

# Proposed Standing Rules of the USMS Annual Meeting of 2023<sup>(A)</sup>

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## **Rule 1**

The first item of business of each session of the House of Delegates shall be the secretary's report of the number of certified delegates<sup>(B)</sup> and others registered as present.

## **Rule 2**

The secretary shall be the arbiter of certified membership in the House of Delegates. Certification and membership decisions of the secretary may be appealed to the Executive Committee. Decisions of the Executive Committee may be appealed to the House. Within the session of the House of Delegates, once a member has been certified, that member may only be de-certified by a two-thirds vote of the House.

## **Rule 3**

All meetings of the House of Delegates are open to the public<sup>(C)</sup>. However, the privilege of speaking in the House is limited to: 1) certified members of the House of Delegates, 2) slated candidates who are not otherwise certified members of the House of Delegates, or 3) guests of the president. Slated candidates may speak only during allotted times when candidates are permitted to speak on behalf of their candidacy. The president shall provide the secretary with a list of guests of the president prior to their speaking in the House. Guests of the president shall not be allowed to speak to or vote on any motions; however, guests may respond to a request for information if recognized by the presiding officer.

## **Rule 4**

Action items contained within annual reports or meeting minutes that require action by the House of Delegates shall be presented as main motions to the House of Delegates. Acceptance or approval of reports and minutes does not bind the House of Delegates to actions described within the report.

## **Rule 5**

No member shall speak in debate more than once on the same question, or for longer than two minutes, without suspension of the rules granted by a two-thirds vote of the House of Delegates. A motion to suspend the rule allowing a member or members to speak more than once or for longer than two minutes, if made during debate on a question, requires a second, is non-debatable, and is only in force while the question is before the House of Delegates. However, a member or guest of the president, at the direction of the presiding officer, may respond to a request for information from a member who has the floor.

## **Rule 6**

Motions shall be made by the presiding officer or by a member recognized to speak. Original main motions and amendments to them shall be submitted in writing via email or other electronic means to

the clerk of the House of Delegates prior to debate on the motion. Written submission may be waived by vote or consent of the House.

## **Rule 7**

All motions in the House of Delegates shall be recorded in writing along with the name and affiliation of the maker.

## **Rule 8**

If a motion to call the question is made and accepted by two-thirds of the House, any member in line to speak (at an in-person microphone or with a virtual hand raised) shall be recognized to speak for the allotted time.

## **Rule 9**

Elections shall be run in accordance with the USMS Election Operating Guidelines.

## **Rule 10**

Items may be grouped together in a consent agenda and presented by the presiding officer. Items may be removed from a consent agenda at the request of any member. After a suitable amount of time to remove items, the remaining items shall be adopted by vote or unanimous consent. Removed items shall be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the presiding officer.

## **Rule 11**

- A. Prior to addressing the House of Delegates, delegates must be recognized to speak by the presiding officer. Recognition to speak is required to make, second, or speak to a motion; pull an item from a consent agenda; object to a unanimous consent item; or raise privileged and incidental motions. Note that a presiding officer may pre-authorize an individual to second motions made by the presiding officer without additional recognition.
- B. Requesting recognition to speak:
  - 1) Delegates participating in person must be in line at a microphone.
  - 2) Delegates participating virtually through Zoom must use the Raise-Hand feature of Zoom.
  - 3) Members recognized to speak shall alternate between in-person and virtual participants as necessary. A clerk of the house will monitor the order in each group and assist the presiding officer in notifying each participant when it is time to speak.
- C. Raising privileged and incidental motions:
  - 1) Delegates participating in person will wait until the person currently recognized to speak has finished speaking, go to the front of the microphone line, and state, "Point of order."
  - 2) Delegates participating virtually through Zoom will use the Zoom Chat feature to state the motion. Note: Participant chat is limited to "host only" and chat other than raising privileged or incidental motions shall be disregarded.

## Rule 12

All voting on motions and elections will be through Zoom polling for both in-person and virtual delegates<sup>(D)</sup>. (In-person delegates are requested to bring a Zoom-compatible cellphone, tablet, or laptop. Accommodations will be made for delegates without access to a Zoom-compatible device.)

# Standing Rules Notes and Protocols

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## Notes

- A. Please refer to either the [in person delegate guide](#) or [virtual delegate guide](#) for specific information on how to use Zoom during the annual meeting.
- B. HOD members will be considered “certified” when they log into the Zoom webinar.
- C. Meetings are open to the public in-person or through livestreaming via **YouTube**.
- D. Results of voting by Zoom polling will be displayed by a meeting host and announced by the presiding officer.

## Consent Agenda

Consent agenda items are procedural decisions, decisions that are likely to be noncontroversial (e.g., committee reports submitted for approval) or similar in nature (e.g., legislative proposals with the same recommendation status).

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting. The steps below shall be followed in the development and disposition of a consent agenda:

1. For a portion of the meeting the presiding officer prepares a numbered list of the consent items as part of or as an attachment to the agenda.
2. The list and supporting documents are included in the HOD’s agenda package in sufficient time to be read by all members prior to the meeting.
3. At the beginning of the relevant portion of the meeting, the presiding officer asks members what items they wish to have removed from the consent agenda and discussed individually.
4. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason.
5. Once an item has been removed, the presiding officer can decide whether to take up the matter immediately or place it on the regular meeting agenda.

## Unanimous Consent Protocol

- A. Committee reports, meeting minutes, and proposed amendments to the USMS Rule Book may be presented to the House for consideration by unanimous consent. The protocol for this is as follows:
  1. The presiding officer introduces the action by saying, “If there is no objection,...”.
  2. The members are given a suitable amount of time to raise a hand to object.
  3. If no hand is raised in objection, the presiding officer reports, “As there are no objections,...”.

4. If a hand is raised, the presiding officer reports, "Seeing an objection, I move to... Is there a second?"
5. EXAMPLES:
  - a. Presiding officer, "If there is no objection, we will approve the minutes of the Championship Committee" ... "Seeing there is no objection, the minutes of the Championship Committee are approved."
  - b. Presiding officer, "If there is no objection, we will approve LD-47as submitted" ... "Seeing an objection, I move to approve LD-47 as submitted. Is there a second?" (This then opens discussion on the item or proposal.)