

Illinois PTA Convention Rules - 2017

REGISTRATION

- A. All attendees must present a pre-registered receipt or payment of registration fee at the Registration Desk to collect their participant's badge, packet, and other materials as designated by the Executive Committee and participant status.
- B. All registrants will receive a participant's status: Delegate (**must present a delegate credential card and current PTA membership card**); Registrant (**must present a current PTA membership card**); Non-Member; Guest (preapproved by the president or general arrangement chairman), or Media.
- C. Delegates must be registered at least thirty (30) minutes prior to the opening of the polls in order to be eligible to vote for officers and Board Development and Nominating Committee (BDNC) members.

SEATING

- A. All persons must wear a participant's badge to be admitted to the general session(s) and workshops.
- B. Delegates shall be seated before the opening of the general session of the convention. Admission to and from the hall will be granted upon completion of each business item. No one will be admitted to the convention floor when there is a motion pending. One door will remain open at all times for emergencies.
- C. An appropriate amount of space shall be reserved for delegates with special needs, non-delegates, past presidents, and special guests. Ushers shall be authorized to move delegates from these reserved spaces.

DECORUM

- A. No person may:
 - i. address or approach the platform without first being recognized by the chair
 - ii. give press, radio, or television interviews as a representative of the Illinois PTA concerning its work unless authorized by the state president;
 - iii. create a disturbance or distraction, which may include the use of cellular devices, to those attending any official function;
 - iv. smoke during any official function.
- B. Videotaping, photographing, and audio recording is permitted only in designated area unless restricted by contractual agreement with a presenter.
- C. No material or literature may be displayed or distributed without permission of the executive committee, except as noted in Article V, section C of this document.
- D. Meeting places for conferences shall not be changed without approval of the general arrangements chairman.
- E. Announcements shall be limited to matters pertaining to the convention.

MICROPHONE TECHNIQUE

- A. Any delegate wishing to obtain the floor must display their official badge and voting card to the page before being allowed a position at the appropriate microphone. Delegates must remain standing at the microphone until recognized by the chair. No delegate may go to the microphone before the chair opens the specified session. Upon recognition, the page at the microphone shall give: name, town, PTA district or region, and PTA unit, council, district, region, or state board position represented.

- B. All motions, except “previous question,” shall be written on a triplicate motion form and presented to the page as they are read. The motion form must be signed and identified as to local unit, town, and PTA district of the delegate.
- C. A delegate may not speak longer than two (2) minutes at any time on any question and only twice on the same question. No delegate may speak a second time until all delegates seeking recognition have had an opportunity to speak. The timekeeper shall sound a bell and, when necessary, rise to indicate the speaker’s time has been exhausted.
- D. A motion for the “previous question,” shall not be considered on (is that the correct wording?) main motions UNLESS AT LEAST TWO (2) SPEAKERS HAVE HAD AN OPPORTUNITY TO BE HEARD ON EACH SIDE OF THE PENDING MOTION.

ITEMS OF BUSINESS

- A. Primary amendments to a resolution or bylaw must be submitted no later than 30 minutes prior to the opening of General Session I to the appropriate chair. The amendment must be presented in writing on a triplicate motion form. Only the resolved clauses of resolutions may be amended. The resolutions committee will edit the whereas clauses as necessary. Members of the Resolutions and the Bylaws committees will be available to assist delegates wishing to submit amendments. Secondary amendments may be made at the appropriate time.
- B. CONSENT AGENDA
 - i. All items listed under the Consent Agenda will be considered in one motion
 - ii. Any delegate wishing to remove an item from a Consent Agenda for separate consideration may do so by approaching a microphone and making the request. No second is needed and no vote is required to remove an item from the Consent Agenda
- C. NOMINATIONS
 - i. When a nomination is made from the floor, the nominating speech shall be limited to two (2) minutes. The chairman of the Board Development and Nominating Committee, with the same time limit, may give qualifications for the nominee presented by the BDNC. One seconding speech for each candidate nominated will be limited to two (2) minutes.
 - ii. Nominees may furnish sufficient copies of their qualifications, not to exceed one (1) page, **one sided, 8.5” x 11”**, black and white copies, for distribution to convention delegates. A supply of nominee qualifications forms may be placed at each microphone. **Cost of the literature is the expense of the candidates except for the slated candidate. No other distribution will be allowed.**
- D. LEGISLATION
 - i. Legislation shall be considered in accordance with the Illinois PTA Bylaws, Article XIX— Legislation.
 - ii. The period designated as legislation shall be divided as follows:
 - 1. Motions to open the Illinois PTA Legislation Platform: _____ minutes
 - 2. Amendments to the Illinois PTA Legislation Platform: _____ minutes
 - 3. Motions to implement the Illinois PTA Legislation Platform: _____ minutes
 - 4. Resolutions pertaining to legislation: _____ minutes
 - iii. Resolutions shall be presented at the time designated in the official program
 - 1. Only resolutions received by the deadline shall be considered. Copies of such resolutions shall be distributed before discussion and voting.
 - 2. The resolutions chairman shall present resolutions which the legislation/policies committee deems meet the criteria for resolutions to the convention body for action.
 - 3. The resolutions chairman shall not present resolutions which do not meet the criteria established for resolutions to the convention body. The submitting local unit may present such resolutions within the unused time designated for legislation.
- E. Items of business, including a resolution or a proposed bylaw amendment, shall be on the floor for no more than ten (10) minutes. To extend debate time, the motion to extend debate must be adopted by a two-thirds (2/3) vote.

MINUTES

An auditing committee appointed by the executive committee shall approve the minutes of the convention.

SUSPENSION OF RULES

These rules, except legislation, may be suspended by two-thirds (2/3) vote of the delegates present and voting.