



124th UDC California Convention

Rules

October 4-5, 2024 Bakersfield

Meeting Rules

1. **Seating.** Whenever possible, all members of the Executive Board of this corporation, including the Parliamentarian, if any, shall be seated together at the front of the room during all meetings. Any member of the Executive Board who must leave the meeting and does not intend to return shall be required to notify the chair and check out with the Credentials Chairman. [RRONR-Protocol]
2. **Cell Phones.** All cell phones and pagers shall be turned "**off**" or set to "**vibrate**" so as to eliminate distracted sound during all meetings and may not be used in any of the meeting rooms or during a business session unless there is an emergency. In the event Convention must be held as a virtual online event, attendees who can only participate through dial-in may use a cell phone for that purpose provided they mute the phone when not recognized by the Chair. [Standing Rule 16 i.]
3. **Recorders.** No video, tape recorder, cell phone recorders, or other electronic recording device shall be permitted during any business session, except that used by the Division Recording Secretary, unless prior authorization is given by the Executive Committee and by a vote of the members present at such meeting(s). [Standing Rule 16 j.]
4. **Quorum.** A quorum at any Business Session shall consist of representation from a minimum of one-third of the Chapters distributed throughout the Division, five (5) elected officers of the Division, and one-third of the members registered for, and present at, the Division Convention. [Bylaws: Article X Section 2]
5. **Voting.** Every registered member in attendance at the Division Convention shall be entitled to vote on all issues before the assembly. [Bylaws: Article X Section 4]
6. **Privilege of the Floor.** Any member shall be entitled to the floor after rising (or requesting recognition electronically, if appropriate) and obtaining recognition from the Chair. She shall state her name and Chapter name. [Standing Rule 16 b.]
7. **Limitation on Speakers.** No member shall be permitted to speak a second time on the same question so long as a member who has not spoken claims the floor. [Standing Rule 16 b.]
8. **Motions/Amendments.** All main motions shall be presented in **writing**, signed by the member presenting the same, and given to the Recording Secretary. In the even Convention is held as an online virtual event, main motions may be made from the floor. [Standing Rule 16 c.]
9. **Debate.** Reports and debate shall be **limited to three (3) minutes** for each speaker, except for the Division Treasurer, and debate on any one question shall be limited to **fifteen (15) minutes**. No extension of time shall be allowed to a speaker for debate, except upon proper motion and **adoption by a two-thirds vote** of the assembly. All oral reports, except those of the Division President and Division Treasurer, shall be **limited to three (3) minutes**. Written reports of all Division Officers (except the President and Treasurer), Committee Chairmen, Directors, and Chapter Presidents, shall be **limited to 200 words** and submitted electronically in a word processing-friendly format to the Division Recording Secretary and the Yearbook Chair a week prior to the Division Annual Meeting for the Official Minute Book and for publication in the annual Yearbook. Pursuant to the Bylaws, the Yearbook Committee may not edit or change any report provided for printing in the Yearbook for the purpose of condensing written material without obtaining the prior approve of the author. [Standing Rule 16 d.]
10. **Reports.** A Chapter President, Committee Chairman, or Director **not reporting when called** shall not be entitled to read her report to the assembly. [Standing Rule 16 f.]
11. **Timekeepers.** Timekeepers shall be seated near the head table or platform, and shall **sound a bell** when allowed time for reports and debate **has expired**. [Standing Rule 16 e.]
12. **Caucus.** Members may request a caucus to confer on matters before the assembly. [Standing Rule 16 h.]