

# 2018 NCPTA Convention Rules

The NCPTA Board of Directors adopted the following Convention Rules *April 24, 2018*. All references to the NCPTA Bylaws and Standing Rules are incorporated into these Convention Rules. The NCPTA Bylaws and Standing Rules govern the proceedings of the annual Convention as they do all meetings of NCPTA.

## GENERAL RULES

**Convention open.** The Convention of the North Carolina PTA shall be open to all members, non-members and guests. A registration fee may be required by the Board of Directors, and if such fee is required, it shall be set forth in the Convention meeting notice. Only duly qualified voting delegates who have presented credentials required by these Bylaws and described in the Standing Rules, and whose credentials have been approved, shall be allowed to vote at the annual Convention.

**Voting delegates.** As set forth in Article 11, Section 11.3 of the NCPTA Bylaws, the voting delegates at the Convention shall be the following:

- Each Local PTA in good standing shall be entitled to be represented at the annual Convention by its President or an alternate, plus one voting delegate for every twenty-five (25) members of such Local PTA, or major fraction thereof, as shown on the books of the NCPTA Treasurer as of a date determined by the Executive Committee; and
- Each NCPTA Council in good standing shall be entitled to be represented by its President or an alternate chosen by the Council; and
- Members of the NCPTA Board of Directors shall be voting delegates at the Convention.
- Twenty-five NCPTA at-large members shall be appointed to serve as voting delegates.

The registration of voting delegates shall close Saturday, May 19, 2018 at 10:30 a.m. April 30, 2018 is the cutoff date for membership to determine the number of voting delegates allowed for each local PTA. Voting delegates are expected to attend all meetings of the Convention, and to be seated no later than five minutes prior to the opening of each meeting. If delegates find it necessary to leave the Convention floor, they are requested to wait until the item in progress is completed.

### **Credentials of voting delegates.**

Article 11, Section 11.3 of the NCPTA Bylaws provides:

All voting delegates must have proper Convention credentials. The method of obtaining such credentials at or before the Convention, and the documentation required, will be described in the Standing Rules.

The NCPTA Standing Rules provide:

Members of the Board of Directors will receive voting delegate credentials upon registration at the Convention. All other voting delegates must present proof of membership from a local unit in good standing. Proof of membership may include a current PTA membership card, name in NCPTA membership database, or proof of dues payment. A photo identification card may be required.

**Non-voting delegates and non-members.** Non-voting delegates will receive materials and a badge entitling them to all the privileges of the Convention except making motions, debating and voting. Non-voting delegates, non-members and guests are expected to be seated no later than five minutes prior to the opening of each meeting. If non-voting delegates, non-members or guests find it necessary to leave the Convention floor, they are requested to wait until the item in progress is completed.

**Convention badges.** All voting and non-voting delegates and guests shall be required to wear the appropriate Convention badge issued at the registration desk or at the door to be admitted to any meeting of the Convention.

**Guests.** Invited guests must present personal identification at the registration desk or at the door to be admitted as a guest of the Convention.

**Press.** Representatives of the press, radio, and television will be admitted to meetings upon identification and notification to the President, Executive Director and/or Convention Committee Chairs.

**Distribution of materials.** All exhibited and distributed materials and books are subject to approval of the President and Convention Committee Chair.

**Audit Committee.** An audit committee appointed by the president shall approve the minutes of the Convention.

**Suspension of rules.** The Convention rules may be amended or suspended by a two-thirds vote of the assembly.

**Messages.** All messages must be given to a designated person. No message may be presented directly to the chair.

## **SPEAKING AND VOTING PROCEDURES**

**Motions.** Only voting delegates may introduce motions, debate an issue, or vote. Motion forms will be available from the NCPTA Secretary.

**Recognition.** To be recognized, a delegate speaking from the floor must stand; give his/her name and the name of his/her local unit or council.

**Speaking limits.** No delegate may speak for more than two minutes on any question, nor more than twice on the same question; and he/she may not make a speech on the same question if any member who has not spoken on the subject in question desires to speak. All speakers must conform to the ruling of the timekeeper.

## **NOMINATION AND ELECTION OF STATE OFFICERS**

**I. Regarding the nomination and election of State Officers, the NCPTA Standing Rules provide as follows:**

### **Election of State Officers**

1. **Nominating Committee; floor nominations.** All State Officer nominees must meet the eligibility requirements set forth in Article 7 of the NCPTA Bylaws. The Nominating Committee shall meet in person or by telephone to nominate a candidate for each State Officer position to be elected at the next annual Convention. Board members and Local PTA's shall be entitled to suggest possible nominees to the committee. All nominees must consent to their nomination. The committee shall give its report to the President and the President shall send it to Local PTA's, Councils and the Board at least 45 days prior to the Convention. The committee's slate of nominees for State Officers shall include a biographical sketch, a summary of qualifications and a photograph for each nominee, and such slate will be communicated to members by any usual means of communication including mail, email or fax at least 45 days prior to the Convention. To be eligible for floor nomination at the annual Convention, a biographical sketch, a summary of qualifications and a photograph for such nominee and written consent from that

person to be nominated must have been received by the Chair of the Nominating Committee at least thirty (30) days before the annual Convention, and the Chair shall submit such information to the President and to the Chair of the Convention Elections Committee at least fifteen (15) days before the Convention. Additional information about the Nominating Committee is set forth in the Appendix to the Standing Rules.

2. **Conduct of elections.** The Nominating Committee shall report its nominations to the annual Convention at the first General Business Session at which time additional nominations may be made from the floor if the requisite prior notice for such nominations has been received. State Officers shall be elected at that time if there is only one candidate for the office. When there is but one candidate for an office, the written ballot for that office may be dispensed with and the election may be held by voice vote and the showing of the voters' delegate cards. If there is more than one candidate for an office, the election for that office shall be conducted immediately following General Session 1 and conducted by the Convention Elections Committee as provided in the Standing Rules and the Convention Rules; voting shall be by written ballot and the majority of the votes cast shall constitute election. Additional information about the Convention Elections Committee is set forth in the Appendix to the Standing Rules.

## **II. Other Convention rules governing the nomination and election of State Officers:**

1. Nominations from the floor for State Officers may be made only during General Session I, Saturday, May 19, 2018.
2. In the event of a nomination from the floor, all nominees for that position will be given the opportunity to make a two-minute presentation to the Convention during General Session I, Saturday, May 19, 2018.
3. Campaign Rules
  - a. Campaign material shall be limited to buttons or stickers or badges of one design and no more than two (2) 8 1/2 " x 11" sheets of paper. The front and back of these sheets may be used to include the candidate's picture, PTA experience, letters of support and information about the candidate.
  - b. The PTA seal or logo shall not be used in campaign material.
  - c. No campaign material may be distributed at the Convention prior to the close of the session at which nominations are made.
  - d. Members of the Convention Elections Committee shall not wear or distribute campaign material or discuss qualifications of candidates during the Convention. Violators shall be reported to the President or Executive Director and may be removed from the committee by the President.
  - e. The Elections Committee shall determine a campaigning area. Campaign material shall be distributed only from that designated area.
  - f. No campaign material will be permitted in the voting area or on the registration table. Registration officials shall not wear campaign material while on duty.
4. The polls shall be open Saturday, May 19 from noon until 1:00 p.m. In order to vote in the election for State Officers, delegates must present voting cards (issued at the time of registration) and must be in the polling line before 1:00 p.m. The voting card must be signed at the voting desk and exchanged for a ballot. In the event a second ballot is needed for any State Officer position, the polls shall reopen from 2:20 until 3:10 p.m. for the second ballot. The report of the Convention Elections Committee shall be presented at the closing session on Saturday, May 19, 2018.