

**FLORIDA STATE ORGANIZATION EXECUTIVE BOARD RULES**  
**The Delta Kappa Gamma Society International**  
**Lake Mary Marriott**

**1. ORDER OF THE DAY**

The agenda for the Executive Board meeting found in the printed program shall constitute the order of the day unless changes are requested and approved by the Executive Board.

**2. REGISTRATION**

All members must be registered before being admitted to the business meeting. Badges must be worn at all meetings.

**3. SEATING**

- a. There shall be a designated seating area for Executive Board members.
- b. Members shall be in their seats five minutes before the meeting convenes.
- c. Doors will be closed when the meeting convenes. Late arrivals may be admitted except when voting is taking place.
- d. Society members must be seated in the designated members' area.

**4. DECORUM**

- a. The meeting shall be called to order on time.
- b. Members shall refrain from speaking during business meetings unless entitled to the floor.
- c. Any member desiring the floor shall move to the microphone to speak. She shall address the Chair and on being recognized she will state her name and the name of her chapter.

**5. COMMUNICATIONS**

An official page shall deliver all communications for the head table and members of the Executive Board.

**6. POINTS OF ORDER**

All points of order must be addressed to the Chair.

**7. MOTIONS**

- a. The yellow card shall be used by anyone wishing to make a motion.
- b. Motions, amendments or resolutions shall be written on the official motion sheet and two signed copies shall be sent to the Chair before being proposed. Each member has a motion sheet in the packet given at registration.
- c. Only members of the Executive Board may make motions during this meeting.

**8. DEBATE**

- a. Debate will be limited to two minutes for each speaker and ten minutes for each question except by consent of the voting body or by an extra allotment of time in the

printed agenda. The timekeeper will signal expiration of allotted time. The speaker will relinquish the floor without further comment.

b. No one may speak a second time on a question as long as any member who has not spoken on that question desires the floor.

c. No one may speak more than twice to the same question except by consent of the voting body.

d. The presiding officer will recognize speakers alternating pro and con speakers. A speaker **for a proposal** will use a **white** card. A speaker **against** a proposal will use a **blue** card. The **red** card shall be used to get **immediate attention** for business, such as a **point of information** or a **point of order**.

## 9. VOTING

a. Only those with proper credentials shall vote in the business session of the Florida State Executive Board meeting. Article VII, Section A. 1 of the MU STATE BYLAWS defines the State Executive Board: "The members of the Executive Board shall be the elected officers, the past state presidents, the past international presidents who are members of Mu State, the district directors, the chapter presidents, and the committee chairs of standing committees. The treasurer, if under remunerative contract for her services; the parliamentarian, executive secretary, the editor of the *Florida Rays*, and the webmaster shall be ex-officio members without vote."

b. The presiding officer will determine the method of voting unless a method is ordered by the assembly.

## 10. MINUTES

The president shall appoint a committee of three to approve the minutes of the Executive Board meeting. Once approved by this committee and mailed to members of the Executive Board, any corrections should be mailed to the committee. If the committee does not agree to the corrections, they shall submit them to the Board for approval. A two-thirds vote shall be required for adoption.

**September 18, 2021**