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55th SRBLSA REGIONAL CONVENTION PLENARY RULES

1. Robert's Rules and Official Rules

- A. Pursuant to the National Constitution and Bylaws, the plenary sessions will be governed by Robert's Rules of Order. Robert's Rules, and the rules contained herein, will govern the plenary sessions and will supersede any other rules promulgated by the National and Regional Executive Boards.

2. Maintenance of Quorum

- A. Quorum must be maintained at all times in order to carry on the business of the session.
- B. Accordingly, once plenary begins, before leaving the plenary room, each delegate will be required to sign in and sign out of that session, so that a proper accounting of quorum may be maintained.
 - a. As delegates enter and exit plenary sessions, attendance will be monitored by a designated official. Plenary monitors will maintain a list of all registered chapters and delegates for each plenary session.
 - b. The Regional Director of Sub-Region III will maintain statistics on missing and late chapters and
 - i. The Regional Director of Sub-Region III will immediately notify the Regional Parliamentarian once quorum is lost; and
 - ii. Both the Regional Director of Sub-Region III and Parliamentarian will create a proper system to track Delegate movement during plenary.
- C. Seat Requirement
 - a. At least one representative from each chapter must be seated throughout the duration of each plenary session. If a chapter's seat is empty through the duration of the session, that chapter will be marked absent.
 - i. "Being seated" means the chapter delegate is in the plenary session for the duration of the session.

3. Delegate Information

- A. Upon arrival at Convention, Delegates will be required to provide their cell phone numbers and email address to the Regional Director of Sub-Region III and SRBLSA Parliamentarian if they do not already have it.
 - a. Chapters whose delegates are not present at the beginning of plenary session will be contacted using this information. Chapters whose delegates do not respond will be contacted at the nblsa.org email address, listed on file.

4. Proxy Rules

- A. If deemed necessary, a chapter wishing to utilize a proxy must:
 - a. Identify a chapter in good standing;
 - b. Complete the required proxy certification form—providing contact information of the delegate that will serve as proxy; and

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- c. The chapter leader of the chapter requesting the proxy must submit the form to the Regional Director of Membership at least an hour before the start of a plenary session.
 - i. Note: The form is invalid unless approved by the Regional Parliamentarian or Chair.
- B. All proxies must be executed by the beginning of the proxied plenary session. Once proxied, the vote is relinquished for the remainder of the plenary session specified.

5. Penalties

- A. Absences
 - a. Chapters must attend at least 75% of all plenary sessions combined
 - b. Chapters who are not present (either in person or via proxy as defined in the rules) for at least 75% of all plenary sessions forfeit their voting privileges for the election of Regional officers at the current Convention.
- B. Tardiness
 - a. Chapter attendance will be verified visually and via a check-in sheet ten minutes after the designated plenary start time. Any missing delegates (or proxies) will be contacted.
 - b. Chapters whose delegates (or proxies) are more than fifteen minutes late will be subject to the following penalties:
 - i. First infraction
 - ii. Second infraction
 - iii. Third infraction
 - c. After completion of the final plenary session, all chapter tardy marks will be calculated.

6. Recognition of Speakers

- A. A member may not speak unless recognized by the presiding officer. Any member speaking out of turn will lose their turn at the microphone.
- B. Once recognized the member must introduce themselves for the record.
 - a. Example: "Kevin Scott, Mercer University"
- C. In order to prevent the "rush to the microphone," SRBLSA will employ both precedent (number of times a speaker has spoken) and order in which a speaker is recognized. This system facilitates both fairness and a free exchange of different ideas and opinions in the legislative process.

7. Decorum

- A. Certain issues discussed during plenary may be controversial. We must always remember to maintain decorum in order to conduct the business of SRBLSA.
- B. Each member shall address the body with respect and civility.
- C. Any member that is disruptive to the plenary session will be asked to leave plenary for the remainder of the day. Delegates removed for being disruptive must provide an

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alternate delegate to ensure compliance with the seat requirement. If the delegate is unable to provide an alternate, the represented chapter will be considered absent for the session. If necessary, further penalties will be discussed by the Regional Board prior to the start of the next plenary meeting.

8. Debate

- A. Debate should be conducted by alternating Pro/Con statements at the respective microphones. Unless recognized by the Chair, delegates are to speak during debate.
- B. In the interest of time and fairness, no debate will last longer than 10 minutes.
 - a. Time may be extended through proper time extension motions. The motion must specify the exact amount of time they are requesting (i.e., I move that time be extended for 7 minutes).
- C. While it is very important that we deal with the issues the body wants to entertain, it is equally important that we do so in an efficient manner.
- D. Please consider the content and necessity of your comment (i.e., does it further the goals of plenary or this particular discussion? Is it repetitive?) before addressing the body.

9. Vote

- A. Any active chapter with a registered delegate (or proxy) for the Regional Convention who attends seventy-five percent (75%) of the plenary sessions is entitled to participate in the election of Regional officers.
- B. Votes for any plenary business will be cast by raising a vote card designated for your chapter.
- C. Votes for Regional Officers will be conducted on Saturday, January 31, by turning in the ballot to the Regional Parliamentarian. Further details will be given at the plenary session for the time and place.
- D. All votes will be approved according to standards established in the Constitution and Bylaws:
 - a. Each chapter's allotted votes for elections at the Regional Convention corresponds with the number of members in the chapter.
 - i. Each chapter is allotted one (1) vote for Constitution and/or Bylaws amendments.
 - ii. Amendments to the Constitutional and/or Bylaws may be proposed by a two-thirds (2/3) vote of the delegates at Regional Convention.

10. Roll Call Vote

- A. In the event that a motion is too close to recognize, a formal roll call vote may be required.
- B. The Regional Secretary (or alternate) will use the current sign-in sheets to solicit the vote of each chapter.
- C. The vote will be tallied immediately (please respectfully allow time for calculation) and a decision announced thereafter.

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11. Questions and Concerns

- A. Question, comments, and concerns shall be directed to the Regional Parliamentarian at srblsa.parliamentarian@nblsa.org.
- B. Any grievances must also be filed with the Regional Parliamentarian at srblsa.parliamentarian@nblsa.org.
 - a. All grievances will be handled by the Grievance Committee, headed by the Regional Vice Chair.
- C. Any formal questions regarding procedure or Robert's Rules during plenary may be submitted to the Regional Parliamentarian by using a proper Point of Information motion. Questions outside of plenary can also be directed to the Regional Parliamentarian.

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