**RULES OF 2023 ADDC CONVENTION**

1. The 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 ADDC Bylaws and Standing Rules or rules of this meeting.
2. Only registered members may attend the business sessions unless prior approval has been received from the ADDC Board of Directors.
3. Only registered members, registered guests, and approved/invited industry guests may attend meal functions.
4. Members in attendance at meal functions, business and plenary sessions, workshops, and seminars shall turn off or make silent all electronic devices.
5. Members shall be in their seats at least five (5) minutes before the opening of each meeting.
	1. Members shall only leave the meeting room in the event of an emergency, and then they shall leave and return in a quiet and orderly manner.
6. The voting body of the convention shall consist of one (1) registered delegate from each club eligible to vote and present at the meeting.
7. A quorum shall consist of a majority of the duly accredited and registered delegates.
8. The General Arrangements Committee shall reserve a section in the front of the meeting room for delegates and alternates.
9. All delegates and alternates shall check in with the Registrar at the designated time and location.
10. The delegate shall wear the numbered delegate badge.
	1. The alternate shall be seated with the delegate.
11. The delegate or alternate shall report to a representative of the Registrar Committee upon leaving and returning, should it become necessary for either or both to leave during a business meeting.
	1. The delegate shall relinquish the numbered delegate badge to the alternate when the delegate leaves the meeting; the alternate shall assume the duties of the delegate until the delegate returns.
	2. If a club has no alternate, the delegate shall relinquish the numbered delegate badge to a member of the Registrar Committee.
	3. A Registrar Committee representative shall provide a written report to the ADDC Secretary on all delegate and/or alternate exits and re-entries.
12. Any ADDC Board member who leaves during a business meeting shall notify the ADDC Secretary.
13. All main motions and amendments shall be in writing using the official motion forms obtained from the ADDC Secretary.
	1. A signed copy shall be delivered to the President, Secretary, and, when the Rules Committee Report is under consideration, the Chairman of the Rules Committee.
14. Rules of Debate:
	1. A delegate shall go to the nearest microphone, state their name and the name of their club.
	2. The delegate may speak when recognized by the presiding officer.
	3. Debate shall be limited to ten (10) minutes on each pending question unless debate time is extended by general consent or voice vote of the delegates.
	4. A delegate or member of the ADDC Board may only speak twice on each debatable motion and for no more than two (2) minutes each time.
	5. Should a member who is not a delegate or ADDC Board member wish to speak on a question, the member shall be recognized by the presiding officer and must receive permission from the delegates. The member may then speak ONCE for no more than two (2) minutes on any debatable question.
	6. A timekeeper, appointed by the presiding officer, shall indicate when a member's allotted time to speak has expired.
15. The presentation of bid for Convention, based on region rotation schedule, shall be limited to a total of thirty (30) minutes.
16. Voting for ADDC Officers:
	1. The presiding officer shall announce the time and instructions for the election.
	2. 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).
	3. If a delegate objects, the election will be handled by preferential ballot as set out in Article IX, Section 2 (i) of the ADDC Bylaws.
	4. The Registrar Committee shall count the ballots and submit a written report to the presiding officer and the ADDC Secretary.
	5. The presiding officer shall announce the results of the voting to the assembly.
	6. A copy of the Registrar Committee's report and the ballots shall be sealed and given to the ADDC Secretary.
17. Unless otherwise determined by general consent or voice vote of the delegates, all other votes shall be taken by rising vote.
18. No Convention discussion or actions shall be released to the press except through the ADDC Public Relations Committee.