

STANDING RULES FOR REGION 5 VIRTUAL ASSEMBLY

1. Amendments must be submitted to the Region 5 Secretary electronically. The Secretary will forward the amendment to the Chair and Parliamentarian.
2. Please wait until you are recognized by the Chair before you speak. Give your name and intergroup and then state your business.
3. Discussion of main motions is limited to three (3) speakers for pro and three (3) speakers for con. Each speaker is limited to three (3) minutes. Discussion of debatable subsidiary motions is limited to two (2) speakers for pro and two (2) speakers for con. Each speaker is limited to two (2) minutes.
4. The group conscience is more important than the technicalities of the actual motion.
5. All committee reports are to be made electronically and a summary will be included with the Minutes of the Assembly. Motions pertaining to the committee reports may be reported upon during the reports. Those motions will be placed on the subsequent Assembly agenda for consideration unless determined to be of an emergency nature.
6. Emergency new business consists of items that must not wait until the next assembly. Business committees must submit the motion electronically, on the form, prior to 5:00 PM on Saturday. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this Assembly.
7. Naming Conventions:
 - All Region Reps will name themselves R: NAME; INTERGROUP
 - All Board members will name themselves: B: NAME; OFFICE
 - Non-voting appointees (e.g. Parliamentarian, etc.) will name themselves: X: NAME; OFFICE
 - Visitors will name themselves: V: NAME; CITY, STATE
8. The meeting is not to be recorded by anyone other than the Secretary, Host, or Chair. The recording is made for the purpose of clarity in transcribing the minutes.
9. Attendees will be muted by the Host or Cohost and will remain muted unless asked to unmute by the chair.
10. Attendees will raise their hands using the reactions features.
11. Attendees needing to communicate with the Chair will first communicate with the Host via the chat feature. The Host will take action based on your message.
12. Voting instructions will be given during the Assembly. Virtual attendees must have their video/cameras turned on at the time of voting.
13. If an attendee chooses to eat or move around during a session, they must turn off their video.

14. Region Representatives shall be present for the roll call when their Intergroup is named in order to be eligible to vote.

15. The Chair shall determine the items to be placed on a Consent Agenda. Items for the Consent Agenda may be considered if they are of a routine, non-controversial or of a housekeeping nature.