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## CONVENTION RULES

### Admission

1. Badges shall be required for admittance to all meetings.
2. During a counted vote, the doors shall be closed. No one shall be allowed to enter until the chair announces the results of the vote.

### General

3. Campaign materials are prohibited.
4. The chair shall appoint a committee of the members to audit the minutes of the convention. The board of directors shall approve the convention minutes.
5. The chair shall determine and adjust the agenda as required for smooth operation of the assembly. The printed agenda is for guidance only and shall not be considered either general or special orders.
6. All messages and announcements shall be given to a page. No message may be presented directly to the chair.
7. All electronic devices shall be silenced during all meetings.

### Speaking & Voting

8. Only voting delegates shall be seated in the voting section.
9. Only voting delegates shall have the privilege of making motions, debating and voting.
10. Delegates wishing to speak shall go to the nearest appropriate microphone and present their voting card to the microphone attendant.
11. All motions shall be presented in writing on forms obtained from microphone attendants. Forms shall be completed, signed and sent to the platform to receive consideration.
12. All amendments shall be presented in writing on a motion form.
  - Primary amendments to existing bylaws or an article of the proposed bylaws revision shall be submitted to the Help Desk prior to 2:00 p.m. Saturday, February 25. *Help Desk hours are published in the program.*
  - Secondary amendments may be made at Microphone 1 at the appropriate time.
  - Only the "resolved" clauses of a resolution may be amended. The Legislative Action Committee shall edit the "whereas" clauses, as necessary.
13. Delegates may speak for two minutes at one time on the question under discussion and twice on the same question. No delegate may speak for a second time until all delegates wishing to speak a first time have had an opportunity to speak.
14. Debate shall be limited to 15 minutes for each main motion, resolution, legislative position, amendment to the existing bylaws and article of the proposed bylaws revision.
  - The clock shall run uninterrupted unless ordered stopped by the chair.
  - In order to extend debate time, a delegate shall move to extend debate, which requires a second, is amendable, is not debatable and requires a 2/3 vote.