

### *Standing rules proposed for adoption*

#### **Attendees and Voting Delegates**

1. All voting delegates representing a local PTA/PTSA or council must have been designated by the local PTA or council as a voting delegate. All voting delegates must be paid members of a local PTA or council in good standing.
2. Attendance—in-person or remote—during the business meetings at legislative assembly 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.
3. An attendee may join the meeting on any computer or smart device with an internet connection via Whova.
4. Except when speaking after being recognized by the chair, the microphone of each remote attendee shall be muted.
5. Each voting 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 voting delegate's individual connection prevented them from participating in the meeting, provided that at least a quorum of voting delegates was connected and adequately able to participate.
6. 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.
7. Each voting delegate attending in-person must have an electronic device that can run Whova and ElectionBuddy in order to participate in debate and voting.
8. To provide a safe, welcoming, and harassment-free event, all attendees are expected to follow all health and safety protocols and 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 legislative assembly or any lesser penalty. The chair's decision to do so may be appealed, and that appeal shall be undebatable.
9. The chair may adjust these standing rules to accommodate limitations in the technology used to conduct the meeting.

#### **Speaking Procedures for Voting Delegates**

10. A voting delegate wishing to speak in debate on the pending motion shall send a message using the Whova chat feature and shall indicate in the message "speak pro" to speak in favor or "speak con" to speak against the motion.
11. A voting delegate who wishes to make a main motion or an amendment shall use the electronic form to send the text of the motion. Once the main motion is pending, the delegate shall request to be added to the list of speakers by using the Whova chat feature to indicate "make motion."
12. Use of the Whova chat is restricted to voting delegates and shall only be used for requests to be added to the list of speakers.

13. A voting delegate who has a request for information, has a parliamentary inquiry, or wishes to raise a point of order or a question of privilege shall type the question or point in the Whova Q&A feature. The Points of Order/Inquiries monitor will either read it aloud when called on by the chair or address it by responding in the Q&A feature, as appropriate.
14. After requesting to be added to the list of speakers, a voting delegate attending in-person should proceed to the appropriate microphone and wait to be recognized by the chair.
15. Upon recognition by the chair, the voting delegate may speak at the appropriate microphone if attending in-person or will be unmuted if attending remotely. The voting delegate shall begin by stating their name and either (a) the name of the local PTA, local PTSA, or council represented or (b) WSPTA position held.
16. Each speech in debate shall be limited to 90 seconds.
17. 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.
18. After the introduction of the main motion, 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

19. Legislative issues
  - 19.1 The title of an issue is limited to 50 characters.
  - 19.2 The description of an issue is limited to 350 characters.
  - 19.3 For a new issue, only the title and description may be amended.
20. Resolutions
  - 20.1 The title of a resolution is limited to 60 characters.
  - 20.2 The resolution is limited to four *resolved* clauses.
  - 20.3 For a new resolution, only the title and *resolved* clauses of the proposed resolution may be amended. If a *resolved* clause is amended, the resolutions committee may amend the *whereas* clauses as necessary.
  - 20.4 For an amendment to an existing resolution, only the title or *resolved* clauses of the resolution that have proposed amendments may be further amended. The portions that can be amended are shown in the voters' guide or program. If a *resolved* clause is amended, the WSPTA resolutions committee may amend the *whereas* clauses as necessary.
21. WSPTA may correct grammar, spelling, punctuation, style, cross-references and make other technical changes in amendments and in the final legislative issues and resolutions to reflect the intent of the legislative assembly. Amendments to correct these items are not in order during the business meetings of legislative assembly.

## Voting

22. Voting shall be conducted 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.
23. The polls will remain open at least 30 seconds for each vote.
24. Top Five Voting
  - 24.1 The Top Five legislative issues shall be determined by a plurality vote.
  - 24.2 The Top Five vote shall be conducted using ElectionBuddy or a different method at the chair's discretion.
  - 24.3 The Top Five ballot shall be sent to all voting delegates who are registered to attend legislative assembly.
  - 24.4 The polls for the Top Five vote shall be open for at least 30 minutes.

## Emergency or Substitute Legislative Principles, Issues, Resolutions or Positions

25. The legislative assembly shall not consider emergency or substitute legislative principles, legislative issues, resolutions, or other legislative positions other than those originally presented to the delegates.

## Campaign Materials

26. No item supporting or opposing a legislative principle, legislative issue, or resolution under consideration by the delegates during legislative assembly may be visible to other attendees.
27. No item supporting or opposing a candidate or a ballot measure in the general election may be visible to other attendees.

## Communication and recording devices

28. Recording of the business meetings of the legislative assembly is prohibited. Live streaming of the business meeting is prohibited unless preapproved by the chair.

## Minutes

29. The minutes of the legislative assembly shall be approved by a committee appointed by the WSPTA president.