

# **Rules for 2021 Virtual Conventions Of State, Provincial and District Chapters**

**Due to the COVID-19 pandemic emergency, the Executive Board of International Chapter adopted the following rules for all 2021 virtual conventions of State, Provincial and District Chapters. These rules may not be amended.**

A virtual convention for state, provincial and district chapters will be divided into two or more meetings. The opening meeting will contain all agenda items of business which require action by vote of members of convention. A second and subsequent meeting will contain only agenda items of business not requiring any action during convention.

## **General Rules**

1. A webcam video of the president shall be displayed throughout the convention.
2. A webcam video of a presenter may be displayed throughout the convention, if available.
3. Each voting member must have the contemporaneous ability during the opening meeting to submit a vote or ballot through the video platform's polling process on an individual device. Each voting member is limited to one device.
4. Each voting member of convention must be situated in a private location and shall be responsible for her connection to the Internet. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented her from participating in the meeting.
5. Members' devices shall remain muted unless recognized to speak. A Technical Support specialist will operate the mute/unmute function.
6. A committee appointed by the president from voting members of convention has the responsibility to read and approve the minutes of convention.
7. Members shall not record any portion of the business meetings, take screen shots or photos of presentations or slides, or post/share on the Internet, unless notified that this rule is suspended.
8. Amendments to state, provincial and district chapter bylaws and standing rules adopted at convention will take effect at the close of convention and as instructed in the bylaws.

## Rules for Opening Meeting

9. Only voting members of convention as defined in the state, provincial or district chapter bylaws, designated participants and technical support specialists shall attend the opening meeting.
10. Voting members of convention shall register for the opening meeting using a specific registration link and will be verified when logging in to the platform.
11. Only voting members of convention shall sign in as **attendees** and maintain internet access when present throughout the opening meeting but sign out upon any permanent departure prior to adjournment. In the event a delegate must leave the remainder of the convention, the alternate shall register and be approved by the Credentials Committee.
12. Once a quorum is established in the opening meeting, the continued presence of a quorum shall be monitored by the online list of participants unless another quorum count is ordered by the president or convention. The list will be copied for the proceedings of convention.
13. Nominations “from the floor” shall be submitted in writing to the president and chairman of the Nominating Committee no later than 12:00 noon Central Time the Monday prior to the start of the opening meeting of convention in order to give the Nominating Committee time to verify the candidate meets the eligibility requirements and to gain her consent to be nominated.
14. The Chairman of Amendments and Recommendation Committee will read only the explanation provided for all proposed amendments.
15. Proposed amendments presented “as a block” are voted upon as one without debate and a single vote. A request for information on any of the items is allowed and a member may request an amendment be pulled from the block for separate consideration and vote. A request to pull an amendment shall be submitted in writing to the president and chairman of the Amendments and Recommendations Committee no later than 12:00 noon Central Time the Monday prior to the start of the opening meeting of convention.
16. In the interest of time and for clear communication, a member intending to introduce a main motion or offer a motion to amend to any business that has been noticed prior to convention shall submit it in writing to the president and chairman of the Amendments and Recommendations Committee no later than 12:00 noon Central Time the Monday prior to the start of the opening meeting of convention.
17. To seek recognition to speak, a member shall click “**Q&A**” in the Webinar controls and enter her name, chapter letter(s) or title, and indicate purpose: PRO, CON, Request for Information. A queue of speakers is electronically established for each motion and the queue will be cleared when the motion is disposed of. The president will alternate between those speaking pro and con. Priority recognition is given to a Request for Information.

18. A member addressing the president shall state her name, chapter letter(s) or title and purpose. A member will be limited to speak once for one (1) minute on each motion. Total time clock on a proposed amendment or resolution shall be limited to seven (7) minutes. Items considered seriatim shall be limited to four (4) minutes per amendment within the group with an additional two (2) minutes allowed for the group as a whole.

If a motion to amend is presented pursuant to Rule #16, the total time clock will be paused, and a five (5) minute time limit will be set for consideration of the motion to amend. Upon disposition of the motion to amend, the president will restart the total time clock and resume consideration of the pending motion.

A question asked under a request for information is not counted as individual debate time but does count toward the total time clock for the amendment. The clock for an individual to answer will pause for the time required to respond to a request for information and as ordered by the president.

19. Due to the COVID-19 pandemic emergency, the approved method of voting is by ballot taken electronically by Zoom polling. The president shall announce the result.
20. A total time of 45 seconds will be given to complete voting on each Zoom poll.
21. All items of business which require action by vote of members of convention shall be contained within the scheduled opening meeting.