

## Proposed Standing Rules for Hybrid Meeting

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### Meeting Rules

1. **Login time.** The tech team shall provide the internet meeting service availability to begin no less than 10 minutes before the start of each meeting, if possible.
2. **Quorum.** The presence of a quorum shall be established and announced by the chair or tech team who have the ability to observe the in-person attendees and the ability to see the online list of participating members. Thereafter, the continued presence of a quorum shall be presumed unless the tech team notifies the president of the lack of a quorum.
3. **Technical requirements and malfunctions.** Each attendee is responsible for his or her electronic connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented him or her from participating in the meeting or workshop; nor will a refund be granted.
4. **Forced disconnections.** The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
6. **Recordings.** Attendees shall not record any portion of the meeting.
7. **Assignment of the floor.** To seek recognition by the chair, a virtually attending member shall type their name in the chat feature and a member attending in person shall provide their name to a microphone monitor and state: (i) the purpose for which recognition is being sought; (ii) the intention to speak for or against the motion; or (iii) the intention to make a Request for Information or Parliamentary Inquiry. The microphone monitor will enter the information into the chat feature for the in-person attendee. The raise hand feature shall not be used for these purposes.

An in-person Tech Team member(s) will monitor the chat feature and collaborate to ensure equity of recognition and keep track of the speaking order.

Requests for Information and Parliamentary Inquiries shall be given priority in recognition.

8. **Interrupting motions.** Members wishing to make the interrupting motions Point of Order and Appeal from the Decision of the Chair, shall raise their hands, either in person or virtually. No other motions will be allowed to interrupt. An in-person Tech Team Member(s) will assist the chair to ensure interrupting motions are promptly addressed.
9. **Identification of speaker.** When recognized by the chair, members shall state their names and state, province, or country.
10. **Motions submitted in writing.** Members wishing to make a main motion or to offer an amendment, shall, before being recognized, email the motion to *XXX@XXXXX.com*.
11. **Display of motions.** Main motions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible.

12. **Names of members making motions.** Minutes shall not include the name of the maker of any motion.
13. **Debate.** Only members who are registered shall have the right to speak on issues before the assembly. A member may speak no more than twice, for no more than two minutes each time, on a debatable motion.
14. **Discussion time.** Total discussion time on each main motion shall be limited to twenty minutes.
15. **Voting and balloting.** Only members who are registered for the meeting and in compliance with the membership date of record shall have the right to vote. Votes shall be taken by general consent or by an external electronic voting service. Ballot votes, if required, shall be taken using an external electronic voting service.
16. **Bylaws and Standing Orders corrections.** The Bylaws Committee shall be authorized to correct article and section designations, punctuation, grammar, syntax, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the decisions arising from the meeting.
17. **Nominees' speeches.** At the close of nominations, each nominee (or a designee) shall have two minutes for remarks. Nominees shall speak in the order in which they were nominated.