

LEAGUE OF WOMEN VOTERS OF ALASKA
CONVENTION 2021 – RULES OF PROCEDURE

RULES OF PROCEDURE. Rules, in order of precedence, which guide the LWVAK:

1. Articles of Incorporation
2. Bylaws
3. Rules of Procedure
4. Orders of the Day (Adopted for the meeting at hand)
5. Roberts Rules of Order, Newly Revised

The **Rules of Procedure** are to be adopted at the beginning of the LWVAK Convention, and the **Orders of the Day (Agenda)** are to be adopted at the beginning of each day of the convention. They may be amended, rescinded, or suspended by a two-thirds (2/3) vote of those entitled to vote at the convention. In accordance with the LWVAK bylaws, Roberts Rules of Order, Newly Revised, shall govern the proceedings of the LWVAK convention in all cases where they are not inconsistent with the above cited rules that guide the LWVAK.

COMPOSITION and REPRESENTATION. The **Composition and Representation** shall consist of two delegates or alternates (plus any additional allowed under the bylaws) from each local League, one delegate or alternate from each Member-at-Large Unit and members of the state board.

QUORUM. Three-fifths (3/5) of the delegates representing three-fourths (3/4) of the local Leagues and a majority of the state board shall constitute a quorum for the convention.

This convention requires 3 Leagues to be represented 6 delegates, and 5 board members to constitute a quorum.

OPEN MEETINGS. The convention sessions shall be open to all League members and invited guests.

VOTING MEMBERS. Voting members of the convention shall be those persons noted under **Composition and Representation** above. They shall be entitled to only one vote. Absentee or proxy voting is not permitted.

MOTIONS. Only voting members may introduce motions. Main motions and any amendments thereto must be submitted in writing to the secretary at the time they are made. A motion may be amended. The amendment may be amended. BUT an amendment to the amendment IS NOT ALLOWED.

Speakers must address and be recognized by the chair. When addressing the chair, a speaker shall first state her/his name and the name of her/his League. This will enable the secretary to keep an accurate record.

No person may speak more than once to a given subject until all who wish to speak on the subject have had the opportunity to do so. Debate shall be limited to three minutes for each speaker, unless otherwise specified. Chance for rebuttal shall be permitted.

PROCESS FOR PRESENTATION OF AND ACTION ON CERTAIN CONVENTIONS ITEMS.

Presentation Process. The following convention items shall be presented:

- ◆ Proposed program
- ◆ Proposed Per-Member-Payment for coming fiscal year
- ◆ Proposed budget
- ◆ Proposed slate of officers, directors and nominating committee members
- ◆ Other proposed items of business that may properly come before the convention may be presented at this time (e.g., bylaws amendments, resolutions, etc.).

Following presentation of each item, questions for clarification and debate will be entertained.

Presentation of Current LWVAK Positions. Current LWVAK positions that are recommended for retention or deletion shall be presented as part of the proposed program. Any suggested changes in wording to a current position which enlarges the scope or changes the intent of the position, and which has not been properly submitted as a recommended program item, shall be presented as a non-recommended item.

Presentation on Non-recommended Program Items. Program items recommended by a local League prior to the convention but not recommended by the state board, and changes to or new program items proposed by the state board or a local League at the convention may be considered for adoption. Such non-recommended program items introduced for consideration require a two-thirds (2/3) vote for passage to place the non-recommended program item before the convention for action.

Action Process. The following convention items shall be acted upon at a session scheduled for this purpose.

- ◆ Minutes of prior convention
- ◆ Proposed Per-Member-Payment for coming fiscal year
- ◆ Proposed program
- ◆ Other proposed items of business that may have been presented to the convention.
- ◆ Proposed Budget
- ◆ Proposed slate of officers, directors and nominating committee members

Action on Program. A majority vote is required for passage of any program item. Program items on which action is to be taken are:

- ◆ Current program positions
- ◆ Recommended new program items
- ◆ Non-recommended program items.

Following adoption of the program, delegates shall give direction to the state board regarding the focus and emphasis they wish to give the newly adopted study/studies, consensus/concurrence taking and contemplated action.

Announcements. All announcements shall be made at the close of each business session. There shall be no platform announcements except those that relate directly to the convention program or to the welfare of the delegates.