

Enclosure 4

Parliamentary Procedure and Convention Standing Rules

1. All provisions of the By Laws and Operations Manual are hereby incorporated by reference. Roberts Rules of Order Newly Revised shall be the Parliamentary Authority in all cases not covered by the By Laws and Operations Manual. Where neither covers a given situation the Convention shall decide.
2. Roll Call shall be conducted by Chapter. The Primary Delegate shall respond to Roll Call by answering with, Chapter Name, Your Position, plus the number of delegates with you that are physically in the room. Members at Large shall select a primary speaker for roll call purposes.
3. When a member in good standing desires privilege of the floor, he/she shall rise, wait to be recognized, once recognized state Your Name and Chapter/Branch/Member at Large.
4. A member in good standing granted privilege of the floor, shall address the Chair, and confine his/her remarks to the question. In speaking, he/she shall avoid personalities and maintain public decorum. If called to order, he/she shall wait until permission to proceed is given by the Presiding Officer.
5. Only members in good standing in attendance shall participate in the business coming before the Convention.
6. No member in good standing shall be given privilege of the floor for a second time on any question until others privileged who desire to speak has done so. Committee Chairman are exempt to answer questions or clarification of their committee report. Members in good standing shall be limited to 3 minutes. At his/her discretion, the Presiding Officer may grant additional speaking time if requested.
7. Except where the By Laws, Ops Man and/or Parliamentary Authority requires a 2/3 vote, all resolutions, and motions, shall be decided by a majority vote.
8. Convention Committee Reports are limited to 3 topics for consideration and its presentation shall not exceed 1 hour.
9. Convention Committee Reports are received by paragraph. At the end of each paragraph the presenter will be prompted to proceed by the Convention Floor.
10. Members may request the floor during a Committee Report over an issue of the paragraph being presented. The presenter shall “move this paragraph”, the issue is handled, and the Chair shall prompt the presenter to proceed.
11. Convention Committee Reports shall end with “I move this report be adopted” and carries an automatic second. In the event there is only one member on the committee, then a second from the floor will be required.
12. An original signature copy of all Resolutions, written motions and reports shall be given to the Secretary.
13. Unless otherwise authorized, a Roll Call Vote shall be held upon a call by 3 different delegates from 3 different Chapters or Members at Large who are in the minority and only when the vote is in doubt. Roll Call Votes shall be by Chapter with all delegates voting. Members may vote “aye” for or “no” against. Those wishing not to vote shall respond “Abstain”. As the Secretary calls the roll, the Primary Member of each Chapter shall respond with Chapter Name, number of “Ayes”, “Noes” and “abstentions”. A selected Member at Large shall do the same for the MALs.

14. Visitors and non-accredited members shall occupy seats provided apart from the Delegates.
15. No expenditure of funds shall be voted on without prior recommendation of the Convention Budget Committee.
16. Members shall be in the prescribed Military Uniform or equivalent for Opening Ceremonies, Past President Gold Lifetime Luncheon and Awards Banquet. During the remaining portions of the Convention members may wear appropriate civilian attire, being defined as appropriate attire that would be acceptable aboard any Coast Guard Installation. Except for the Awards Banquet, Convention Name Tags are required.
17. These rules unless suspended, rescinded, or amended by 2/3 vote, shall remain in force throughout the Annual Convention.