2021 CSAP ANNUAL MEETING RULES [ZOOM]

[Proposed]**[[1]](#footnote-1)**

**GENERAL RULES**

**REGISTRATION** **REPORT**

1. Attendees shall sign into the meeting at least 20 minutes ahead of time.
2. Attendees shall sign into the meeting with their first and last name.**To assist the registrar** and for accuracy in reporting, attendees shall insert a letter designation **in front of their first name as follows:**

V\* voting member

G\* guest

as in this example: V\* Sally LaMacchia

* 1. **First Timers** please add #1 after your last name, like this: Sally LaMacchia #1
	2. **Past CSAP Presidents** please add PP after your last name, like this: Sally LaMacchia, PP
	3. **Past CSAP Officers** please add PA after your last name, like this: Sally LaMacchia, PA

If more than one applies, separate with comma, like this: Sally LaMacchia, PP, PA

1. VOTING MEMBERS. Attendees with a “V\*” designation are presumptive Voting Members. The Registrar will verify the membership of each “V\*” designee by reference to the most recent NAP Membership List. Any “V\*” designee not on the NAP membership list will be contacted separately for verification or corrective action.
2. Each attendee is responsible for their electronic connection; no action shall be invalidated because an individual connection was distorted or lost.
3. All attendees will keep their audio muted until assigned the floor by the Presiding Officer.
4. During the Business Meeting the Chat Box will be used for motions only.
5. Voting Members shall remain registered and connected throughout the Business Meeting.
6. A Registrars Report consisting of the number of voting members present will be given at each Business Session before introduction of the first item of business.

**RIGHTS OF MEMBERS**

*Voting Members*

1. Only CSAP Members shall be eligible to make motions, debate, and vote on business matters. Others shall be granted the right to speak with permission of the assembly.

*Quorum*

1. In accordance with Article VII – Annual Meeting, Section 7 - Annual Meeting Quorum, A & B, as follows: “The quorum of the Annual Meeting shall be a majority of the members registered at the Annual Meeting.”, and “If members withdraw, leaving less than a quorum as established in Paragraph A. the members may continue to do business with the proviso that any action taken is approved by at least a majority of that quorum.”

**BUSINESS OF THE ASSEMBLY**

*DEBATE, DECORUM & VOTING*

*Assignment* *of* *the* *Floor, Preference in Recognition, Presentation of Motions, Voting*

1. To seek recognition from the Chair, use the “Raise Hand” feature. [[2]](#footnote-2) After the floor is assigned by the Chair all raised hands will be lowered \*by the Zoom Administrator. Any member then seeking *preference in recognition* may promptly raise their hand again. The Chair shall recognize the member to determine whether the member is entitled to the floor.
2. Interrupting motions shall be placed into the Chat Box by title, i.e. “Point of Order”, “Appeal”, “Objection to Consideration”, “Parliamentary Inquiry”, “Request for Information”, Object to Unanimous Consent, and the rest. If the maker of the motion is not recognized immediately (count to 5) that member may unmute and address the Chair vocally.
3. When addressing the Chair and before speaking in debate, a member shall give their full name and status as MAL or Unit Member.
4. Main motions and lengthy amendments shall be in writing prior to the motion being made. Once stated by the Chair, the motion shall be written into the chat box as stated by a meeting facilitator. The name of the maker of the motion shall be included.
5. The immediately pending question shall be displayed to the assembly by a meeting facilitator using Screen Share until the assembly has disposed of the item.
6. No member shall speak more than once to a question until all of those who desire to speak have done so. Debate on a pending motion shall not exceed two minutes per speech. Any member who moves to limit debate or moves the previous question shall do so as a separate motion.
7. Debate on a single issue shall be limited to twenty (20) minutes unless the time is extended by a two-thirds vote in the affirmative by the assembly.
8. Quiet is expected during debate. Microphones should remain off until recognition by the Presiding Officer unless an interrupting motion (Rule 12) is not being acknowledged. In that case, the member may unmute and address the Presiding Officer.
9. All remarks shall be made to and through the Presiding Officer.
10. Attendees are asked for patience to allow the Presiding Officer and meeting facilitators time to fairly identify every member who wishes to speak in debate or address the chair.
11. Where unanimous consent is not used, voting shall be accomplished by use of “Yes” and “No” function buttons under Zoom “Reactions” as follows:

 Those without access, may place their vote into the chat box.

**VIDEO DISPLAY and RECORDING**

1. Executive Committee members shall be displayed throughout the meeting, together with any member currently assigned the floor.
2. Upon approval of the members, an audio only recording shall be allowed to assist the secretary in preparing minutes. Such recording shall be erased upon approval of the minutes by the Minutes Approval Committee.

**PERMANENT** **PAPERS** – **RECORDS** **OF** **THE** **ANNUAL** **MEETING**

1. All written reports and material for the permanent record shall, after presentation to the assembly and as soon thereafter as practical, be offered to the CSAP Secretary.
2. Notices for announcement to the Annual Meeting assembly shall be in writing, signed by the person under whose authority the announcement is issued or a proper representative, and provided to the CSAP Secretary.

**SUSPENDING** **THE** **RULES**

1. By majority vote without debate, members at the Annual Meeting may suspend any of these rules when necessary to further the business of the Association or the mission of NAP.

**PARLIAMENTARY RULES**

1. The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised,* shall govern the meeting in all cases where they are not inconsistent with the Bylaws of NAP or CSAP or these rules.
1. Last revised 10 03 2021 [↑](#footnote-ref-1)
2. The “Raised Hand”, “Participants”, and “Chat” features will appear in the menu bar at the bottom of the Zoom window. To see the list of raised hands, click on the “Participants” tab which opens a window listing the participants. A hand-shaped icon will appear next to those desiring to speak in the order of their request. When clicking on “Chat”, this appears beneath the Participants on the side of the screen. [↑](#footnote-ref-2)