

Composition:

The Rules Committee Chairperson is adopted by the body. The Alternate Chairperson and Secretary are to be elected by the Rules Committee. If no one stands for Secretary, then the Rules Committee Chair will appoint a member to serve. Recommendations for Rules Committee membership include past PCI Officers and at least two IGR's. Voting members are to be approved by the Rules Committee. All PCI members are encouraged to attend as non-voting guests; however, the Committee requests comments be held until the end of the meeting agenda. Due to the nature of the Rules Committee the minimum sobriety requirement for the Chairperson and Alternate Chairperson is 5 years, with a minimum of 2 years PCI or General Service experience. All other members must have a minimum of 2 years sobriety and 1 year of PCI or General Service experience. Past board of directors or legal experience preferred. Knowledge of Roberts Rules of Order required.

Scope:

The purpose of the PCI Rules Committee is to ensure accurate development and timely updates to the PCI Book of Motions, Bylaws, Current Practices, and Legacy of Services. The Rules Chairperson, when requested, serves as a procedural advisor to the PCI Chairperson and PCI body during the monthly PCI IGR Business Meetings. The Committee shall collaborate with the Office Committee, in the development and subsequent bi-annual update of the Legacy of Service, which coincides with the rotation of the Officer and Standing Committee elections. The outgoing Officers and Committee Chairpersons are responsible for creating the narrative related to their position and/or Committee with the Office Committee, however the Rules Committee is responsible for identifying motions that apply to all Officer positions and Standing Committees. The Rules Committee also makes recommendations in the form of motions to the PCI body ensure current practices align with PCI Bylaws and Book of Motions while reflecting present-day requirements in the business of PCI.

Procedures:

- Holds monthly Rules Committee meetings.
- The PCI Rules Committee will operate by the principles of Concept IX as closely as appropriate. Concept IX states: *"Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety."*
- PCI Rules Committee Chairperson sets the Committee Meeting agenda in writing. The Committee agenda incorporates submitted motions, old and new business topics. The PCI Rules Committee Chairperson presides over the Rules Committee Meeting making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.
- PCI Rules Committee Secretary records all motions and outcomes from the monthly Rules Committee Meeting and inserts them at the end of the Rules Committee Meeting minutes. The Committee Secretary prepares and emails the minutes to the Committee members within 14 days of the monthly meeting. All minutes and agendas must be anonymity protected (replacing full last names with the first letter of the last name only). Receives the agenda that is prepared by the Rules Committee Chairperson and attaches to minutes. Presents the minutes to the Rules Committee for corrections and approval at the following monthly meeting.
- The Rules Chairperson attends the monthly PCI IGR Business meeting and, when requested, serves as a procedural advisor to the PCI Chairperson and PCI body during the monthly PCI IGR Business Meeting.
- Provides a monthly written report to the Steering Committee and PCI IGR Business

meeting.

- The Rules Committee prepares written proposed amendment to the bylaws for distribution to the IGRs for advance notice; incorporates a summary report citing the impact and effect a bylaw change would have upon the operation of the IGR 's and PCI.
- Review any proposed internal rules, disputes governing Roberts's Rules of Order or the establishment of any procedures of PCI to ensure that they remain consistent with the bylaws.
- Post the date of their monthly scheduled committee meetings on PCI webpage. All meetings of the Rules Committee shall be open to all persons who are *eligible* to serve as Voting Members of the committee as well as any Steering Committee members.
- Vice Chair from the Executive Committee shall be appointed to serve as voting member of the Rules Committee.
- Submits and manages an annual budget if necessary. Provides receipts to the PCI Treasurer for all expenditures.