

# **Standing Rules**

## **Ohio Federation of Republican Women**

### **Adopted – May 6, 2017**

In addition to the provisions of the OFRW By-laws, the following special rules of order (Standing Rules) shall be adopted.

#### **1. Voting Body**

- Only Board members in good standing who are in attendance at the Board of Directors meeting may vote.
- All members in good standing may vote (Associate members may not vote) at the general Membership Meeting held during the Spring Conference.
- Membership will be verified from the conference registration list using the NOAH data base.
- Only delegates (as defined in accordance with OFRW bylaws, Article IX) shall vote at the Annual Meeting (Fall).

#### **2. Motions, Debate and Voting**

- Only a Board of Directors member in good standing may introduce motions, debate and vote at any Board of Directors' meeting.
- Only registered paid attendees who are full regular members in good standing may introduce motions, debate and vote at the Spring General Membership meeting.
- Only a delegate may introduce motions, debate and vote at the Annual Meeting (Fall).
- All Motions, except on matters of procedure, shall be written, signed by the proponent, and delivered to the President.
- A motion may not be seconded by a member of the proponent's club.

#### **3. Discussions**

- A speaker should state her name and club in order to obtain recognition from the chair.
- A speaker should state whether she is speaking in favor of, or in opposition to, the motion currently on the floor.
- No speaker shall speak for more than two minutes.
- No speaker may speak a second time until all others who wish to speak have had an opportunity to do so.
- No speaker may speak more than twice on the same motion.

#### **4. Timekeeper**

- A Timekeeper shall be appointed by the President to serve at each meeting.
- The timekeeper shall indicate to each speaker a 30 second warning before the expiration and again at the expiration of allowed time, after which the speaker shall not continue.

#### **5. Floor Tellers and Tellers**

- If a ballot vote is required, the President shall appoint Tellers to distribute, collect, and count the ballots; then report the results of the vote to the President.
- The appointed Tellers will also serve as Floor Tellers, if Floor Tellers are needed. The tellers will count, tabulate and report standing votes to the President.
- A Record of the tabulated vote shall be entered in the minutes.
- All doors are to be secured during a counted vote, and only Tellers shall be permitted to move about the meeting room.

#### **6. New Business to be considered at General Membership (spring) and Annual (fall) Meetings**

- All new business not considered previously by the Board of Directors and listed on the Agenda, must be presented in writing to the OFRW Secretary by 1:30 p.m. on the Friday preceding the meeting.

#### **7. Cell phones and other electronic devices**

- Cell phones and other electronic devices are to be muted – if they must be used, please exit the room to do so.

#### **8. Suspension of these Rules**

- The Rules of Order may be suspended by a 2/3 vote of the convention.