



RESOURCE GUIDE

New York State

PTA[®]

everychild.one voice.[®]

**bylaws, procedures,
nominations & elections**

New York State Congress of Parents and Teachers, Inc.

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bylaws, procedures, nominations & elections

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nominations are in order

where leadership begins

Serving on a nominating committee is an honor and a privilege. The nominating committee is the PTA's most responsible and sensitive deliberative body. The decisions of the nominating committee will impact on the future of the PTA. It is the only committee which must be elected in accordance with the bylaws. While a unit or council may choose to appoint or elect other committees, this committee's selection must be by election. According to the bylaws, the president is not, and cannot be, a member of this committee and does not attend its meeting(s). No member of the committee may be appointed by any person or group.

The time for election of the nominating committee is usually set **at least 30 to 90 days before the election month** depending upon the individual bylaws (**see Article VII, Section 3**). However, the election of the committee should take place as early as possible in order to give those elected the maximum amount of time to do a good job. The charge to the nominating committee "to find the best possible nominees for office for the association" is a serious one. The committee should be given sufficient time to carry out its charge.

To ensure the availability of a full committee when it is time to meet, a unit/council may provide for the election of alternates in the bylaws. When alternates are elected, the total number of those nominated for the committee must be at least equal to the number of committee members plus the number of alternates. Election is by ballot with the nominee(s) receiving the least number of votes being the

alternate(s). All members of the committee and the alternates must receive a majority of votes to be elected.

the nominating committee members

Care should be taken when electing the members of the nominating committee. The charge to this committee is a very serious one.

The committee members should:

- Include both experienced, ongoing leadership as well as newer members.
- Be elected on merit and ability—not on popularity.
- Be aware of the importance of their assignment.
- Have knowledge of PTA unit/council goals, purposes and programs.
- Have knowledge of potential nominees' qualifications and abilities.
- Give objective consideration to find the best qualified leaders for the PTA.
- Be able to express ideas and to defend their convictions.
- Use sound judgment in evaluating possible nominees.
- Be tactful, have integrity and use discretion.
- Keep all deliberations confidential.

the nominating committee chair

The chair's responsibilities include sending the committee members a copy of the bylaws, the procedures, the job descriptions and this *Resource Guide* as soon as possible after election and before the committee meets, in order to have ample time to become familiar with them.

The chair shall:

- Select a time and place for the meeting, allowing sufficient

time for the committee to complete its job on time.

- Make every effort to hold the meeting(s) when all members can attend. Do not meet over the telephone.
- Notify all committee members and alternates, if elected, of the meeting.
- Ask the president and other board members for input as to the performance of present board members. Share this information with the committee at its meeting(s). Consider using nomination forms so that the committee has written input to discuss.
- Contact the potential nominees (unless delegated specifically to another committee member), only when agreed upon by the committee, and inform them of specific responsibilities of the office.
- Inform committee members of the results of the contacts if calls are made after the meeting.
- Complete a written report signed by all committee members. As the deliberations of the nominating committee are confidential, all notes and recommendations regarding considered candidates should be destroyed.
- Notify the president of the completion of the slate.
- Advise nominees to attend the election meeting and the installation of officers, if held.
- Reconvene the committee in the event a nominee withdraws before the election meeting.
- See that names of nominees are published in accordance with the bylaws and procedures.

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nominations are in order, con't.



- Present the nominating committee report in accordance with the bylaws.

preparation for the meeting

In preparation for the meeting the committee should:

- Study the bylaws, procedures and job descriptions. Refer specifically to the unit bylaws Article VII and council bylaws Article VIII Officers and Their Election. Section 2 defines officers to be elected, the time and method of election, terms of eligibility and the terms of office. Section 4 explains the method of dealing with a vacancy in office.
- Become familiar with the duties of the offices to be filled before discussing any nominee. It is difficult, if not impossible, to select the best person for a position if not completely familiar with the responsibilities of the position.
- Never approach potential nominees as to their willingness to hold office before the committee meets, nor make any commitment to a potential nominee should that individual approach them. While

recommendations can be requested, it must be understood by all that they are not binding on the part of the nominating committee. The committee must take all facts into consideration while deliberating to choose the best qualified person.

If a member of the nominating committee should find it necessary to resign before the committee has completed its work, the member need not be replaced unless the bylaws or procedures provide for such replacement. If alternates have been elected, the first alternate would fill the vacancy. If alternates are not elected and the position needs to be filled, replacement is by election by the same group that elected the original member.

nominating committee meeting

When selecting the site of the meeting, care should be taken to find a facility that will afford the group privacy so that deliberations will be confidential. It is helpful if a telephone is available to call prospective nominees as decisions are made. Only those who have

been elected to serve on the nominating committee may attend the meeting. If alternates have been elected, they should be notified of the time and location of the meeting but do not attend unless an original member of the committee is unavailable. The superintendent/principal/administrator may attend only if elected as a member of the committee.

The chair of the nominating committee must see that the bylaws, job descriptions and eligibility lists are available. If written recommendations have been requested, they should not be opened prior to the meeting.

When the nominating committee meets, the first step should be to come to a consensus on the definition of “a good leader.” What are the credentials of a good leader? What are the qualities and qualifications necessary for each office to be filled? This discussion will help in deciding who will be the best nominee for each position.

criteria for selecting the nominees

The nominating committee should consider carefully each potential nominee. The well-being of the PTA unit/council must be the top priority. The criteria listed below should be considered and evaluated.

The potential nominee:

- Must be a PTA member. (The procedures might include a provision that a member of a PTA board of a feeder school is eligible.)
- Must be enthusiastic and supportive of the PTA unit/council.
- Must believe in the Purposes of PTA.
- Should have experience in PTA, though other organizational work may also be considered.

nominations are in order, con't.

- Should have knowledge of the association and its role in the school and community.
- Should be able to work well with people.
- Must be fair and objective.
- Should have done a good job carrying out responsibilities.

Members of the nominating committee may be nominated for office without resigning from the committee. Not permitting the nomination of a member of the nominating committee would be denying those individuals their rights. Since it is common for the most capable people to be elected for the nominating committee, it is most likely that they would also be considered for office.

If a member of the committee is proposed for nomination, that individual should withdraw from the meeting while his/her qualifications are discussed and to allow additional names to be submitted for consideration. The member should return to vote. If the chair is being considered as a nominee, another committee member becomes acting chair until they are ready to vote. The acting chair may be appointed by the chair or by the committee.

selecting nominees

The committee's responsibility is to nominate the best qualified nominee for each office.

Any PTA member may suggest the names of persons to be considered. However, the committee is not bound by such recommendations.

A presidential nominee should not be consulted regarding the other members of the slate. This decision rests with the nominating committee. All nominees should be selected with the same care as the presidential nominee. If the bylaws

allow for co-presidents, they are two people seeking one office and can only be nominated and elected that way, not as individuals.

The committee should:

- Consider the kind of leadership that will best achieve the aims and purposes of the PTA.
- Review the tenure of incumbent officers to determine their eligibility for another term in the same office or in another position. All officers' terms are for one year unless specified otherwise in the bylaws. No person is automatically nominated for a second term. Avoid reshuffling the officers.
- Think carefully about possible nominees: their qualifications, their ability to work well with others, and if they have sufficient time to do the job.
- Nominate one person to serve in an office. However, where bylaws offer the option of one or more people to serve in the office of president, the nominating committee should fill that office with one person unless they are unable to find someone who is willing to serve alone.
- Develop a tentative slate of officers with possible alternatives for each office to be filled. Unanimous consent is desirable, but only a majority is needed for someone to be considered a nominee and asked to accept the position.
- Avoid putting a past president into a vice-presidency. This is a position where one can learn about being president. Past presidents can give needed advice while holding other positions on the board.
- Keep all deliberations of the nominating committee completely confidential, and

see that no information on the names of persons considered for office, or those who declined to accept nominations, are ever made public. It is unfair to the association and to the member who accepts the nomination to discover that others received prior consideration.

- As the deliberations of the nominating committee are confidential, all notes and recommendations regarding considered candidates should be destroyed.

contacting the nominees

Potential nominees should be contacted by the chair (unless delegated specifically to another committee member), only when agreed upon by the committee, and informed of the specific responsibilities of the office.

If possible, consent of each nominee to place their name in nomination should be obtained while the committee is in session. If this cannot be accomplished, the chair should inform the committee members of the results of the contacts before writing the report.

It is rarely advisable to talk a reluctant nominee into accepting a nomination. Should prospective nominees seem reluctant to accept, offer them time to consider, but do not press for an immediate answer. Answer any questions they may have and say you will get back to them in a day or two.

If members of a feeder school are nominated, be sure to inform them of the date and time of the election meeting and invite them to attend.

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nominations are in order, con't.

reporting

When the work of the committee is finished, a written report is signed by each member. The report is presented at the election meeting by the chair. The chair sees that the names of those who have agreed to be nominees are published in accordance with the bylaws.

The committee may present its report to the executive board for information but does not need its approval before presenting it to the membership. The chair presents the report, written and signed by each member of the committee, at the time specified by the bylaws but does not move its adoption. After the report is read to the PTA membership, the presiding officer asks for additional nominations from the floor which can be made by any member at the election meeting, as specified in Article VII, Section 3 of the bylaws. If there are additional nominations, the election is by ballot.

If the committee is unable to find a nominee for an office, it reports that fact and nominations are taken from the floor. If the office is not



filled at the election meeting, an election is on the agenda at every succeeding meeting until the office is filled.

The nominating committee is automatically discharged when its report is presented to the membership.

resignations

If a nominee withdraws before the election meeting, the committee can be reactivated unless the bylaws state otherwise.

If a newly elected officer resigns before the new executive board is in place, a special meeting should be called to have the new executive board accept the resignation and fill the vacancy in accordance with the bylaws.

note

If co-presidents are elected and one resigns, a vacancy does not exist; the other co-president serves the remainder of the term as a single president.



do's and don'ts

do

- Consider membership on the nominating committee an honor and a privilege as well as a responsibility.
- Strive to select qualified people with the skill, personality, enthusiasm and time for the job.
- Nominate those right for the job.
- Keep deliberations confidential.
- Tell prospective nominees exactly what the job entails.
- Consider new people on their strengths and abilities to help your PTA grow.

don't

- Consider it an imposition on your time.
- Select people because they expect to be asked.
- Nominate people because they are your friends.
- Tell tales outside of the meeting room.
- Say, "It's not a big job!"
- Reject someone because they look or dress differently. It will give the impression your PTA is a "clique."

election guidelines

calling the election

Check bylaws to ascertain:

- When the election meeting should be held.
- How many days notice of the election meeting is necessary.
- When the nominating committee report is to be published (i.e., at previous meeting, in meeting notice, or the night of the meeting).

the election meeting

At the election meeting, the presiding officer calls upon the chair for the nominating committee report. Once the chair reads the report, the presiding officer then asks for further nominations from the floor. Nominations, which can be made by any voting member, do not require a second, but they do require verbal or written consent of the nominee.

The presiding officer can either:

- Ask for additional nominations for all positions in the order in which they are listed in the bylaws before closing nominations for all offices and then proceed with the election. However, if the bylaws contain

the additional nomination clause, only additional nominations sent to the chair of the nominating committee are allowed from the floor at the election meeting.

OR

- Ask for additional nominations for each position, one at a time, in the order in which they are listed in the bylaws and then proceed to elect the officer after nominations are closed for each position. If the bylaws allow for co-presidents, they may be nominated from the floor. However, they can only be nominated and elected as TWO people for ONE office. If they run against a single president, you are voting either for a single president or two co-presidents. If they run against co-presidents then they will run as a team of two people against each other, not as individuals.

note

An individual can be nominated for more than one office at a time but can serve in only one. If elected to two positions, the individual must

choose the office in which she will serve. An election should then be held to fill the vacancy created by this decision.

If there is only one nominee for each office, PTA bylaws provide for a voice (viva voce) vote. When there is more than one nominee for an office, PTA bylaws require a ballot vote.

note

The secretary should always be prepared with ballots and tally sheets at all meetings, especially the election meeting.

The presiding officer states:
"Nominee A has been nominated for the office of _____. Are there further nominations for the office of _____?"

When ample time has been allowed, the presiding officer may say:

"Hearing no further nominations, the chair declares the nominations for the office of _____ closed."

If no other nominations are made, the election is by voice (viva voce)

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election guidelines, con't.

vote. In a voice vote the presiding officer should not call for “no votes” in an election with one nominee. The presiding officer asks for all those in favor of the nominees to say aye.

If other persons are nominated from the floor, their names are written on a blackboard/easel/overhead. The president appoints tellers (at least two neutral people or else one acceptable to each nominee) who distribute ballots to members, then collect and count them.

note

No nominee should be involved in the election procedure as a teller.

Ballots may be prepared in advance listing all the positions on them so that voters can write in a name for the nominee they prefer under the appropriate position, or blank pieces of paper may be distributed for each position.

The procedure for distributing ballots should be established before the election begins.

- a) Tellers give ballots to members of the unit/council present and eligible to vote. Membership cards should be shown and/or membership lists used.

OR

- b) The membership chair provides a list for members to sign and receive a ballot from teller.

The procedure for the collection of ballots should be established prior to election.

- a) Members complete ballot, fold once and hold the ballot up for the tellers to collect.

OR

- b) A ballot box is used for members to deposit their ballot.

the ballot box

If a ballot box is used, it must be sealed (taped closed) and opened only by the tellers after the polls are closed. If the ballot box will be left in a designated place for a period of time, there must be people assigned to the ballot box at all times to distribute ballots to eligible voters and to be sure that a person votes only once.

election of alternates

The bylaws may provide for an alternate to be elected.(i.e., “A nominating committee of five members and one alternate shall be elected...”).

All names would be placed in nomination at the same time. Election would be by ballot and, unless the bylaws state differently, a majority is needed to elect.

Example:

A – B – C – D – E – F and G are nominated. Election is held.

Tellers' report:

Votes cast: 52

Needed to elect: 27

A-45 B-31 C-33 D-40
E-40 F-27 G-44

Election Result:

The five members of the committee are A, C, D, E and G.

The alternate is B.

election results

When all the ballots are collected or the polls are closed, the ballots are to be counted by the tellers. The tellers give the count to the presiding officer who reads the entire tellers report, announces the results and declares the winner(s) elected.

Blank ballots are not counted. Illegal votes are counted to determine the number of votes cast but are not applied as a vote for or against any nominee.

Ballots are considered illegal if:

- They are unintelligible.
- They contain the name of a nominee who is not a member.
- Two or more filled out ballots are folded together. These are recorded as one illegal vote.

If ballots have been counted and no one nominee for a particular position receives a majority of the votes, a revote must be taken with all nominees for the position on the ballot until one nominee receives a majority of the votes cast.

A motion should be made designating a time to destroy the ballots:

- a) At the end of the meeting.

OR

- b) One month after the meeting.

note

An election is valid as long as a quorum is present at the meeting, even if the number of persons voting is less than the quorum.



sample ballot

PRESIDENT
 mark "X"

Nominee A	<input type="checkbox"/>
Nominee B	<input type="checkbox"/>
Nominee C	<input type="checkbox"/>
_____	<input type="checkbox"/>

fold once

sample tally sheet

PRESIDENT					
Nominee A	HHH	IIII			9
Nominee B	HHH	HHH	HHH	HHH	25
Nominee C	HHH	HHH			10
John Doe (ineligible)	III				3

sample tellers' report

PRESIDENT	
Number of votes cast	47
Necessary for election	24
Nominee B received	25
Nominee C received	10
Nominee A received	9
Illegal votes	3
John Doe (ineligible)	
Tellers' Signatures	

voting

types of votes

Several types of votes may be taken in the course of conducting a meeting. Some are indicated in the bylaws. The president should be aware of the type of votes required for an election, for amendment of the bylaws or to pass a motion. When determining the result of a vote, you should be concerned only with the votes cast, not the number of people present, since no one is required to vote.

Majority: This means more than half the votes cast. Example: If 19 votes are cast, a majority would be 10; if 20 votes are cast, a majority would be 11. Majority vote is commonly used in elections and on most motions.

Two-thirds: This means 2/3 of the votes cast. Example: If 30 votes are cast, a two-thirds vote is 20; if 31 votes are cast, a two-thirds vote is 21. To determine if you have a 2/3 vote, double the number of “no” votes and, if it adds up to less than the number of “yes” votes, the motion is carried; if it adds up to more than the number of “yes” votes, the motion is defeated. The two-thirds vote is used only in the case of motions which take away certain rights of a person or give another person additional rights. Refer to Robert’s Rules of Order Newly Revised.

Plurality: This is the largest number of votes to be given any nominee where three or more choices are possible. Example: Three people are running for office. A receives 15 votes, B receives 14 votes, and C receives 13 votes. On a plurality basis, A is elected.

note

Election by plurality is permissible only where the bylaws so authorize.

voting procedure

Unanimous (General) Consent:

This is a useful shortcut in voting, permitting the assembly to take action without going through the process of a formal vote. It is an excellent time saver and should be used wherever there seems to be general agreement among the members. For example, “If there is no objection, the minutes stand approved as read.” After a slight pause if there are no objections, the presiding officer merely says, “The minutes stand approved as read.” Should one or more persons say “I object,” then the motion must be put to a formal vote.

Abstaining: An abstention is not a vote and therefore is not counted. No member is required to vote and no member should vote on a question where he/she has a direct personal interest.

note

PTA does not provide for absentee voting, voting by mail or proxy votes.

All PTA officers have the same voting privileges as other members. However, except in small boards or committees (as distinguished from an assembly), the presiding officer should protect his impartiality by voting only:

- When the vote is by ballot.
- When his/her vote will change the outcome:
 - Break a tie, thus passing a motion.
 - Make a tie, thus defeating a motion.
 - Cast a deciding vote in the case of motion requiring a 2/3 vote.

note

This is an option of the presiding officer, not a requirement. A good presiding officer casts the deciding vote only when it is considered for the good of the PTA.

choosing the method of voting

It is the privilege of the presiding officer to choose the method by which a vote will be taken. This choice is usually made on the basis of the size of the group, the nature of the motion being voted on and the anticipated closeness of the vote. However, any member has the right to suggest the voting method to be used by making a motion. It requires a second, is not debatable and is passed by a simple majority vote.

voting methods

Acclamation or Voice (Viva Voce): “Aye”—“Nay”

- **Show of Hands:** An alternate method that can be used in place of a rising vote in very small assemblies.
- **Rising Vote:** Best method used in verifying an inconclusive voice vote, where a close vote is anticipated, or in voting on motions requiring a two-thirds vote.
- **Ballot:** Used when secrecy of the members’ votes is desired, such as in elections.
- **Roll call:** Members respond when their names are called.

recount of vote

When a member doubts the result of a voice vote or a vote by a show of hands, he/she can call for division, thereby requiring the vote to be taken again by rising.

notes

voting, con't.

In a very small meeting where all present can clearly see one another, an inconclusive voice vote may be retaken by merely requesting a show of hands. Normally the presiding officer will take a count on a revote, inviting the person who called for division to also count. However, he/she is not required to count unless someone makes a motion to that effect. Such a motion requires a second, is not debatable and requires a majority vote.



Nominations and Elections

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Nominations are in Order...

For all information on nominations and elections,
see the NYS Resource Guide, Section 7

(see documents #1 and 2 – Nominating
committee checklist and Q&A)

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Nominating Committee Election

- All members must be elected in accordance with the unit's bylaws
- The bylaws specify the total number of members of the committee, and how many are elected from the executive board and general membership
- The committee once elected, elects its own **chair** *(according to Robert's Rules, the first named member of the committee acts as a temporary chair to allow for the committee to meet to elect a chair)*

Bylaws will state the following

- Officers to be elected and term of office
- How council delegates are chosen/elected
- When the slate should be published and the month of the election meeting
- How to deal with a vacancy
- If there is a required two-day notice to run from the floor

Once the committee has been elected

- Nominating Committee can meet via conference call or virtual meeting
- Recommendation letters can be sent out for each office to be returned to the chair and opened only at the meeting (*documents #3 and 4*)
- Deliberate on who will be the best candidate for each position
- If a member of the nominating committee is being considered for an office, they should leave the meeting during the discussion
- Consider the kind of leadership that will best achieve the aims and purposes of the PTA.
 - Review the tenure of incumbent officers to determine their eligibility (*remember that they are “eligible” not “entitled”*) for another term in the same office or in another position.
 - All officers’ terms are for one year unless specified otherwise in the bylaws. No person is automatically nominated for a second term.
 - Avoid reshuffling the officers.

Committee

- The chair will call all potential nominees
- Chair will need to send an acceptance letter to each member who has been nominated
(document #5)
- Once the committee has completed the slate
– the chair reports to the president so it can be published for the membership *(This is done by the president)*

Sample Nominating Committee Report to Membership

(must be published either two weeks or one month prior to the election meeting according to the bylaws)

The following members have been nominated to serve as officers of the Paumanok PTA for the 2021-2022 school year

Joe Santos – President

Marge Williams – Vice-President

Jessica Bart – Secretary

Giselle Reed – Treasurer

The election of officers will take place at our meeting on May 25th.

You must be a member in order to vote in the election. Membership will be accepted until 6 pm on May 25th. There are no absentee ballots – you must be present in order to vote.

According to our bylaws, intent to run from the floor must be received at least two business days prior to the date of the election.

Intent to run requests must be received by the Nominating Committee chair, Jackie Wilson at jwilson@comcast.net by 6pm May 23rd.

Live meeting election

- If possible, it is best to have a live meeting to elect your officers
- Follow the guidelines for elections as outlined in the Resource Guide, section 7
- If that is not possible, set up for a Virtual meeting
- A sample script for a live meeting is included among the additional documents
(see Document #8)

THE MEETING

1. All potential attendees should receive advance notification of the meeting- date, time, link or phone number. *(Only current members may attend the meeting)*
2. Be aware of the availability of technology in your area, or for those who may be unfamiliar with the technology you will use
3. Try to do a run-through prior to the meeting to be sure you know how to deal with potential problems that may arise
4. Send out in advance, an agenda and any supporting materials for the meeting
5. Contact your Region Director for assistance with the meeting if necessary

Conducting the Meeting

Make sure that a quorum has been obtained (*check your bylaws*) and that the secretary is taking accurate minutes

Scenario 1- no candidates running from the floor

- If no one is running from the floor, then your election can be by voice vote (*according to our bylaws*)
- The nominating committee chair announces the proposed slate of officers and the report is filed with the secretary's minutes (*see document #6*)
- The president then will announce each office in turn and allow for a voice vote each time (*Under Robert's Rules when there is but one candidate for an office that candidate is declared elected. Members can only vote against a candidate by nominating an alternate candidate*)
- Once all candidates have been elected you have completed your meeting

Scenario #2- Candidate(s) have given notice of intent to run from the floor

- The nominating committee chair will read the proposed slate of officers
- The president will ask the chair if there were any “notices of intent to run” received
- Any office for which there is more than ONE candidate, must have a ballot election – *(since the notice of intent to run must be made prior to the meeting, ballots can be prepared in advance)*
- Each office that is being contested should have a separate vote

Scenario #3 – Candidates may run from the floor

- This is the most difficult election to conduct and should be done with the utmost care and guidance
- The president will announce the nominating committee's choice for the office, and then ask if there are any nominations from the floor.
- The chat box can be used for members to nominate a person for office from the floor. The president should assign an officer to monitor the chat box during the meeting
- On a pre-made google form, each candidate can be assigned a position on the ballot – for example, Jane may be “A” and John will be “B” so that if you are voting for Jane you would choose A, for John you choose B

Special Rules for Zoom Meetings

- **Sign-in Names.** Members and municipal staff attending an electronic meeting must sign-in using their full name. All invited guests must also sign-in using their full name for recognition and inclusion in the minutes.
- **Participation.** Members may join the meeting using any computer or smart device with an internet connection. The free *Zoom* application can be downloaded and used on smart devices. A dial-in telephone number will also be provided only if the technology is not accessible.
- **Webcams.** Members must participate with a webcam enabled for the duration of the meeting. Staff and guests are not required to use a webcam.
- **Connectivity.** Each member is responsible for their connection to the Internet and teleconference; no action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented their participation in the meeting provided that at least a quorum of members was connected, and the appropriate voting threshold was achieved.
- **Interference and Noise.** The chair may cause or direct the temporary disconnection or muting of a person's connection if it is causing undue interference with the electronic meeting. The chair's decision to do so will be announced during the meeting and recorded in the minutes. Members should mute their microphone when not speaking to avoid interference and unintended background noise. All others should remain muted unless called upon by the chair. The chair will remind telephone participants that they can mute and unmute themselves by pressing star six (*6).

- **Recognition.**

- **Generally.** To seek recognition by the chair, a member will cause his or her hand icon to be raised. Upon recognition of a member, the chair will lower all “raise hand” icons. The chair must clearly state the member recognized to ensure telephone participants know who is speaking.
- **Preference in Recognition.** Another member who claims preference in recognition may unmute their microphone and raise a point of order.
- **Interrupting Motions.** ^[L]~~[SEP]~~A member who intends to make a motion that under the rules may interrupt a speaker will cause the member’s “No” icon (red-filled circle with an “X”) to be raised during debate.

- **Chatbox.**

- **Making Motions.** A member intending to make a main motion, offer an amendment, or propose instructions to a committee will, before or after being recognized, post the motion in writing to the chat window designated for everyone.
- **Limited Use.** The chat window is restricted to the following purposes: a) to provide a link to a document that cannot be displayed on the screen; b) for voting; c) any nominations from the floor; and d) the purposes stated in subsections 7(A).

Voting. [NOTE: This is an exhaustive list. It is recommended to choose a few options below. “A” is recommended. Either “B”, “C”, or “D” should be selected as your default voting method. “E” or “F” may be selected depending on how you’d like to manage a roll call vote. A roll call vote may be desirable for all votes if members are having issues with the technology features.]

- **Unanimous Consent.** For matters that do not appear to be controversial, the chair may request unanimous consent to expedite business. Any member may object, requiring a vote using another means.
- **Icon Rising Vote Using ‘Raise Hand’.** A vote may be taken by using the ‘raise hand’ feature at the discretion of the presiding officer. The chair will ask for the affirmative vote first, lower all hands, then ask for the negative vote. This vote will be treated as a division of the assembly.
- **Rising Vote.** A vote may be taken by a rising vote after the chair is sure that all members’ webcams are on. A member will physically raise their hand visibly on camera. The chair will ask for the affirmative vote first, have members lower their hands, and then ask for the negative vote. This vote will be treated as a division of the assembly.
- **Icon Rising Voting Using Green Checkmark and Red X.** A vote may be taken using the ‘green checkmark’ and ‘red X’ feature at the discretion of the presiding officer. The chair will ask for all members to vote in the affirmative by pressing the green checkmark and those opposed to press the red X. This vote will be treated as a division of the assembly.
- **Roll Call Vote.** A vote may be taken by roll call at the discretion of the presiding officer or by a majority vote. Each member will unmute their microphone and respond with “yes” or “no” when called upon.
- **Roll Call Vote by Chat Box.** A vote may be taken by roll call at the discretion of the presiding officer or by a majority vote. Each member will type “yes” or “no” in the chat box when instructed by the chair. The chair will read each member's name voting in the affirmative or negative for a verbal record to exist for the minutes.