

Attendees

1. Attendance during the business meeting at convention shall be limited to Washington State PTA (WSPTA) members who have registered, guests approved by the WSPTA president, staff, and those who are assisting in running the meeting.
2. All voting delegates representing a local PTA/PTSA or council must have been identified by the local PTA or council president as a voting delegate and must have registered by providing their name and contact information to the WSPTA office by the specified deadline. All voting delegates must be paid members of a local PTA or council in good standing.
3. Those attending the electronic meeting must provide their full names as they sign into the meeting. Those failing to do so may be barred or ejected from the meeting.
4. Attendees may join the meeting on any computer or smart device with an internet connection via the convention platform.
5. All attendees must mute their microphones whenever they are not speaking.
6. 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.
7. 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. The chair's decision to do so will be announced during the meeting.
8. To provide a safe, welcoming, and harassment-free event, all attendees are expected to behave with decorum and civility. Incivility, harassment, or discrimination of any kind will not be tolerated. The chair shall have the authority to take any necessary disciplinary measures and may impose a penalty prohibiting attendance at the business meetings of the convention or any lesser penalty. The chair's decision to do so may be appealed, and that appeal shall be undebatable.

Assignment of the Floor and Debate

9. A voting delegate wishing to speak in debate on the pending motion shall send a message to "All Panelists" using the Zoom chat feature and shall indicate in the message "speak pro" to speak in favor or "speak con" to speak against the motion.
10. A voting delegate who wishes to make a motion shall send the motion to "All Panelists" using the Zoom chat feature.
11. Use of the chat window is restricted to requests to be added to the speakers' list and posting the text of intended motions.
12. A voting delegate who has a request for information, a parliamentary inquiry, or wishes to raise a point of order or a question of privilege shall type the question or point in the Zoom Q&A feature. Then the Points of Order/Inquiries monitor will read the question aloud when called on by the chair.

13. For each bylaws amendment, the first speaker in favor and the first speaker opposed may be designated by the attendees of the corresponding information session.
14. Each speech in debate shall be limited to 90 seconds.
15. Debate on the main motion for each proposed bylaws amendment shall be limited to three speakers in favor and three opposed. Debate on all other debatable motions shall be limited to two speakers in favor and two opposed. Once this limit has been reached on a main motion, debate shall be closed, and the vote shall be taken on the main motion. This rule does not prohibit motions to postpone or refer to a committee.
16. After the introduction of a proposed bylaws amendment, one voting delegate may speak in favor, followed by one voting delegate in opposition, followed by the consideration of amendments, followed by the remaining debate on the main motion. At the conclusion of the first speech in favor, if no voting delegate wants to speak in opposition and there are no amendments, the vote on the main motion will be taken without further debate.

Amendments

17. An amendment to a proposed bylaws amendment or the standing rules may only be considered at convention if it was submitted to the amendments committee by the advertised deadline and reported to the convention by the committee.
18. The amendments committee shall prepare suitable amendments that have the same effect as the proposed amendments that were submitted by the deadline. The committee will report these amendments to the convention without a recommendation for action. By a two-thirds vote, the committee may decide not to report an amendment to the convention; each amendment that is not reported to the convention will be listed, along with the reason it was not reported, to the voting delegates.
19. The amendments committee may correct grammar, spelling, punctuation, style, cross-references, and make other technical changes in amendments and in the final bylaws to reflect the intent of the convention. Amendments to correct these items are not in order during the business meetings of the convention.
20. A secondary amendment to a main motion shall not be permitted.

Voting

21. Voting delegates will vote using ElectionBuddy. A different method of voting may be used at the chair's discretion. A vote shall be treated as a rising vote if the chair announces the vote counts on each side.
22. The polls will remain open for at least 30 seconds for each vote.

Communication and recording devices

23. Recording of the business meetings of the convention is prohibited. Live streaming of the business meeting outside of Zoom is prohibited. The chair may approve exceptions to this rule in writing.

Minutes

24. The minutes of the annual meeting shall be approved by a committee appointed by the Washington State PTA President.