

## ARTICLE 6

### REPRESENTATIVE ASSEMBLY

#### STANDING RULES: Virtual Meetings

Meetings of the Representative Assembly shall begin promptly at 5:00 p.m. They shall adjourn automatically at 7:00 p.m. or earlier, except that they may be extended by majority vote at any time. If a meeting is still in progress at 6:45 p.m., the chair shall at that time report to the Assembly the state of the agenda and an opinion on the possibility of completing it by 7:00 p.m. Regardless of other business on the floor, a motion to extend the meeting shall be in order at that time.

The following rules of order shall be observed:

1. Each Representative shall register with the Credentials Committee in a breakout room at the start of the meeting.
2. Only Representatives certified by the Credentials Committee may present motions and vote; however, any TAAAC member shall be granted the privilege of the floor for questions or debate.
3. All Representatives seeking recognition will use the raise hand feature located in the participant list. When recognized by the chair, the person will first state his/her name, representative unit, and whether he/she is speaking for the unit or as an individual.
4. All motions must be written prior to presentation. These are to be submitted to the secretary by private message in the chat or email ([DLanham@mseanea.org](mailto:DLanham@mseanea.org)) for inclusion in the official minutes. This rule pertains only to main motions.
5. All New Business Items (NBIs) must be submitted in writing to the President using the appropriate form. NBIs must be filed no later than noon on the fourth Tuesday of the month prior to the Representative Assembly in which it will be considered. Each New Business Item must have a seconder declared on the form and provide rationale for the NBI.  
  
Costs associated with the NBI will be determined and reported by TAAAC staff and governance. NBIs will be provided to the building representatives by the Friday prior to the Representative Assembly.  
  
NBIs will be debated and voted upon at the Representative Assembly in accordance with the most updated version of Robert's Rules of Order.
6. Each Representative has the right to speak a second time to any piece of business but shall be recognized to do so only after all others desiring recognition have been heard.
7. No one may speak for more than 3 minutes the first time, nor longer than 2 minutes the second time on any motion without permission from the assembly. The speaker shall comply with the ruling of the time- keeper.
8. All motions, proposals or other materials distributed to the assembly must be clearly

marked as proposals and must be signed by the person distributing them.

9. When possible, the chair will alternately recognize opposite views on any particular motion or action.

9. The Parliamentarian shall interpret the rules governing the meeting and shall so advise the chair. The chair shall have the responsibility of ruling on matters of procedure. Any ruling of the chair may be appealed to the assembly.

11. The agenda and other necessary rules for meetings shall be as provided for in "Robert's Rules of Order, Revised".