

Rules of the Representative Assembly (RA) **(In-Person, with viewing remotely)**

1. **SESSION** – The REPRESENTATIVE ASSEMBLY meetings occur on the second Wednesday of the month from September to June and shall convene at 5:00 PM and end by 7:00 PM 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.
2. **REGISTRATION** – All persons attending the REPRESENTATIVE ASSEMBLY shall be required to register with the Credentials Committee. Registration will close one hour after the opening of the business session. Members viewing remotely must preregister by 12:00 p.m. on the day of the meeting using the appropriate link.
3. **REPRESENTATIVE SEATING** – All registered Association Representatives shall be seated in areas designated by feeder system. The Board of Director Liaison of each feeder system shall assume the responsibility for permitting only registered Representatives to sit in his/her section. Guest seating will be in a separate designated area.
4. **DECORUM** - All attendees at the TAAAC Representative Assembly are expected to conduct themselves in a respectful manner in accordance with the standing rules. Any attendee repeatedly failing to adhere to the standing rules will be asked by the Chair to leave the premises.
5. **MOTIONS & LIMITS ON DEBATE** – Only registered Representatives who are physically present at the meeting may present motions. They should announce his/her name and school. Representatives and Alternates who are physically present at the meeting may participate in debate only upon recognition by the Chair. Each speaker is limited to two (2) minutes on any one recognition. Any speaker wishing to speak more than once to the same question will be recognized a second time only after all others speaking to the question have been heard. The Chair shall put the previous question to the body after the recognition of no more than three (3) speakers on each side of the question. The Chair may also put the question to the body if there are only speakers remaining on one side of the question. A two-thirds majority of the delegates voting is required to end debate.
6. **PROCEDURES FOR OBTAINING THE FLOOR** – The microphone on the floor has three cards attached to it: *green*, *red*, and *yellow*. To speak in favor of a motion, hold up the *green* card. To speak against a motion, hold up the *red* card. The Chair will alternate pro and con speakers. The use of the *yellow* card enables a member to move ahead of Representatives waiting their turns with *green* and *red* cards. Use a green or red card to close debate, by stating “I call the question.” Use the *yellow* card to ask a question concerning the content of the motion, or to ask a question or make a point or a motion concerning procedure.

A Representative may not speak to the motion nor ask a rhetorical question on the *yellow* card.

A Representative who plans to make a motion should have a seconder ready. When recognized, the Representative should announce their name, school, make the motion, and then announce they have a second. Upon recognition, the seconder should announce their name, school and the words "I second."

(You are urged to consult the Basic Parliamentary Procedure Guide if you have any questions.)

7. SUBMITTING MOTIONS – Motions from the floor shall be presented in writing on the forms provided and be signed by the maker and seconder of the motion, noting the school or affiliate to which they belong. (This requirement may be waived by the Chair.)

8. VOTING – Only registered Representatives, who are physically present at the meeting, may vote. Votes will be taken by a show of official voting cards. Each Representative shall have one vote even though they may be credentialed in more than one capacity.

9. VERIFYING – Counted Vote: If the Chair is in doubt, the chair may request that the votes be counted; a counted vote shall be taken at the request of one-third of the Representatives present.

10. ROLL CALL VOTE - A roll call vote shall be taken at the request of two-fifths (40%) of the Representatives present. If so required, the Board of Director Liaison shall make a count of the yeas, nays, and abstentions of the Representatives present in his/her feeder system. The Board of Director Liaison shall report his/her counts of yeas, nays, and abstentions to the Secretary/Treasurer. The count will be tallied and the results reported to the Representatives by the Chair.

When a roll call vote is called for, the assembly doors will be closed.

11. COMMITTEE REPORTS – Committees shall present a report to the Representative Assembly when it is appropriate to do so. Committees shall present all recommendations that involve changes in existing policy or development of new policy to the TAAAC Board of Directors, which shall coordinate the policy changes and submit them to the Representative Assembly for consideration and action.

12. BYLAW AMENDMENTS – Proposed changes to the Bylaws made in accordance with Article XIX of the Bylaws may be presented at one regularly scheduled Representative Assembly meeting and voted upon at the next regularly scheduled Representative Assembly meeting. Bylaws may be amended at a meeting of the Representative Assembly by two-thirds (2/3) vote of the Representatives present and voting.

13. NEW BUSINESS – 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.

14. MOTION TO OBJECT TO CONSIDERATION – The Motion to Object to Consideration shall only be in order immediately after the maker of the motion on the floor has had the opportunity to speak to it. Object to Consideration is not debatable and requires a two-thirds of the Representatives voting to sustain the objection. If the Motion to Object to Consideration passes, the body will move onto the next item of consideration.

15. MOTION TO LAY ON THE TABLE – The Motion to Lay on the Table shall be used to postpone indefinitely. The Motion to Lay on the Table is to be the motion used to kill the main motion under debate. The Motion to Lay on the Table shall not be debatable and shall require a two-thirds (2/3) vote of the Representatives voting.

16. ENDORSEMENT FOR COUNTYWIDE OFFICE – The Representative Assembly shall take final action for endorsement. Following standing interview processes conducted by the Government Relations Committee, the ARC will act on a motion to adopt the recommendation of the Government Relations Committee to endorse candidates. The motion cannot be amended. Association Representatives shall vote for each recommendation. To garner an endorsement, the motion to adopt must receive a minimum of 58% affirmative vote.

17. DISTRIBUTION OF MATERIALS - 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.

18. MINUTES – A copy of the unapproved minutes of the TAAAC Representative Assembly will be made available at the next regularly scheduled Representative Assembly Meeting where the minutes will be amended and/or approved.

19. ACTION ON RULES – The Rules of the TAAAC Representative Assembly shall require a two-thirds (2/3) vote of the Representatives voting to be adopted, amended or suspended.

20. PARLIAMENTARY AUTHORITY – In addition to these Standing Rules, the rules contained in the current edition of Robert's Rules of Order, latest revision, shall govern the Representative Assembly in all cases in which they are not inconsistent with the Bylaws and these Standing Rules.

ARTICLE 6 REPRESENTATIVE ASSEMBLY (RA) STANDING RULES: **Virtual Meetings**

The following rules of order shall be observed:

1. SESSION: 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.
2. REGISTRATION: Each Representative shall pre-register by 12:00 p.m. on the day of the meeting using the appropriate link.
3. DECORUM: All attendees at the TAAAC Representative Assembly are expected to conduct themselves in a respectful manner in accordance with the standing rules. Any attendee repeatedly failing to adhere to the standing rules will be asked by the Chair to be removed from the meeting and not re-admitted.
4. CHAT: Any "Chat" feature will be limited to only be seen by the hosts of the meeting while debate is in progress. The chat will be enabled for all to see at other times. The chat may not be used for campaigning, or debate on items on the agenda.

5. MOTIONS & LIMITS ON DEBATE: 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. Each speaker on a green or red card is limited to two (2) minutes on any one recognition. Any speaker wishing to speak more than once to the same question will be recognized a second time only after all others speaking to the question have been heard. The speaker shall comply with the ruling of the time-keeper. The Chair shall put the previous question to the body after the recognition of no more than three (3) speakers on each side of the question. The Chair may also put the question to the body if there are only speakers remaining on one side of the question. A two-thirds majority of the delegates voting is required to end debate.

6. PROCEDURES TO OBTAIN THE FLOOR: 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 they are speaking for the unit or as an individual. During debate on a motion a Building Representative must type in the chat box "green" to speak in favor, "red" to speak against, and "yellow" to ask a question. The use of the *yellow* card enables a member to move ahead of Representatives waiting their turns with *green* and *red* cards. Use a green or red card to close debate, by stating "I call the question." Use the *yellow* card to ask a question concerning the content of the motion, or to ask a question or make a point or a motion concerning procedure.

A Representative may not speak to the motion nor ask a rhetorical question on the *yellow* card.

A Representative who plans to make a motion should have a seconder ready. When recognized, the Representative should announce their name, school, make the motion, and then announce they have a seconder. Upon recognition, the seconder should announce their name, school and the words "I second."

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

(You are urged to consult the Basic Parliamentary Procedure Guide if you have any questions.)

7. SUBMITTING MOTIONS: 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) for inclusion in the official minutes. This rule pertains only to main motions.

8. VOTING: Only registered representatives may vote. Ballot Votes will be taken in a format determined by the nominating committee. Procedural votes conducted by the chair will either be by use of a raised hand feature or by asking if there are any objections, thereby passing by consent. Each Representative shall have one vote even though they may be credentialed in more than one capacity.

9. ROLL CALL VOTE: A roll call vote shall be taken at the request of two-fifths (40%) of the Representatives present.

10. NEW BUSINESS: 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.

11. COMMITTEE REPORTS: Committees shall present a report to the Representative Assembly when it is appropriate to do so. Committees shall present all recommendations that involve changes in existing policy or development of new policy to the TAAAC Board of Directors, which shall coordinate the policy changes and submit them to the Representative Assembly for consideration and action.

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13. MOTION TO OBJECT TO CONSIDERATION: The Motion to Object to Consideration shall only be in order immediately after the maker of the motion on the floor has had the opportunity to speak to it. Object to Consideration is not debatable and requires a two-thirds vote against consideration to sustain the objection. If the Motion to Object to Consideration passes, the body will move onto the next item of consideration.

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16. DISTRIBUTION OF MATERIALS: 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.

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18. ACTION ON RULES: The Rules of the TAAAC Representative Assembly shall require a two-thirds (2/3) vote of the Representatives voting to be adopted, amended or suspended.

19. PARLIAMENTARY AUTHORITY: In addition to these Standing Rules, the rules contained in the current edition of Robert's Rules of Order, latest revision, shall govern the Representative Assembly in all cases in which they are not inconsistent with the Bylaws and these Standing Rules.

20. PARLIAMENTARIAN: 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.

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