

## Convention Rules of Order

1. Meetings shall be called to order on time, providing a quorum is present;
2. Components shall respond to the roll call by standing. The presidential delegate shall state the number present;
3. To obtain the floor, a member rises, addresses the chair, awaits recognition and gives his/her name and the name of his/her component or his/her state office or chairmanship;
4. All motions, resolutions, and recommendations shall be written, signed by the mover, and given to the recording secretary;
5. Debate shall be limited to two (2) minutes on any question. No member shall speak more than twice on the same motion nor may he/she speak a second time if one who has not spoken seeks recognition;
6. The timekeeper will signal when the time limit has expired.