

**FLORIDA STATE ORGANIZATION EXECUTIVE BOARD RULES**  
**The Delta Kappa Gamma Society International**  
**Lake Mary Virtual Meeting Rules**

**1. ORDER OF THE DAY**

The agenda for the Executive Board meeting was posted at the FL State DKG website. The agenda shall constitute the order of the day unless changes are requested and approved by the Executive Board.

**2. REGISTRATION**

- a. All members must be registered and sign into Zoom using their own name, unless they are a chapter president. The chapter president or designee will use the chapter name that they represent to be admitted to the meeting.
- b. The members of the executive board are the elected officers, the past state presidents, past international presidents who are members of Florida State, the district directors, the chapter presidents, and the committee chairs of standing committees, and must be registered to attend the business meeting.

**3. SEATING**

- a. Members may sign into the Zoom waiting room fifteen minutes before the meeting convenes.
- b. The meeting room will be opened and members admitted promptly at 9 a.m.
- c. Late arrivals may be admitted except when voting is taking place.

**4. DECORUM**

- a. The meeting shall be called to order on time.
- b. Members shall be muted by the host upon entry into the meeting room and throughout the meeting.
- c. Attendees shall not record any meeting or workshop.

**5. COMMUNICATIONS**

- a. Any Executive Board member desiring the floor shall use the chat box feature to obtain recognition by the presiding officer. When recognized by the presiding officer, the member's microphone will be unmuted and she will state her name and the name of her chapter.
- b. Attendees are responsible for electronic connection: no action shall be invalidated on the grounds that the loss, or poor quality, of an individual's connection prevented participation in the meeting or workshop; nor will a refund be granted.

**6. POINTS OF ORDER**

All points of order must be addressed to the Chair, via the chat box.

## **7. MOTIONS**

- a. Motions, amendments or resolutions shall be written on the official motion sheet and two signed copies shall be sent to the Chair before the meeting.
- b. Motions, amendments or resolutions, during the meeting, shall be written in the chat box.
- c. Only members of the Florida State Organization Executive Board may make motions.

## **8. DEBATE**

- a. Debate shall 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 through the chat box.

## **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.
- c. When voting using the Zoom polling feature, each member is responsible to have access to their own individual computer or smart phone to vote.

## **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**