

## **Rules of the Representative Assembly (RA)**

In-Person with participation and voting allowed remotely.

1. **SESSION** – The REPRESENTATIVE ASSEMBLY meetings occur on the first 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. You can only register in one capacity. The credentials committee will document the Representative attendance in the credentials binder. Registration will close one hour after the opening of the business session. Members participating remotely should preregister by 12:00 p.m. on the day of the meeting using the appropriate link. Participants who register after 12 pm are not guaranteed admittance.
3. **REPRESENTATIVE SEATING** –
  - In-person: 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 their section. Guest seating will be in a separate designated area.
  - Virtual: All registered Association Representatives will keep their cameras on during the RA and will keep their microphones muted unless they have been recognized to speak by the chair. They will also display their full name and worksite/affiliated group they represent at the RA.
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. Unauthorized video and/or audio recording by attendees is prohibited.
5. **MOTIONS & LIMITS ON DEBATE** – Only registered Representatives may present motions. They should announce their name and school. Representatives and Alternates who are 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 online may enter into debate by typing in the color card that represents the action they are taking and by raising their hand using the online hand raising tool. This will then enter the virtual representative into the speaking queue. Representatives participating virtually shall not use the chat feature to discuss or debate.

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 may 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.

8. **VOTING** – Votes will be taken by a show of official voting cards for Representatives in person. Representatives online shall vote by raising their hands. Each Representative shall have one vote based on the capacity in which the representative is registered.

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 their feeder system. The Board of Director Liaison shall report their 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, Bylaws, agendas will be provided to the Building Representatives by 5 Calendar days 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 OFFICE – Barring extenuating circumstances, the Representative Assembly shall take final action for endorsement. Following Board-approved processes conducted by the Government Relations Committee, the RA 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.