

## DELEGATES PLEASE READ—NEW BUSINESS PROCEDURE

We recognize the frustration felt by delegates with the business process at convention. In order to streamline our business and to reduce the challenge the head table faces in keeping straight the order of motions; reduce the number of motions that can be written incorrectly and thought out when submitted quickly; as well as requiring delegate to write motions at the microphone; the Convention Rules Committee, with the cooperation of the Convention Chair, have made the following changes to our convention rules:

- \*All main motions or amendments must be presented in writing on a motion form.
- \*No motion forms will be needed for extending/stopping debate, referring to committee.
- \*Amendments can only be made to the “Resolved” portions of the resolutions. The Resolution committee will amend the Whereas as applicable.
- \*Subsequent motions to an amendment may be made on the floor of convention.
- \*All motions must be submitted to the *Bylaw/Resolution Amendment Parliamentary Help Desk* which will be open Friday after the close of General Session One until 7:00 p.m. The *Desk* will re-open from 8:30 to 9:30 a.m. on Saturday of convention. The amendment must be presented on an official motion form by a credentialed voting delegate.
- \*The Resolution and Bylaw Committees will conduct a briefing to help delegates understand the resolutions and bylaws amendments and will be present at the Help Desk to assist delegates.

We encourage all delegates to review the power point presentation of this new business process that will be available on the Virginia PTA website no later than September 30. At the convention, during our first general session on Friday, delegates will be presented with a motion to adopt the convention rules that follow on the next page. At that time we will open the floor to discussion and then vote to adopt these rules. After adoption these rules will serve to govern our business during this convention.



**The Virginia PTA will continue the effort to reduce our *carbon footprint* with Convention this year. To help keep registration costs down, and maybe save a few trees, workshop materials will be provided on our website after October 29. Please visit the website after that date to download any materials you would like to have.**

# CONVENTION RULES

Delegates will approve Convention Rules during General Session One.

## Admission

1. All delegates, guests, and visitors shall wear badges at all times. No one shall be admitted without a badge.
2. Cell phones and other electronic devices shall be silenced during all business meetings and workshops. Video cameras and recording equipment, other than those approved by the president, shall not be permitted in the assembly hall or in the workshops.
3. All messages and announcements must be given to a page or other designated person.
4. Minutes of the convention shall be audited by three members of the Board of Managers and shall be approved by the Board of Managers.
5. The president shall approve all materials prior to its distribution at the annual convention.

## Speaking and Voting Procedures

1. Only voting delegates will be recognized to speak from the microphone. Delegates shall not seek to use the microphone unless they wish to speak to the question under discussion or for a point of order, point of information, or other appropriate motion.
2. Delegates wishing to speak from the floor shall:
  - a. Sign in at the appropriate microphone. Time shall be recorded by the microphone attendant.
  - b. Approach the microphone and wait to be recognized by the chair.
  - c. Give their name and the name of the PTA body which they are officially delegated to represent.

## Rules of Debate

1. The chair shall recognize delegates speaking “for” and “against” motions in alternating order.
2. No motion or resolution shall be debated for more than twenty (20) minutes, exclusive of all points of order and points of information.

## Rules of Debate *continued*

3. The method of voting used shall be as the chair directs.
4. No delegate may speak “for” or “against” a resolution for more than two (2) minutes at a time.
5. No delegate will speak for the second time until all delegates seeking recognition have had the opportunity to speak.
6. During a rising counted vote, the doors will be closed and admission will be granted only after the chair announces the results of the vote.
7. Primary amendments to a resolution or bylaws must be submitted on an official motion to Bylaw/Resolution Amendment Help Desk after the close of General Session 1 until 7:00 p.m. on Friday and from 8:30 a.m. to 9:30 a.m. on the Saturday of convention. The amendment must be presented on official motion form by a voting delegate. Only the resolved clauses of resolutions shall be amended. Secondary amendments may be made at the appropriate microphone.

## Resolutions

Emergency resolutions pertaining to events, which have become public knowledge after the submission deadline must be submitted in person by the maker of the resolution to the chairperson of the Resolutions Committee no later than 7:00 p.m. on the first day of the convention and must be brought to the convention floor for consideration with a two-thirds (2/3) vote of the delegates. (*Direct quote from VAPTA Bylaws*).

## Elections

Election of Officers in odd years.

Voting shall be by ballot, and a majority vote shall elect. However, if there is but one (1) nominee for office, election for that office may be by voice vote.

\*Candidates seeking an office or position shall abide by the bylaws and the policy on elections adopted by the board of managers.