it should be documented. Normally the text would be shorter and the complete text and citation would be provided (or just the section heading and the citation).)*

### "§2., Rules of an Assembly or Organization

An organized society requires certain rules to establish its basic structure and manner of operation. In addition, a need for formally adopted rules of procedure arises in any assembly, principally because there may be disagreement or a lack of understanding as to what is parliamentary law regarding points that can affect the outcome of substantive issues.

Experience has shown that . . . . "  
(RONR (11<sup>th</sup> ed.), pp. 10-19 )

### Notes:

The last line above is the official citation format used by Robert's Rules.

RONR stands for Robert's Rules Newly Revised.

ed. stands for edition

p. and pp. stand for page and pages respectively

I. and II. stand for line and lines respectively used after the page number if necessary for clarification.

. . . . stands for text that is continued in the referenced section.

“§” stands for “Section” in Robert’s Rules.