

**MISSOURI FEDERATION OF WOMEN'S DEMOCRATIC CLUBS**  
**Annual Meeting Standing Rules**  
**June 4, 2016**

Attendance

1. Meetings shall begin promptly at the hour announced and order will be maintained at all times.
2. During business meetings all accredited delegates shall be seated in designated areas.

Delegates, Alternates, Visitors Credentials and Registration

3. A voting delegate must present a credentials card when registering. Upon payment of the registration fee, the delegate, alternate, or visitor will be issued an identification badge.
4. All delegates, alternates, and visitors are required to wear official badges in order to gain admittance to business meetings, workshops, and other convention areas.
5. Completed convention registrations for delegates are **NOT TRANSFERABLE**. No delegate shall represent more than one club or district.
6. No proxy voting shall be allowed.

Motions, Voting, and Procedures

7. The Chair shall appoint a timekeeper, floor tellers, vote tellers, microphone attendants, runners and a committee to audit minutes as needed.
8. To be recognized by the Chair, a delegate must state her name, the name of the local club and/or district represented, or must state the position held on the executive board.
9. All amendments (including amendments to motions) shall be written and include the maker's name, club, and/or district represented, and signature. All amendments (including amendments to motions) shall be submitted to the Chair and secretary.
10. A delegate may speak no longer than two (2) minutes on any question under discussion and not more than twice on the same question. An additional two (2) minutes may be allowed if the Chair asks the delegate a question or requests clarification.
11. A delegate's two (2) minutes time limit shall commence when the Chair puts the question to the floor and after the delegate is recognized. The timekeeper will signify the time remaining as "one minute," "one-half minute," and "time." Speakers will conform to the ruling of the timekeeper.
12. No resolution shall be on the floor in excess of thirty (30) minutes. This is inclusive of all points of order and points of information.
13. When a vote is in progress, no one shall be admitted to or shall leave the hall until the vote is completed and the results announced.

14. Delegates, alternates and visitors will be admitted and seated prior to the business meeting and between sessions of the program. If it becomes necessary to leave the meeting room before the close of the meeting, the nearest exit should be used.
15. Roberts Rules of Order, most newly revised, shall be the authority when not covered by these rules or MFWDC bylaws.
- 16.