

## APPENDIX #1

### *RULES GOVERNING THE CONVENTION*

#### **California Alpha Delta Kappa State Convention Rules Governing the Convention**

All members shall receive credentials and badges from the registration desk as follows:

Each state executive board member	1 vote
Each past state president	1 vote
Each chairman of a state committee	1 vote
Each chairman of a state convention	1 vote
Each president of a chapter presidents' council or her alternate	1 vote
One delegate (or alternate) for every ten (10) active members in a chapter, with a minimum of one delegate per chapter	1 vote
One delegate for every ten (10) sustaining members or major fraction thereof registered and attending the convention, delegate(s) to be determined by the sustaining members who shall meet and select their delegate the first day of the convention	1 vote

These rules will become effective for this convention, if adopted, at the opening of the convention.

No delegate shall be entitled to more than one vote. No voting proxy shall be allowed. The delegate shall cast the vote. In her absence, the alternate shall vote, but in no case may both vote.

All delegates and alternates shall be active members of California Alpha Delta Kappa.

Any member may speak, but only delegates may make motions or vote.

All members are required to wear the convention status badge to attend business meetings.

All delegates shall be seated in the delegate section.

A quorum shall consist of a majority of the registered delegates. A quorum, once established, shall be considered as established for the entire convention.

All sessions will begin promptly at the hour announced. Doors will be closed during speeches, musical numbers, and reports.

The state president shall appoint a committee of three to approve and correct the convention minutes.

The report of the program chairman, when adopted, shall become the order of business of the convention.

The procedure for making a motion shall be as follows:

1. When the presiding officer shall call for the presentation of the motion, it shall be presented by the sponsoring delegate as follows: "Madam President, I (name and name of chapter), move ..."
2. The president shall then call for a second. If seconded, the motion shall be written and signed by the mover and shall be handed to the convention secretary.
3. The president shall then call for discussion. Each motion may be discussed for ten (10) minutes unless two-thirds vote consent is obtained to extend the time, with no members speaking for more than three (3) minutes.
4. At the conclusion of the discussion of the motion, the vote shall be taken.

Amendments to the bylaws shall become effective at the close of the convention unless otherwise specified before their adoption.

An officer-elect will take possession of her office at the post-convention expanded executive board meeting.

Committee or officer reports will be presented orally, if directed by the state president. Oral reports will be limited to three (3) minutes. Officer reports are limited to three (3) minutes. A delegate may make a motion for officer reports to be filed after the presentation of the reports from the president, president-elect, and vice president.

Any member may rise to a point of order any time she feels that the argument is contrary to law, the Constitution of Alpha Delta Kappa, or the Rules of Convention.

The convention timer will be the official timekeeper and shall give the signal for stopping the reading or discussion.

All matters of procedure shall be decided by:

1. The Constitution of Alpha Delta Kappa
2. The California State Bylaws
3. The Convention Rules
4. Robert's Rules of Order, Newly Revised

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