

## SPECIAL MEETING (ON-SITE) STANDING RULES

1. All members shall keep registration badges in evidence throughout the session.
2. All items of new business, including motions, must be in writing and submitted to the Recording Secretary prior to the start of the session.
3. All speakers shall state their name and the name of the local 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 Meeting 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 the session.
10. The minutes of this meeting shall be approved by the State President and the Parliamentarian
11. The current edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the conduct of business for any procedure not covered in the New York State Women, Inc. bylaws or Manual of Instruction.
12. The President is empowered to make changes in the Business Agenda and Meeting Schedule to expedite the business of the Organization.
13. All business of the Special Meeting that requires a vote by the voting body must be distributed to the membership 30 days in advance of the Meeting or be unanimously approved as Emergency Business.
14. All personal communication devices such as, but not limited to, cell phones and pagers must be put on silent mode during the session. A \$5.00 penalty will be assessed for each violation; said penalty will be donated to *NIKE*.