



# NYS PTA CONVENTION RULES 2021

## **GENERAL**

1. Proposed Convention rules shall be sent to all delegates prior to the opening of the NYS PTA 2021 Annual Convention and included in the program.
2. There shall be a professional parliamentarian to whom questions may be directed through the presiding officer (hereinafter referred to as the Chair).
3. Materials shall be made electronically available, only after having been approved by the NYS PTA Convention Coordinator in conjunction with the President. A copy shall be kept for the Secretary's files.
4. All voting shall take place electronically.
5. All delegates shall be credentialed electronically before the start of Convention.
6. On-site registration will be non-voting delegates only.
7. The order of presenting resolutions shall be as follows:
  - a. Retention of previous positions
  - b. Updated resolutions
  - c. Rescission to retire a resolution
  - d. Recommended new resolutions for adoption
  - e. Emergency resolutions
8. New Business:
  - a. Shall be limited to motions to reconsider or rescind a resolution adopted at this Annual Convention, or motions to reconsider bylaws amendments defeated at this Annual Convention.
  - b. Shall require statements of concern to be submitted on the appropriate form electronically (whether attending virtually or in-person) to the NYS PTA Secretary before the opening of General Session III. Statements of concern are solely the opinion of the individual or submitting group. They are not to be construed to be the position of NYS PTA. A time limit of one (1) minute will be permitted for each statement of concern that contains the name of the individual or group submitting.
  - c. Shall not include items that must be presented under other divisions of the order of business.
9. Minutes of the Annual Convention shall be audited by two members of the Board, who shall be appointed by the President, and minutes shall be approved by the Executive Committee.
10. All general sessions will be recorded by NYS PTA. Recording of any portion of the meeting by other parties is prohibited.
11. For purposes of this meeting, *delegates* refer to all authorized credentialed delegates whether virtual or in-person.
12. Each delegate is responsible for their connection to the internet; no action will be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented them from participating in the meeting, provided that at least a quorum of members was connected and adequately able to participate.
13. The Chair may cause or direct the temporary disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
14. The Chair shall determine and adjust the agenda as required for the smooth operation of the assembly. The published agenda is for guidance only and shall not be considered either general or special orders.
15. Electronic forms for motions and statements of concern or personal privilege shall be available on the NYS PTA website or upon request from the NYS PTA Secretary at [secretary@nyspta.org](mailto:secretary@nyspta.org). Deadline for submission of these forms are published 30 days prior to the opening of the Annual Convention.

## **ADMISSION**

1. Only authorized credentialed delegates will be eligible to enter the electronic voting platform. Non-credentialed members will be in a view-only site.

## **SPEAKING PROCEDURES**

Only authorized credentialed delegates will be recognized to speak. Delegates shall not seek recognition unless they wish to speak to the question under discussion or for a point of order, request for information or other appropriate motion.

Delegates wishing to speak:

1. All delegates shall complete the Electronic Entrance Form with their name, the name of the PTA they are credentialed to represent and the Region.
2. State the reason to speak "Motion" submitted by the deadline, "For," "Against," "Motion to amend," parliamentary or procedural questions.
3. In-person Delegates shall use a microphone.
4. Virtual Delegates shall sign in at the appropriate electronic microphone room by selecting the appropriate button/icon to select the "For," "Against," or "Procedural room."
5. Time shall be recorded by the timekeepers.
6. Once acknowledged by the microphone attendant, whether virtual or in-person, the delegate shall:
  - a. Wait to be recognized by the Chair.
  - b. State their name, the name of the PTA they are credentialed to represent and the Region.

## MOTIONS, DEBATING AND VOTING

1. Delegates wishing to speak shall have one (1) minute at one time on the question under discussion and twice on the same question. No delegate may speak for a second time until all delegates wishing to speak for the first time have had an opportunity to speak.
2. No item of business may be on the floor for more than fifteen (15) minutes, with one (1) five-minute extension.
3. A maximum of twenty (20) minutes for discussion and amendments will be allowed. At the end of twenty (20) minutes, the Chair shall call for a vote on all pending motions.
4. Motions editing grammar or punctuation are not in order.
5. The clock will run uninterrupted unless ordered stopped by the Chair.

## MOTIONS

1. An electronic form will be available for all authorized credentialed delegates wishing to make a motion prior to the opening of the Annual Convention to be submitted to the NYS PTA Secretary.
2. All motions must include:
  - a. Name of the maker of the motion
  - b. Name of the PTA they are credentialed to represent
  - c. Region
  - d. Exact bylaw amendment (Article and Section) or resolution title being amended
  - e. Exact wording of the motion or amendment language
3. Delegates wishing to make a motion to amend a bylaws amendment or resolution who submitted the motion by the deadline shall:
  - a. In-person Delegates use the appropriate microphone
  - b. Virtual Delegates sign in at the appropriate electronic microphone room by selecting the "For," or "Against"
  - c. Complete the Electronic Entrance Form as stated above, stating the reason "Make a motion" submitted by the deadline as announced. Motions submitted by the announced deadline date shall be held by the Secretary until the delegate is acknowledged by the Chair to speak to that motion. *Previously submitted motions will be recognized, on the basis of the order it was received during the General Session.*
  - d. Wait to be recognized by the Chair and brought forward
  - e. State their name, the name of the PTA they are credentialed to represent, and the Region
  - f. State their motion
  - g. Speak within the established time limit for the motion

A motion to amend may be permitted without the required written notice only if the amendment results from new information becoming known after the deadline or because the bylaws amendment or resolution has been changed substantially by other amendments. The Chair shall explain the process if the situation occurs.

4. **Bold** items (printed from NYS PTA Bylaws) are for informational purposes only and are not subject to change by the delegate body.

## DEBATING

1. Rules of debate:
  - a. Prior to the initiation of the discussion of a business item, the Chair will allow the original maker of the motion to provide the rationale on the item being presented. Two (2) minutes will be given to the maker to present their rationale.
  - b. The original maker of a resolution shall be allowed to amend the resolution before speaking "for" the resolution, provided this amendment does not change the intent of the resolution. Two (2) minutes will be given to the maker to present their rationale.
  - c. The clock will start after the motion is read and before the maker of the motion speaks to the motion.
  - d. The Chair shall recognize delegates speaking "for" and "against" motions in alternating order. No delegate may speak "for" or "against" a resolution or bylaws amendment for more than one (1) minute at a time.
  - e. No delegate will speak for the second time until all delegates seeking recognition have had the opportunity to speak.
  - f. A delegate who is recognized by the Chair for the purpose of debate may not at the same time move the previous question or make a secondary motion.
  - g. No subsidiary motions shall be in order until at least one delegate "for" and one delegate "against" the original resolution speaks if they wish to do so (except that the original maker of the resolution may amend as per 1b).
  - h. No motion shall be debated for more than ten (10) minutes.
  - i. No resolution shall be on the floor for more than fifteen (15) minutes.
  - j. No **update** of a PTA position shall be on the floor for more than ten (10) minutes.
  - k. No **retention** of a PTA position shall be on the floor for more than five (5) minutes.
  - l. Bylaws amendments will follow the rules of debate as previously stated in sections 3a through 3d.
  - m. The motion to stop debate shall not be moved by a delegate as part of the debate on the motion.
  - n. In order to extend debate time, a delegate must move to extend debate, which requires a second, is not amendable, is not debatable, and requires a 2/3 vote.

## VOTING

1. The method of voting will be by an electronic platform polling feature.
2. A request for information is used to ask a question whenever a delegate needs more information before voting.
  - a. Requests for information are not to be used to provide information to the assembly
  - b. Rhetorical questions will be ruled out of order

## **NOMINATIONS AND ELECTIONS**

1. Additional nominations from the floor:
  - a. A one (1) minute nominating speech by a person of the candidate's choosing, and a one (1) minute acceptance speech, but no seconding speech shall be allowed.
  - b. In the event there are nominations from the floor, there shall be a candidates' forum at the close of the session in which the nominees have been nominated.
2. Candidates' Forum:

A Candidates' Forum will be conducted if more than one candidate is running for an elected office. The moderator for this forum will be chosen by the President. The length of the forum may vary depending upon the number of candidates.

Each Candidate shall be entitled to the following:

  - A two (2) minute statement
  - A one (1) minute response to one question that will be the same for each candidate
3. All nominees from the floor who have given prior notice will furnish a copy of a standardized biography to be pre-approved by the President in conjunction with the NYS PTA Convention Coordinator and included in the Convention program.
4. Elections:
  - a. The vote shall be conducted by electronic ballot.
  - b. When there is but one (1) candidate for an office, the electronic ballot for that office may be dispensed with an election held in real time by an electronic platform.
  - c. Polls shall open on Saturday, November 20, 2021: Ballot 6:30 a.m.-9:45 a.m.
  - d. Two (2) members of the Elections Committee including the Elections Committee Chair, shall be present to validate the Elections report. Each candidate has the right to assign a representative to be present when the elections take place.

Vacancy created by the Annual Convention:

  - e. If a vacancy in office has been created by the election, the Nominating Committee shall be charged with submitting to the convention the name of a candidate for the office to be filled.
  - f. The election by the authorized credentialed delegates shall be by electronic ballot from among the persons nominated by the Nominating Committee, or from the floor.
  - g. When there is but one (1) candidate for an office, the electronic ballot for that office may be dispensed with and an election held in real time on an electronic platform.
5. If a candidate withdraws while a vote is in progress, the electronic ballots already cast shall be destroyed, new electronic ballots readied, and electronic balloting will begin at the next election time or as indicated.
6. All electronic ballots shall be destroyed by the Elections Committee Chair in conjunction with the Convention Technology Coordinator, immediately following the last general session.

## **EMERGENCY RESOLUTIONS**

An Emergency Resolution may be brought before the Annual Convention body provided it has met the Emergency Resolution criteria set forth in the program.

### **Convention Rules Committee**

Melissa Cancro, Chair  
Pat Assortato  
Renee Daniels  
Candy Ditkowski  
Nicole Gavaletz  
Laurie May  
Dana Platin  
Patrice Rachlin  
Bonnie Russell

