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ARTICLE I – NAME
The name of the organization shall be the Eastern Regional Conference (ERC) of The Council of State Governments (CSG).

ARTICLE II – PURPOSE AND OBJECTIVES
The purpose of ERC is to foster and encourage intergovernmental cooperation in the Region through joint consideration of common problems, the interchange of information, the sharing of knowledge and experience and, where desirable, the development of joint programs, to the end that state/provincial governments shall be strengthened and improved.

ARTICLE III – GENERAL MEMBERSHIP STATES/PROVINCES/ TERRITORIES
Membership in ERC is open to states of Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont; Puerto Rico, and the US Virgin Islands.

International affiliate membership is open to the Canadian provinces of New Brunswick, Newfoundland/Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec. All are hereinafter referred to as the "member jurisdictions.”

Subject to the provisions and limitations of these rules, the ERC Executive Committee reserves the right to determine the rights and privileges afforded to ERC international affiliate members.

Unless otherwise restricted by action of the Executive Committee, participation in conference activities shall be open to all elected and appointed officials, their staffs, ERC affiliate representatives, the media, the private sector and guests.

The Executive Committee (EC) shall determine the extent to which members and associate members that have not paid annual dues to ERC/CSG may participate in ERC and receive ERC services during the period in which such annual dues are delinquent.

ARTICLE IV – VOTING PRIVILEGES
ERC/CSG voting privileges are reserved to the governmental members of the member jurisdictions appointed to committees.

Other duly appointed, nongovernmental members of such committees or entities and governmental members not appointed to committees shall be considered nonvoting members.

ARTICLE V – VOTING PROCESS
Except as otherwise provided in these rules, all actions on motions, resolutions or other business of the conference, its committees and other conference entities, shall be by voice vote of the eligible voters present. Upon the request of any eligible voter, voting shall be conducted by a show of hands instead of by voice vote.

Except as otherwise provided in these rules, a simple majority of the votes cast shall determine the matter under consideration. In the event a roll call vote is requested on a matter before a committee or other conference entity, each individual voting member of the committee or other conference entity shall be entitled to one vote.

ARTICLE VI – OFFICERS
The officers of the conference shall include the current co-chairs, vice co-chairs and the immediate past co-chairs all of whom shall represent the jurisdictions hosting the past, current and upcoming annual meetings.

Chairs and Vice Chairs shall be elected by the Conference at the Annual Meeting.
Newly elected officers shall be installed at the December Executive Committee meeting and will assume their duties on January 1 of the following calendar year. All elected officers shall serve until the installation of their successors.

Succession of the chair to the office of immediate past chair shall be automatic upon the installation of a new chair.

In the event that a conference officer's service in the ERC jurisdiction should end before the term of the conference office, the conference office shall be deemed vacant. In the event that a conference office, except the office of immediate past chair, is vacated for any reason, the Executive Committee, in consultation with the appropriate appointing authorities in the member jurisdiction represented by the outgoing officer, may select a successor who will serve for the remainder of the term. In the event that the office of immediate past chair shall be vacated for any reason, it shall remain vacant for the remainder of the term.

1. OFFICERS: POWERS AND DUTIES

The co-chairs shall preside at all meetings of the ERC and shall perform such other duties as may be required by these rules. The co-chairs shall serve as chairs of the Executive Committee and as members, ex officio, with the right to vote, on all committees; subcommittees and task forces of the Executive Committee. A vice chair shall serve as presiding officer in the absence of the chairs and shall perform such other duties as may be required by these rules. The officers of the ERC shall also serve as the principal liaisons between the Executive Committee and the ERC staff.

ARTICLE VII – COMMITTEES

Membership on all ERC Committees; Governing, Policy and Administrative, is by appointment.

1. GOVERNING COMMITTEES

   A. EXECUTIVE COMMITTEE:

      1. EXECUTIVE COMMITTEE: AUTHORITY AND MEMBERSHIP

General authority over the resources and activities of the ERC/CSG shall be vested in the Executive Committee.

The Executive Committee Members shall include:

   a. the co chairs
   b. the co vice chairs
   c. the immediate past chairs
   d. former ERC co-chairs not otherwise appointed to the committee
   e. two delegates from each member jurisdiction, (one from each chamber in those jurisdictions that have bicameral legislatures), who shall be appointed, and reappointed or replaced at will, by the appropriate appointing authorities
   f. one member appointed by the executive branch appointing authorities from each jurisdiction
   g. one member appointed by the judicial branch appointing authorities from each jurisdiction
   h. ERC members who have served or are serving as national Council of State Governments officers
   i. the chair(s) of each ERC affiliate
   j. the chair(s) of each ERC committee
   k. the current President of the Robert Thompson Eastern Leadership
The following members of the Executive Committee will be nominated for one year terms by the ERC Nominating Committee and presented to the EC at the final business meeting of the Annual Meeting and Policy Forum:

- five private sector nonvoting members
- one at-large member from each member jurisdiction
- five Constitutional officers
- one staff representative

Notwithstanding the potential for multiple representative capacities, individual committee members are each entitled to one vote.

2. EXECUTIVE COMMITTEE: POWERS AND DUTIES

The Executive Committee shall meet at least two times per year. One time each year in conjunction with the ERC Annual Meeting and Policy Forum; in the fall/winter and at such other times and through such means as the Executive Committee deems necessary and appropriate. The Executive Committee will also meet at the call of the chairs and shall have general responsibility for the management of all conference resources and activities. The Executive Committee shall, with the advice and assistance of the ERC staff, supervise the planning and execution of all meetings and other activities of the conference, its committees and other entities provided for in these rules. In pursuit of this responsibility, the Executive Committee may, as necessary, appoint subcommittees and/or assign specific duties to the officers, members and staff of the conference.

The Executive Committee shall carry out all duties assigned to it by these rules or by action of the conference as a whole. Such duties shall include, but are not limited to:

- The appointment of various committees and other conference entities as provided in these rules
- The annual recommendation of conference representatives for service as members on the national executive committees of The Council of State Governments and the National Conference of State Legislatures
  1) national committee appointments shall be made in accordance with all applicable membership requirements, as determined by CSG and NCSL. Interim appointments to such national committees may be made by the Executive Committee when necessary to fill vacancies
- The quadrennial nomination of an ERC candidate to serve as a national CSG officer
  1) the nomination shall occur at the last Executive Committee meeting prior to the national CSG meeting during which the officer is to be elected. The members of the Executive Committee shall be notified of the need to make the nomination at least six months prior to the Executive Committee meeting during which the nomination is to be made
- Appointment of the officers of all committees and other conference entities provided for in these rules. Such appointments shall be made bi-annually, or when necessary to fill vacancies, unless otherwise specified herein. The conference chairs shall also, when appropriate, make ad hoc appointments on behalf of the conference and the Executive Committee to other intergovernmental groups seeking conference representation
Decisions of the Executive Committee require the presence of Executive Committee members from a majority of the ERC member jurisdictions and an affirmative vote by a majority of the Executive Committee members present. Individual members are each entitled to one vote on the Executive Committee. Voice vote is acceptable, except when a roll call is requested by a member. The Executive Committee, upon the recommendation of the Officers, may adopt resolutions expressing the sense of the organization and may adopt actions providing direction to the staff.

B. ANNUAL MEETING COMMITTEE

1. ANNUAL MEETING COMMITTEE: AUTHORITY AND MEMBERSHIP

The Executive Committee shall establish an Annual Meeting Committee to assist the ERC staff and the appropriate host site committees in planning and executing the Annual Meetings of the ERC. Committee membership shall be open to legislative, executive and judicial members or staff, other elected or appointed officials, ERC affiliate delegates, and private sector representatives, in such numbers as may be determined by the Executive Committee. The committee chair shall be a legislator/MPA from a member jurisdiction.

Appointments to the Annual Meeting Committee shall be made by the ERC chairs, or, at the request of the ERC chairs, by the Annual Meeting Committee chair, in consultation with the appropriate appointing authorities representing the member jurisdictions and ERC affiliates. Conference officers shall also be entitled to Annual Meeting Committee membership. In addition to participating in the planning of individual annual meetings, the committee shall be responsible for developing and updating general guidelines pertaining to site selection, host site committee responsibilities, budgeting, fund raising, program development, private sector participation and other aspects of annual meeting planning. Such guidelines shall be consistent with the provisions of these rules.

2. ANNUAL MEETING COMMITTEE: POWERS AND DUTIES

The Annual Meeting Committee shall recommend to the conference any future Annual Meeting sites and dates for the next Annual Meeting in accordance with the guidelines developed pursuant to Rule XI. The committee shall also approve the Annual Meeting budget and shall monitor and assist the planning efforts of the ERC staff and the host site committee in preparation for the next immediate Annual Meeting. The ERC staff shall assist the host site committee as necessary, and shall be primarily responsible for the development of the business program. The host site committee, which shall be structured and appointed by the appropriate appointing authority representing the member jurisdiction that will next host the Annual Meeting, shall be primarily responsible for developing the budget, raising all necessary funds, and planning for the social, guest and junior programs.

Contributions received in support of the ERC Annual meeting shall be tax exempt by virtue of the tax exempt status accorded to the Eastern Regional Conference of the Council of State Governments under section 501(c)(3) of the Internal Revenue Code. Such funds shall be deposited in an Annual Meeting account administered by The Council of State Governments. Funds not expended in support of the Annual Meeting for which they were raised will be retained by the Council for use in support of other ERC activities, subject to the approval of the Executive Committee.

C. BUDGET: COMMITTEE

1. BUDGET: COMMITTEE: AUTHORITY AND MEMBERSHIP

The ERC Budget Committee will serve as budget advisors to the ERC Regional Director and finance staff. The Committee will review proposed budgets and monitor budgets on a regular basis during the fiscal year.
The ERC Budget Committee shall be comprised of no fewer than twelve (12) and no more than fifteen (15) members. Six (6) members are ex-officio voting members by virtue of their positions as Immediate Past Co-Chairs (2), Current Co-Chairs (2) and Incoming Co-Chairs (2).

Remaining members are at large. At large members must be members of the Executive Committee. At large members are selected by the ERC Co-Chairs from Legislative/Parliamentary, Executive, Judicial, or Staff reflecting the three branch membership and geographic balance. Members terms are two (2) years, with a maximum of two (2) terms. (SPC adopted changes 8-09)

2. BUDGET COMMITTEE: POWERS AND DUTIES

The ERC Budget Committee will meet at least two times per year at the Annual Meeting and during the winter Executive Committee meeting. The Budget Committee will provide advice and consent on the financial status of the organization and vote on the ERC proposed annual budget. The Budget Committee Chair and Regional Director will report to the Executive Committee on the financial status of the organization.

D. NOMINATING COMMITTEE

1. NOMINATING COMMITTEE: AUTHORITY AND MEMBERSHIP

The ERC Nominating Committee is charged with developing and presenting a slate of nominees to the Executive Committee.

The ERC Nominating committee shall be comprised of nineteen (19) members; one from each jurisdiction. The members and Chair are appointed annually by the ERC Chairs at the fall/winter meeting.

2. NOMINATING COMMITTEE: POWERS AND DUTIES

The following members of the Executive Committee will be nominated for one year terms by the ERC Nominating Committee: five private sector nonvoting members; one at-large member from each member jurisdiction; five (Aug. 2011) Constitutional officers; one staff representative.

The Nominating Committee meets up to two times per year, once during the ERC Annual Meeting and at the fall/winter Executive Committee meeting. Meetings can be conference calls.

The report of the Nominating Committee can come before either meeting of the Executive Committee. In either case the term of office for appointees begins on January 1 of the following year unless a vacancy is being filled and the seat is open.

E: ANNUAL REVIEW COMMITTEE (AUG. 2011)

1. ANNUAL REVIEW COMMITTEE: AUTHORITY AND MEMBERSHIP

The ERC Annual Review Committee will serve as the Committee charged to annually review the work of the ERC Director. The Committee will review completed and proposed work plans and monitor those work plans periodically over the year.

The ERC Annual Review Committee shall be comprised of the Immediate Past Co-Chairs (2), Current Co-Chairs (2) and the Chairs of the Annual Meeting Committee, Budget Committee and Strategic Planning Committee as well as the
quadrennial nominee of the ERC who will serve as a national CSG officer. The Committee shall be chaired by the current ERC co-chairs.

2. ANNUAL REVIEW COMMITTEE: POWERS AND DUTIES

The ERC Annual Review Committee will meet at the regularly scheduled ERC Annual Meeting to review the Directors annual plan of work, which is to be submitted to them by the Director at least one month prior to the Annual Meeting.

The plan shall include, but not be limited to goals and objectives for the year in the areas of finance, management, program and personal professional development. Where possible performance based outcomes shall be included in the plan.

The Annual Review Committee shall review the Director performance in light of the plan and shall recommend adjustments in the compensation package and areas significant positive performance and areas to be addressed for improvement.

3. INITIAL REVIEW PROCESS

In order to implement this process in a timely manner, the Regional Director will submit the first Annual Work Plan at least 30 days before the 2011 winter Executive committee meeting to cover the time from January-August 2012. This language will become null and void after December 2011.

2. STANDING COMMITTEES/TASK FORCES

A. STANDING COMMITTEES/TASK FORCES: STRUCTURE, AUTHORITY AND MEMBERSHIP

1. STRUCTURE

The Executive Committee will review and determine the range of Standing Committees at each even numbered December Executive Committee meeting. The Executive Committee may from time to time also establish policy committees and task forces in substantive areas of continuing interest to the member jurisdictions. The purposes and responsibilities of all committees and task forces shall be defined, and revised as necessary, by the Executive Committee.

2. REPORTING

All policy committees and task forces shall report to the Executive Committee and to the ERC as a whole at such times as may be determined by the Executive Committee.

3. MEMBER ELIGIBILITY

Unless otherwise restricted by the Executive Committee, standing committee membership shall be open to Members of Parliamentary Assemblies (MPA)/legislators; legislative, parliamentary staff, judicial, other elected or appointed officials.

4. APPOINTMENTS

At the beginning of each jurisdictions biennium, or when a new government is elected in an international affiliate, the ERC Chairs shall request the presiding legislative, executive and judicial officers in each member jurisdiction to name individuals to each policy committee or task force on which it wishes representation. The Chairs shall also request the premier or other designated parliamentary officer in the international affiliates to name policy committee or task force members drawn from members of parliament, parliamentary staff, ministry personnel, or the judiciary. The invitation for appointments will encourage balanced representation of major parties and 3rd parties as alternates.
5. QUORUM
Representatives from at least half of the member jurisdictions represented on a policy committee or task force shall constitute the necessary quorum to transact committee business.

6. COMMITTEE/TASK FORCE CHAIRS
Committee/Task Force Chairs or Co-Chairs shall be member state legislators or MPA’s, unless stipulated otherwise:
1. The Eastern Canada Committee shall have 1 Co-Chair from the member states and 1 Co-Chair from the member provinces
2. The Health Policy Committee shall have 1 staff Chair and 1 legislative Chair
3. Each Policy Committee shall have an appointed Vice Chair who shall assume the roles of the Chair in the absence of the Chair. (Aug. 2011)

7. TERM OF OFFICE
Members of the policy committees and task forces shall serve for two (2) years or until replaced by the appointive authorities of the member jurisdiction as long as they remain in government service.

A. ADMINISTRATIVE COMMITTEES
In addition to the standing committees and other conference entities authorized by these rules, the Executive Committee may establish such other administrative committees as it deems necessary. The purposes of such committees, which may be either short term or continuing in nature, may include, but are not limited to, strategic planning, staff review, screening of conference resolutions, nomination of candidates for conference offices and other internal conference matters.

Administrative committee chairs shall be member legislators or MPA’s unless otherwise provided by the Executive Committee. Appointments to administrative committees shall be made by the conference chairs, or, at the request of the chairs, by the members of the Executive Committee. Unless otherwise specified by the Executive Committee, administrative committees need not include representatives from all member jurisdictions. Administrative committee chairs, unless otherwise entitled to Executive Committee membership, shall not be deemed members of the Executive Committee. All administrative committees shall report to the Executive Committee as directed. Any recommendations generated by administrative committees are subject to the approval of the Executive Committee or, when appropriate, the conference as a whole. Administrative committees are subject to dissolution by decision of the Executive Committee or upon the discharge of their duties.

B. DISSOLUTION OF COMMITTEES/TASK FORCES
All committees and task forces appointed pursuant to this rule are subject to dissolution at any time by the Executive Committee.

ARTICLE VIII--MEETINGS OF THE CONFERENCE
The ERC shall meet annually as provided in these rules and at such other times as the Executive Committee may determine. The dates and locations of annual meetings shall be determined by vote of the Executive Committee. The conference shall also sponsor periodic regional issue conferences, the focus and frequency of which shall be determined annually by the conference chair. Each regional issue conference shall be chaired by a lead legislator/MPA, who shall be appointed by the conference chairs.
ARTICLE IX—RESOLUTIONS

1. Conference Resolutions

A resolution or other statement of any kind that purports to be the policy of the Eastern Regional Conference shall be adopted by the Conference as a whole during the Annual Meeting.

Conference resolutions may be proposed by any conference entity or any individual legislator / MPA or group of legislators / MPA’s from one or more of the member jurisdictions.

Proposed Conference resolutions must first be approved by the appropriate policy committee.

Resolutions must be submitted to the appropriate policy committee at least three weeks before the date of the annual meeting; or at least three weeks prior to a scheduled meeting of the Executive Committee.

Resolutions that are received by a policy committee during the Annual Meeting or by the Executive Committee meeting during a meeting may only be considered by unanimous consent of the committee.

Any resolution or statement adopted by any committee or other conference entity will be considered resolutions of the adopting committee or other entity only.

2. Emergency Policy Statements

In cases requiring an immediate policy statement, the Chairs of the Policy Committee, Task Force or ERC Chairs will circulate the proposed statement with a ballot to members for their approval / disapproval. In the case of a Committee statement the ERC Chairs will be notified about the balloting process and be provided an opportunity to review and sign onto the final statement. All Emergency statements will be reviewed and voted upon at the next regular meeting of the Executive Committee.

In the event the Executive Committee or a duly appointed resolutions committee recommends the approval of multiple resolutions during an Annual Meeting, the committee’s report to the conference as a whole shall include a recommendation for the approval en bloc, and without debate, of a consent docket containing those resolutions deemed likely by the committee to prove non-controversial when submitted to the conference for final approval. Upon the request of any eligible voter, as defined in Rule XVI, any such resolution contained on the consent docket shall be removed for separate consideration, and shall be subject to debate, by the conference as a whole.

The Executive Committee may, at its discretion, establish additional guidelines and procedures governing the format, submission and preliminary committee review of proposed resolutions.

Unless otherwise specified by their terms, all resolutions approved by the full Conference shall automatically sunset three years after their adoption.

ARTICLE X—EASTERN REGION CONFERENCE STAFF

The ERC office of The Council of State Governments shall serve as the ERC staff. The staff shall assist the officers and committees in carrying out the purposes of the Conference. The director and staff of the ERC office shall be employed in accordance with the terms of the Council’s Articles of Organization. The director’s salary shall be reviewed and determined annually by the Eastern Regional Conference Executive Committee.
ARTICLE XI--RULES: ADOPTION, AMENDMENT, REPEAL AND SUSPENSION

The rules of the Eastern Regional Conference will be adopted for a 5 years period. At the conclusion of 4 years the appropriate committee will review the rules and provide a report to the Annual Meeting of the Conference which would include any recommended changes in the rules.

The rules of the Eastern Regional Conference may be amended, or repealed at any Annual Meeting by a two-thirds vote of all member jurisdictions present and voting. These rules may only be suspended by unanimous consent of the conference.