

Proposed Standing Rules for the 43rd NAP Biennial Convention

1. **USERNAMES.** Each participant's full name, with any NAP credential, shall be displayed as that participant's username. Individuals using aliases shall be renamed or removed from the electronic meeting, but may reenter using their correct full names.
 - 1.1. **VERIFICATION OF IDENTITY.** The Credentials Committee Chairman, and individuals working under the direction of the Credentials Committee Chairman, shall be responsible for verifying that each delegate, alternate, and guest username and email address matches an entry on the list of registered delegates, alternates, or guests, respectively.
 - 1.2. **CONVENTION TITLES.** Officers and staff members of the convention may have their titles displayed, such as "NAP President William J. Evans, PRP" or "NAP Secretary Margaret Duffy, PRP."
2. **CONVENTION COMMITTEES.** The president shall appoint all committees for the functioning of the convention.
3. **INDIVIDUAL EQUIPMENT.** Individuals participating in the electronic meeting shall be responsible for the functionality of their own equipment (e.g., computer, tablet, phone, speakers, microphone, camera, Internet connection, etc.).
 - 3.1. If a participant's equipment causes a hinderance to the meeting (e.g., audio feedback, glitchy images, excessive background noise, etc.), the chair, or an individual acting under the direction of the chair, shall disable or disconnect the distracting component.
 - 3.2. A member's inability to participate in the meeting, if caused by the member's equipment or connection (even an inability to attend or to vote), shall not invalidate the meeting or any of its proceedings.
 - 3.3. Recording of any business meeting, presentation, training, or event of the convention shall be prohibited, unless expressly authorized by the president.
 - 3.4. Nothing in this provision shall be construed to authorize the transaction of business without a quorum.

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4. SEEKING THE FLOOR. To seek the floor, a participant shall activate the RAISE HAND button (or similar feature as directed by the chair). Participants may only seek the floor when prompted to do so by the chair, such as by the chair's asking, "Are you ready for the question," or "Is there any debate?" Whenever a participant has been recognized, the list of those who raised hands will be cleared.
 - 4.1. Microphone icons will not be visible to participants until such time as they are assigned the floor. Once they are assigned the floor, participants will be promoted to panelist status and allowed to turn on their microphone to speak and enable their webcam.
5. USE OF THE Q AND A.
 - 5.1. To make a motion listed in RONR (12th ed.) 42:18-19, while another has the floor and when it is in order, or to claim preference in recognition in one of the cases provided in 42:14(4), a delegate who does not then have the floor must type in the Q and A field either the motion, the name of the motion, or the basis for seeking preference in recognition, whichever is most appropriate. However, typing into the Q and A field will not interrupt the speaker, as rulings on these matters shall be made when no member is speaking.
 - 5.2. To second a motion, a delegate must type "Second" or "2nd" in the Q and A.
 - 5.3. To object to a unanimous consent request, a delegate must type "Object" in the Q and A.
 - 5.4. To make a nomination from the floor under Rule 14.3, a delegate must type the name of the nominee and the position for which nominated in the Q & A. To make a suggestion to fill a blank that has been created, a delegate must type the suggestion in the Q & A.
 - 5.5. When posts are no longer applicable, they shall be dismissed.
 - 5.6. The Q and A may be used only for the purposes described in Rule 5. Side comments in the Q and A area shall not be allowed and shall be erased.

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6. **INTERRUPTIONS.** The presiding officer may interrupt a delegate who has the floor to enforce the rules, including rules regarding decorum and germaneness in debate, or for technical reasons. Otherwise, such a speaker may not be interrupted, even by a motion otherwise in order when another has the floor under the parliamentary authority.
7. **STATING NAME AND DELEGATE STATUS.** Upon recognition by the presiding officer, a delegate shall state name and delegate status (for example, Shawna Douglas, Delegate of the Alabama State Association; or Reginald Blake, Delegate from the Alpha Zeta Unit of Michigan; or Miranda Del Gato, State Delegate for Arizona).
8. **SUBMISSION OF MOTIONS.** Prior to seeking recognition to make a main motion or amendment, such motion shall be submitted in writing by using the electronic motions form available at: www.parliamentarians.org/motions/. Other motions, though not required to be submitted, may be submitted in the same manner for convenience. Submission of the text of a motion under this rule does not constitute making the motion. Motions submitted in writing will not be considered until a delegate obtains the floor and makes the motion.
9. **NEW BUSINESS.** Unless otherwise ordered by the assembly, by a two-thirds vote without debate, an original main motion, whether in the form of a resolution or not, shall only be in order if submitted in writing by 9:00 am (CDT) on Friday, September 10, 2021, by using the electronic motions form available at: www.parliamentarians.org/motions/. This rule cannot be suspended.
10. **LIMIT ON DEBATE.** Debate shall be limited to two speeches of two minutes each, per delegate, per debatable motion, unless otherwise ordered by the assembly by a two-thirds vote without debate. Consideration of each main motion shall be limited to fifteen minutes (which shall include the consideration of any secondary motions), unless otherwise ordered by the assembly by a two-thirds vote without debate. This rule cannot be suspended.
11. **CHAT BOXES.** Chat boxes shall be for official meeting use, as directed by the chair. Side comments in chat boxes shall not be allowed and shall be erased.

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12. VOTING. Voting shall be conducted electronically by Election Buddy. If technical issues hinder the performance of the electronic voting, a different electronic method may be used, as directed by the chair.
13. APPLICABILITY OF REGULAR RULES. The rules that would apply to an in-person meeting shall apply to this meeting except as superseded by these convention standing rules.
14. NOMINATIONS.
 - 14.1. NOMINATIONS AND ELECTIONS NOT DEBATABLE.
Nominations and elections shall not be debatable, except for speeches from the nominees as outlined in the standing rules.
 - 14.2. SUBMISSION OF CONSENT TO SERVE FORM. Consent to Serve forms (affirming qualification for office and agreement to serve if elected) shall be filled out online through the NAP website at www.parliamentarians.org/consent-to-serve/.
 - 14.3. MAKING AND STATING NOMINATIONS. Prior to an election, the presiding officer shall announce the names of those who have, by the time of the announcement, submitted Consent to Serve Forms for the position, and they shall be deemed thereby to have been nominated. The presiding officer shall then call for any additional nominations for the position from the floor and any delegate may then make a nomination by typing the name of the nominee in the Q and A.
15. SEQUENCE OF NOMINATIONS, CANDIDATE SPEECHES, AND ELECTIONS. Nominations and elections shall be conducted in the following sequence:
 - 15.1. Nominations for President, Vice-President, Secretary and Treasurer, followed by candidate speeches for each of those offices in turn, followed by one ballot containing segments for each of those offices, followed by any additional ballots needed for any of those offices for which no candidate is elected on that ballot.

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- 15.2. Nominations for the three Directors-at-Large, followed by candidate speeches for those positions, after which the positions shall be elected one at a time, and nominees who are not elected shall remain as nominees for subsequent ballots for the rest of the identical positions.
- 15.3. Nominations for the two District Director Representatives, followed by candidate speeches for those positions, after which the positions shall be elected one at a time, and nominees who are not elected shall remain as nominees for subsequent ballots for the rest of the identical positions.
- 15.4. Nominations for the four positions on the Commission on Credentialing, followed by candidate speeches, followed by one ballot on which each delegate may vote for up to four candidates, followed by any additional ballots needed if any position remains unfilled or to identify which elected candidate receives the lowest majority so as to serve the remainder of the one unexpired term.
16. CANDIDATE SPEECHES. Nominees for the office of president shall have five minutes to address the assembly. Nominees for all other offices shall have three minutes to address the assembly. If there is only one nominee for an office, that nominee shall have two minutes to address the assembly.
17. NAME PLACEMENT ON BALLOT AND ORDER OF CANDIDATE SPEECHES. The order of candidates' names on the election ballot shall be determined by the use of the random list generator <https://www.random.org/lists/>. The order of candidate speeches shall be the same as the order on the election ballot. If repeated balloting is necessary for any position, the originally determined name order shall be retained; however, the nominee who receives the fewest votes shall be dropped from the succeeding ballot except as provided in Rules 15.2 and 15.3.
18. CORRECTIONS. The Bylaws Committee shall be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the membership in connection with the bylaw amendments adopted at the Biennial Convention.

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19. MINUTES APPROVAL. A Minutes Approval Committee appointed by the chair shall be authorized to approve the minutes of the convention.
20. SUBMISSION OF ANNOUNCEMENTS. All announcements from the floor shall be submitted to the Convention Coordinator at www.parliamentarians.org/announcements/.
21. ALTERNATES ASSUMING DELEGATE STATUS. An alternate can only be promoted to be a delegate before the first business meeting or in between business meetings, and this shall be done by contacting the Credentials Committee at www.parliamentarians.org/alternate/.