

BYLAWS OF THE AMERICAN MOSQUITO CONTROL ASSOCIATION

At the Annual meeting of the American Mosquito Control Association held at Virginia Beach in February, 1950, the National Interim Board directed that before the next annual meeting the suggested bylaws, which had been accepted by the Board, be presented to the membership in *Mosquito News*. These bylaws are printed below in complete form.

All members are urged to read these bylaws carefully, in order to be able to participate in serious and thoughtful consideration of them at the national AMCA meeting to be held in Chicago on March 6-8, 1951.

ARTICLE O. INTRODUCTION

SECTION 1. DELETION OF ARTICLE O.—This article will be automatically deleted when these suggested bylaws, or some modification or substitute, have been approved by the Interim Board of Directors, and by the membership of the American Mosquito Control Association, in convention assembled.

SECTION 2. FOLLOWING THE OFFICIAL ACCEPTANCE of a set of bylaws by the membership in a convention of the Association, the Interim Board shall proceed:

a. To bring into effect the provisions of such bylaws leading to the next convention of the Association.

b. To initiate in accord with such bylaws, the measures prescribed to provide for an election of officers at the next convention of the Association, to whom the Interim Board will then surrender its responsibility.

c. In the meantime the Interim Board urges the continued critical study of the various suggested bylaws, of the bylaws which may be accepted by the membership, and of the list of "debatable points" appended to these proposed bylaws, and urges the suggestion of appropriate amendments to the bylaws which may appear to contribute toward their improvement.

ARTICLE I. NAME AND PRINCIPAL OFFICE

SECTION 1. NAME.—The name of this Association shall be the American Mosquito Control Association.

SECTION 2. PRINCIPAL OFFICE.—The principal office of the Association shall be in the City of New Brunswick, New Jersey, or at such other place as the Board of Directors may designate.

ARTICLE II. PURPOSE AND POLICY

SECTION 1. PURPOSE.—(Re-stated from the Certificate of Incorporation. *Mosquito News*, Vol. 8, No. 4, Dec. 1948, p. 191.) The purpose of the Association, a non-profit, technical, scientific, and educational organization, is to promote closer cooperation among those who are directly or indirectly concerned with, or interested in mosquito control and related work; to work for the highest standards of efficiency in such work; to encourage further research; to disseminate information about mosquitoes and their control; to work for understanding recognition and cooperation from public officials and from the public; to encourage the enactment of legislation providing for a sound, well-balanced program of mosquito control and related work suited to local conditions wherever needed; to meet fairly and understandingly, and thus disarm opposition to mosquito control work from any source; to protect wildlife in every possible way from avoidable harm, and to encourage the use of control measures calculated to bring about the best practicable degree of adjustment where diverse interests are involved; to work for the highest degree of understanding cooperation with related organizations, to the end that the best interests of all may be fully served; and to publish *Mosquito News* as a journal of mosquito control and related work in the furtherance of these objectives.

SECTION 2. POLICY.—The Policy of the Association is, in every practicable way, to coordinate and promote in accord with public interest the public health and related activities of member and affiliated

public and private agencies and individuals concerned with or interested in mosquito control and related work; to aid in carrying on scientific research investigations, and in otherwise collecting for publication, scientific, statistical and other information concerning mosquito control and related work which may be helpful or otherwise of interest to such member and affiliated agencies and individuals and to the general public; and to aid in discovering and making known the latest and best methods of carrying on mosquito control and related work, as a means toward maintaining high standards and a high degree of efficiency in such work.

ARTICLE III. MEMBERSHIP AND DUES

SECTION 1. RELATION OF THE MEMBERSHIP TO THE ASSOCIATION.—The American Mosquito Control Association is a comprehensive society of individuals with a community of interests and objectives who pay dues directly to the Treasurer as members of the Association, although participating in part through subdivisions.

SECTION 2. CLASSES OF MEMBERSHIP.—Classes of Membership shall be:

a. **MEMBER.**—Anyone concerned with or interested in mosquito control and related work, and desiring to participate in the promotion and improvement of such work, may become a member of the Association upon application endorsed by two members in good standing, and election by a majority of the Board of Directors.

Members shall pay annual dues of \$5.00; shall receive Mosquito News; and shall be entitled to hold office, serve as delegates to conventions, and as such to propose motions and participate in discussion.

b. **LIFE MEMBER.**—Any member may become a life member of the Association upon payment to the Treasurer of \$150.00 in a lump sum, and thereafter shall be exempt from any further payment of dues.

Life members shall receive Mosquito News, enjoy the same privileges, and carry the same responsibilities as members of the Association.

c. **HONORARY MEMBER.**—A person who has rendered exceptionally distinguished service in the various fields of mosquito control and related work may be accorded special recognition by election to honorary membership in the Association.

Nomination of a candidate for this honor must:

(1) Be in writing.

(2) Bear the signature of ten members in good standing.

(3) Be addressed to the Board of Directors.

(4) Be endorsed by three-fourths of the Board of Directors before presentation at a national convention of the Association.

(5) Receive three-quarters of the votes cast by the members present and voting at an annual convention of the Association.

Honorary members pay no dues; receive Mosquito News; and are entitled to all of the privileges enjoyed by members in good standing.

SECTION 3. DUES AND THE FISCAL YEAR.

a. **THE FISCAL YEAR.**—The fiscal year shall be from January 1 to December 31.

b. **PAYMENT OF DUES.**—Dues of all dues paying members are payable on January 1. On June 1, any unpaid dues shall be declared in arrears, and the delinquent members shall be *not in good standing* until such dues are paid.

c. **DUES OF NEW MEMBERS.**—Dues of new members received by the Treasurer on or after October 1 shall be credited to the fiscal year beginning on the following January 1, and the new member shall receive the December number of Mosquito News.

New members paying dues prior to October 1 shall be counted members for the current year, and shall receive all back numbers of Mosquito News for the current year.

SECTION 4. RESIGNATIONS.

a. **WRITTEN RESIGNATIONS.**—A member may resign from membership only when in good standing. A resignation shall be presented to the Treasurer in writing.

b. **REINSTATEMENT.**—A member who resigns after June 1 shall be liable for dues for the current year. A member who does not resign and whose dues remain unpaid for one fiscal year shall be dropped from membership. Such a member may be reinstated upon the payment of a reinstatement fee in amount equal to the annual dues, which shall be in addition to the dues for the current year.

SECTION 5. REBATE FROM DUES TO REGIONAL SUBDIVISIONS.—The Board of Directors from time to time and in such proportions as may be expedient, may allot to regional and other subdivisions of the Association, a share of the dues paid by members resident within such subdivisions, and may specify the purposes for which such apportionments may be used. A contribution toward the travel expense of delegates to conventions is here contemplated.

ARTICLE IV. REGIONAL SUBDIVISIONS

SECTION 1. SUBDIVISIONS.—Better to provide for geographic representation of the membership, for diversity of sectional interests, and for sectional, as well as for general Association activities, the territories represented by the membership of the Association may be divided into appropriate regional and other areas, the number, boundaries, and functions of which shall be determined, and shall be reviewed and readjusted from time to time by the Board of Directors in accord with the best interests of the membership and of the Association.

SECTION 2. REGIONAL AREAS.—Initially, the continental United States of America shall be divided into eight regional areas; namely, North Atlantic, South Atlantic, Northeast Central, Southeast Central, Northwest Central, Southwest Central, North Pacific, and South Pacific. Other territories represented in the membership of the Association may conveniently be assigned to one or another of these regional areas, or dealt with otherwise by action of the Board of Directors.

SECTION 3. REGIONAL DIRECTORS.—There shall be on the Board of Directors a resident Director from each region. Such Regional Directors shall be general officers of the Association, and shall be elected from their respective regions by the Association in convention assembled. The Director from each region shall advise and consult with member groups and affiliated agencies in his territory on matters of general policy and program pertaining to the region, and shall interpret the interests of his regional area to the Board of Directors.

ARTICLE V. OFFICERS OF THE ASSOCIATION

SECTION 1. THE BOARD OF DIRECTORS.—The general administrative officers of the Association directly responsible to the membership shall be a Board of Directors, comprising the officers elected as pre-

scribed in these bylaws at a general convention of the Association.

a. MEMBERS OF THE BOARD.—The Board of Directors shall consist of one Regional Director for each of the eight regional areas, and six Directors at large who shall be:

- (1) The Chairman of the Board and President of the Association;
- (2) The Vice Chairman of the Board and Recording Secretary of the Association;
- (3) The Treasurer of the Association;
- (4) The Executive Secretary of the Association;
- (5, 6) The retiring president of the Association, and his immediate predecessor.

b. TERMS OF OFFICE.—The terms for which the officers named shall be elected are:

- (1) President of the Association and Chairman of the Board, a one year term of office;
- (2) Vice President of the Association and Recording Secretary, a one year term of office;
- (3) Treasurer, a two year term of office;
- (4) Executive Secretary of the Association, a two year term of office; and

(5) The eight Regional Directors, each a two year term of office, four of the eight Regional Directors to be elected each year. (At the first election, eight Regional Directors shall be elected, four, chosen by lot to serve for one year, and four to serve for two years. Thereafter four Regional Directors shall be elected each year for the full two-year term of office.)

c. A VACANCY ON THE BOARD OF DIRECTORS due to the death or resignation of a director, or to the inability otherwise of a member of the Board to act, shall be provided for as follows:

(1) If the position vacated is that of the President of the Association and Chairman of the Board, the Vice Chairman shall perform the duties of Chairman during the absence of the Chairman if temporary, or until the next convention of the Association.

(2) If the position vacated is that of any other member of the Board (including that of Vice Chairman while acting as Chairman), the Board may appoint some appropriately qualified member of the Association to fill the vacancy for its duration, or until the next convention as the situation may require.

ARTICLE VI. POWERS AND DUTIES OF OFFICERS

SECTION 1. PRESIDENT.—The President of the Association shall be Chairman of the Board of Directors, and shall have the usual responsibilities and powers of supervision and management such as pertain to his office, and such other powers as are specified in the bylaws or properly assigned from time to time by the Board of Direc-

tors. He shall have the following specific powers and duties:

- a. To preside at all meetings of the Association.
- b. To be ex-officio a member of all meetings and of all committees of the Association except the Nominating Committee.
- c. To present questions of policy for consideration by the Board of Directors.
- d. To advise the Secretary of the Association.
- e. To execute with the Secretary of the Corporation, all legal documents of the Association.
- f. To engage a certified public accountant to audit the books annually.
- g. To submit the accountant's report to the Board of Directors.
- h. To suggest for consideration by the Board of Directors, names for the chairman and members of the standing committees and such special committees as are provided for in the bylaws or may be approved by the Board.
- i. By general consent of the Board of Directors, to call special meetings or initiate special action by correspondence as provided in the bylaws, or which he with concurrence of the Board may deem necessary.
- j. To represent the Association before other societies and at public meetings and conferences; or he may designate an alternate to do so.

SECTION 2. VICE PRESIDENT.—The Vice President shall assist the President in any work he may delegate to him. In case of the President's absence, inability to act, resignation, or death, the Vice President shall perform the duties of the President until his return, or until the next general convention.

The Vice President shall serve as Recording Secretary at general conventions in addition to his other duties. He shall be responsible for keeping the Minutes of the Association when assembled in general convention, and of such other meetings as may be held. He shall be responsible for keeping in order, and for compiling from time to time for information of the membership through publication in Mosquito News, reports of proceedings derived from such meetings, and from proceedings of the Board of Directors as carried on by correspondence.

In case the Vice President may be required to perform the duties of president, he may delegate another member of the Board of Directors to act for him as Recording Secretary.

SECTION 3. EXECUTIVE SECRETARY.—The Executive Secretary of the Association shall have the following duties:

a. AS EXECUTIVE SECRETARY, he shall be responsible for setting in motion and following through, any plans approved by the Board of Directors for:

- (1) Current activities;
- (2) For the further development of the Association; and
- (3) For coordinating the objectives, policies, responsibilities, and services of the Association.

b. AS SECRETARY OF THE CORPORATION, he shall have custody of the seal, and shall execute with the Chairman of the Board (President of the Association) all legal documents of the Association and affix the seal thereto, and in this capacity shall use the title of Secretary of the Corporation.

c. AS SECRETARY OF THE ASSOCIATION, and Chairman of the Standing Committee on Membership, he shall:

(1) Prepare and keep up to date a card file directory of the members, including address, telephone, business, professional, and personal information that published annually in Mosquito News might be helpful to members visiting other areas than their own, and might constitute a "Who's Who," or "Who Does What" within the Association.

(2) Quarterly, in advance of the mailing date, advise the publisher of Mosquito News of any new names that should be added to, and of any names that should be dropped from the mailing list, or confirm the mailing list of the previous quarter if no such changes are to be made.

(3) Annually, provide the Editor with an up to the minute copy of the current list, or "Who Does What" directory, of the membership for publication in Mosquito News.

(4) Provide, and keep up to the minute for the Treasurer on appropriate record form cards, a complete list of the dues paying members of the Association.

(5) On occasion for economy of postage, enclose the dues statements prepared by the Treasurer, with other Association mail that may be going to the members about the same time.

SECTION 4. TREASURER.—The Treasurer shall perform the duties usually pertaining to that office, which shall include the following.

a. He shall collect and record all dues paid by members, and any other moneys due the Association; and he shall make disbursements as directed by the Board of Directors, or by the Association through the Board.

b. He shall be custodian of title deeds, business papers, bonds, and other securities belonging to the Association.

c. With the approval of the Board, he may

make special arrangements with a recognized financial institution or institutions regarding investments in securities and their safe keeping.

d. For the collection of dues, he shall prepare the annual dues statements including any unpaid dues or other charges due the Association, in time to reach the members at least one month before January 1, and shall indicate that payment is to be made to the Treasurer; but for economy of postage, such statements may be delivered to the Secretary for enclosure with other Association mail that may be going to the members about the same time.

e. To reach members at least one month before the "delinquency" date, June 1, he shall prepare for transmission to the members concerned, a "second notice" statement of still unpaid dues, quoting from the bylaws to the effect that if unpaid by June 1, the member becomes automatically "not in good standing," and no longer eligible for many of the privileges of membership, unless giving an acceptable explanation.

f. He shall submit to the Board annually, a financial statement for the current year.

g. He shall be Chairman of the Finance Committee.

h. Together with the Finance Committee, he shall prepare budget estimates for the next fiscal year for consideration by the Board.

i. He shall be bonded by a recognized company.

SECTION 5. REGIONAL DIRECTORS.

a. The Regional Directors shall serve on the Board of Directors with all of the duties and responsibilities of board membership, contributing to the development of policies, objectives, programs, and services for the Association.

b. They shall serve in their respective regions by furthering the policies, objectives, programs, and services of the Association; by cooperating with groups of members and with agencies having similar objectives; by sharing their knowledge and experience as members of the Board of Directors; and by organizing and attending meetings and holding conferences as may be deemed expedient and necessary for an understanding interpretation of the whole program of the Association.

c. A Regional Director, where appropriate, and to promote the policies, objectives, programs, and services of the Association, may, with approval of the Board, organize groups of members, and groups of new members as subdivisions of the Association; as for the purpose of guiding and encouraging and lending Association prestige to local groups desiring to initiate mosquito control and related work in areas where such work is desirable and desired, but is not now available for lack of appropriate permissive laws and the like. The tapping of a huge reservoir of potential new members is here contemplated.

SECTION 6. BOARD OF DIRECTORS.—The Board of Directors shall have the general power to administer the affairs of the Asso-

ciation and to carry out its program and policies, and shall act for the Association between conventions. It shall have the following specific powers and duties:

a. To adopt rules to govern its own proceedings.

b. To exercise final authority over the acquisition, management, and disposition of the property and resources of the Association.

c. To supervise the financial administration of the Association.

d. To appoint three members of the Board to serve with the Treasurer as the Finance Committee of the Board (the Standing Committee on Finance).

e. To select, if necessary or desirable, a financial adviser to the Finance Committee upon recommendation of that Committee.

f. To establish an annual budget for the Association.

g. To make reports on its actions to the membership at conventions, and at least once each year through the official journal of the Association, Mosquito News.

h. To appoint chairmen of standing committees.

i. To appoint members of standing committees in consultation with the chairmen.

j. To outline the functions of standing committees.

k. To appoint special committees and prescribe their functions, limitations, and duration of service.

l. To prescribe policies governing the establishment and operations of regional areas and other subdivisions of the Association, and the relations of the Association to other public and private agencies having similar objectives.

m. To prescribe procedures for the handling of grievances, to appoint committees thereon, and to hear and decide appeals from the decisions of any grievance committee.

n. To determine the place and date of conventions and meetings, and to notify the membership thereof.

ARTICLE VII. NOMINATION OF OFFICERS

SECTION 1. NOMINATING COMMITTEE.—A Nominating Committee of five members and five alternates shall be appointed by the Board of Directors at a regular meeting or through consultation by correspondence, at least eight months before the convention. Not more than one member and one alternate shall be residents of the same regional area.

SECTION 2. DUTIES OF THE NOMINATING COMMITTEE.—The Nominating Committee shall canvass the preferences of regional areas and of the membership, and shall submit to the next convention of the Asso-

ciation at least one nomination for each office to be filled by election at that convention.

SECTION 3. OTHER NOMINATIONS.—Additional nominations may be made from the floor at the convention. All nominations made from the floor must be submitted in writing; must carry the consent of the persons so nominated; and must be accompanied by a statement of the candidate's qualifications for the office, which shall be read to the convention.

SECTION 4. THE REPORT OF THE NOMINATING COMMITTEE shall be presented on the morning of the first day of the convention, and nominations from the floor shall be made at the same time. Voting for the candidates shall be held on the second day of the convention.

ARTICLE VIII. CONVENTIONS AND ELECTION OF OFFICERS

SECTION 1. CONVENTIONS.—Until otherwise provided in these bylaws, Conventions of the Association shall be governed by the following rules:

a. Conventions of the Association shall be held annually.

b. The place and date for a convention shall be determined by the Board of Directors, and announced through the official journal, Mosquito News, or such other medium as the Board may decide, not less than eight (8) months before the date set for the convention.

c. The convention shall be open to all members of the Association.

d. Only active members of the Association in good standing shall be eligible to participate in the proceedings of the convention.

SECTION 2. ELECTION OF OFFICERS.—All elective officers of the Association shall be chosen by a majority of the votes cast at a convention of the Association.

a. Unless the candidates for offices to be filled by election at a convention are unanimously accepted, either together or singly, by the convention as presented by the Committee on Nominations, the election shall be by ballot. Balloting, if employed, shall be on the second day of the convention.

b. **ELIGIBILITY TO VOTE.**—Until otherwise provided in these bylaws, each active member of the

Association in good standing in attendance at a convention, shall be entitled to cast one ballot in each contest, or upon each question presented for action.

c. **MAIL BALLOTS.**—If occasion should require, an appropriate method of balloting by mail may be employed in the election of officers.

SECTION 3. CONVENTION COMMITTEES.—The Convention Committee, appointed by the President with the approval of the Board of Directors, shall establish rules for the orderly conduct of the convention, and shall appoint sub-committees on Credentials, on Voting, and on Resolutions.

SECTION 4. MOTIONS AND RESOLUTIONS.

a. **PRESENTATION OF MOTIONS AND RESOLUTIONS.**—Members desiring to initiate motions and resolutions for consideration at a convention shall submit such motions and resolutions in writing to the Executive Secretary of the Association for reference to the proper committees, at least two weeks before the convention.

b. **MOTIONS AND RESOLUTIONS FROM THE CONVENTION FLOOR.**—By a two-thirds vote of the convention, a resolution not previously submitted to the Executive Secretary may be proposed from the floor for discussion, and may be adopted by a three-fourths vote of the convention. By the same procedure, resolutions presented to the Executive Secretary and not approved or reported by the sub-committee on resolutions may be withdrawn from committee and adopted by the convention.

SECTION 5. QUORUM.—The quorum of a convention shall be twenty-five delegates, as defined in Section 2 of this Article, representing not less than ten states.

ARTICLE IX—COMMITTEES OF THE ASSOCIATION

SECTION 1. STANDING COMMITTEES.

a. **APPOINTMENTS.**—Such standing committees may be appointed by the Board of Directors as are authorized by these bylaws or may be authorized by the Association from time to time. Standing committees may include the following:

1. Standing Committee on Finance (Treasurer as Chairman).

2. Standing Committee on Bylaws.

3. Standing Committee on Publication of Mosquito News.

4. Standing Committee on Miscellaneous Publications.

5. Standing Committee on Sale of Advertising Space.

6. Standing Committee on Membership, and Membership Drives.

7. Standing Committee on Public Relations.

8. Standing Committee on Legislation.

b. COMMITTEE CHAIRMEN.—The Chairmen of Standing Committees, other than committees of the Board, shall be appointed by the Board of Directors for terms of two years, and shall be eligible for reappointment for two succeeding terms only.

c. COMMITTEE MEMBERS.—There shall be at least four members in addition to the chairman on each standing committee. Members shall be appointed by the Board of Directors in consultation with the respective chairmen. They shall be chosen for their special fitness for the work of the committee, with due regard for geographic representation, continuity of operating experience, and rotation in committee membership.

d. SIZE, ROTATION, PROCEDURE.—Subject to the approval of the Board of Directors, the chairman of each committee shall determine the size of the committee, with a minimum of five members, the method of rotating membership, plans for carrying out the work of the committee, and the rules of procedure.

e. REPORTS.—The chairmen of all standing committees shall make annual reports to the Board of Directors.

SECTION 2. SPECIAL COMMITTEES.—The Board of Directors may establish such special committees as may be necessary. The chairmen and members of special committees shall be appointed by the chairman of the Board of Directors.

SECTION 3. QUALIFICATIONS.—The chairmen of standing and special committees shall be active Members of the Association.

SECTION 4. QUORUM.—A quorum of all standing and special committees shall be a majority of the committee as constituted.

ARTICLE X. PUBLICATIONS

SECTION 1. MOSQUITO NEWS.—The Association shall publish Mosquito News as the official journal of the Association. This journal shall be published quarterly or more often as the Board of Directors may authorize. The Standing Committee on Publication of Mosquito News shall appoint the staff of Mosquito News, and with the approval of the Board of Directors shall appoint its Editor.

SECTION 2. MISCELLANEOUS PUBLICATIONS.—The Association may, from time to time as public interest and need may appear to warrant, publish a bulletin series in its special field, and such other publications as may contribute toward promotion of its purpose and objectives.

SECTION 3. BYLAWS.—At appropriate intervals in Mosquito News, the Association may publish its bylaws revised to date; and shall keep a stock of reprints of the bylaws on hand for distribution to groups contemplating the organization of branches, and to the officers of organizations contemplating affiliation with the Association.

ARTICLE XI. PARLIAMENTARY AUTHORITY.

SECTION 1. PARLIAMENTARY AUTHORITY.—The rules outlined in Robert's "Parliamentary Law" and Robert's "Rules of Order, Revised," shall govern Association procedure in all instances where they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII. AMENDMENTS TO THE BYLAWS

SECTION 1. AMENDMENTS TO THE BYLAWS.—These bylaws may be amended at any convention of the Association by a two-thirds vote. All proposals for amendment shall be submitted in writing to the Executive Secretary for reference to the Standing Committee on Bylaws at least four months before the date of the Convention. The report of this committee shall be sent to the membership one month before the Convention. These bylaws may also be amended at any convention of the Association without previous notice by three-quarters vote.

ARTICLE XIII. CONDUCT OF BOARD OF DIRECTORS BUSINESS AND OF COMMITTEE BUSINESS BY MAIL

SECTION 1. PURPOSE.—To compensate for the widely scattered membership of officer groups, and to assure the fullest

possible geographically representative participation by members of the Board of Directors and by members of committees in the conduct of Association business in their respective special fields, between conventions, Association business may be carried on by mail.

SECTION 2. PROCEDURE.

a. In the transaction of Board of Directors business by mail, all communications shall be addressed to the Chairman of the Board.

b. Of every written motion or other communication so addressed by a Board member to the Chairman, a copy shall be sent to each and every other member of the Board, and a copy shall be retained by the maker thereof. The copy received by each member shall remain permanently in that member's individual reference file of Board transactions.

c. A motion so initiated may be accompanied by a statement or discussion setting forth the reason or necessity therefor.

d. Any Board member desiring to second, to dissent from, to comment upon, to move an amendment to, or to move a substitute for the original motion, shall do so in a new written communication addressed to the Chair, of which a copy shall likewise be sent to each and every other member of the Board, and a copy thereof shall be retained in the reference file of such member of the Board.

e. No such communication received by a Board member may be forwarded with an endorsement to the Chairman or to another member of the Board.

f. If a written motion is seconded by every other member of the Board, the Chairman without further action may declare the motion carried

unanimously, and so notify the members of the Board by mail.

g. If one or more seconds to a written motion are received by the Chairman, but unanimous consent is not indicated thereby, the Chairman shall send written notices thereon to the members of the Board of Directors, substantially in the following form:

"Each member of the Board of Directors of the American Mosquito Control Association, Inc., has received from (the author of the motion), a copy of his motion, dated, which motion is to the effect that This motion is now open for discussion until (date), or until there is a call for the question." At the time indicated, or earlier if there be a call for the question, the Chairman shall by mail put the motion to the Board members for vote, and upon receipt of the vote by mail, he shall announce the result of the vote by mail to each member of the Board of Directors.

h. If amendments to a written motion, or a substitute thereto, shall be received by the Chairman, he shall in due course put such amendment or substitute motion to vote by mail, before calling for a vote upon the original motion, or on the original motion as amended or substituted for, as the case may be. The results of voting by mail upon amendments and substituting motions shall be announced by mail by the Chairman in the same manner as announcement of the vote upon original motions.

SECTION 3. TRANSACTION OF COMMITTEE BUSINESS BY MAIL.—

The transaction of the business of standing and special committees by mail shall conform as nearly as practicable to the procedure set forth in this Article.