

Proposed Standing Rules of the USMS Annual Meeting of 2021^(A)

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^(B) 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^(C). However, the privilege of speaking in the House is limited to: 1) certified members of the House of Delegates or 2) guests of the president. 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 "Requests 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 2 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^(E). 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 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 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 including modifications in the 2021 Emergency Elections Procedures for a Virtual USMS Annual Meeting.

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

Zoom functionality shall be used to:

- 1) Request recognition to speak^(E) (nonverbal feedback – raise hand); members will be called upon to speak based on the order in which they have raised their hands, and a clerk of the house will monitor the list of members with raised hands and notify each when it is time to speak.
- 2) Remove items from a consent agenda (nonverbal feedback – raise hand).
- 3) Raise privileged and incidental motions (enter motion in chat^(F)).
 - a. Participant chat is limited to “hosts and panelists only”.
 - b. Chat other than raising privileged and incidental motions or seconding a motion shall be disregarded.
- 4) Seconding motions may be done by anyone other than presiding officer (enter second in chat to hosts and panelists^(F)). Note: Primary and other motions made by the presiding officer will be seconded by a pre-assigned individual.
- 5) Vote on motions^(G) (Zoom polling).

Standing Rules notes and protocols

Notes related to Virtual HOD

- A. Please refer to [Using Zoom for the 2021 Virtual Annual Meeting](#) for 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 via live streaming using ***YouTube***.
- D. A presiding officer may group items which are expected to be non-controversial (approval of committee reports) or similar in nature (legislative proposals with the same recommendation status) in a consent agenda. Any item presented as part of a consent agenda should be distributed with the agenda package in sufficient time to be read by all members prior to the meeting. The proposed grouping of items in a consent agenda should be communicated to members before it is to be considered.
- E. The raise-hand, non-verbal feedback is used to request permission to speak, raise objection to a unanimous consent proposal, or request that an item be pulled from a consent agenda.
- F. A “chat to hosts and panelists” message is used to raise points of order or by a non-panelist member to second a motion.
- G. Results of voting by Zoom polling will be displayed by a meeting host and announced by the presiding officer.