

1. Attendance during the annual business meeting 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 designated by the local PTA or council as a voting delegate. All voting delegates must be members of a local PTA or council in good standing.
3. All attendees must have registered by providing their name and contact information to the WSPTA office by the specified deadline.
4. 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.
5. Attendees may join the meeting on any computer or smart device with an internet connection via the annual business meeting platform.
6. All attendees must mute their microphones whenever they are not speaking.
7. 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 delegate's individual connection prevented them from participating in the meeting, provided that at least a quorum of delegates was connected and adequately able to participate.
8. 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.
9. 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 annual business meeting or any lesser penalty. The chair's decision to do so may be appealed, and that appeal shall be undebatable.
10. The chair may adjust these standing rules to accommodate limitations in the technology used to conduct the meeting.
11. The chair may alter the agenda as necessary for the orderly flow of business.

Assignment of the Floor and Debate

12. 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.
13. A voting delegate who wishes to make a main motion 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 Zoom chat to indicate "make motion."
14. A delegate wishing to make a secondary amendment will send the message "secondary amendment" and the motion using the Zoom chat. The Zoom chat monitor will add the name to the speaker list.

15. Use of the Zoom chat window is restricted to voting delegates and only for requests to be added to the speakers' list and posting the text of intended motions.
16. 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. 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.
17. Each speech in debate shall be limited to 90 seconds.
18. Debate on each debatable motion shall be limited to three speakers in favor (pro) and three opposed (con). 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.
19. After the introduction of a main motion for each 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

20. An amendment to the proposed standing rules must be submitted using the online form by **8:00 am on April 29**, and amendments to a proposed bylaws amendment may only be considered if it was submitted to the amendments committee by **8:00 am on April 30** and reported back to the voting delegates by the committee.
21. A motion to amend may only alter those words that are changing in the proposed bylaw amendment, as shown in the program.
22. 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 voting delegates without a recommendation for action. By a two-thirds vote, the committee may decide not to report an amendment; each amendment that is not reported will be listed, along with the reason it was not reported, to the voting delegates.
23. The amendments committee may correct grammar, spelling, punctuation, style, cross-references and make other technical changes in amendments to reflect the intent of the delegates. Amendments to correct these items are not in order during the business meeting.

Candidates for WSPTA Board of Directors

24. The speeches of candidates for president and vice president are limited to five and three minutes, respectively. All other candidates for the WSPTA board of directors will take part in a candidate panel during the annual business meeting prior to opening of voting.

Voting

25. 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.
26. The polls will remain open at least 30 seconds for each vote.

Campaign Materials

27. No item supporting or opposing a candidate for election or a proposed bylaws amendment under consideration by the voting delegates may be visible in any attendee's video feed.

Communication and recording devices

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

Minutes

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