

Proposed Procedures for Submitting Resolutions and Changes to By-laws

1. All proposals must be submitted **three weeks** prior to the General Assembly meeting.
2. All proposals must be submitted to the General Secretary in a prescribed form (to be developed), to ensure the correctness of the format.
3. General Secretary will consult HIC Board members, or form a committee to review the proposals for grammatical and contextual correctness. The committee may choose to should accept, accept with recommendations or reject the proposal.
4. A notice containing a list of proposals should be sent to the members no later than **10 days** prior to the meeting.

Proposed Election Process

1. Written nominations for candidates should be submitted to the General Secretary **three weeks** prior to the GA election meeting.
2. Each submission must be seconded by a HIC voting member with good standing.
3. All nominated members must fulfill requirements outlined in the By-laws document.
4. Membership of each nominated candidate must be in good standing. Candidates with arrear membership dues are not eligible to be nominated.
5. General Secretary must notify the HIC members with the names of all the nominated candidates.
6. **One week** prior to the GA election, a gathering may be organized for the nominated members to present their case to the attendees. Participation to this event is entirely voluntary.
7. Floor nominations will be accepted only if less than nine candidates are nominated.
8. If only nine members are nominated, then only the election of the President will take place.