

# Standing Rules, Special Rules of Order & Policies

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## Section 1.00 Organizational Governance & Communication

- 5 1.01 Communication of Bylaws and Standing Rules to the Membership.  
Membership will be provided a link to the existing bylaws and standing rules by the management firm when membership dues are submitted.
- 10 1.02 Standard Order of Business for Meetings.  
The parliamentary authority of PPMA is the most recent edition of Robert's Rules of Order, Newly Revised. Informed by the parliamentary authority and addressing the needs of PPMA, the standard order of business for PPMA business meetings will be: (i) Consent Agenda Items, (ii) Priority Agenda Items, (iii) Reading and Approval of Minutes; (iv) Reports of Officers and Standing Committees; (v) Reports of Special Committees; (vi) Special Orders; (vii) General Orders and Unfinished business, (viii) New Business, (ix) Announcements/Good of the Order, and (x) Adjournment.
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- 20 1.03 Consent Agenda for Meetings.  
Routine and non-controversial matters to approve may be placed on a consent agenda by the president of PPMA. Items on a consent agenda can be approved *en bloc* (as a whole) with a majority vote. Any member may request that any item on the consent agenda be removed from the consent agenda and transferred to the regular agenda for deliberations.
- 25 1.04 Priority Agenda for Meetings.  
A priority agenda item for any PPMA business session (executive meeting or membership meeting) can be created and developed by the current president of the organization to allow the organization to take up important agenda items, or business of significant consequence, early in the meeting. The priority agenda will be taken up after the consent agenda is disposed of. The assembly can amend any priority agenda with a majority vote.
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- 35 1.05 Agenda Notice for All Business Sessions.  
For all business sessions of the organization, be it executive meetings or membership meetings, planned agendas should be shared with the executive committee or the membership a minimum of 24 hours prior to the meeting.
- 40 1.06 Board of Directors Meeting Reporting Requirements.  
The Executive Director will provide up-to-date financial reports and membership lists for each board meeting.
- 45 1.07 Board of Directors Communications  
Communications among the Executive Director and Board members will be done electronically (for example, email).
- 1.08 Monthly Newsletter  
A newsletter to membership will be distributed monthly by the Executive Director/Management Firm through electronic communications.



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50 1.09 PPMA Communication Standards  
All communications on behalf of the PPMA, including regional mailings, must be sent on PPMA letterhead. The state office will provide mailing services for the regions upon request of the region officers.

55 1.10 Executive Council.  
An executive council consisting of the president, president-elect, and vice-president will be responsible for bringing action items as needed to the State Board of Directors. The executive council is responsible for approving non-routine expenditures over \$500. The Executive Director/Management Firm will have a non-voting, ex-officio position on the executive council.

## Section 2.00 Membership

65 2.01 Annual dues.  
Each member shall be assessed annual dues which shall be used to cover expenses of the Association. Membership is annual. The amount of dues to be assessed shall be determined during the business meeting at the annual conference as recommended by the PPMA State Board of Directors. Dues are payable upon receipt of invoice from the management firm.

70 2.02 Membership Categories.  
The PPMA State Board of Directors will set the dues amount and the criteria for each category of membership with approval in the annual meeting. Any active member whose dues remain unpaid shall be placed in inactive status according to National Pest Management Association (NPMA) policy. Allied members shall be placed in inactive status 90 days after a second membership notification has been sent.

80 2.03 Individual Membership Categories Dues Schedule  
See affixed addendum.

85 2.04 Join Membership with NPMA  
Per the memorandum of understanding (MOU) with the National Pest Management Association, all Active Member Companies must pay joint membership dues.

90 2.05 Membership Billing Schedules  
Allied Member Companies will be billed from the PPMA Office on the same schedule as Active Member Companies.

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2.06 Company Membership

Each company, as they do business, is required to pay membership. Subsidiaries, doing business under another name, are also required to pay membership dues

95 2.07 Membership Solicitation Calendar of Events

Responsible Org	Date	Task
NPMA	May 1	NPMA sends out email renewal notices.
PPMA	May 1	PPMA invoices Allied and PA Only members which includes a letter from the President or Executive Director, respectfully. PPMA sends out notices/letters to members who are previously Joint NPMA/PPMA members but who did NOT pay during the previous membership year.
NPMA	June 1	a paper copy is sent as a second notice.
PPMA	June 1,	PPMA sends out second notice letters to Allied Members, PA Only Members and previous member companies as a second notice.
PPMA	July 1	send out a letter (or post-card) to Allied Member Companies, PA Only Companies, Joint Member Companies, member companies who have previously paid, but did not renew in the previous membership year.
PPMA	August 1,	All Allied Member companies receive a phone call from Executive Director/Management Firm. Companies who have not renewed or have previously been members will be called.
PPMA	September 1	send out letters and information to all non-member companies regarding the annual conference and membership. A conference mailer is sent to all companies on the BU List as part of the marketing for the conference.
NPMA	October	NPMA sends a final notice to Joint members who have not paid.

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## Section 3.00 Regions

3.01 Central Region:

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The Pennsylvania counties in the Central region of PPMA will be (listed alphabetically): Adams, Bedford, Blair, Cameron, Centre, Clearfield, Clinton, Cumberland, Dauphin, Elk, Franklin, Fulton, Huntington, Juniata, Lancaster, Lebanon, Lycoming, McKean, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Tioga, Union, and York.

3.02 Eastern Region:

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The Pennsylvania counties in the Eastern region of PPMA will be (listed alphabetically): Berks, Bucks, Bradford, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Pike, Schuylkill, Sullivan, Susquehanna, Wayne, and Wyoming.

3.03 Western Region:

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The Pennsylvania counties in the Central region of PPMA will be (listed alphabetically): Allegheny, Armstrong, Beaver, Butler, Clarion, Cambria, Crawford, Erie, Forest, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland.

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## Section 4.00 Board and Officer Duties

4.01 President.

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The President will preside at meetings and be responsible for executive actions in carrying out policies designated by the State Board of Directors. The President will appoint the committee leadership. In addition, it is the responsibility of the President to appoint a PPMA representative to relevant opportunities as presented.

4.02 President-Elect.

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The President-Elect will preside at meetings in the absence of the President. The President-Elect will act as an ex-officio member and facilitate activities of the committees or perform duties assigned by the President. In the event the President is unable to complete their term, the President-Elect will complete the remainder of the term of President.

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4.03 Vice President.

The Vice President will be responsible for duties typically prescribed to a Treasurer. The Vice President is responsible for preparing and presenting a budget to the Board of Directors at the Board Meeting in the Spring.

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4.04 At-Large State Directors

It is the responsibility of the two at-large state directors to represent the best interests of the organization at large and assist in advancing the work of the committees of the organization.

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4.05 Regional Directors.

The general duties of Regional Directors will be to: (a) represent PPMA in matters of a regional nature; and (b) actively engage in membership recruitment in the region. Two representatives from each region serve as voting members on the State Board of Directors.

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4.06 PPMA Partner Program Representative

The PPMA Partner Program Representative will be a Platinum level partner nominated by the Patron Program and approved by the Board of Directors. They will represent the business and industry interest to the PPMA Board of Directors.

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4.07 Executive Director/Management Firm

The Board of Directors may appoint/hire an Executive Director/Agency to serve at the pleasure of the Board whose duties shall be that of both the Secretary and Treasurer. The length of the appointment and the annual remuneration of the Executive Director/Agency performing these duties will be mutually agreed upon at the time of their appointment. An annual review of their accomplishments, goals and remuneration shall be completed by the Board of Directors by the end of the fiscal year. Any intention of non-renewal of the contract must be communicated at least 90 days prior to the expiration of that contract. The Executive Director acting as Secretary shall be responsible for records, have custody of the corporate seal, announce upcoming meetings and keep minutes of all Membership and Board of Directors meetings.

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4.08 Officer and Board Director Reports.

All elected officers and Board Directors will provide annual report summarizing their activities to the Board of Directors via a copy sent to the Executive Director/Management Firm at least two weeks prior to the annual meeting.

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## Section 5.00 Rights Granted to Past Presidents and Board Members

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5.01 Past President Recognition.

Past President's names will be prominently displayed on the website and in *The Inspector*. In addition, Past Presidents and Board Members should be recognized at all PPMA sponsored events.

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5.02 Immediate Past President.

Immediate Past President shall remain on the board as a voting member. Immediate Past President is charged with engaging Past Presidents to assist the association or meet for social engagement.

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## Section 6.00 Committees

6.01 Committee Procedures.

190 The President has the power to nominate and appoint committees on behalf of the State Association. All appointments and nominations are to be approved by the Board of Directors.

6.02 Committee Membership.

195 Each committee appointed should have a minimum of two members representing two different regions. Committee members are to be appointed by the President.

6.03 Suggested Committees.

200 It is the responsibility of the President to appoint committee chairs and create committees at the beginning of their term in office. The following committees are suggested committees for consideration to be appointed: (a) Bylaws/ Procedures; (b) Education/Conference; (c) Budget/ Finance; (d) Legislation/Regulatory; (e) Member/Partner Service; and (f) Scholarship.

6.04 Scholarship Committee Potential Conflict of Interest.

205 Members of the scholarship committee will recuse themselves from a given selection process if any of the applicants are sponsored by their companies or if they are related to applicant(s).

## Section 7.00 PPMA Partner Program

7.01 Partner Program Levels

210 The Partner Program will have the following levels of membership: Platinum, Gold, Silver, and Bronze.

7.02 PPMA Board of Directors Representation.

215 The Platinum Members of the Partner Program are eligible to be nominated by the Partner Program members to be a voting member on the PPMA Board of Directors. The nominee must be approved by the Board of Directors before being seated to the Board. The partner program participants must determine their nominee for the PPMA Board of Directors before the final session of the Annual meeting.

## Section 8.00 Financial Policies & Procedures

8.01 Budgeting

225 The Budget shall be presented to the Board of Directors by the Vice President at the Board Meeting in the Spring. The Board of Directors will vote on the budget.

8.02 Expenditures

230 Any non-routine expenditure over \$500 must have approval from a majority vote of the executive council, president, president-elect, and vice-president. Checks need to be signed by two members of the executive council (i.e., president, president-elect, vice-president.).

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235 8.03 Reporting.  
Investments of the Association will be reported to the Board at least quarterly with at least one member of the executive council having access to the investment account information. Copies of contact information for all Region officers will also be housed in the State Office by the Executive Director/Management Firm.

240 8.04. Reimbursement  
The state association will reimburse board members for their travel and lodging expenses when doing the business of the state association. Reimbursement for food and lodging will be accompanied by receipts. The reimbursement will be as follows:  
245 a. Mileage – the federal rate at the time of the expense  
b. Food – board members can request to be reimbursed at the recognized federal per diem rate  
c. Lodging – maximum of \$200 per night unless approved by Executive Council before the room is reserved

250 8.05 Errors and Omissions Insurance  
The State Association will maintain Errors and Omissions Insurance.

## Section 9.00 Annual Conference

255 9.01 Recognition of Outgoing Board of Directors and Officers.  
Upon completion of their term, the Association will recognize the outgoing Board of Directors Members at the Annual Conference. Plaques will be provided for the outgoing Board members including officers at the end of terms during the annual conference.

260 9.02 Pioneer Award Recognition  
Each year, the Board of Directors may present the Pioneer award at the Annual Conference to at most 3 individuals who are deserving of Honorary/Emeritus membership. Recipients of the award will be voted upon by the board. These nominees shall be taken from the Honorary/Emeritus Membership.  
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## Section 10.00 Educational Programming

270 10.01 Educational Programming Budgeting/Planning  
The Board shall approve a budget and tentative agenda three months prior to the activity. After education presenters have been approved by the Board, formal contact (including travel logistics and any remuneration) shall be made by the Executive Director

## Section 11.00 Adoption, Amendment, and Suspension of Standing Rules & Policies

275 11.01 Adopting Standing Rules and Policies.  
The Standing Rules related to meeting can be adopted by a majority vote without previous notice by the Board of Directors or the membership at the annual business meeting. Policies with context beyond meeting application require a minimum of 14 days' notice prior to consideration by the Board of Directors. A standing rule or a policy can be  
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amended by a two-thirds vote without previous notice, or a majority vote with previous notice at any meeting of the PPMA Board.

- 285 11.02 Setting Aside Policy or Standing Rules.  
The Board of Directors may waive a policy or standing rule for a clearly indicated specific application outside of a meeting context with a majority vote with the exception to policy/rules that apply to anti-discrimination, conflict of interest, fundamental principles of parliamentary procedure, rules protecting absentees and rules protecting basic rights of the individual member.
- 290 11.03 Record of Adoption and Amendments.  
These standing rules were initially adopted [REDACTED], 2021.