



## STANDING RULES of the LWVCO 2023 ANNUAL MEETING

1. At the beginning of the meeting, the Secretary shall report the number of properly registered delegates and shall make supplementary reports as necessary.
2. Motions must be submitted in writing in the chat box to the secretary and include the name of the mover and seconder.
3. Only delegates and observers (who are members) may speak.
  - All speakers shall state their name and Local League.
  - No speaker may speak more than twice to the same question.
  - No speaker may speak twice until all who wish have spoken the first time.
  - Two minute per speaker time limit unless permission of the assembly is granted by a two-thirds vote.
  - Observers may speak, but not vote.
  - Be respectful of others, and listen with an open mind.

## TIPS FOR DELEGATES

A motion or resolution from a committee does not require a second. The proper terminology for amending a motion: "I move to amend the motion by:

- Inserting or adding \_\_."
- Striking out \_\_."
- Striking out and inserting \_\_."
- Or substituting \_\_."

Only two amendments may be pending at any time. More would be confusing to the assembly. However, anyone may accomplish the same purpose by giving notice during debate on the secondary amendment that she/he has another proposal in mind (mentioning it) which she/he will offer if the amendment to the amendment is defeated.

The proper way to signify that you wish debate to come to an end is: "I move the previous question" or "I move that debate cease on this question." This requires a second and is not debatable. The chair immediately takes the vote (two-thirds required) on whether to stop debate. If the motion is carried, debate ceases, and the vote is immediately taken on the main question. If the motion to close debate is defeated, debate on the main question continues.

## PROCEDURES

### NOMINATIONS AND ELECTION

The Nominating Committee will present its report, or slate of nominees, on the first day of the Annual Meeting. At that time, nominations may be made from the floor, provided that the consent of the nominee has been obtained. The election will be held by poll on the second day of the Annual Meeting. When there is only one nominee for each office, it may be moved that the secretary cast the ballot for every candidate. A majority vote shall constitute an election.



## PROGRAM

Program proposals, such as studies and concurrences, are submitted by local Leagues at least two months before the Annual Meeting. The Program Committee considers all proposals and makes a recommendation to the Board of Directors, who vote on which items will be recommended and which non-recommended at the Annual Meeting.

On the first day of the Annual Meeting, the recommended program will be moved for adoption. After presentation of each recommended item, non-recommended items which are listed in the Annual Meeting workbook may be placed before the delegates for consideration. If a majority of delegates vote to consider it, a non-recommended item will be brought to a vote on the second day of the Annual Meeting.

Debate, discussion, and vote on recommended and non-recommended items will take place on the second day of the Annual Meeting. The recommended program will be voted on first and requires a majority vote for adoption. The vote on non-recommended program will follow, with items being voted on in the order they were approved for consideration. Non-recommended program items require a 3/5 vote for adoption.

## BUDGET

On the first day of the Annual Meeting, the budget will be moved for adoption, along with a recommended level of Per Member Payment (PMP) to fund the proposed budget. A delegate wishing to propose a PMP different from the recommended level would use the following terminology: "I move to amend the budget by substituting a PMP of \_\_ for the recommended level."

On the second day of the Annual Meeting, the budget will be debated and adopted by a majority vote.