

FREE STATE PTA CONVENTION STANDING RULES

1. BADGES:

A convention name badge must be displayed to enter the general meetings, workshops, exhibitor hall, and other convention meeting rooms.

2. ELECTRONIC DEVICES:

A. Cell Phones: Cell phones should always be in silent mode during sessions, meetings, and workshops to avoid disruption. Talking on cell phones is strictly prohibited during all sessions, meetings, and workshops.

B. Video Recording and Live Streaming: Attendees are strictly prohibited from using cell phones and/or tablets/cameras to record audio or video and all other audio or video recording devices during the business portion of meetings.

C. Photography for personal use is still permitted.

D. Attendees not adhering to this policy will be asked to leave the room and delete all audio or video recordings already taken. Repeat occurrences will result in immediate removal and no access for the duration of the convention. No refunds will be granted.

3. MATERIALS:

The Presiding Officer shall approve all materials, print or digital, before their distribution at the Free State PTA convention.

4. AUDIT COMMITTEE:

The Free State PTA President shall appoint a committee of three members to audit the minutes of the convention. The convention minutes are subject to the approval of the Free State PTA Board.

5. CONVENTION PROGRAM

The Convention Chair shall adjust the agenda as required for the smooth operation of the assembly.

6. MESSAGES

No messages may be presented directly to the presiding officer. All messages and announcements must be submitted in writing to a designated person.

7. VOTING

A. During the registration check-in process, each member of the voting body shall receive three (3) items:

i. Convention Name Badge indicating VOTING status.

ii. Convention Program

iii. Voting Card.

iv. Lost convention name badge may be reprinted one (1) time only, at a fee of \$5, payable at the time of printing.

B. When directed by the presiding officer, a member of the voting body, while remaining seated, shall vote by raising the voting card.

C. During a counted rising vote or election, the doors will be closed and admission will be granted only after the chair announces the results of the vote. No voting will be allowed outside the assembly room.

8. VOTING BODY RECOGNITION

A. Members of the voting body must display a convention name badge with a "VOTING" designation to make motions and debate. All motions shall be written on a motion form, signed by the maker, and delivered to the motion table before making a motion, except that no written motion is required for requests for information or points of order.

B. Members of the voting body wishing to speak will go to the appropriate microphone, present his/her convention name badge with a "VOTING" designation to the microphone attendant, sign in, and wait for recognition by the chair before speaking.

C. When recognized, the voting body member will give their name, the PTA represented, and state if they are speaking in favor or against the current motion.

D. There will be four microphones, numbered 1 through 4 on the floor. Each microphone has a specific purpose as follows:

i. Microphone 1: for proposing ALL motions.

ii. Microphone 2: members of the voting body wishing to speak FOR a motion or an amendment.

iii. Microphone 3: members of the voting body wishing to speak AGAINST a motion or an amendment.

iv. Microphone 4: for Parliamentary Inquiries, Points of Order, Points of Information.

9. DEBATE

A. The chair shall recognize speakers in alternating order speaking in the affirmative and the negative.

B. A member of the voting body shall be limited to two speeches of not more than two (2) minutes on any debatable question. No one shall speak on a motion twice before all speakers have spoken once.

C. Items of business including bylaw amendments shall be limited to no more than 20 minutes unless specified otherwise in these rules. Extension of debate on any of the time limits established in these rules shall require a two-thirds (2/3) vote.

10. AMENDMENTS:

Primary amendments to a resolution or a bylaw amendment must be pre-filed in writing on a motion form. Secondary amendments may be made at Microphone 1 at the appropriate time.

Bylaws Amendments submission deadline is **2:30 p.m. EDT, Thursday, July 18**. Members of the Governance Committee will be available to assist delegates wishing to submit amendments.

11. BYLAW AMENDMENTS:

The Governance Committee shall be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the membership in connection with the bylaw amendments adopted at the Convention.

12. EXHIBITORS:

Free State PTA does not allow distribution of materials or solicitation at our events by attendees or unauthorized parties without the express written permission of the President.

13. Quorum

- A. **Initial Quorum Requirement:** A quorum must be established at the commencement of the convention. The presence of sixty (60) delegates shall constitute a quorum for the convention.
- B. **Conduct of Business:** Once a quorum has been established at the beginning of the convention, the business of the convention may continue for the duration of the event, regardless of fluctuations in attendance.
- C. **Sustaining Quorum:** Although the initial quorum allows for continuous business, it is encouraged that delegates remain present to participate actively in the convention proceedings.
- D. **Exception Clause:** If a motion is made to challenge the presence of a quorum, the presiding officer shall verify the presence of a quorum. If it is determined that a quorum is not present, no further business, except for motions to adjourn, recess, or to obtain a quorum, may be conducted until a quorum is re-established.
- E. **Verification Procedures:** The presiding officer shall have the authority to conduct periodic verifications of the quorum at their discretion or upon the request of any delegate, provided that such requests are not used to unduly delay the proceedings.
- F. **Adjournment:** The convention may be adjourned sine die (without setting a date for resumption) only after ensuring that all planned business has been duly conducted and resolved, as long as the initial quorum requirement was met.

14. EXPECTATIONS OF CIVILITY:

Free State PTA is committed to providing a safe, welcoming, and harassment-free event and experience for everyone

attending our convention. All participants are expected to behave with common courtesy and civility and conduct themselves in a polite, appropriate, and respectful manner, including respecting individual differences and disagreeing with respect. Free State PTA does not tolerate incivility or harassment of any kind and we prohibit discrimination for any reason. If anyone feels harassed or notices that our expectations of civility are not being met, they should contact a Free State PTA Officer.

Free State PTA reserves the right to take appropriate action to address any individual it believes fails to meet our expectations of civility, including expelling the individual from the convention without refund and prohibiting attendance at future events.