

# Special Rules of Order

CALIFORNIA FEDERATION OF REPUBLICAN WOMEN

BIENNIAL CONVENTION

SPECIAL RULES OF ORDER

October 23 – 24, 2021

## 1.VOTING BODY

- a. Each local club that has been a member in good standing in CFRW for at least ninety (90) days prior to the convention date shall be represented by its President or a Vice President (in their order) or a delegate elected by their Executive Committee, and one delegate and alternate for the first twenty-five (25) members and one delegate and alternate for each additional twenty-five (25) members or major fraction thereof.
- b. To be eligible to serve as a delegate to the Biennial Convention, a member shall have been a member in good standing in the local club she represents for at least sixty (60) days prior to the convention date.
- c. The voting body shall be the delegates of each local club and the members of the CFRW Executive Committee and Board of Directors.

## 2.QUORUM

- a. A quorum shall exist at the Biennial Convention when one-fourth (1/4) of the local clubs in good standing are represented wholly or in part by duly elected delegates (or alternates) and three (3) Elected Statewide Officers of the CFRW Executive Committee are in attendance.

## 3.AGENDA/PROGRAM

- a. Following the Opening Ceremonies, the Report of the Credentials Committee (establishing a quorum), approval of the Orders of the Day (Program) and the adoption of the Standing Rules, the business on the first day of the convention shall include acting on the Reports of the Bylaws Committee, the Resolutions Committee (except courtesy resolutions), Nominating Committee, and the holding of the Election of Officers.

## 4.CREDENTIALS

- a. Each delegate, alternate and guests shall sign in with the Credentials/Registration Committee and receive a registration badge.
- b. Valid ID must be shown at the registration table to get your credentials.
- c. All delegates, alternates, members and guest shall be required to wear their badges, within plain view, at all times during the Convention.
- d. A credentials report, of delegates, will be given following the opening of the first business meeting to establish a quorum. The 2nd credentials report shall include the most recent number of delegates, alternates and guests that have registered as present with proper credentials; supplemental reports shall be given as ordered.

## **5.REGISTRATION/CREDENTIALING DEADLINE**

- a. A delegate must have registered and be credentialed for voting no later than one hour prior to the time of the Final Voting Credential Report as it appears in the Convention Program/Agenda.Any registrations after that time will not be credentialed to vote.
- b. The President must announce from the podium that this is the final credential report for voting purposes.

## **6.DECORUM**

Delegates and members shall be seated before the session is called to order and the doors are to remain closed during opening ceremonies and during a vote. Delegates waiting to enter shall be admitted at the discretion of the Pages.

## **7.DELEGATES**

Only accredited delegates shall speak from the floor of the Biennial Convention except where the privilege of the floor is conceded by the vote of the assembly.

- a. A delegate wishing to speak shall rise, address the Chair, and having been recognized, shall state her name and title.
- b. Communications to the Chair or members seated at the head table shall be delivered by official Pages.
- c. Alternates may be elevated to delegate status if the delegate has to leave or cannot attend. The delegate must turn in her badge; it is then transferred to the alternate.
- d. Guests may not be elevated to delegate or alternate status.

## **8.MOTIONS**

- a. Motions longer than 10 words shall be written, signed and given to a Page for delivery to the Chair.
- b. Only accredited delegates may make motions and vote.

## **9.DEBATE**

- a. No delegate shall speak in debate more than once to the same questions on the same day, or longer than two (2) minutes, without permission of the Convention body granted by a two-thirds vote without debate.
- b. Debate on each substantive motion shall be limited to fifteen (15) minutes.

## **10. BALLOTS**

A delegate shall be required to sign next to her registration signature before receiving her ballot.

## **11.PRINTED MATERIAL**

All printed material must be approved by the President prior to distribution.

## 12. ANNOUNCEMENTS

All announcements must be approved by the President prior to being made.

## 13. CELL PHONE/TABLETS

Cell phones and tablets shall be in silent mode during all business meetings, workshops, and speakers' presentations. Video camera and recording equipment, other than that approved by the President, shall not be permitted in the meeting rooms.

## 14. PARLIAMENTARIAN AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority on all matters not specifically covered in the CFRW Bylaws, CFRW Standing Rules, CFRW Policies and Procedures, and NFRW Bylaws.

