

Biennial Conference and General Assembly Rules of Order 2022

I. HYBRID MEETINGS

1. **Login information.** The President, or their designee, shall send by e-mail to everyone Registered to participate online for the meeting, at least two (2) days before each meeting: the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, the phone number and access code(s) the member needs to participate aurally by telephone. The President, or their designee, shall also include a copy or link to these rules.
2. **Telephone usage.** If you dial into the meeting on your phone, you will be able to hear but you will not be able to participate or vote as we have no way to make your vote anonymous. If you use the Zoom app on your phone or other device, then you will be able to participate in voting and speaking.
3. **Login time.** Zoom rooms will open at least 15 minutes before the start of each meeting. Check the equipment, audio, etc. Then put your device on MUTE (we do not want any background noises during the meeting) and leave it on mute unless speaking.
4. **In person participants** should be in their seats 5 minutes prior to the start of the meeting and remain in their seated unless it is an emergency.
5. **Signing in and out.** Members will be identified when logged in and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment. In person members will sign in with the Registrar.
6. **Quorum.** The presence of a quorum shall be established by audible Registration Report at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list and in person of participating members, unless any member demands a quorum count by audible roll call.
7. **Technical requirements and malfunctions.** Each member is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
8. **Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member.
9. **Assignment of the floor.** To seek recognition by the chair, a member shall raise their hand by using the Raise Hand Tool those on the phone can use *9 to raise their hand or in person will stand. Wait to be recognized by the President or Presiding Officer. Upon being recognized the member then may undo the Mute button, give their name and affiliate.
10. **Voting.** Votes shall be taken as directed by the Presiding Officer.

II. VOTING MEMBERS

1. A quorum of the Biennial General Assembly shall be a majority of members registered and eligible to vote, three of whom shall be elected officers of the federation, and the majority of the presidents of the State Federations and Affiliate chapter/clubs or their designees. (Bylaws Article XXI, Quorum, Section 3)
2. Members are requested to refrain from talking during the meetings. Notes to others at the meeting will be done via the Chat Room or the Page. Notes for the presiding officer will be delivered to the Parliamentarian.
3. Unless requested by the speaker, members are requested to refrain from comments or questions until the announced Q&A period.

III. MOTIONS

1. Only members of the voting body may introduce or second motions and vote.
2. Items of new business must be presented to the Secretary no later than 10:00 am on Friday, August 5th.
3. When a member of the voting body wishes to speak, whether to offer a motion or for discussion, the member shall raise hand by using the Raise Hand Tool those on the phone can use *9 to raise their hand, or stand if in person, wait to be recognized by the chair, then shall give their name and affiliation before proposing a motion or speaking from the floor.
4. All motions, except those on matters of procedure, shall be in writing.

IV. DEBATE

1. Each topic will be limited to 15 minutes, unless voted to extend by the voting body. (RONR)
2. No person shall speak more than twice on the same question and no longer than two (2) minutes, without the consent of the voting body. (RONR)
3. A timekeeper will signal the presiding officer when the allotted time has expired.
4. The presiding officer will call for discussion alternating between the affirmative and the negative and may request members to state whether speaking in the affirmative or negative.
5. An observer/guest may participate in the debate, provided there is no member who wishes to speak, asking recognition by the same procedures as required by a member of the voting body

V. TIMEKEEPER

1. A timekeeper shall be appointed by the president for the business session(s).
2. Any reports of Federations or Affiliate Chapter presidents or committee chairs shall be **limited to five minutes**. Additional time may be granted at the discretion of the presiding officer.

VI. NEW BUSINESS

All new business of an emergency nature that arises after the opening of the Conference must be presented to the Secretary by 10:00 AM on Saturday, August 6, 2022.

VII. ELECTIONS

Registration reports will be given as of 9:30 AM Saturday, August 6, 2021. Any other reports will be at the call of the President.

VIII. COMMUNICATING DEVICES

Cell phones and all other electronic devices will be turned off (or on vibrate or mute) during the meeting. If you need to take the time to respond to an email or text and/or use your phone, then please exit the meeting room or turn off your Zoom video.

VIX. PARLIAMENTARY AUTHORITY

- The current edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority.

Sandy Thompson
Immediate Past President and Parliamentarian

PARLIAMENTARY TIPS

1. Wait to be recognized. Address the chair as Madam President or Madam Chair.
2. Do not interrupt a speaker who already has the floor.
3. When presenting a motion, do not begin by explaining your reason for making it and then stating your motion.

Be recognized by the Chair. Say “I move that (not, I make a motion). Wait for someone to second the motion before requesting permission to speak to the motion. The reason should not be included in the actual statement of the motion.

4. Present motions in the affirmative – not the negative. The motion can be voted down. (Motions in the negative can be confusing to the voters.)
5. When speaking on a motion, state whether you are speaking in favor of or against the motion.
6. Don’t speak directly to the person with who you disagree. Speak through the Chair.
7. Ask to have a motion repeated or clarified if you are unsure of the question on the floor. (This is affect by stating, “I rise to a point of information, “explaining” I did not hear or understand the motion.”)

Four reasons why we need Parliamentary Procedures:

1. Makes for orderly transaction of the meeting
2. Acknowledges the rights of individuals
3. Protects the rights of the minority
4. Establishes the will of the majority