

## Attendees and voting delegates

1. All voting delegates representing a local PTA/PTSA or council must have been designated by the local PTA/PTSA or council as a voting delegate. All voting delegates must be paid members of a local PTA/PTSA or council in good standing.
2. All attendees must have registered by providing their name and contact information and paying the appropriate registration fee to the WSPTA office by the specified deadline.
3. Attendance at all convention activities shall be limited to persons wearing an official current-year convention badge. This includes WSPTA members who have registered, guests approved by the WSPTA president, staff, and those who are assisting in running the convention.
4. To provide a safe, welcoming, and harassment-free event, all attendees are expected to follow all health and safety protocols in effect and behave with decorum and civility. Incivility, harassment, discrimination of any kind or failure to follow safety protocols will not be tolerated. The chair has the authority to take any necessary disciplinary measures and may impose a penalty prohibiting attendance at all convention meetings and activities or any lesser penalty. The chair's decision to do so may be appealed by any voting delegate except the offender, and that appeal shall be undebatable.

## Speaking procedures for voting delegates

5. A voting delegate wishing to speak in favor (for) or against (opposed) the pending motion shall proceed to the appropriate microphone. A voting delegate wishing to make a motion shall proceed to the "for" microphone. A voting delegate wishing to make a request for information or a parliamentary inquiry shall proceed to the "information" microphone. When recognized by the chair, the voting delegate will give their name and the name of the local PTA/PTSA or council represented.
6. Each speech in debate is limited to 90 seconds.
7. Debate on each debatable motion shall be limited to three speakers in favor and three opposed. Once the 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.
8. After the introduction of a main motion, one voting delegate speaking "for" and one speaking "against" will be given the opportunity to speak in debate before any amendments may be proposed. At the conclusion of the first speech in favor, if no one has approached the "against" microphone and there are no amendments or other motions, the vote on the main motion will be taken without further debate.

## Motions, amendments, and voting

9. Main motions and amendments shall be submitted in writing on a motion form available from the microphone tables. The chair may require any other motion to be submitted in writing.

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10. Only delegates with voting credential cards have the right to make motions, speak in debate, or vote. Lost voting credential cards will not be replaced.
  11. Delegates shall show their voting credential cards when voting. During a counted vote, no one may enter the meeting room.
  12. The bylaws committee may correct grammar, spelling punctuation, style, cross-references and make other technical changes in the final adopted bylaws amendments to reflect the intent of the convention delegates. Amendments to correct these items are not in order during the business meetings of the convention.

### **Campaign materials**

13. Buttons, cards, and other campaign materials in support of or opposition to one or more nominating committee candidate or bylaws amendments under consideration by the delegates to the convention must be removed before entering the assembly hall.
14. All campaign materials in support of or opposition to one or more nominating committee candidate or bylaws amendments under consideration by the delegates to the convention must have the approval of the chair prior to distribution.

### **Candidates for WSPTA Nominating Committee**

15. Opportunities for delegates to hear from each at-large nominating committee candidate will be provided through some combination of speeches, candidate forum, or networking areas, as announced by the Elections Oversight Committee Chair.
16. Election of at-large members for the nominating committee shall be by plurality vote. The list of nominees not elected shall be maintained as alternates in order of votes received.

### **Communication and recording devices**

17. All cell phones, pagers, or other noise-producing mechanisms shall be turned off or put on a silent format during all business sessions and classes.
18. All video and/or live streaming from the general assembly hall is prohibited unless pre-approved by the Chair.

### **Minutes**

19. The minutes of the convention shall be approved by a committee appointed by the WSPTA President.