

Rules of Order for the 2020 Special Delegates' Meeting

1. **Login information.** The Secretary or his appointee shall send by e-mail to every Delegate registered for the meeting, at least six hours before each meeting, the URL and codes necessary to connect to the Internet meeting service. The Secretary shall also include a copy of, or a link to, these rules.
2. **Login time.** The Secretary or his appointee shall schedule Internet meeting service availability to begin at least 30 minutes before the start of each meeting.
3. **Signing in and out.** Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet, audio, and video access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. **Quorum calls.** The presence of a quorum shall be established by the President at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. **Technical requirements and malfunctions.** Each member is responsible for his or her audio, video, and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. **Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. **Assignment of the floor.** To seek recognition by the chair, a member shall click the "raise hand" icon. The meeting platform maintains a queue of those seeking recognition. Upon recognition, the member may speak for a maximum of two minutes and should start by stating "I rise to speak for/against the motion."

8. **Subsidiary Motions submitted during the meeting.** A member intending to offer an amendment, or to propose instructions to a committee, shall, before being recognized, submit the motion by email to the address designated by the Secretary for this purpose.
9. **Display of motions.** The Secretary shall arrange for a shared document to be available to all participants with the motions for the meeting.
10. **Voting.** Votes shall be taken by the polling feature of the Internet meeting service, unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.