

**STANDING RULES OF THE
OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION**

I. COMMITTEE ON MEMBERSHIP

II. APPROVED 06/2010

III. CHARGE – The committee shall consist of a chair and the number of committee members necessary to discharge the committee responsibilities. The committee shall exercise general supervision over matters relating to Membership. It shall receive and process all membership applications, recommend new members for the consideration of Executive Council, and be responsible for assisting in the publication of the Membership Directory.

IV. OPERATING PROCEDURES

1. **Record Keeping:** Membership reports are completed periodically throughout the year, and presented at Executive Council Meetings. A copy of this report and all committee correspondence shall be kept in a notebook to be forwarded to the next chairperson. The incumbent chairperson should contact the previous chairperson to obtain the notebook. All official Committee records should remain in possession of the current Committee Chair.

2. **Meetings:** Membership meetings may be held in conjunction with conferences of the Association. Additional membership meetings may be convened as determined necessary by the Executive Council; or upon written request of at least 25 members of the Association.

3. **Composition:** The Chair shall be appointed by the President and asked to serve a one-year term. The Chair, with approval of the Executive Council, shall appoint the number of committee members necessary to discharge the Committee's responsibilities. Each of these appointed members will be asked to serve a one-year term.

4. Committee Duties:

The following procedures are required for New Membership Applications:

A. Applications for Full Member Status:

A completed application includes: a completed membership form, a copy of CCC or License for applicants providing direct services, and the required membership fee. Incomplete applications will be returned to the applicant along with the original check and a letter requesting the missing documents. Each completed application will be submitted for approval by the Executive Council at the next scheduled Executive Council meeting or upon affirmative electronic vote by the Executive Council. The Membership Chair will notify the Executive Secretary of the names approved for membership. After approval of applicants, a "Welcome to OSHA" letter a copy of the Code of Ethics and Bylaws of the Association will be mailed to each new member. Membership fees for all applicants will be forwarded to the Treasurer upon receipt. In the event the application is not approved for membership, payment will be refunded to the applicant. A record of current members, Full, Life, and Student status will be maintained by the Central Office as well as the Membership Chair.

B. Application for Non-Voting Membership Status:

A completed application includes: a completed membership form, a copy of current license for applicants providing direct services, a copy of a Standard Teaching Certificate and the required

membership fee. Incomplete applications will be returned to the applicant along with the original payment and a letter requesting the missing documents. Each application will then be submitted for approved by the Executive Council at the next Executive Council meeting or upon affirmative electronic vote by the Executive Council. The Membership Chair will notify the Executive Secretary of the names approved for membership. After approval of the applicants, a “Welcome to OSHA” letter a copy of the Code of Ethics and Bylaws of the Association will be mailed to each new member.

Membership fees for all applicants will be forwarded to the Treasurer upon receipt. In the event the application is not approved for membership, payment will be refunded to the applicant. A record of current members, Full, Life, and Student status will be maintained by the Central Office as well as by the Membership Chair.

C. Application for Student Member Status:

A completed application includes: verification of student status from sponsoring school (with appropriate section of application completed and the required student membership fee. Incomplete applications will be returned to the applicant along with the original payment and a letter requesting the missing documents. Each completed application will then be submitted for approved by the Executive Council at the next Executive Council meeting or upon affirmative electronic vote by the Executive Council. Following each Executive Council meeting, the Membership Chair will notify the Executive Secretary of the names approved for membership. After approval of the applicants, a “Welcome to OSHA” letter a copy of the Code of Ethics and Bylaws of the Association will be mailed to each new member as well as an OSHA membership card.

Membership fees for all applicants will be forwarded to the Treasurer upon receipt. In the event the application is not approved for membership, payment will be refunded to the applicant. A record of current members, Full, Life, and Student status ~~is~~ will be maintained by the Central Office as well as by the Membership Chair.

Letters will be mailed to each student member following graduation, extending the invitation to join the Association as as a full member pending application and verification of Master’s degree. For the first year of membership, student members converting to full membership will be offered a \$5.00 discount for each year of student membership.

5. Renewing Memberships:

Within two months prior to the membership year, a membership renewal notice will be sent to each member. If the member does not respond to the dues renewal form, a late dues notice will be sent in August.

Membership cards will be sent to members each year.

6. Life Member Status:

A member who has attained the age of 65 years with five consecutive years of holding voting membership immediately prior to the age of 65 or one who has retired from the field of Speech Language Pathology or Audiology with 5 consecutive years or holding Voting Membership immediately prior to retirement may apply for and receive Life Membership. Incomplete applications will be returned to the applicant as well as a letter requesting the missing documents. Each application will then be submitted for approved by the Executive Council at the next

Executive Council meeting. The Membership Chair will notify the Executive Secretary of the names approved for membership. Following approval of the applicants, a letter of congratulations, and a copy of the Code of Ethics and Bylaws of the Association, and a revised membership card will be mailed to each new member.

Membership cards and an information update form will be sent to Life Members each year.

STANDING RULES OF THE OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION

I.COMMITTEE ON NOMINATIONS AND ELECTIONS

II.APPROVED 06/2010

III. CHARGE - The committee on Nominations and Elections will conduct nomination and election procedures as set forth in Article IV, Section 4, [of the OSHA Bylaws]. The most recent Past President available shall serve a one-year term as Committee Chair. The Association shall elect four Committee Members. Each year, two Members shall be elected to serve a two-year term. (OSHA Bylaws, Article V, Section H.)

The OSHA committee on Nominations and Elections is responsible for developing a slate of nominees for office. This slate is to be presented to the Executive Council and, subsequently, if approved by Council, to the membership for a vote. Further, this committee is charged with conducting all elections of the Association and the election to generate names to be submitted to the Governor for his consideration in filling Licensure Board vacancies.

IV.OPERATING PROCEDURES

1. Record Keeping: An annual report concerning the activities of the committee will be submitted to the president prior to the last Executive Council Meeting of the year. A copy of this report, minutes of each committee meeting, and all committee correspondence should be kept in a notebook to forward to the next chairperson. The chairperson should contact the previous chairperson to obtain copies of the Committee's records. All official Committee records should remain in the possession of the current Committee Chair.

2. Committee procedures include 1) those required to obtain nominees for Association offices and to conduct an Association election of officers; 2) special elections; and 3) those specific to the acquisition of names to be submitted to the Governor for consideration for appointment to the Licensure Board.

ASSOCIATION ELECTION OF OFFICERS

Acquisition of nominees for the ASSOCIATION officers:

The Association Committee on Nominations and Elections (CNE) will conduct a meeting early in the spring of each year to develop a slate of recommended nominees for office. This meeting and the process of developing a slate of nominees must be scheduled at a date, which will permit the CNE to present the recommended nominees to the Executive Council prior to an Association Membership meeting.

Vacancies to be filled include:

President-Elect
Vice President-Elect
Secretary
Treasurer
Councilor-At-Large
Nominations & Elections (2)

It is strongly encouraged that at least two names be submitted for each vacancy. The Bylaws place no maximum on the number of individuals who may be nominated.

To be eligible for nomination: Individuals must be Full or Life Members in good standing and have been a member during the preceding membership year. To verify membership status, the Committee Chairperson obtains the most recent membership list from the previous membership year and the most current membership list for the present membership year. Copies of these lists are to be made available to the Committee members to ensure complete access to eligible names during their deliberations. Further, all officers except the President-Elect and Vice President-Elect are eligible to serve a second successive term. No officer may be re-elected for a third successive term and no member may hold more than one elected office concurrently.

The Committee is to consider, in addition to qualifications essential to serving as an Officer that every attempt should be made to ensure that nominees represent geographic areas, professional settings, and professional specialties as equitably as is possible.

The CNE will determine possible candidates for office and, to the extent possible, verify each individual's willingness to serve. Verifying a potential candidate's willingness to serve prior to the meeting during which names are to be considered substantially expedites the business of the Committee. If all possible candidates cannot be contacted to determine his/her willingness to serve; potential nominees will be ranked in the order in which they are to be contacted following the Committee meeting. The Committee further will determine the number of nominees to be presented to the Executive Council for each vacancy. The Chairperson then assumes responsibility of contacting, in the pre-determined order, those individuals to be considered until all vacancies have been filled. It should be made clear to any potential candidate who declines a nomination that another individual will be contacted thus precluding any rescission of the decision not to run for office. The finalized list of candidates recommended by Committee will then be presented to Council for their consideration. If approved by Council, this list of recommended nominees will be announced at a scheduled Association Membership meeting. At that meeting, additional candidates may be nominated from the floor by any Full or Life member.

Following approval of the list of recommended nominees, the Chairperson of the CNE will send a letter of appreciation to each candidate along with a biography form. This form will be utilized to generate the information to be published in the Association newsletter preceding the election. The forms are to be completed by each candidate and returned to the Association Executive Secretary by the newsletter deadline.

Conducting the election: For any election, the Chairperson of the CNE is responsible for directing the Association Executive Secretary in 1) preparing the ballot; 2) distributing the ballots, 3) collecting the returned ballots, and 4) delivering the returned ballots to the Chairperson. The Chairperson is responsible for 1) arranging for a valid counting of the returned ballots; 2) reporting election results to the Executive Council through the President, and 3) providing a written report of the election results to the Association newsletter editor for publication in the next issue.

Preparing the ballot: All election ballots and/or accompanying instructions are to be typed and duplicated in such a way as to make them clear and legible. The last date of receipt for which ballots will be counted toward an election shall be typed clearly on all ballots. The deadline for returned ballots shall be no later than two weeks after the date on the mailed or transmitted ballots. Non-electronic ballots may be duplicated in any convenient form. In practice, non-electronic ballots are generally photocopied. After duplication, all ballots are to include the Association seal. Sample Association non-electronic and electronic ballots for election of officers, bylaws changes and Licensure Board nominees are included in the OCNE Notebook.

Distributing the ballot: Members of the association shall indicate on the membership application and/or renewal application whether he/she prefers a non-electronic or electronic ballot. For electronic ballots, an e-mail address is required. Ballots are sent to all current Association voting members (i.e., Current Full and Life members). Beyond all Life members, "current" members would include only those who have been previously approved as full members and have paid their full dues for the current membership year. (This information is maintained by the Membership Committee and by the Association Executive Secretary.)

With the assistance of the Executive Secretary, mailing labels for members receiving non-electronic ballots should be prepared. The official non-electronic election ballot is to be placed in a mailing envelope. The preferred mailing address of the CNE Chairperson is to be used as the return and reply address for non-electronic ballots. All non-electronic ballots are to be sent by first class mail.

With the assistance of the membership chairperson, a file of e-mail addresses reflecting members receiving electronic ballots shall be maintained. All electronic ballots are to be sent by e-mail via the internet. The preferred e-mail address of the CNE chairperson is to be used as the reply address for electronic ballots.

Collecting returned ballots: All non-electronic ballots are to be kept in their unopened return envelopes until the Committee meeting at which the ballots will be counted. The postmarks should be noted and envelopes sorted according to those which were postmarked before and those postmarked beyond the required deadline.

All electronic ballots shall be printed and stored in an envelope until the Committee meeting at which the ballots will be counted. The date of receipt should be noted. Electronic ballots should be sorted according to those which were received before and those received beyond the required deadline.

Whereas balloting is intended to be confidential prior to the meeting in which ballots will be counted, the Chairperson should obliterate (mark through) any identifying information (i.e., return addresses or e-mail addresses) inadvertently included on the return envelopes or electronic ballots while taking care not to damage the ballots.

Counting the ballots: A meeting of the CNE will be scheduled by the Chairperson at the earliest possible date after allowing time for all eligible ballots to be received. At least two committee members must be present to count ballots. The eligibility of all ballots received should be re-verified and a count made of 1) ballots returned unopened; 2) ballots returned, but ineligible; and 3) ballots counted as eligible. Elections of officers, as well as other issues submitted to the membership by mailed ballot will be decided by a majority of all votes cast unless otherwise specified by the Executive Council or Bylaws. Independent tallies of votes cast will be obtained from two Committee members. If both tallies agree, the individuals receiving the highest number of votes will be declared the winner. In instances of disagreement, a

recount will be made and repeated until agreement is reached. For offices for which two nominations appear on the ballots ties will be determined by a confidential vote of the Executive Council. If more than two nominees are being considered for an office, a runoff election will be held in the case of ties.

Reporting of election results: After verifying election results in the Committee meeting, the results should be submitted to the President at the earliest possible date and included on the agenda for presentation to Executive Council at the next meeting. A report of the election results is to be submitted by the CNE Chairperson to the Association newsletter editor prior to publication of the next Association Newsletter.

SPECIAL ELECTIONS

Special elections, such as for Bylaws changes, will follow the procedures outlined above for the preparation of ballots, collecting ballots, counting the ballots, and notifying the Executive Council through the President of the election results. Preparation of ballots for Bylaws changes is to be done in cooperation with the Bylaws Committee Chairperson in order to ensure the ballot clearly indicates the nature of the proposed change(s).

ACQUISITION OF NAMES FOR LICENSURE BOARD

Obtaining nominees: One election will be conducted at the outset of each membership year to obtain five (5) nominees for the Licensure Board to be submitted to the Governor no later than March 15, of that year. This is to allow sufficient time for the Governor to choose from the nominees submitted and to submit that individual for legislative (Senate) approval prior to the dismissal of that legislative session. Nominees normally will assume their position on the Board as of August 1, of that year.

Vacancies to be filled: Each year one Licensure Board vacancy will occur. Unanticipated additional vacancies, such as those due to illness, retirement or relocation of Board members out of state, may be filled from the most recently submitted list of names which will provide for the required composition of specialties on the Board.

Eligibility for nomination: To be eligible for nomination, an individual must be licensed by the Board. Association membership is **not** required. If no Audiologist will remain on the Board with the anticipated vacancy, only licensed audiologists are eligible for nomination. Likewise, if no speech-language pathologist will remain on the Board with the vacancy, only licensed speech-language pathologists are eligible for nomination. If the remaining Board members include a speech-language pathologist and an audiologist, either licensed speech-language pathologists or licensed audiologists are eligible for nomination. If an individual is dually licensed, he/she may be eligible in any election.

Verifying eligibility: To determine names to be considered for nomination, the Chairperson of the CNE will obtain a list of current licensees from the Executive Secretary of the Licensure Board. The Licensure Board is responsible for providing the list of eligible names in a format which can be duplicated for mailing or electronic transmission. The Licensure Board will be requested to determine whether a list of speech-pathologists only, of audiologists only or both are to be considered. The Licensure Board will be requested to remove from the list any individual who is not eligible to be considered for nomination.

Conducting the nominating election: The ballots (samples are included in the CNE notebook) will be sent to all currently licensed speech-language pathologists and audiologists in the State of Oklahoma. A non-electronic ballot will be sent to any licensed speech-language pathologist or audiologist for whom no e-mail address is available. Those voting will be referred to their Licensure Board directory and/or the Website of the Licensure Board to view the names of those eligible for

nomination. Please refer to the previous sections on election of officers for guidelines regarding duplication, distribution, and collection of returned ballots. Ballots are to be counted in the same manner described for election of OSHA officers. In all instances in which ties occur, an appropriate randomized decision will determine the order in which those names will be considered for nomination. Following the counting of nomination ballots, the Chairperson of the OCNNE will contact individuals in the order of the number of votes received proceeding from most to least until five (5) eligible individuals agree to having their names placed on the final slate of five (5) names to be submitted to the Governor. General considerations and timetables: During December, the Current OSHA President, in anticipation of succession to the office of Past-President and becoming Chairperson of OCNNE in January, should alert the Executive Secretary for the Licensure Board that a list of current licensees for the election process will be required by January 10. The election to determine the five names should be completed no later than March 1. The five (5) names of individuals so elected should be promptly transmitted to the Current OSHA President to allow him/her to transmit a letter providing those names to the Governor no later than March 15 of that year.

STANDING RULES OF THE OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION

I. COMMITTEE ON PUBLICATIONS

II. APPROVED 06/2010

III. CHARGE - The committee on publications shall consist of a Chair and the number of committee members necessary to discharge the Committee's responsibilities. The Committee shall oversee publication of all Association publications. The Committee shall also oversee the development and maintenance of the Association's website. The committee chair shall serve as editor and recommend for appointment all committee's responsibilities. The chair shall be appointed by the Association President to serve an unspecified term of office.

IV. OPERATING PROCEDURES

1. Record Keeping: An annual report concerning the activities of the committee will be submitted to the president prior to the last Executive Council Meeting of the year. A copy of this report, minutes of each committee meeting, and all committee correspondence should be kept in a notebook to forward to the next chairperson. The newly-appointed chairperson should contact the previous chairperson to obtain copies of the Committee's records. All official Committee records should remain in the possession of the current Committee Chair. Expenses shall be cleared by the Association Treasurer.

2. Meetings: Committee meetings are to be scheduled by the chairperson. Meetings are recommended biannually or as needed to serve the needs of the association.

3. Composition: The Chair of the Committee shall be appointed by the President to serve an unspecified term of office. Members of the committee shall be appointed by the Chair with the approval of Executive Council.

4. Committee Duties

- a. Oversee publication of quarterly newsletters.
- b. Oversee publication of annual directory.
- c. Committee chair shall serve as a member of the Publicity and Public Relations Committee.

STANDING RULES OF THE OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION

I.COMMITTEE ON PUBLICITY AND PUBLIC RELATIONS

II.APPROVED 06/2010

III.CHARGE - The Committee on Publicity and Public Relations shall consist of a Chair and the number of committee members necessary to discharge the Committee's responsibilities. The Committee shall inform the public of the work of the profession, the Association, and its members through the use of a speaker's bureau the public news media, the national office of ASHA, and other agencies.

OPERATING PROCEDURES

1. Record Keeping: An annual report concerning the activities of the committee will be submitted to the president prior to the last Executive Council Meeting of the year. A copy of this report, minutes of each committee meeting, and all committee correspondence should be kept in a notebook to forward to the next chairperson. The newly-appointed chairperson should contact the previous chairperson to obtain copies of the Committee's records. All official Committee records should remain in the possession of the current Committee Chair.

2. Meetings: Committee meetings are to be scheduled by the chairperson. Meetings are recommended biannually or as needed to serve the needs of the association.

3. Composition: The Chair of the Committee shall be appointed by the President to serve an unspecified term of office. Members of the committee shall be appointed by the Chair with the approval of Executive Council. The Vice-President and the Chair of the Publications Committee shall also serve on this committee.

4. Committee Duties: The primary duty of the Publicity and Public Relations Committee is to inform the public of the work of the profession, the Association, and its members. Implementation of this goal should include the following:

A. Speaker's Bureau:

1. Obtaining speakers - The membership of OSHA will be canvassed yearly to obtain volunteers who would be willing to serve as guest speakers on the topics of Speech-Language Pathology and Audiology. It is suggested that the canvas be done each spring, in time to prepare for the mailing of flyers (brochures) to civic groups, community organizations, etc. It should be determined who would constitute the potential audiences.

2. Mailing of brochures - It is suggested that the information be mailed to the State

Chamber of Commerce and state offices of services organizations such as Lions, Sertoma, Optimists, etc. The information should also be included in the OSHA newsletters. Mailings should be made in August or at the beginning of the Fall Semester, as this is the time of year when groups are scheduling guest speakers.

B. Better Hearing and Speech Month (May):

1. Obtain press release information from ASHA as soon as it is available.
2. Arrange for public service announcements in major metropolitan areas via television and radio spots.
3. Arrange for Governor (and area Mayors) through the Association President to declare May as Better Hearing and Speech Month with press release and photo if possible.
4. Work closely with representatives of broadcast and print media to provide human interest stories about people with communication disorders.

C. Publicity Regarding Conference Meetings:

1. Request public service announcements and graphics from TV stations in Oklahoma City and Tulsa to advertise conference date, place, time affording advertisement of the conference as a public service spot at no charge to the Association.
2. In the event a speaker of national note is scheduled, contacts with broadcast and print media should be made aware of the story potential.
3. The Publicity and Public Relations Committee should work closely with the Conferences and Conventions Committee to obtain optimal media coverage.

D. Announcement of Election of Officers

After election results are made public, photos of the new officers and a bio should be sent to that individual's hometown paper for local news coverage.

E. Member Recruitment:

Establish OSHA representatives throughout the state to serve as contacts and to provide human interest stories for broadcast and print media. This position would require persons able to establish long-term relationships with media contacts.

F. Student Recruitment

1. Brochures, posters and videos should be made available to high schools, junior colleges, and undergraduate programs.
2. The Publicity and Public Relations Committee will field requests for "Career Day" presenters using Speakers Bureau volunteers when possible.

G. Long-Term Projects:

Public service announcements should be made available for radio and T.V. ASHA's professionally prepared (10 second, 30 second, and 1 minute) spots could be presented by local media personalities.

**STANDING RULES OF THE
OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION**

I. COMMITTEE ON SERVICES IN THE SCHOOLS

II. APPROVED 06/2010

III. CHARGE - The Committee on Services in the Schools shall consist of a Chair / State Education Advocacy Leader (SEAL), appointed by the President, and the number of committee members representing rural / urban settings necessary to discharge the Committee's responsibilities. The Committee shall serve to keep Speech-Language Pathologists and Audiologists who work in the public schools aware of issues which are of concern to them.

IV. OPERATING PROCEDURE

1. Record Keeping: An annual report concerning the activities of the Committee will be submitted to the President. A copy of this report and all committee correspondence shall be kept in a notebook to forward to the incumbent chairperson.

2. Meetings: Committee meetings are to be scheduled by the Chairperson. Meetings are recommended biannually or as needed to serve the needs of the association.

3. Composition: The Chair of the Committee shall be appointed by the President and shall also serve as the State Education Advocacy Leader (SEAL) to serve an unspecified term of office. The Chair, with the approval of the Executive Council, shall appoint 3-5 individuals who represent rural / urban school settings.

4. Committee Duties: The Committee shall perform duties charged by the Executive Council to promote and advance school-based speech-language pathology services.

**STANDING RULES OF THE
OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION**

I. COMMITTEE ON STANDARDS AND ETHICS

II. APPROVED 06/2010

III. CHARGE - The Committee on Standards and Ethics shall consist of a Chair and the number of committee members necessary to discharge the Committee's responsibilities. The Committee shall administer the Association's Code of Ethics and shall promote the establishment and maintenance of the Association's professional standards.

IV. OPERATING PROCEDURES

1. Record Keeping: An annual report concerning the activities of the committee will be submitted to the president prior to the last Executive Council Meeting of the year. A copy of this report, minutes of each committee meeting, and all committee correspondence should be kept in a notebook to pass on to the next chairperson. The newly-appointed chairperson should contact the previous chairperson to obtain copies of the Committee's records. All official Committee records should remain in the possession of the current Committee Chair.

2. Meetings: Committee meetings are to be scheduled by the chairperson. Meetings are recommended biannually or as needed to serve the needs of the association.

3. Composition: The Chair of the Committee shall be appointed by the President to serve an unspecified term of office. Members of the committee shall be appointed by the Chair with the approval of Executive Council.

4. Committee Duties: The Standards and Ethics Committee (SEC) is responsible for enforcing the Code of Ethics of the Association. Accordingly, the SEC has adopted certain practices and procedures which it is to follow in administering that Code.

A fundamental precept guiding the SEC in the discharge of that responsibility is that an effective Code of Ethics requires an orderly and fair administration and enforcement of its terms. Fairness to all, especially to those members of the public who need and use speech-language pathology and audiology services, requires equal compliance by all Members of the Association.

This Statement of Practices and Procedures, as well as the Code of Ethics itself, is thus of vital importance to all Members. As experience develops in the administration of the Code of Ethics and the Statement of Practices and Procedures, such changes as prove necessary or desirable will be made and given appropriate publicity.

A. Investigation Procedures

1. Alleged violations shall be reported to the Chair of the SEC in writing and with sufficient detail. The Chair of the SEC will advise the member(s) in writing via registered mail, of alleged offenses, ensuing investigation, and invite written response within 45 days of receipt of this notification. Confidentiality with regard to person or persons advising the SEC of alleged violations will be respected. Immediate report of alleged violations will be made in writing to the Executive Council President by the Chair of the SEC.

2. A majority of members of the SEC shall undertake investigation of alleged violations and on the basis of all information secured will compile an "Initial Statement of Investigation". This statement will simply outline the validity of alleged violations. If the initial investigation determines that there is not sufficient reason for further proceeding, the Member(s), the complainant(s), and the Executive Council President will be so advised and the investigation shall be terminated. If it is determined that a violation of Code of Ethics has occurred, the Committee will await written response from the Member(s) before further action is taken.

If in the Member's(s') response a) the Member(s) indicates that practices which are in violation of the Code of Ethics will cease and desist, the Committee at this time may exercise the option to terminate proceedings and the Member(s), the complainant(s), and the Executive Council President will be so advised; b) the alleged practices which are in violation of the Code of Ethics will cease and desist, the Committee may exercise its option to make written recommendation that a sanction be applied, and the member(s), complainant(s), and Executive Council President will be so advised; c) the alleged practices which are in violation of the Code of Ethics are disputed, an appeal of the Initial Statement of Investigation will be required and the member(s), complainant(s), and Executive Council President will be so advised in writing by the Committee Chair.

3. In cases in which a sanction is recommended by the SEC, both the nature of the sanction and the final decision as to whether or not sanction will be applied must be approved by a two-thirds vote of the Executive Council.

4. Resignation of membership does not automatically terminate the proceedings of the SEC.

B. Appeal Proceedings

1. Where the Initial Statement of Investigation finds that a code violation has occurred, the Member(s) will be invited to defend his/her position(s) either through a written statement to the Executive Council and/or at a hearing before a Hearing Panel comprised of at least three members of the Executive Council and the Chair of the SEC. Request for a hearing must be in writing and must be received within 45 days of the SEC Initial Statement of Investigation.

2. In the absence of a written defense or request for hearing, a Decision will be offered. The Decision shall be determined by at least three members of the Executive Council and the Chair of the SEC, and will state the nature of the member's(s') sanction.

3. When written defense of alleged violations is offered by member(s), this document will be reviewed by at least three members of the Executive Council and the Chair of the SEC and a decision will be offered. This decision may uphold the Initial Statement of Investigation in which case a decision will be offered which describes the nature of sanction. If the Initial Statement of Investigation is not upheld, proceedings will be terminated and the Member(s), complainant(s), and Executive Council President will be so advised in writing.

C. Hearing Procedures

1. The hearing shall be conducted in accordance with the following procedures. The Chair of the SEC will grant the requesting Member(s) a hearing at such time and place as it may in its discretion determine. The Hearing Board shall be comprised of at least three members of the Executive Council and the Chair of the SEC. The Chair of the SEC will advise all concerned parties of the time and location.

2. The Member(s) shall have the right to representation by counsel of Member's(s') own choosing and shall be so advised. The Hearing Panel also may be represented by counsel.
3. At the hearing the Hearing Panel shall give the Member(s) full opportunity to present whatever information Member(s) may deem appropriate, including presentation of witnesses of Member's(s') own choosing and the right to cross-examination by the Hearing Panel and its counsel. 12/2002
4. The general conduct of the hearing, including the presentation, examination, and cross examination of witnesses and argument, is subject to such limitations as the Hearing Panel, in its discretion, may impose in order to avoid unduly prolonging the hearing.
5. All personal costs in connection with the hearing, including travel and lodging costs incurred by Member(s), Member's(s') counsel and witnesses and counsel and other fees shall be Member's(s') sole responsibility.
6. The hearing shall be transcribed in full, a copy of which shall be made available to the Member(s) at Member's(s') expense

D. Post-Hearing Procedures

Promptly after conclusion of the bearing, the Hearing Panel shall set forth in writing the Decision. This Decision shall represent a consensus of opinion of the Hearing Panel, and may uphold the findings of the Initial Statement of Investigation in which case sanctions shall be declared. In the event the Initial Statement of Investigation is not upheld, the proceedings shall be terminated and all concerned parties shall be so advised in writing by the Chair of the SEC.

E. Sanctions

Sanctions may include one, some or all of the following: cease and desist order, revocation of Membership to the Oklahoma Speech-Language-Hearing Association, notification to the Oklahoma Board of Examiners in Speech Pathology and Audiology, and notification to the American Speech-Language-Hearing Association (revocation of Membership to the Oklahoma Speech and Hearing Association may only be achieved by a two-thirds vote of the Executive Council).

E. Amendment

This Statement of Practices and Procedures may be amended upon recommendation of the SEC and a majority vote of the Executive Council.

**STANDING RULES OF THE
OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION**

I. COMMITTEE ON MEDICAL ISSUES

II. APPROVED 06/2010

III. CHARGE – The Committee on Medical Issues shall consist of a Chair and the number of committee members necessary to discharge the Committee’s responsibilities. The Committee shall facilitate communications between all disciplines in the rehabilitation services field and maintain working relationships with the Oklahoma Physical Therapy Association (OPTA) and the Oklahoma Occupational Therapy Association (OOTA).

IV. OPERATING PROCEDURES

1. **Record Keeping:** An annual report concerning the activities of the Committee will be submitted to the President prior to the last Executive Council meeting of the year. In addition, a report shall be prepared for each Executive Council meeting detailing the current activities of the Committee. A copy of these reports, minutes of each committee meeting and all committee correspondence should be kept in a notebook to pass on to the next chairperson. The incumbent chairperson should contact the previous chairperson to obtain copies of the Committee’s records. All official Committee records should remain in the possession of the current Committee Chair.
2. **Meetings:** Committee meetings are to be scheduled by the chairperson. Meetings are recommended biannually or as needed to serve the needs of the Association.
3. **Composition:** The Chair of the Committee shall be appointed by the President to serve an unspecified term of office. The chair, with approval of the Executive Council, shall appoint 3-5 members who represent rehabilitative services.
4. **Committee Duties:**
 - A. Monitor issues that impact rehabilitative services.
 - B. Maintain communication channels with OPTA and OOTA via sharing info, meetings with their representatives, and representation to their conferences when invited.
 - C. The Committee will notify the Executive Council of specific legislative issues facing each discipline.
 - D. Collaborate and advocate with OPTA and OOTA regarding rehabilitative issues.

**STANDING RULES OF THE
OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION**

I. COMMITTEE ON AUDIOLOGY ISSUES

II. APPROVED 09/2010

III. CHARGE – The Committee on Audiology Issues shall consist of a Chair and the number of committee members necessary to discharge the Committee’s responsibilities. The

Committee shall foster relationships between the Association and service providers of audiology.

IV. OPERATING PROCEDURES

1. **Record Keeping:** An annual report concerning the activities of the Committee will be submitted to the President prior to the last Executive Council meeting of the year. In addition, a report shall be prepared for each Executive Council meeting detailing the current activities of the Committee. A copy of these reports, minutes of each committee meeting and all committee correspondence should be kept in a notebook to pass on to the next chairperson. The incumbent chairperson should contact the previous chairperson to obtain copies of the Committee's records. All official Committee records should remain in the possession of the current Committee Chair.
2. **Meetings:** Committee meetings are to be scheduled by the chairperson. Meetings are recommended biannually or as needed to serve the needs of the Association.
3. **Composition:** The Chair of the Committee shall be appointed by the President to serve an unspecified term of office. The chair, with approval of the Executive Council, shall appoint 3-5 members who represent audiology services.

STANDING RULES OF THE OKLAHOMA-SPEECH-LANGUAGE-HEARING ASSOCIATION

I. COMMITTEE ON GOVERNMENTAL REGULATIONS

II. APPROVED 09/2010

III. CHARGE – The Committee on Governmental Regulations shall consist of a Chair and the number of committee members necessary to discharge the Committee's responsibilities. The Committee shall address issues that may affect the professions and the delivery of speech and hearing services to the public, including licensure, certification, accreditation and other professional regulations.

IV. OPERATING PROCEDURES

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