

**NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION  
(NARFE)  
COLORADO STATE FEDERATION OF CHAPTERS  
EXECUTIVE BOARD STANDING RULES**

1. The Executive Board meetings of the Colorado Federation shall be held at a time and place designated by the Federation President. Refer to the Federation Bylaws, Article VII, Section 1.
2. The order of business at Board meetings (following any opening exercises) shall be;
  - a. Roll Call
  - b. Appointment of the Minutes Approval Committee
  - c. Report of the Minutes Approval Committee
  - d. Statement of Finances
  - e. Bills
  - f. Reports
    - i. Officers
    - ii. Executive Committee
    - iii. Standing Committees
    - iv. Special Committees
    - v. Reports from chapters
  - g. Special Orders
  - h. Unfinished Business and General Orders
  - i. New Business
  - j. Announcements
3. All meetings of the Board may be tape recorded.
4. Only voting members of the Board, as stated in Article VII of the Colorado Federation Bylaws, are authorized to vote. All NARFE members are invited to attend Board meetings.
5. The President or Secretary may request motions to be in writing.
6. To obtain the floor, members shall address the Chair, give name and chapter, and upon recognition by the Chair, may speak.
7. Members speaking to a pending motion must state whether they are for or against the motion.
8. Members may not speak in debate more than twice to the same question on the same day, or longer than three minutes, without permission of the Assembly granted by a two-thirds vote without debate. No members may speak more than once to a question if a member who has not spoken wishes to speak.
9. Voting will be by voice vote unless a counted or ballot vote is called for by a majority vote of the Board. Refer to the Federation Bylaws Article VII, Section 2, D.
10. These rules contained in the current edition of “Roberts Rules of Order, Newly Revised”, shall govern the meeting in all cases to which they are applicable and are not inconsistent with the Bylaws or these rules.

11. These rules may be suspended by a two-thirds vote of the Executive Board. These rules may be amended at any regular or special Board meeting by a two-thirds vote, or, with previous notice, a majority vote.
12. The President will appoint a committee of two to approve the Minutes of the Executive Board meetings. Approved minutes will be available to Executive Board members who request them.
13. Budget adjustments in excess of \$500.00 shall be approved by the Federation Executive Board.
14. All allowances such as mileage, distance and flat rate subsistence will be established by the Executive Board. Mileage is set at \$0.50 cents per mile and travel of less than 10 miles per trip will not be reimbursed.
15. Any Board member who travels more than 50 miles one way to attend a Board meeting will be reimbursed not to exceed \$100.00 towards the cost of one night's lodging. Any request for reimbursement must include a paid lodging receipt.
16. The Federation President, Vice Presidents for a designated representative (approved by the Executive Board) are authorized reimbursements for attendance at National Conferences, Regional Conferences or the Federation Conference, as stated in the Fiscal Policy and to the extent provided in the Federation budget.
17. The chapter per capita assessment fee is One Dollar (\$1.00) per member, payable for members as of December 31, due February 1, and delinquent March 31. Refer to the Federation Bylaws Article VII, Section 2, B, 5 and Article III, Section 2, A.
18. Federation Officers and committee chairs will be reimbursed \$0.05 per copy made on personal copiers (printers) in lieu of claiming for ink cartridges and printer paper.

AMENDED/APPROVED DATE: October 21, 2017