**Parliamentary Procedure for Convention**

These procedures have been instituted in order to expedite convention business. The procedures outlined below will assist delegates in understanding voting, debate and recognition.

**Voting:**

Electronic voting may be used, as directed by the chair. Electronic voting may include but not limited to a show of hands using the raise hand Zoom feature or Association Voting ballot.

**Debate** – may be raised by a delegate for the following purposes:

1. To propose a motion.

2. To propose an amendment.

3. To offer information of a non-partisan nature by way of clarification on a motion or

amendment.

4. To move to close debate (previous question).

5. To move to table, or refer to a committee or to reconsider.

6. To appeal the ruling of the chair.

7. To move to take a count.

* When a motion is presented, President Greg Hobbs will recognize members to speak for and against the pending motion in alternating order—first for and then against.
* Voting members who wish to speak will use the raise-hand feature in Zoom and wait for recognition from the Chair to speak. Members will be recognized in chronological order according to when hands were raised.

**Recognition:**

* When the Chair recognizes a member to speak, they will be unmuted and will give their name, the PTA represented and the city of the PTA. It is requested that members have their camera on when recognized to speak.
* All hands will be lowered after a member has spoken, then raised again to seek new recognition.
* Members wishing to make the interrupting motions, Question of Privilege, Point of Order and Point of Information will do so using the chat in Zoom.

**Question of Privilege** - may be raised by a delegate under the following circumstances:

1. When the integrity, character or motive of an individual is affected or impinged.

2. When the personal comfort of effective participation of a delegate or an individual is

affected.

Examples:

a. Excessive noise.

b. Excessive heat or cold in meeting room.

c. Other actions of members of the assembly which directly and unreasonably

bear upon an individual’s physical comfort of activity.

**Point of Order** – may be raised by a delegate under the following circumstances:

1. To question the propriety of subject matter being discussed as being consistent with

the agenda adopted by the assembly.

2. To question the ruling of the chair.

3. To question the right of an individual to a microphone, if gained for a purpose other

than the one to which the individual is addressing himself.

4. To question a matter of procedure in relation to the pending questions before the

assembly.

**Point of Information** – maybe raised under the following circumstances:

1. To request clarification from the chair as to the status of the questions pending before

the assembly.

2. To request an explanation of the motion or amendment thereto pending before the

assembly.

3. To request clarification with regard to the matters not clearly heard or understood

such as:

a. Announcements made concerning the business of the assembly

b. Request for re-reading a motion or amendment before the convention

c. Request for a statement by the chair of the effect of passage or rejection of a

given motion.

d. Request for repeat of vote counts.