

# Rules of the Hawai'i State PTSA Annual Convention

## Admission

1. Badges are required for admittance to all sessions and meals.
2. Delegates are requested to be seated before the opening of each session.
3. When the convention is participating in a counted vote, the doors will be closed and admission will be granted only after the chair has announced the results of the vote.

## Addressing the Convention and Voting Procedures

1. Only qualified delegates wearing an official voting delegate badge will be eligible to vote on convention business.
2. Voting members who wish to speak will go the nearest appropriate microphone and await recognition by the chair BEFORE speaking. When recognized, delegates will give their name and the name of the local unit/region they represent.
3. A voting member may speak for only two minutes at one time on any question under discussion and only twice on the same question. No member will speak for the second time until all delegates seeking recognition have had an opportunity to speak.
4. No business item may be on the floor for more than fifteen minutes (inclusive of all points of order and points of information). Within this time frame, the chair shall recognize delegates both for and against debate in alternating order. In order to add debate time, a delegate must move to extend debate, which requires a second, is amendable, is not debatable, requires a 2/3 rising vote, and must be done BEFORE the initial fifteen (15) minutes is over.
5. All motions must be presented in print on forms obtained from the microphone stations or the secretary prior to coming to the microphone. Forms must be completed, signed and send to the podium in order to receive consideration.
6. A motion calling for the previous question or for all previous questions may not be made by a delegate who has just spoken. Subsequent motions may not be made and are not in order until the opportunity has been given to at least two delegates to speak for and against the pending question.
7. An alternate may vote in place of a voting delegate upon presentation at convention registration, of a letter signed by the local unit president or secretary or the region director and the registered voting delegate. The voting delegate being replaced must name the alternate as an alternate voting delegate. The alternate delegate will then be issued an official voting delegate badge.
8. Announcements will be made only by the presiding officer or a delegate duly recognized by the presiding officer. The delegate making announcements will do so at Microphone #3.
9. At the discretion of the presiding officer, persons other than official delegates may be given the floor only for discussion, but must adhere to Rule #3 above.
10. Voting cards will be used in place of a voice vote.

## Nominations and Elections

1. The chair of the Nominating and Leadership Development Committee shall present the qualifications of all candidates, including those nominated from the floor, limited to two minutes for each candidate.
2. All nominees from the floor must present their qualifications to the president prior to the opening of General Session I.
3. An Election Committee shall be made responsible for (a) conducting a ballot election and (b) keeping records of all ballots cast.

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## Nominations and Elections (Continued)

4. The Election Committee chair shall ensure that ballots, listing all nominees for each office, are prepared for the election. The chair shall also (a) supervise the balloting process, (b) ensure that sufficient meetings of the committee are held prior to opening the polls so that all committee members are informed of the voting procedures.
5. The committee shall be responsible for (a) verifying credentials of all persons voting, (b) presenting each voting delegate with the official ballot, (c) hearing and determining any challenge or questions arising in connection with the right to vote, (d) counting and tabulating ballots, and (e) assuring that electioneering does not take place within the voting area.
6. A voting delegate shall present his/her official voting badge and obtain a ballot at the polls in order to participate in the voting.
7. There shall be no campaign materials distributed or other electioneering activities permitted within the immediate voting area. The exact boundaries will be determined by the Election Committee and announced to the convention body at the first session.
8. A representative of each candidate shall be allowed to observe the counting of the ballots. The request must be made by the candidate, who must provide the observer's name to the Election Committee chair in writing no later than thirty (30) minutes after the close of General Session I.
9. A majority vote (more than half of the members present and voting) shall be required for election.
10. If a candidate does not receive a majority of the votes cast, re-balloting will take place. If there are more than two candidates for an office and a candidate does not receive a majority vote on the first ballot, re-balloting shall take place between the two candidates receiving the highest number of votes.
11. The report of the Election Committee shall be presented at the business session following the election. The presiding officer shall declare who has been elected.

## General

1. Distribution or sale of printed or any other materials at the convention must be pre-approved by the Hawai'i State PTSA Convention Chair and the Hawai'i State PTSA President. Convention areas include, but are not limited to the following: workshops, general sessions, meal functions, registration, region meetings, election area, and exhibits.
2. Minutes of the convention shall be approved by a committee of three members of the Board of Directors, appointed by the president. Minutes shall be circulated no later than sixty (60) days following the close of convention.
3. Smoking and alcoholic beverages will be allowed in designated areas only. They will not be allowed in workshops, general sessions, meal functions, registrations, exhibit or voting areas.

## Conduct of the Meetings

"Roberts Rules of Order Newly Revised 11<sup>th</sup> Edition" shall govern all convention business, unless there is a conflict with the Bylaws of the Hawai'i State PTSA or the above convention rules, in which case the bylaws or convention rules will prevail.