

RULES OF VIRTUAL CONVENTION BUSINESS MEETING

1. The Association Secretary or President shall send via e-mail to each registered club delegate the time of the meeting, the URL and codes necessary to connect to the internet meeting service, and, as an alternate and backup, the audio connection and access code(s) members need to participate aurally by telephone.
2. The President shall schedule the internet meeting service availability to begin at least fifteen (15) minutes before the scheduled start of the meeting.
3. Members shall identify themselves as required to sign into the internet meeting service—and shall maintain internet and audio access throughout the meeting whenever present. Delegates signed into the meeting shall constitute presence in person at the meeting.

Delegates departing the meeting before adjournment shall notify the President. If there is an alternate delegate present and accredited to represent the club in the absence of the delegate, that individual will assume the duties of the delegate.

4. Each delegate is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a delegate's individual connection prevented participation in the meeting.
5. The meeting's audio and video functions shall be monitored by the President or an individual designated by the President.
6. Members in attendance shall turn off or make silent all cell phones, electronic devices, or other items that may create distracting background noise or feedback.
7. The existing Bylaws and Standing Rules of the Association of Desk and Derrick Clubs (ADDC) shall govern the affairs of the Convention, with the latest edition of *Robert's Rules of Order Newly Revised* being the parliamentary authority for all rules not covered by the Association Bylaws and Standing Rules or rules of this meeting.
8. Only registered members may attend the business sessions unless prior approval has been received from the ADDC Board of Directors.
9. Delegates shall be logged into the meeting and ready to participate five (5) minutes before the scheduled meeting time.
10. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating delegates, unless any delegate requests a quorum count by audible roll call. Such a request may be made following any vote for which the announced totals add to less than a quorum.
11. The voting body of the Convention shall consist of one (1) registered delegate from each club eligible to vote and present at the meeting. A quorum shall consist of a majority of the duly accredited and registered delegates.

12. Rules of Debate:

- a. Any delegate wishing to speak on a question shall raise their hand using the meeting platform function and obtain recognition from the President, stating name and club. All remarks shall be addressed to the President and shall pertain to the immediate pending question.
- b. Debate shall be limited to a total of ten (10) minutes on each pending question.
- c. A delegate or member of the Association Board may speak no more than twice on each debatable motion and no more than two (2) minutes each time unless debate has been extended by vote of the delegates.
- d. A timekeeper, appointed by the President, shall indicate when a member's allotted time to speak has expired.

13. Any delegate making amendments to the proposed bylaws and standing rules amendments shall submit those amendments in writing to the President and the Rules Committee Chairman using the official motion form prior to the meeting; however, this does not prevent other relevant motions and/or amendments from being submitted verbally during the meeting

14. The presentation of bid for Convention, based upon the region rotation schedule, shall be limited to a total of ten (10) minutes. Information pertaining to the bid shall be in written format and distributed to the delegates prior to the meeting by the President or Secretary.

15. Copies of all reports shall be supplied to the Secretary and/or President; all reports shall be distributed to all delegates prior to the meeting.

16. A copy of these rules shall be distributed to registered delegates prior to the meeting.

17. Voting for Association Officers shall be by preferential ballot, and the President shall announce the time and instructions for the election. If there is only one candidate for each office and there is no objection from a delegate, the presiding officer can declare that the nominees have been elected (election by acclamation).

If a delegate objects to election by acclamation, the election will be handled by preferential ballot as set out in Article IX, Section 2 (i) of the Association Bylaws.

If the meeting platform does not have ballot (polling) capability, then the vote shall be taken by mail ballot as outlined in Article IX, Section 2 (k) of the Association bylaws.

18. The Registrar Committee shall count the ballots (vote) and submit a verbal report to the President and the Secretary; the Registrar Committee Chairman shall submit a written report to the President and Association Secretary following Convention.

19. The President shall announce the results of the voting to the assembly.
20. The following voting procedures may be used during the course of the meeting. The President will inform the members which method will be used prior to each vote.

General Consent: may be used if it is clear the assembly is in favor of the motion.

Electronic voting/polling: may be used if available in the meeting platform.

Roll Call: the Secretary shall call on each delegate for their vote.

Election by Acclamation: See item 15 above.

If a “break out” session for voting is called for by the President, the President shall designate who shall attend the session and any procedures that must be followed.

The Secretary shall record all votes.

21. No Convention discussion or actions shall be released to the news or any media except through the ADDC Public Relations Committee, following approval of the President.