**North American Colleges and Teachers of Agriculture (NACTA)
Conventions Standing Rules for 2020 Virtual Annual Meeting**

*Note: **Whereas** COVID-19 has created emergency orders across the nation (including the state of Idaho where NACTA is currently incorporated), and **whereas**, federal and state laws/regulations take precedence over organizational governing documents like bylaws, and **whereas** electronic meetings are not explicitly prohibited in the NACTA bylaws, an electronic annual meeting is in order.*

*Note2: If adopted, the new bylaws revision of NACTA will provide in the organization's governing documents explicit permission for electronic meetings.*

1. **Adoption of Rules**
   a. The NACTA members shall adopt the convention standing rules (which were provided 48 hours in advance of this virtual convention) by a majority vote.
   b. The Standing Rules may be amended or suspended by a majority vote.

2. **General**
   a. Meeting Platform: The meeting platform for the 2020 annual meeting will be Zoom Webinar.
   b. Login Time: The management firm, in consultation with the parliamentarian and executive committee, shall make the meeting space open to begin no less than 15 minutes before the start of the business session.
   c. Technical requirements and malfunctions: Each member is responsible for his or her connection to the Internet and telephone conference call; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting.
   d. 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.
   e. Presiding Officer: The NACTA President, or their designee, shall preside at the Business Sessions.
   f. Order of Business: The order of business shall be developed by the NACTA Executive Committee to be presented to the members for adoption, which will take a majority vote. A member may propose a change in the order of business. Any change shall require a two-thirds vote of the members.
   g. Quorum: A majority of the members registered as attending the NACTA Annual Meeting shall constitute a quorum and shall be determined by the presiding officer at the beginning of the business session.

3. **Role of the Members**
   a. All members shall join the official NACTA Annual Meeting session at the official convening time. Members will be provided with access information that is specific to the NACTA Business sessions by the management firm.
   b. All members are expected to adhere to these NACTA Convention Operating Norms:
      i. Be patient *(a large virtual meeting will no doubt present challenges).*
      ii. Be present *(find a quite location to connect to the meeting so that you can focus.)*
      iii. Have empathy. *(The Chair and the Staff are focused on providing each member equal opportunity to full participate in meeting sessions. Please be courteous)*

4. **New Business Items**
   a. Any new business items, defined as a statement that establishes, alters, or abolishes substantive policies or programs of the association, shall be submitted in writing via email to the NACTA President (Foy.Mills@lcu.edu) and Parliamentarian (foster@psu.edu) 24 hours prior to the start of the session in which it is to be considered.

5. **Voting**
    a. On motions requiring voting, the presiding officer will ask the members to vote utilizing the Zoom Polling Platform.
    b. Each member will have 30 seconds from the time the poll opens to cast their votes.
    c. Motions may be adopted without objection (by consensus). The presiding officer will read the motion, announce that it will be adopted unless there is an objection. Members would raise an objection by utilizing the "Raise Hand" feature on Zoom. If no hands are raised, motion is adopted. If anyone raises their hands, the body of members will proceed to a vote by poll as outlined in item a and item b.
    d. Results of voting will be made public by the share results feature in Zoom..

6. **Procedural Rules for Zoom.**
    a. All members are asked to connect to the Zoom Business Session from their computer/table avoiding the use of personal cellular devices.
    b. To request recognition and be provided permission to unmute to speak to the assembly, each member will need to utilize the "raise hand" feature in zoom. When raising their hands, members should use the following codes in the chat feature to indicate the purpose for which they seek recognition:
        i. 1- Speaking in Favor
        ii. 2- Speaking Against
        iii. 3- Request for Information
        iv. 4- Parliamentary Inquiry
        v. 5. Point of Order
    c. When recognized by the chair, the member will unmute themselves, identify their university and their name and remind the assembly of the purpose for which they gained recognition.
    d. The presiding officer will, when possible, maintain a speaking order and alternate speakers for, against, and points of information.
    e. Points of order interrupt any speaker and speaking order.

7. **Rules of Debate/Discussion**
    a. A member may speak to any motion after recognition by the presiding officer.
    b. A member may speak twice to the same motion for no more than 2 minutes each time.
    c. A member will be recognized for the second time on a motion only after all other seeking recognition on the issue have been heard on this motion.
    d. Each item of business will be limited to 15 minutes of discussion/deliberation.
    e. The Parliamentarian shall be responsible for timekeeping.

8. **Authority**
    a. In case of disputes, the current edition of Robert's Rules of Order, Newly Revised, shall be the official parliamentary authority. Parliamentary experience with virtual meetings will be considered in determined rulings on any parliamentary matter.