

# **SPECIAL RULE OF ORDER**

## **ELECTRONIC MEETING PROCEDURE**

Originally adopted 07/06/2021. Revised/amended: 05/06/2022, 04/13/2023, 09/11/2025

- A. Procedures for the Executive Committee (EC), Central Committee (CC), Special and Time-Sensitive Meetings/Decisions.**
  1. The Chair will designate someone to monitor the virtual portion of the meeting.
  2. The Chair will instruct the present members on the methods for raising hands (electronic or visual), casting votes, and how to be recognized for discussion.
  3. The Chair will recognize members to speak in the order in which hands are raised, to the best of the Chair's ability.
  4. To maintain decorum, members will be muted during the meeting, unless recognized by the Chair to speak or present a motion.
  5. If members in the meeting request to view the language of a motion, the Secretary will post the motion in "Chat."
  6. Disrupting the regular order of business through repeated delaying motions, arguing with the Chair, and interrupting when another member has the floor is disrespectful to all members of the CCD, discouraging to new members, and embarrassing for guests. The Chair may impose the following consequences in response to disruptive behavior during electronic meetings of the CCD.
    - a. When a member disrupts the meeting verbally, the Chair will promptly inform the member that their behavior is out of order, request that they cease the disruption, and warn them that continued disruption will result in their being muted.
    - b. After another instance of disruptive behavior, the member will lose the privilege to speak in the meeting. The Chair may instruct staff to mute the member's microphone.
    - c. Members who have lost their privilege to speak during the meeting may still cast votes on motions.
    - d. Any motion to challenge the Chair's ruling or to appeal the consequences imposed for addressing disruptive behavior will be out of order.
- B. Procedures for smaller Committee Meetings**
  1. The Committee, led by the Chair, may utilize a more relaxed procedure for electronic meetings.
  2. The Committee should agree on its procedure at the start of the meeting.
  3. This may include open discussion and non-muting of members.
  4. The Chair may use the more formal process listed in Section A as needed.