

SECTION II - REVISIONS TO OPERATING GUIDE

A. SOLICITATION

1. The Region Chairmen may make revisions to their respective sections of the Operating Guide, and the Institute Directors and Chapter Presidents shall review those revisions.

B. APPROVAL

1. Approval of revisions can be done by either of the two following methods. The Institute Directors will decide which method is most appropriate for the circumstances and content of the revisions.

a. Voting at the Region Conference-Business Meeting

- (1) The Institute Directors shall solicit proposed revisions to this Operating Guide from each Chapter President and Region Chairman no later than 100 days prior to the Region Conference.
- (2) Each Chapter President shall respond no later than 60 days prior to the Region Conference with proposed revisions or a negative report.
- (3) Proposed revisions shall be submitted to each Chapter President, by the Institute Directors, no later than 40 days prior to the Region Conference.
- (4) Revisions are approved if there is a two-thirds affirmative vote of voting Delegates present and voting at the Region Business Meeting held during the Region Conference.

b. Voting by mail

- (1) Proposed revisions, which develop after the 60-day response period, and therefore can not be submitted due to the time element, may be considered by the Institute Directors. If, in the opinion of the Institute Directors, the proposed revisions must be considered before the next scheduled Region Conference, a mail ballot shall be conducted.
- (2) The Institute Directors shall mail ballots to each Chapter ~~within 10 days after the Region Conference.~~
- (3) The original attending voting Delegates shall vote by ballots returned to the Institute Directors within 30 days of the initial mailing. ~~within 45 days after the Region Conference.~~ A two-thirds affirmative vote of the original attending voting Delegates at the most recent Region Business Meeting is required for approval of the revisions.