

1. **Voting Credentials:** Only voting delegates with voting credential cards have the right to voice and vote. Lost voting credential cards will not be replaced.
2. **Speaking in Debate:** A voting delegate wishing to speak in favor (for or pro) or against (opposed or con) the pending motion must proceed to the appropriate microphone.
3. **Requesting Information:** A voting delegate wishing to make a request for information or a parliamentary inquiry must proceed to the “information” microphone.
4. **Recognition by the Chair:** When recognized by the chair, the voting delegate will give their name and the name of the local PTA or council represented or WSPTA position held.
5. **Length of Speeches:** No voting delegate shall speak for more than 90 seconds at a time or more than twice on any pending item of business.
6. **Total Debate Time per Main Motion:** Total debate time for each main motion shall be a total of twelve (12) minutes. The total time clock will stop for all matters and replies at the “information” microphone. The total time clock may also be stopped by the chair as needed.
7. **Bylaws Education Session or Amendment Writing Lab Requirement:** Any voting delegate wishing to submit an amendment to the proposed bylaws amendments must first attend a Bylaws Education or Amendment Writing Lab Session and obtain a motion to amend the bylaws form.
8. **Motions to Amend the Proposed Bylaws Amendments:** In order to be considered, motions to amend the proposed bylaw amendments must use the form obtained by attending a Bylaws Education Session or Amendment Writing Lab, be pre-submitted by **1:00pm on Saturday, May 18** and be found in order by the chair. Motion makers are still required to line up at the “for” microphone when debate on the bylaws amendment they want to amend begins and wait to be recognized by the chair.
9. **Review and Consideration:** Proposed motions to amend the proposed bylaws amendments will be reviewed for conformity with established submission guidelines and may be put into proper form. Amendments for each proposed bylaws amendment will be considered in the order in which they are received.

10. **Motions to Amend Resolutions, Other Main Motions, and Motions to Make Secondary**

Amendments: After the introduction of a main motion, a voting delegate wishing to make any other main motion (including to amend resolutions) and all secondary amendments, shall submit the motion in writing on a motion form available from the microphone tables, proceed to the “for” microphone, and wait to be recognized by the chair.

11. **Debate Process without Motions:** After the introduction of a main motion, one voting delegate speaking in favor of the motion and one speaking against the motion will be given the opportunity to speak in debate before any amendments may be proposed. The chair will alternate recognizing speakers at the “for” and “against” microphones, or until the total time has expired. At the conclusion of the first speech in favor of the motion, if no voting delegate has approached the “against” microphone and there are no amendments or other motions, the vote on the main motion will be taken without further debate.

12. **Debate Process with Motions to Amend:** If an amendment is proposed, the chair will recognize one voting delegate in favor of the amendment (the motion maker) and one voting delegate against before a secondary amendment may be proposed. The chair will alternate recognizing speakers at the “for” and “against” microphone, or until the total time has expired. At the conclusion of the first speech in favor of the motion to amend, if no voting delegate has approached the “against” microphone and there are no secondary amendments or other motions, the vote on the motion to amend will be taken without further debate.

This process is repeated for each motion to amend until all the motions to amend have been processed, or the total debate time for the main motion has expired. If time remains after all amendments have been processed, debate on the main motion (as amended) will resume until the total debate time expires. When there are no further voting delegates wishing to speak, or total debate time has expired, the vote on the main motion, as amended, will be taken. (See also *Flow Diagram of Debate and Voting Process*)

13. **Voting Process:** Voting delegates shall show their voting credential cards when voting. During a counted vote, no one may enter the meeting room.