

## **TJHSST PTSA General Membership Meeting Rules for 2023-2024 (Special Rules of Order)**

The meeting rules may be amended or suspended in the future by a two-thirds vote of the voting members present and voting at a general membership meeting. Suggestions for future amendments may be sent to [board@tjpts.org](mailto:board@tjpts.org).

### ***General Rules and Meeting Agendas***

1. The President or designee shall preside at all meetings.
2. The President or President's designee shall approve all meeting materials prior to the general membership meeting.
3. A proposed agenda shall be developed by the President, with the input of the Executive Board, and presented for adoption by the membership at the start of the meeting. The agenda can be changed by a majority vote of the voting members present at any general meeting.
4. The proposed agenda for General Membership meetings shall be sent by email to general membership no later than 24 hours prior to the meeting.
5. Motions for modifying the agenda should be offered at the start of the meeting as the first order of business.
6. Discussions on such motions will take place only after all motions to modify the agenda have been received.
7. Any member is allowed to make a motion to limit debate on a proposed agenda.

### ***Making Motions***

1. All motions, and other items of business, shall be presented at the appropriate time and place in the order of business and placed on the agenda in the order received. Items submitted shall not be debated until they appear on the agenda.
2. Speakers shall conform to the rulings of the timekeeper, who shall be designated by the presiding officer.
3. Only members may make motions.
4. The maker of the motion shall be the first speaker during debate on the motion.
5. A member is allowed to make a motion to limit debate to a specified amount of time for a motion prior to the discussion of the motion.
6. When discussion is allowed, each speaker is allocated one minute for their turn. Each speaker should start their discussion by noting if they are for or against the motion. A speaker may yield their unused time, but the unused time cannot be banked, or given to others.
7. A member may not speak twice on the same issue until all other members wishing to speak on that motion have spoken. No member can speak more than twice on a given motion.
8. The presiding officer shall attempt to balance speakers for and against any motion, but is not required to do so in any particular order.
9. At the end of the discussion period, or when no more speakers are willing to/eligible to discuss (whichever is earlier), the presiding officer will call for a vote on the motion. All members can vote on the motion by choosing one of the four choices: for, against, abstain, defer to another meeting.

10. No motion may be on the floor for more than twenty (20) minutes, unless a motion is made to continue debate for an additional ten (10) minutes. To extend debate time, the motion to extend debate time must be adopted by a two-thirds vote.

### ***Technology and Recordings***

1. Electronic devices, such as cell phones, shall be silenced during all general membership meetings. Video cameras and recording equipment, other than those approved by the Executive Board, shall not be permitted.
2. The PTSA is a private nonprofit association and meetings are considered private. Recording of meetings is prohibited unless approved on a case-by-case basis by a majority vote of the members present at a general membership meeting.

### ***Code of Conduct***

1. Be respectful and courteous at all times.
2. Raise your hand in person, or your Zoom hand virtually, to request to be recognized. Do NOT interrupt our presenters.
3. Only speak when recognized by the presiding officer.
4. Participants of this meeting shall not insult, embarrass, harass, verbally attack, or threaten any individual, including students, parents, teachers, school administrators, school board officials, PTSA members, volunteers, or other individuals who are associated with Thomas Jefferson HS for Science & Technology. This rule applies to both verbal and written communication.

### ***Virtual Meetings***

1. All virtual meetings will require registration in advance so that membership status may be confirmed for voting purposes.
2. Voting will be conducted using the Zoom poll functionality.
3. Vote tallies will be confirmed after membership is verified.
4. When registering, individuals must use their real names to be approved.

### ***In Person Meetings***

1. All registered members shall check-in and be given a voting card.
2. Voting cards will be used for all members voting during the meeting except for ballot voting for elections.
3. Standing votes will be used when votes are close and for votes that require a 2/3 majority.

*The TJ PTSA Board will mute a participant or ask a participant to leave a meeting if they do not adhere to the member-approved rules.*