



Proposed Standing Rules of the USMS Annual Meeting of 2020 – Virtual HOD⁽¹⁾

Rule 1

The first item of business of each meeting of the House shall be the Secretary's report of the number of certified delegates⁽²⁾ and others registered as present.

Rule 2

The Secretary shall be the arbiter of certified membership in the House. 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, once a member has been certified, they may only be de-certified by a 2/3's vote of the House.

Rule 3

All meetings of the House are open to the public⁽³⁾. However, the privilege of speaking in the House is limited to 1) certified House members or 2) Guests of the president. The president shall provide the Secretary with a list of Guests of the president prior to them 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 "Requests for Information" if recognized by the presiding officer.

Rule 4

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

Rule 5

No member shall speak in debate more than once on the same question, on the same day, or for longer than three minutes, without Suspension of the Rules granted by two thirds vote of the House. A motion to suspend the rule allowing a member or members to speak more than once or for longer than 3 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. 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 with the floor.



Rule 6

Motions shall be made by the presiding officer or by a member recognized to speak⁽⁴⁾. Original main motions and amendments to them shall be submitted, in writing, via email or other electronic means, to the clerk of the House 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, shall be recorded, in writing, with the name and affiliation of the maker.

Rule 8

If a motion to call for the question is made and accepted by 2/3 of the House, any member in with a virtual hand raised shall be recognized to speak for their allotted time.

Rule 9

Elections shall be run in accordance with the [USMS Election Operating Guidelines including modifications in 2020 Emergency Elections Procedures For a Virtual USMS Annual Meeting](#).

Rule 10

Zoom functionality shall be used to: 1) second motions (nonverbal feedback – Raise Hand); 2) request recognition to speak⁽⁵⁾ (nonverbal feedback – Raise Hand), members will be called upon to speak based on the order in which they have raised their hand, a clerk of the house will monitor the list of members with raised hands and notify each when it is their turn to speak; and 3) vote on motions (Zoom Polling) on motions⁽⁶⁾.

Rule 11

Privileged and Incidental motions shall be raised when recognized to speak or by notifying the parliamentarian who take such actions as are necessary to bring the motion to the floor. An email message to parliamentarian@usmastersswimming.org shall be used to notify the parliamentarian.

Notes related to Virtual HOD

1. Please refer to [Using Zoom For The 2020 Virtual Annual Meeting](#) for information on how to use Zoom during the annual meeting.
2. HOD members will be considered “certified” when they log into the Zoom webinar.
3. Meetings are open to the public via live streaming using [YouTube](#).



4. Motions that may be non-controversial in nature or where there seems to be no opposition can be approved by Unanimous Consent. Please refer to the Unanimous Consent Protocol (below) for more details.
5. The Raise Hand non-verbal feedback is used to second motions and to request permission to speak. If you intend to speak on a motion, do not raise your hand until the motion has been seconded. EXCEPT, a motion to call the Previous Question and privileged motions may be seconded by the presiding officer or other member with the current ability to speak.
6. Results of voting by Zoom Polling will be displayed by a meeting host and announced by the presiding officer.

Unanimous Consent Protocol

Committee reports, meeting minutes and proposed amendments to the USMS Rulebook may be presented to the House for consideration by Unanimous Consent. The protocol for this is as follows:

- The presiding officer introduces the action "If there is no objection ..."
- The members are given a suitable amount of time to Raise Hand to object
- If no hand is raised on objection, the presiding officer reports "Seeing there is no objection, ..."
- If a hand is raised, the presiding officer reports "Seeing an objection, I move to... Is there a second?"
- EXAMPLES:
 - 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"
 - Presiding Officer "If there is no objection we will approve LD47as submitted" ... "Seeing an objection, I move to approve LD47 as submitted. Is there a second?"