

Rules of the Hawai'i State PTSA 93rd Annual Convention

Items indicated with an asterisk (*) are Convention Standing Rules that have been adopted by the Board of Directors as an emergency action to enable Hawaii State PTSA to conduct business by way of virtual meetings and are hereby included in the 2021 Hawaii State PTSA Convention Rules:

Admission

1. ***Login Information:** An e-mail will be sent to every convention attendee at least 12 hours before the start of the Convention. This email will include access to each part of the virtual event (general sessions, workshops, and networking session), via URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. You shall also receive a copy of, or a link to, these rules.
2. ***Sign in/Sign out:** Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present, shall mute their microphone when not speaking and shall sign out upon any departure before adjournment.
3. ***Technical Requirements and Malfunctions:** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
4. ***Quorum:** The presence of credentialed delegates verified at the time of login as provided the internet meeting service may be used to determine the presence of a quorum.
5. ***Forced Disconnections:** The chair or facilitator may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

Addressing the Convention and Voting Procedures

1. **Qualifications:** Only qualified delegates will be eligible to vote on convention business.
2. ***Assignment of the Floor:** To seek recognition by the chair, a member shall signal the chair using the designated feature appropriate to the Internet meeting service being used. Upon assigning the floor to a member, the member may then unmute and address the chair. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
3. ***Motions Submitted in Writing:** A member intending to make a main motion, to offer an amendment, or to propose instructions, shall, before or after being recognized, post the motion in writing to the online chat area designated by the facilitator for this purpose.
4. ***Motions:** The meeting facilitator shall designate an online area for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the meeting facilitator, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
5. ***Voting:** Votes shall be taken by a virtual voting feature of the Internet meeting service, unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
6. **General Communication:**
 - 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.
 - 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 vote, and must be done BEFORE the initial fifteen (15) minutes is over.

Rules of the Hawai'i State PTSA 93rd Annual Convention

Addressing the Convention and Voting Procedures (*continued*)

- 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.
- Announcements will be made only by the presiding officer or a delegate duly recognized by the presiding officer. The delegate making announcements will be unmuted to make announcements.
- At the discretion of the presiding officer, persons other than official delegates may be given the floor only for discussion, but must adhere to rules above.

Nominations and Election Procedures

1. Nomination Process: 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 have presented their qualifications to the president prior to the deadline of 11:59pm, Wednesday, June 16, 2021.
3. All voting delegates shall be provided a link to the electronic ballot to participate in the voting.
4. A majority vote (more than half of the members present and voting) shall be required for election. 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.
5. 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 Rules

1. ***Conduct:** All registered accredited convention attendees are expected to be respectful of others. Harassment and other misconduct will not be tolerated. Hawaii State PTSA, at its sole discretion, reserves the right to accept or decline an individual's registration for the Convention and General Meeting entry.
2. ***Access:** Hawaii State PTSA reserves the right to prohibit entry or remove any individual whether registered or not, whether they are registered accredited voting delegates, registered alternates, or any other PTA member registrants, presenters, or guests who in Hawaii State PTSA's sole opinion are not keeping with the character and purpose of the Convention including General Meetings.
3. ***False Pretenses:** Without limiting the aforementioned, Hawaii State PTSA reserves the right to confiscate convention access to anyone who has registered or gained access under false pretenses, provided false information, or for any other reason whatsoever that they deem is caused under the circumstances. In such a case, if any registration/vendor fees have been paid, no refunds will be given. No refund of delegate or vendor fees will be given in the case of a removal for such cause.
4. ***Etiquette:** All electronic devices, with the exception of the device being used to view the virtual Convention, should be turned to silent, vibrating mode, or off during all live General Sessions and workshops.
5. ***Meeting Minutes:** 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.

Conduct of the Meetings

"Roberts Rules of Order Newly Revised Current 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.