

Rules for 2021 Virtual Annual Meeting of CPCC

Due to the COVID-19 pandemic emergency, the Executive Board of International Chapter adopted rules for all 2021 virtual conventions of State, Provincial and District Chapters. CPCC has modified these rules to make them pertinent to the annual meeting of CPCC. These rules may not be amended.

The virtual annual meeting for CPCC will contain all agenda items of business which require action by vote of voting members of the CPCC annual meeting.

General Rules

1. A webcam video of the CPCC Board chairman shall be displayed throughout the annual meeting.
2. A webcam video of a presenter may be displayed throughout the annual meeting, if available.
3. Each voting member must have the contemporaneous ability during the annual 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 annual meeting 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 CPCC Board chairman from voting members of the annual meeting has the responsibility to read and approve the minutes of the annual meeting.
7. Members shall not record any portion of the business meeting, take screen shots or photos of presentations or slides, or post/share on the Internet, unless notified that this rule is suspended.
8. Bylaw amendments adopted during the 2021 CPCC annual meeting shall take effect upon adoption in accordance with Robert's Rules of Order.

Rules for CPCC Annual Meeting

9. Only voting members of the annual meeting as defined in the CPCC bylaws, designated participants and technical support specialists shall attend the annual meeting.
10. Voting members of the annual meeting shall register for the annual meeting using a specific registration link and will be verified when logging in to the platform.
11. Only voting members of the annual meeting shall sign in as **attendees** and maintain internet access when present throughout the annual meeting but sign out upon any permanent departure prior to adjournment. In the event a member must leave the remainder of the annual meeting, the alternate shall register and be approved by the Credentials Committee.
12. Once a quorum is established in the annual meeting, the continued presence of a quorum shall be monitored by the online list of participants unless another quorum count is ordered by the CPCC Board chairman or the voting members of the annual meeting. The list will be copied for the proceedings of the annual meeting.
13. Nominations “from the floor” shall be submitted in writing to the CPCC Board chairman and chairman of the CPCC nominating committee no later than 12:00 noon Central Time (11:00 a.m. Mountain Time) the Monday prior to the start of the annual meeting in order to give the CPCC 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 CPCC Board chairman and chairman of the Amendments and Recommendations Committee no later than 12:00 noon Central Time (11:00 a.m. Mountain Time) the Monday prior to the start of the annual meeting.
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 the annual meeting shall submit it in writing to the CPCC Board chairman and chairman of the Amendments and Recommendations Committee no later than 12:00 noon Central Time (11:00 a.m. Mountain Time) the Monday prior to the start of the annual meeting.
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 CPCC Board chairman will alternate between those speaking pro and con. Priority recognition is given to a Request for Information.

18. A member addressing the CPCC Board chairman 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 CPCC Board chairman 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 CPCC Board chairman.

19. Due to the COVID-19 pandemic emergency, the approved method of voting is by ballot taken electronically by Zoom polling. The chairman 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 the annual meeting shall be contained within the scheduled annual meeting.