

2025 FREE STATE PTA PROPOSED CONVENTION STANDING RULES

1. BADGES

A convention name badge must be displayed to enter the general meetings, workshops, 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. Audio and/or Video Recording and Live Streaming: Attendees are strictly prohibited from using audio or video recording devices, including cell phone and/or tablet cameras, to record audio or video 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. MINUTES APPROVAL COMMITTEE

The Presiding Officer shall appoint a committee of three members as the minutes approval committee.

5. CONVENTION PROGRAM

Once the program is adopted, it can be changed by a 2/3 vote of the delegates.

6. MESSAGES

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

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 DELEGATE 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 “DELEGATE” 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 “DELEGATE” 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 of or against the current motion.

9. DEBATE

- A. 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.
- B. Items of business, including bylaw amendments, shall be limited to no more than 20 minutes unless specified otherwise in these rules.

10. AMENDMENTS:

Primary amendments to a proposed bylaw amendment must be pre-filled in writing on a motion form. Secondary amendments may be made at the appropriate time.

11. BYLAW AMENDMENTS:

- A. 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. **Quorum Requirement:** Sixty (60) delegates shall constitute a quorum for the convention.

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.