



OCTOBER 2022

## Standing Rules for Virtual Business Meetings

Pursuant to PAEA Bylaws Article V, an annual business meeting is conducted. The purpose of this meeting is to provide members with updates from various organizational activities, the outcome of the Board of Directors elections (see Section 3.04), and act on motions. The current edition of American Institute of Parliamentarians Standard Code of Parliamentary Procedure governs the Association in parliamentary situations not provided for by law, in PAEA Bylaws, or other Association-adopted procedures.

### Designation of voting representatives

- Each Member Program has one voting representative officially designated and has one vote. (PAEA Bylaws article 3.02.)
- Each voting representative/member program must submit a signed voting representative form signed physically or electronically, to receive the program's voting credentials. A program director may also designate a proxy voter, who must be a voting member of the Association. The Association will transfer the program's voting credentials to the designated proxy voter if eligible. No individual may hold voting credentials for more than two programs. (PAEA Bylaws article 3.02.)

### Login Time/Instructions

- The business meeting will begin on Tuesday, October 4, at 3:30 p.m. ET.
- Voting representatives should join the meeting between 2:30 p.m. ET and 3:00 p.m. ET to test the Turning Technologies voting system.
- If you have any trouble accessing the system or voting on the test question, please contact Lynn Heitzman before 3:00 p.m. ET at [lheizman@paeaonline.org](mailto:lheizman@paeaonline.org) for assistance.

### Quorum

- The presence of one-third of Member Programs, either in person or by proxy, constitutes a quorum. A majority of members present, although less than a quorum, may adjourn the meeting until a later specified time to try to obtain a quorum. (PAEA Bylaws Article 5.03)
- The presence of a quorum shall be established and announced by the president, or president's designee, who has ability to see the online list of participating voting representatives. Thereafter, the continued presence of a quorum shall be determined by the online list of participating voting representatives.



- Any fifteen members may demand verification of a quorum by audible roll call of at least the number of members required for the quorum. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

### **Technical requirements/malfunctions**

- Each attendee is responsible for their own electronic connection. No action shall be invalidated on the grounds that the loss, or poor quality, of an individual connection prevented them from participating in the meeting.

### **Forced disconnections or muting of an attendee**

- The chair may direct the muting of an attendee's connection if it is causing undue interference with the meeting.
- The chair may direct the disconnection of an attendee's connection for conduct violating the terms and conditions of the PAEA Education Forum Code of Conduct.

### **Assignment of the floor**

- To seek regular recognition by the chair, a voting representative or attendee shall type in the Zoom Q&A feature for the purpose of recognition or the intention to speak for or against the motion.
- Factual Inquiries and Parliamentary Inquiries shall be given priority recognition via the Zoom Q&A box and shall not use the raise hand feature.
- PAEA staff/the registered parliamentarian will determine and keep track of the speaking order. The chair will recognize each speaker by name. Upon their name being recognized, attendee should unmute their microphone to address the body.

### **Interrupting a speaker**

- Voting representatives wishing to make interrupting motions (Point of Order and Appeal from the Decision of the Chair), shall raise their hands using Zoom's raise hand feature. No other motions will be allowed to interrupt. The hand raise feature shall only be used for this purpose.

### **Identification of the speaker**

- When recognized by the chair, speaker shall state their name and PA program.

### **Motions submitted in writing**

- A voting representative intending to make a main motion or to offer an amendment shall, before being recognized, include the motion language in their Zoom Q&A request to be recognized.



- Motions submitted prior to the meeting should be provided to [President@PAEAonline.org](mailto:President@PAEAonline.org) and will, at the request of the maker, be made available on the screen at the appropriate time.

## **Debate and discussion**

- Any interested party may testify on pending business. Only voting representatives can make motions on the floor.
- Debate on a motion and discussion on an issue includes input from proponents and opponents. The President may limit the length of time allotted for debate on a particular topic. Someone who has not spoken is privileged over an individual who has already discussed the motion.
- Each speaker is limited to five minutes on their first presentation, and three minutes on any subsequent presentation. The President may call on individuals to provide information as “expert witnesses” whose testimony shall be limited to the provision of information. When attempting to end the debate, a voting representative may not precede the motion to vote immediately with testimony.
- Persons who have a financial, commercial, or other interest in the matter under consideration must publicly disclose that interest before initially testifying on the motion, and before initially speaking on the floor about that resolution.

## **Display of motions**

- Main motions, or the pertinent part of main motions, amendments, and other documents currently before the body, shall be displayed by Zoom screenshare, to the extent feasible, until disposed.

## **Voting**

- Only PAEA voting members who have designated a voting representative that is registered for the Education Forum shall have the right to vote on new business at the meeting.
- Votes shall be taken by unanimous consent or the polling feature in Turning Technologies. Voting representatives will receive their account information prior to the meeting and will need to log in to Turning Technologies from a second browser window or tab, unless otherwise ordered or required by the rules.

## **Parliamentary Rules**

These are provided for your reference during the Business Meeting.

To do this:	Say This:	May you interrupt the speaker?	Do you need a second?	Debatable?	Amendable?	What vote is required?	Renewable?
Adjourn meeting	"I move that we adjourn"	No	Yes	Yes	Yes	Majority	Yes
Call an intermission	"I move that we recess for ..."	No	Yes	Yes	Yes	Majority	Yes
Complain about noise, IT issues, etc.	"I rise to a question of privilege"	Yes	No	No	No	No vote	Yes
Suspend further consideration of an issue	"I move to table the motion"	No	Yes	No	No	2/3	No
Vote immediately	"I call the question"	No	Yes	No	No	2/3	Yes
Limit debate	"I move to limit the time"	No	Yes	Yes	Yes	2/3	Yes
Postpone discussion for a certain time (definitely)	"I move to postpone the discussion until ..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study to something	"I move to refer the matter to committee"	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	"I move to amend the motion ..."	No	Yes	Yes	Yes	Majority	No
<b>The motions listed above are in order of precedence ... below there is no order.</b>							
Vote on a ruling of the chairman	"I appeal the chair's decision"	Yes	Yes	Yes	No	Majority	No
Suspend rules temporarily	"I move to suspend the rules so that ..."	No	Yes	No	No	2/3	Yes
Protest breach of rules or conduct	"I rise to a point of order"	Yes	No	No	No	No vote	No
Request information	"Point of information"	Yes	No	No	No	No vote	No
Divide a motion with two or more parts into individual motions	"I call for a division of the motion..."	No	No	No	No	No vote	No
Reconsider a motion	"I move to reconsider the vote on ..."	Yes	Yes	Yes	No	Majority	No