



### **Standing Rules for Conference** (on-site)

1. All members shall keep registration badges in evidence throughout business and workshop sessions.
2. All items of new business, including motions, must be in writing and submitted to the Recording Secretary prior to the start of the business session.
3. All speakers shall state their name and the name of the Chapter to which they belong.
4. When speaking to a motion, each speaker will declare if speaking in the affirmative or the negative and will be limited to two minutes.
5. A speaker cannot speak twice to the same motion until everyone else wishing to speak has done so.
6. The privilege of the floor may be given to a guest by majority vote.
7. All guests granted permission to attend the meetings should sit in seats assigned by the Conference Committee.
8. Debate on each subject will be limited to ten (10) minutes inclusive of points of information, etc.
9. There shall be a timekeeper for each business session.
10. Ballots resulting from all elections at the conference shall be destroyed at the close of the conference.
11. The minutes of this conference shall be approved by the Immediate Past State President and the Parliamentarian.
12. The current edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the conduct of business.
13. Reports not included in the Program Book will be placed on a separate table in the rear of the meeting room for attendees to pick up. Pages will not be asked to distribute late reports.
14. The President is empowered to make changes in the Business Agenda and Conference Schedule to expedite the business of the Federation.
15. All reports of the State Conference that require a vote by the voting body must be distributed to the body before the First Business Session.
16. Anyone making an oral addition to a written report will be limited to three (3) minutes.
17. All personal communication devices such as, but not limited to, cell phones and pagers must be put on silent mode during business sessions, hearings and workshops, as well as other appropriate times such as guest speaker presentations. A \$5.00 penalty will be assessed for each violation; said penalty will be donated to NIKE.