

RULE I. ORGANIZATION OF THE CONVENTION

- (A) The printed program shall be the order of business of the convention with the President, as presiding officer, making any necessary emergency changes. The meetings will be called to order at the time designated, as listed in the approved program.
- (B) Admissions to the convention hall during business sessions shall be limited to those displaying proper badges obtained at the registration desk. The sergeant-at-arms shall be responsible for enforcement.
- (C) Delegates and officers with voting rights* shall be seated in the Delegate Section. Non-delegate spouses may sit with delegates, but may not vote. All others shall be seated at a separate section to the rear of the Delegate Section.
- (D) The sergeant-at-arms shall close the convention doors at the beginning of each business session. Entrance will be limited to persons with proper credentials, but they will not be seated until the action of the floor is completed.
- (E) Distributing campaign material is prohibited during business sessions.
- (F) There shall be no smoking in the convention hall at any time.
- (G) All invocations offered are to be nonsectarian in character.

RULE II. DELEGATES AND OFFICERS WITH VOTING RIGHTS

- (A) Delegates and officers with voting rights should be in their seats five minutes before each session.
- (B) Delegates and officers with voting rights must wear badges to be identified while in the convention hall. They will be given a green card with which to indicate a yes vote and a red card with which to indicate a no vote. These cards will be 4"X 6" in size and shall be given only to voting delegates. They will be placed in the packet containing the individual's name tag provided at the time of registration.
- (C) Only delegates and officers with voting rights may introduce motions, join in the discussion and vote.
- (D) When a delegate leaves the room for a short time expecting to quickly return, the remaining delegates shall continue to vote, thus representing the chapter. If a delegate must leave the convention with no expectation of returning, delegates from that chapter shall designate an alternate to fill the vacancy. The credentials committee shall then issue a delegate badge to the new delegate.

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*See revised Bylaws, Section 3, "officer Voting Rights." All Federation Elective Officers and Federation Past Presidents who are in attendance shall each be entitled to one vote."

RULE III. RULES OF DEBATE

- (A) The President shall appoint timekeepers to monitor length of discussion of any issue, which shall not include points-of-order nor points-of-inquiry.
- (B) Motions and amendments may be required to be made in writing at the discretion of the presiding officer.
- (C) A delegate and officer(s) with voting rights shall not interrupt another except to call for a point-of-order, or for a point-of-privilege. When a question is pending before the convention, no motion shall be in order except to amend, commit, or refer, move the previous question, or to lay on the table.
- (D) The mere call of "question" shall not be recognized as a call to close debate. A motion to "close debate" or to "move the previous question" is necessary and requires a second and a two-thirds vote. If the motion for the previous question carries, the pending motion and any amendments thereto must be voted on without further discussion.
- (E) When a standing vote or ballot vote is being taken, a motion to adjourn shall not be in order.
- (F) The maker of a resolution or motion shall be given the first opportunity to speak. No delegate and officer(s) with voting rights shall be recognized for the second time until all other delegates and officer(s) with voting rights seeking recognition for the first time have been heard. A delegate and officer(s) with voting rights may not speak more than twice on the same question.
- (G) Each delegate and officer(s) with voting rights shall be limited to two minutes in debate. A timekeeper shall monitor the time after the speaker has identified himself/herself by name and chapter only, and beginning with the first word of discussion regarding the issue at hand. The speaker shall be given a 30 second warning before time expires and no extension shall be granted. No delegate and officer(s) with voting rights shall be privileged to relinquish any of his or her time to another. Consideration of any issue be limited to twelve minutes divided evenly between pro and con, if possible.

RULE IV. VOTING PROCEDURE

- (A) The Credentials Committee shall establish the voting strength at the beginning of each business session and just before the election of officers as follows: Each chapter with delegates in attendance or which has given its proxy to another chapter will be allocated one vote for each ten active members or fraction of ten as determined by the latest semi-annual National Membership Roster. To the total of these eligible votes, the number of Federation Officers and the number of Federation past presidents in attendance (provided they have paid the current year's National and Chapter Dues), will be added. This total will be the number of votes which may normally be cast. One designated delegate may cast all the votes for his/her

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chapter and for any chapter which has assigned its proxy to that delegate. Officers with voting rights shall cast one vote each.

- (B) All votes on financial matters which are normally brought before the convention must be passed by two-thirds of the authorized votes.
- (C) Voting will be limited to delegates authorized to cast chapter votes and officers with voting rights whom have been assigned credentials. The Chair will assign persons to count votes as necessary.
- (D) In voting on resolutions, the delegates shall stand to have his/her vote counted either aye or nay by master-at-arms.
- (E) The vote for election of officers shall be by roll call of chapters, the delegate standing to cast the chapter vote. The presiding officer shall call roll of chapter vote. All votes will be recorded by the credential committee.
- (F) When a vote is on the floor, the Chair will determine if a numerical count is necessary. If the Chair so determines or if any delegate of officer with voting rights asks for a numerical count, each chapter will state its votes ("Chapter _____ casts five or its votes in favor and the remaining vote in opposition") and votes recorded. Then each officer with voting rights will state his/her vote and the total tallied. When the vote is limited to the delegates and officers with voting rights, the numerical count will be made by counting the Red and Green cards included with credentials.

RULE V. ELECTION AND BALLOTING

- (A) Election and balloting shall take place as provided in the program. One three-minute nominating speech and one two-minute seconding speech may be made for each nominee whether named by the nominating committee or from the floor.
- (B) If there is only one nominee for the office, speeches may be omitted on the request of the nominee.
- (C) A majority vote shall be required for election of officers.

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