



## **RULES OF PROCEDURE District 13 District Conference 2021**

1. The presiding officer of the District 13 Conference is the District 13 Governor.

### **ELECTRONIC MEETING PROTOCOLS**

2. Appointed technology coordinators will be available to support attendees and voting members during the business sessions.
3. No tape or other recordings may be made of the proceedings of the meetings.
4. No photographs may be taken of the general proceedings unless announced to the attendees.
5. Microphones of attendees shall remain muted unless an individual is invited to speak. When invited to speak the voting member or attendee shall state their name and club.
6. Voting members shall update their visible screen name by placing a 'D' in front of the name. Attendees shall place a 'M' in front of the name. This will assist the technical committees with management of the speakers and voting process.
7. Announcements of concern to the entire assembly shall be made from the platform by the presiding officer or a member of the conference committee.
8. All procedural questions shall be presented by the voting members using raise hand feature or comment in chat.
9. The use of any electronic device capable of sending and receiving e-mails, text messages or other electronic communication is permitted provided the device is not used when a motion is under consideration. The device must be muted during all business sessions.
10. Timekeepers shall be appointed to serve by the presiding officer. It shall be the timekeeper's duty to indicate to each speaker a warning before the expiration of time allowed, at the expiration of time, and then mute the microphone.
11. Chat will be allowed during general sessions, workshops, and speakers. Chat is not permitted during official business sessions for comments, debate or to make pro/con statements.



## MINUTES

12. District 13 Governor and the parliamentarian(s) shall approve the record of the conference proceedings.
13. Minutes will be distributed to all district members within 30 days of the conference.

## CREDENTIALS COMMITTEE

14. At the first business session, the Credentials Committee shall report the number of voting members registered. The Credentials Committee shall make a supplementary report at the beginning of each day that business continues and at other times as requested by the presiding officer.
15. There will be no transfers between delegates and alternates.

## VOTING MEMBERS

16. The voting members are governor, lieutenant governor, area directors, treasurer, and delegates from each club in good standing certified by the Credentials Committee
17. A voting member permanently leaving the conference shall report to the Credentials Committee.
18. Voting members may not debate in chat or other electronic media or platforms. Voting members who do not follow the rules may be disqualified and removed by the Credentials Committee.

## NOMINATIONS

19. There will be no nominations from the floor.

## MOTIONS AND VOTING

20. The official language of the conference shall be English. Motions proposed in another language must be translated into English before being presented to the conference body.
21. Vote may be taken by unanimous consent, hand raise or other voting system.
22. All main motions and amendments shall be submitted in writing and moved by the maker and seconder (each of whom shall be a voting member of the conference).
23. In order to obtain the floor to present motions or to debate, the mover must raise their electronic hand.



24. Debate shall be limited to two minutes for each speaker and ten minutes for each subject.  
Time may be extended at the discretion of the presiding officer. No voting member shall speak a second time until everyone who wishes to speak has spoken once. No voting member may speak more than twice on the same question without permission of the assembly.
25. A voting member wishing to amend the pending motion or to make a secondary motion must raise their electronic hand.
26. After voting members have spoken, any registered non-voting member may participate in discussion asking recognition by the same procedure as required for a voting member if time remains on the subject.
27. During the time a vote is being taken, there shall be no discussion in chat or outside of the meeting.
28. The members of the Elections Committee will prepare the report of the Committee as soon as possible after the polls have been closed and all the votes have been tabulated. The results will be announced while the conference is in session.
29. The Robert's Rules of Order, Newly Revised 12<sup>th</sup> Edition, shall govern these proceedings in all cases to which they are applicable, and are consistent with the Bylaws of Zonta International and the district.