

# BUSINESS MEETING RULES

- A. All NAEOP members must be properly registered. Only members in good standing may participate in the NAEOP Business Meeting.
- B. Only members present may present business, vote, and be eligible for nomination/election to committees.
- C. The doors of the meeting room shall be closed when the meeting is in session but may be opened at intervals by direction of the President.
- D. All communications to the head table must be made by the credentials chairman. Only official messages between officers and members shall be permitted.
- E. After addressing the Chairman and being recognized, each speaker must give name and state represented.
- F. No member may speak more than twice on one question without the consent of the assembly.
- G. No member may speak more than two minutes or a second time if members are waiting to speak a first time.
- H. When a member has been recognized, the member may be interrupted only for parliamentary cause. It is out of order to be standing when another member has the floor, except when waiting in line to speak.
- I. All motions must be in writing on the proper motion form. Motions must be signed by the maker and the seconder, and the states they represent must be indicated.
- J. An electronic voting device shall be distributed to members as they enter the meeting room.
- K. A written election report shall be returned to the head table as soon as tabulation is completed.
- L. Members elected to a committee at the advisory council may not be nominated nor elected to a committee at the annual business meeting.
- M. Members are eligible for election to only one committee during the annual business meeting. Though members may be nominated for one or more committees, once the member's election to a committee has been announced, any subsequent nominations are nullified.
- N. During the election of members to serve on committees, the two candidates receiving the highest number of votes shall stand elected.
- O. Cell phones shall be turned off during all sessions. Use of a cell phone shall take place outside the meeting room.
- P. These rules may be suspended or amended by a two-thirds (2/3) vote of the assembly.