

The New Jersey Emergency Management Association  
Chartered by the U. S. Civil Defense Council  
**Charter No. 1**



# *“CONSTITUTION AND BY-LAWS”*

(Fully Revised, 2-2020)

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The New Jersey Emergency Management Association  
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**“CONSTITUTION AND BY-LAWS”**

**ARTICLE I**

**NAME**

The name of this Association shall be known as the NEW JERSEY EMERGENCY MANAGEMENT ASSOCIATION and herein after shall be referred to as Association.

**ARTICLE II**

**PURPOSE**

SECTION 1: The purpose of said association shall be as follows:

- A. To promote the efforts of its members in a common goal and to protect the property and lives of our stakeholders whenever necessary beyond said scope, against all hazards for the preservation and resiliency of our communities.
- B. Members of said association shall act as a sounding board for ideas and suggestions brought to their attention to evaluate problems, recommendations, and necessary action relative to the association membership. Dispositions of same shall be submitted in writing to the proper authorities.
- C. Said association shall encourage and set forth efforts and planning to assist other organizations having to do with emergency management affairs.
- D. Members of said association shall neither verbally, in writing, or by deed or action represent the association without approval of the executive board or membership. Further, no member or officer of said association will be at liberty to use their membership for personal or political gain whatsoever.

- E. Members of said association shall make diligent effort to promote membership in this association. Members shall seek acquaintance-ship with persons outside of said association who are affiliated with either public or private entities who have an interest in emergency management and or planning.
- F. Members of said association shall join in a concerted effort to influence legislators of this state, or any other state whenever necessary to improve emergency management and the best interest of this association. These efforts must originate from the association at a regular or special meeting called by the president.
- G. Members of said association shall make a strong effort to enlighten the general public by approval and authorized dissemination of emergency management concerns and associated efforts to clarify and all documentation of authorized and official information.
- H. Members of said association shall vigorously make efforts to educate the general public concerning matters of local, federal and personal survival in natural or manmade emergencies or disasters.

### **ARTICLE III**

#### **MEMBERSHIP, DUES AND RIGHTS OF MEMBERS**

##### **SECTION 1: GENERAL**

- A. Membership in the association shall be open to any person who has an interest in emergency management and has submitted a completed membership application and met the financial requirements of membership set forth in Section 2 of Article IV.
  - 1. Annual dues shall be paid each year on the date of membership. Failure to pay dues within 60 days of membership anniversary will result in the revocation of membership.
  - 2. Resignations from the association shall be in writing and directed to the attention of the corresponding secretary. Members resigning prior to the end of the calendar year shall forfeit any remaining dues for that year.
  - 3. The executive board may deny or revoke a membership for conduct that brings disrepute to the association. In the case of revocation, the executive board shall notify the organization and/or individual in writing of the effective date that the revocation becomes effective as well as the reason(s) for such action.
  - 4. Dues are outlined in Article IV: Section 2.

## SECTION 2: CATEGORIES OF MEMBERSHIP

- A. ACTIVE MEMBER INDIVIDUAL – Is open to any individual who has an interest in emergency management.
1. Each active member individual shall be entitled to one vote providing that said active member individual is a member in good standing of the association and whose dues are paid in full according to Article V: Section 2.
  2. Each active member individual shall be entitled to all voting rights and privileges concerning association business.
  3. Each active member individual in good standing shall be entitled to hold any elected position within the association.
- B. HONORARY MEMBER – Honorary membership may be granted to any individual upon approval of the membership committee and the executive board and with a two-thirds (2/3) vote of the members present and eligible to vote at an association general membership meeting. The applicant for honorary membership should have performed outstanding service on behalf of the New Jersey Emergency Management Association, and/or in the advancement of emergency management in the State of New Jersey. Nominations for honorary membership shall be made in writing by an active member Individual to the membership committee. Honorary members will not be required to pay dues, and will not be entitled to vote on association business or hold office.
- C. LIFE MEMBER – Life membership may be conferred upon an individual by a two-thirds (2/3) vote of the members present and eligible to vote at an association general membership meeting. The candidate for life membership shall be any member who has served in the association in good standing for 15 years. The candidate for life membership must meet one of the following requirements:
1. Has served in an elected position in the association for a minimum of 5 years.
  2. Has provided a significant contribution to the betterment of the New Jersey Emergency Management Association.
  3. Has been an active participant on NJEMA committees.

Documentation confirming these requirements must be provided to the membership committee with the application for life membership. The membership committee will review the application and associated documentation and bring their recommendation to a general association meeting for a vote. Said candidate for life membership shall no longer be required to be associated with a bona fide emergency management organization or maintain active member individual status. All past presidents of the association shall be considered for life membership. All life members shall be entitled to vote, but not hold office in the association, Life members shall **NOT** be required to pay dues.

- D. ACTIVE STUDENT MEMBER – Active student membership is open to any member that qualifies as an active individual member and is currently enrolled in a higher education emergency management, or related field, program. This membership type shall require proof of enrollment in such a program. Active student members will have a voice at meetings and be able to sit on committees but shall not be entitled to vote or hold office. *Student Representation* – When there are 25 or more student members, the student members will elect a student representative to serve a 1 year non-voting term on the executive Board.
- E. CORPORATE SPONSOR – Corporate sponsors may be extended to any corporation, business, or member of the private sector that provides a product or service to the emergency management community. Corporate sponsors shall not be entitled to vote or hold office.

### SECTION 3: RIGHTS OF MEMBERS

#### A. Members in Good Standing:

Members are considered to be "in good standing" if all applicable dues, fees and other amounts owed are paid in full. Members in good standing are expected to abide by the by-laws of this association.

1. Active member individual and life members in good standing have the right to vote, according to the process established in these by-laws (Section 3, B), on:
  - a. Amendments to the by-laws.
  - b. Election of officers.
  - c. Matters of business arising at the general membership meetings.
2. Active member individual shall have the right to hold office according to guidelines established in these by-laws.

#### B. Voting Rights

1. Each active member individual and life member shall be entitled to cast one vote according to the provisions of Article III Section 2.
  - a. An active member individual must be in good standing in order to vote.
  - b. The association does not recognize absentee ballots.

## ARTICLE IV

### MEMBERSHIP DUES and FEES

#### SECTION 1: GENERAL

- A. The membership dues and fees shall be structured according to the provision of Section 2 of this Article. Annual dues shall be paid each year on the date of membership. Failure to pay dues within 60 days of membership anniversary will result in the revocation of membership in the association.

#### SECTION 2: ANNUAL MEMBERSHIP FEE SCHEDULE (see addendum 1)

#### SECTION 3: CHANGES TO THE DUES and FEE SCHEDULE

- A. Membership dues and fees may be changed at any time by recommendation of the executive board with ratification by a two-thirds (2/3) vote of the members present and eligible to vote at an association general membership meeting.
- B. For members of the association in good standing at the time of ratification of a change in the dues and fee schedule, the change will become effective for the succeeding calendar year. A change in the schedule of dues and fees will become effective immediately upon ratification for all new membership applications.

## ARTICLE V

### OFFICERS

#### SECTION 1: GENERAL

- A. The elected officers of this association shall consist of President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, four (4) Regional Directors, and two (2) Sergeant at Arms.
- B. Officers of this association shall be elected for a term of two (2) years from January 1<sup>st</sup> through December 31<sup>st</sup> of the second year or until their successors are elected.
- C. Regional Directors must serve in an emergency management role within the region they are elected to serve. The Regions will be defined as follows:
  - a. Metro: Passaic, Bergen, Essex, Hudson, Union, Middlesex.
  - b. Coastal: Monmouth, Ocean, Atlantic, Cape May
  - c. Skylands: Morris, Somerset, Hunterdon, Warren, Sussex
  - d. Delaware River: Mercer, Burlington, Camden, Gloucester, Salem, Cumberland



- D. Regional Directors will be elected to a 1 year term in the first year (2021), thereafter they will be elected to a 2-year term.
- E. The president, 1<sup>st</sup> vice president and 2<sup>nd</sup> vice president shall not be eligible to serve for more than 2 consecutive terms in the same office. An officer who has served more than half a term is considered to have served a full term in office.
- F. Should an office be vacated by resignation, death, or any other reason during the year, the president shall, with the approval of the executive board, appoint an eligible member to fill the unexpired term of office.
- G. All elected officials are required to attend at least three membership meetings each year, and 50% of all E-Board meetings per year. They may be excused for "just cause" i.e. illness, death, or conflict with business schedule once. Additional absence must be approved by the president.
- H. REMOVAL OF AN ELECTED OFFICIAL: An elected official may be removed from office for breach of trust, violating the rules and regulations of this association, assault, or immoral conduct. Written charges outlining the offense and signed by four (4) active members must be filed with the executive board. The executive board shall review the charges and notify the officer in question in writing of the charges made against him or her. He or she will have fifteen (15) days after receiving the notice to respond to the allegations. His or her reply shall be in writing or by appearance before the executive board. The executive board will notify the membership of any recommended action to be taken, and at the next business meeting, the membership shall, by a two-thirds (2/3) vote of the active members present, remove or retain the officer.
- I. Any officer who decides to run for another office, forfeits his or her current position, upon acceptance of nomination to the new position.

## SECTION 2: DUTIES OF THE OFFICERS

### A. PRESIDENT:

The president shall preside at all regular or special meetings of the association or executive board. Said president shall perform all of the duties and shall have the responsibility to conduct and run the association business in accordance with the by-laws. He or she shall have the authority to appoint committees with or without power to act on behalf of the association.

### B. FIRST VICE-PRESIDENT:

The first vice-president shall perform the duties and responsibilities of the president should the president be absent or disabled. He or she shall further carry out the orders of the president or the executive committee in the absence of the president.

C. SECOND VICE-PRESIDENT:

The second vice-president shall perform the duties of the president and/or first vice-president in their absence. He or she shall further carry out the orders of the president or the executive committee in the absence of the president. The 2<sup>nd</sup> Vice President shall provide oversight to the Regional Directors.

D. RECORDING SECRETARY:

The recording secretary shall take and keep all minutes and proceedings of all regular, executive and special meetings and perform such duties as may be required of him or her by the executive board. Minutes shall be kept electronically. Copies of minutes, exactly as written are to be distributed to the membership either by email or by copy at the meeting. Tape recorders will be used as a backup for minutes.

E. CORRESPONDING SECRETARY:

The corresponding secretary will be responsible for all correspondence from and to the association and maintaining membership enrollment in conjunction with the membership chairman. He or she will also perform such duties as may be required by the executive board.

F. TREASURER:

The treasurer shall receive and have charge of all monies, securities and other assets belonging to the association. He or she shall collect in the name of the association all dues and other financial matters and further shall pay all bills and debts of the association approved by a two-thirds (2/3) vote of the membership either at a regular or special meeting. In an emergency, the president and the executive committee may act with power on behalf of the association. The treasurer shall sign all checks and have them counter-signed by the president or first vice-president or second vice-president should the offices be vacated either by absentee or disability. The treasurer shall keep accurate records and shall perform such duties as may be required of him or her by the executive board. A copy of the treasurer's report must be handed out to the members present at each meeting. Such position shall be bonded at the expense of the association. A yearly audit of the books will be made prior to the last quarter meeting and presented to the membership at the last quarter meeting, or at any other time as requested by the executive board.

G. REGIONAL DIRECTOR:

Regional Directors shall be responsible for providing advice as members of the Executive Board as well as coordinating the organization's overall relationship with the members and constituents of their designated region. Reporting to the 2<sup>nd</sup> Vice-President, the Regional Director will work collaboratively to develop and implement sound strategies to support the NJEMA programs and its' members, as well as oversee organizational services and support to those in their respective region. In addition to the regular NJEMA meetings, each Regional Director shall

host an annual “Regional Meeting” to encourage participation in NJEMA programs and to assess and address the concerns of those that they represent. Regional Directors may hold additional regional meetings as authorized by the majority of the Executive Board.

H. SERGEANT AT ARMS:

The sergeant at arms shall assist the presiding officer in maintaining order and perform other duties as requested by the presiding officer. It will be the duty of the sergeant at arms that the room doors be secured during the election of officers and as requested.

**ARTICLE VI**

NOMINATIONS AND ELECTION OF OFFICERS

SECTION 1 GENERAL

- A. Nomination and election of all elected officers shall take place according to an elections schedule established annually by the executive board.
- B. Not less than sixty (60) days prior to the annual elections, the president shall appoint a nominating and elections committee of three (3) active members. This committee shall be responsible for vetting all nominees, and selecting and nominating a complete slate of eligible officers for the coming year. In addition, the committee shall be responsible for preparing the ballots and conducting the elections.
- C. Selection of candidates for office must be in accordance with Article VI, Section 3 of these by-laws.
- D. A tie in the number of votes cast for any office shall require that the nominations & elections committee, under supervision of the recording secretary, re-examine the ballots cast to determine that the count is correct. If a tie still exists, the president may call for a second ballot. If the tie still exists, the office in question shall be determined by vote of confidence from the president.

SECTION 2 QUALIFICATIONS of OFFICERS

- A. To be elected or appointed as an officer, a member shall meet the following requirements:
  - 1. Have been an active individual member of this organization for a minimum of two consecutive years prior to seeking office.
  - 2. Must have attended at least (4) four of the last (8) eight regular association Meetings.

### SECTION 3 NOMINATIONS

- A. In order to be placed on the ballot for election to an office, the candidate must meet the requirements in Article VI, Section II of these by-laws and submit the following to the nominations committee according to an elections schedule established annually by the executive board. The schedule will allow adequate time for the nominations committee to vet the credentials and prepare the ballots. The schedule will specify the voting period established by the executive board.
1. A letter stating candidacy;
  2. A brief resume.
- B. In order to be eligible as a write-in candidate for office, the candidate must submit the above listed documents to the nominations committee chair by the time the election closes.

### SECTION 4 ELECTIONS and VOTING

- A. All annual elections shall take place in accordance with article VI, section 1, a, of these by-laws.
- B. Election for all elected officers of this association shall be by secret ballot cast by the eligible members. Elected officers shall be sworn into office following the election at a time and place determined by the president.
- C. Ballots will be made available to eligible members in good standing prior to the annual Meeting. The ballots will be supervised by the nomination & elections committee.
- D. Voting
1. Active member individual and life members in good standing have the right to vote (consistent with Article III, Section III) on any issue put before the body assembly of this association.
  2. Voting by proxy is not permitted
  3. Voting rights are granted in accordance with the following membership categories:
    - i. *Active Member Individual* – Full voting rights
    - ii. *Life Member* – Full voting rights
    - iii. *Active Student Member* – No voting rights
    - iv. *Corporate Sponsor* - No voting rights

## ARTICLE VII

## EXECUTIVE BOARD

### SECTION 1: GENERAL

- A. The executive board of this association shall consist of all twelve (12) of the elected officers.
- B. The executive board shall meet once each quarter of the Year. The meeting date shall be announced by the president at the prior e-board meeting and, if possible in conjunction with the regular membership meeting.
- C. Special meetings of the executive board shall be called by the president or at the written request of any two (2) executive board members.
- D. Six (6) members of the executive board shall constitute a quorum to transact business.
- E. All executive board members shall be notified at least one (1) week in advance of the stated meeting. An emergency meeting can be done by phone.
- F. All executive board meetings are subject to the rules and regulations of this constitution and by-laws.

## **ARTICLE VIII**

### COMMITTEES

#### SECTION 1: GENERAL

- A. The president shall have the power and authority to appoint members in good standing to serve on committees.
- B. All committees shall have the appropriate number of members to satisfy their needs. The president shall name the chair-person.
- C. All appointed committees shall meet promptly after their appointment in order to transact their business.
- D. All members appointed to committees shall serve unless excused by the president.

#### SECTION 2: DUTIES OF COMMITTEES

- A. The duties of the committees shall be established by the president in consultation with the executive board and in accordance with membership requirements.

## ARTICLE IX

### MEETINGS:

#### SECTION 1: GENERAL

This association shall conduct at least four (4) general membership meetings each year, one in each quarter of the year. The fourth (4th) quarter meeting shall be known as the annual meeting.

- A. The president and executive board shall determine the month and day of the of the general membership meetings.
- B. Special meetings of the general membership shall be called by the president at the direction of the executive board or upon written request signed by twenty-five (25) active members.
- C. A quorum to transact business at a general membership meeting shall be twenty-five (25) active members including the elected officials.
- D. All members shall be notified by at least one (1) week in advance of the scheduled meeting.
- E. All general membership meetings shall be subject to the rules and regulations of the constitution and by-laws.
- F. The association will endeavor to conduct one (1) seminar per year to further and improve the association. The seminar shall be held at a location within the State of New Jersey. The time and place to be determined by the executive board.

## ARTICLE X

### FISCAL YEAR

#### SECTION 1: GENERAL

- A. The fiscal year of this association shall be January 1st thru December 31<sup>st</sup>.
- B. The membership chairman, in conjunction with the corresponding secretary will bill members for dues annually on their membership anniversary date.

## ARTICLE XI

### PARLIAMENTARY AUTHORITY

“ROBERT’S RULES OF ORDER” shall be the Parliamentary Authority for all matters of procedure not specifically covered by the constitution and by-laws of this association.

## ARTICLE XII

### AMENDMENTS

#### SECTION 1: GENERAL

- A. This constitution and by-laws may be amended and supplemented as follows at any annual or general meeting of the association, requiring two meetings for final passage the first meeting will require a proposal reading without vote and the second meeting, final reading followed by discussion and final vote by a two-thirds (2/3) vote of the Active Members at such meeting. Proposed changes shall be circulated by the corresponding secretary to all voting members after first reading and at least thirty (30) days in advance of the next meeting.
- B. All amendments shall be in writing. Exact wording of the changes proposed shall be required. Amendments shall be submitted to the executive board before any regular meeting and shall be signed by the active voting member proposing such amendment.
- C. Any authorized amendments, changes, additions or deletions of the by-laws shall not be nor will they have the authority of "EX POST FACTO".

#### ADDENDUM 1

#### ANNUAL MEMBERSHIP FEE SCHEDULE

The following table shall represent the schedule of dues and fees for the association.

| <b>Category of Membership</b>                             | <b>Fee</b> |
|---|------------|
| <b>Active Member Individual</b>                           | \$75.00    |
| <b>Student Member</b>                                     | \$25.00    |
| <b>Corporate Sponsor (includes the organization only)</b> | \$200.00   |
| <b>Life Member</b>  | \$0        |

## ADDENDUM 2

### SCHOLARSHIP COMMITTEE:

The Scholarship Committee shall be appointed annually by the President. The committee shall be comprised of the Treasurer, one (1) Executive Board member, a student representative, and two (2) at large members of the association. The committee will be tasked with preparing scholarship criteria, an application, and a process to select at least one annual scholarship awardee. The scholarship(s) shall be awarded at the December meeting of the association. The scholarship shall be funded by student membership fees paid to the association, donations specifically for the scholarship fund and any other funds devoted to the scholarship fund by a vote of the membership.



## Record of Changes

| <u>Date of Change/Update</u> | <u>Section</u>                    | <u>Change/Update made</u>  |
|------------------------------|-----------------------------------|--|
| 11-10-2010                   | III, IV and V                     | Full re-write of sections  |
| 10-08-2013                   | III - F                           | Life Member section updated  |
| 02-02-2016                   | Article III, section II, G        | Business Associate Member added  |
| 03-26-2019                   | Article I                         | Limits of membership   |
| 03-26-2019                   | Article II, Section 1             | Updated purpose statement  |
| 03-26-2019                   | Article III, section I, A,1,2,&4  | Dues requirements  |
| 03-26-2019                   | Article III, section II, A        | Removed Active Member Org.   |
| 03-26-2019                   | Article III, section II, B        | Edited Active Member Individual  |
| 03-26-2019                   | Article III, section II, C & D    | Removed Affiliate & Associate Member                                   |
| 03-26-2019                   | Article III, section II, G        | Removed Business Associate Member                                      |
| 03-26-2019                   | Article III, section II           | Added Active Student Member as "D"                                     |
| 03-26-2019                   | Article III, section II           | Added Corporate Sponsor as "E"   |
| 03-26-2019                   | Article III, section III A, 1 & 2 | Removed Active Member Org. and edited Active Member Individual (now 1) |
| 03-26-2019                   | Article IV, section I, A          | Edited dues requirements   |
| 03-26-2019                   | Article IV, Section II            | Edited fee schedule and moved to Addendum 1.                           |
| 03-26-2019                   | Article V, 2, D                   | Edited Recording Secretary   |
| 03-26-2019                   | Article V, 2, F                   | Edited Treasurer, last sentence added.                                 |
| 03-26-2019                   | Article V, 2, FG                  | Edit Sergeant at arms title, spelling                                  |
| 5-30-2019                    | Article V, 1, E                   | Edit vacated office.   |
| 5-30-2019                    | Article V, 2, C                   | Edited 2nd VP duties   |
| 5-30-2019                    | Article VI, 1                     | Edited A & C, removed D  |
| 5-30-2019                    | Article VI, 2                     | Removed Active Org. wording  |
| 5-30-2019                    | Article VI, 3, A                  | Removed reference to on-line voting                                    |
| 5-30-2019                    | Article VI, 4                     | Removed reference to on-line voting                                    |
| 5-30-2019                    | Article VI, 4, D, 3               | Edited voting rights/categories  |
| 5-30-2019                    | Article VII, 1                    | Removed G  |
| 5-30-2019                    | Article VIII, 1                   | Edited section on committees   |
| 5-30-2019                    | Article IX, 1                     | Edited section on meetings   |
| 5-30-2019                    | Article X, 1                      | Removed B  |
| 6-4-2019                     | Article V, 1, B                   | Removed "B" Member at Large  |
| 6-4-2019                     | Article V, 1, B                   | Sergeant at Arms, 2 to 1   |
| 6-4-2019                     | Article V, 1, C                   | Added Regional Directors   |
| 6-4-2019                     | Article V, 2, G                   | Added Regional Directors "G"   |
| 7-9-2019                     | Article V, 1, D                   | Added election guideline for Regional Dir.                             |
| 7-9-2019                     | Article V, 1, G                   | Added meetings requirements  |
| 7-9-2019                     | Article V, 2, C                   | Added reference to Reg. Dir. To 2 <sup>nd</sup> VP                     |

|           |                   |                                       |
|-----------|-------------------|---------------------------------------|
| 7-9-2019  | Article III, 2, D | Added student representation to E-Bd. |
| 7-9-2019  | Addendum 2        | Added scholarship committee addendum  |
| 2-11-2020 | Entire Contents   | Voted and accepted at regular meeting |