

ANNUAL FORUM RULES

1. All members shall be seated in the assembly room at least five (5) minutes prior to the opening of each meeting. Smoking is not permitted in the assembly room.

All cell phones or pagers should be muted or turned off in the assembly room. If you must answer a call, please remove yourself from the room before you do so.

2. Admission to business meetings shall be by Forum badge only.

3. All voting members in good standing within the region may introduce motions and vote on questions.

4. A member wishing to speak shall go to the microphone, address the presiding officer, be recognized and then give her name and chapter name.

5. Every main motion shall be in writing, signed by the proponent, and given to the presiding officer and forum secretary immediately following its presentation.

6. No member shall speak more than twice on the same question or longer than two (2) minutes without the consent of the assembly.

7. The presiding officer shall appoint a timekeeper for each meeting. It shall be the duty of the timekeeper to enforce rule no. 6.

8. The NAWIC Director shall have been notified of the name of the delegate from each chapter entitled to cast the chapter's vote for NAWIC Director, ONLY in the year a NAWIC Director is elected in the respective region.

9. Nominees for the office of NAWIC Director shall meet the requirements of the bylaws as set forth in Article X - Board of Directors, Section 2: Election of NAWIC Directors. The NAWIC Director shall be elected by majority of ballots cast by the voting delegates of Chapters in good standing and present at the Annual Regional Forum. In the event that there is only one (1) nominee for the office of NAWIC Director, a motion may be made by a chapter voting delegate to declare that nominee elected with no written ballot required. When a ballot for NAWIC Director fails to show a majority, the name(s) of the nominee(s) having the lowest number of votes shall be dropped and balloting continued.

- If the second ballot fails to show a majority, the name(s) of the nominee(s) having the lowest number of votes shall be dropped, and the remaining candidates shall make a second presentation.
- If the third ballot fails to show a majority, the name(s) of the nominee(s) having the lowest number of votes shall be dropped, and a final ballot taken.
- If the fourth ballot fails to show a majority, the remaining candidates are presumed equal.
- The presiding officer will provide paper, one long and others short. The candidates will draw, and the candidate with the long paper wins.

10. During elections, delegates or alternates will take the seats assigned by the presiding officer. Transfer of voting privileges from a delegate to an alternate must be arranged through the credentials chairman and presiding officer.

11. All voting members of the voting region, who are in good standing and present, are entitled to vote on the forum site for the second succeeding year. Selection of the site shall be by majority vote cast by ballot. In the event that there is only one (1) site proposed for annual regional forum, a motion may be made by any member to declare that site elected with no written ballot required.

12. All votes shall be cast in person. Ballots shall not be passed along the rows but put directly in a ballot box. The tellers shall count the ballots and present a written report to the presiding officer. The presiding officer shall announce the results of the election. Tally of votes cast in selection of the Forum site will not be read unless called for by a majority vote. A copy of the teller(s) report shall be attached to the forum minutes and made a part of the permanent records.

13. The printed Forum program shall be the order of the day for all meetings at Annual Regional Forum, provided that the presiding officer may make changes from time to time at her discretion.

14. These rules, with the exception of rules 8, 9, and 11 may be suspended by two thirds (2/3) vote of the voting body.

15. Robert's Rules of Order Newly Revised, latest edition, shall govern all proceedings of the annual regional forum, except where inconsistent with these rules or association bylaws.