

I. Admission

A. The Conference shall be open to all persons properly registered. Registration badges (in the form of virtual conference website login credentials) shall be issued to identified members, visitors, special guests and press, and shall be required for admittance to any segment or function of the Conference. Only credentialed voting members will receive credentials for the voting platform.

B. "Members" shall be defined as all persons who have a current membership as of July 24, 2021. The membership of persons who join NOW by registering for the Conference shall take effect on July 24, 2021.

C. "Credentialed Voting Member": New members in good standing whose dues are received by the national organization or its appropriate subunits at least 90 days prior to the conference (by Saturday, April 24, 2021 midnight EST) and who are duly registered, credentialed and in attendance shall be eligible to vote. Renewing members in good standing whose dues have been received by the national organization or its appropriate subunits at least 30 days prior to the conference (by Thursday, June 24, 2021) with waiver under force majeure for lapses from March 15, 2020 to Thursday, June 24, 2021 and who are duly registered, credentialed and in attendance shall be eligible to vote. Each credentialed voting member in attendance shall have one vote.

D. "Visitors" shall be defined as persons who are not members of NOW. "Special guests" shall include speakers, entertainers and others designated by the President.

E. "Press" shall be defined as persons who may report on the Conference to the public through any media other than NOW publications or platforms.

1. Press shall be required to register by emailing press@now.org and receiving press badges and relevant information.

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2. Members who are also press, upon completing their registration for the Conference, shall be required to sign a statement that, in the event the Conference or any segment or function thereof votes at any time to exclude press, members with press identification who choose to remain in such session(s), pledge by their continuing presence therein, not to report on the general substance or the details of such session(s) through any media other than NOW publications or platforms. Members of the Press shall include the word press before their name on the zoom screen.

II. Voting

A. The Credentials Committee shall oversee the issuance of voting credentials at the Conference. Only new members in good standing whose dues are received by the national organization or its appropriate subunits at least 90 days prior to the conference (by Saturday, April 24, 2021) and who are duly registered, credentialed and in attendance shall be eligible to vote. Only renewing members in good standing whose dues have been received by the national organization or its appropriate subunits at least 30 days prior to the conference (by Thursday, June 24, 2021) with waiver under force majeure for lapses from March 15, 2020 to Thursday, June 24, 2021 and who are duly registered, credentialed and in attendance shall be eligible to vote.

B. The Chair of the Credentials Committee shall report at the opening of voting plenary sessions the number of people credentialed and the number of people registered as of 30 minutes prior to the plenary session start time.

C. Challenges to voting rights shall be referred to the Credentials Committee. The Committee shall report to the Conference on any credentials challenges and their disposition at the opening of the voting plenary sessions.

III. Accessibility

A. NOW is committed to making its meeting as accessible as possible.

B. The Plenary sessions and workshops at the conference will be captioned.

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C. If you are in need of assistance with large print while navigating the conference website, please contact now@scottcircle.com

D. Should you become aware of an unexpected, but needed accommodation during the conference, please email now@scottcircle.com; we will do our best to help obtain the requested accommodation, but cannot guarantee success.

IV. Plenary Sessions

A. Debate

1. All properly submitted resolutions relating to conference business, and proposed bylaws amendments will be posted for preview on the Conference webpage.

2. During voting sessions, all NOW members are entitled to speak to resolutions and proposed bylaws changes. After raising their hand and being called on the member will be unmuted so that they can speak. They must say their name and state or chapter affiliation and whether their statement is pro or con. They will have two minutes to speak. Visitors may participate in floor discussion only upon invitation of the presiding officer, the National Board or the Conference body.

3. Priority matters (red cards) such as a Request for Information, a Point of Personal Privilege, a Point of Order or a Point of Parliamentary Procedure must be put in the Q&A section.

4. There will be two pro and two con statements about each proposed bylaw amendment.

5. Debate will be limited to ten minutes for each resolution.

6. Voting in Plenary Session will be on an independent voting platform. Only credentialed voting members will have access to the voting platform.

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7. When questions are put to a vote credentialed voting members will have two minutes to vote on the motion.

8. Voting shall be accomplished by credentialed voting members selecting a multiple choice answer in the voting platform.

9. After the time period for the vote has ended, the poll will close and the chair shall announce the results of the vote.

V. RESOLUTIONS

A. All proposed resolutions must be submitted to the National Action Center by July 9, 2021 at 5:00pm eastern.

B. Resolutions not submitted by the deadline will not be considered at the conference. The submission must state if you wish the resolution to go to an issue hearing for consideration or whether it will be posted on the conference website for signatures. All resolutions must be in proper format.

VI. Issue Hearings

A. Background

1. Since NOW's earliest days we have conducted issue hearings at our annual conferences. An issue hearing is a forum in which formal resolutions are offered for discussion, possible modification, and approval or rejection. An issue hearing is similar to a legislative committee which considers proposed bills and resolutions and amends, adopts or rejects these.

B. Resolution defined

1. The purpose of resolutions is to set public policy positions for the organization which help guide the leadership and activists on a wide range of matters that affect women's lives. A resolution is a one-page statement describing a matter of concern, listing various facts and reasons in short sentences prefaced by the word "Whereas" as to why this concern should be addressed, followed by the word "and"; the last Whereas statement ending with a period. A concluding series of statements contain proposed solutions or actions that address the concern. Each is stated separately, with the first statement prefaced by the words, "Therefore Be It Resolved," followed by the proposed solution or action. A second statement should be prefaced by the words, "Be It Further Resolved," and so forth for additional statements and closing with a last statement prefaced by the words, "Be It Finally Resolved,"

C. How it is used

1. Over the organization's history hundreds of resolutions have been adopted and collected in the Policy Manual and are listed under topic categories with the year of adoption noted. The Issues Policy Manual can be found on the Members Only page of the NOW website.

D. Subjects of the hearings are generally organized around NOW's six core issues: Reproductive Rights and Justice, Racial Justice, Ending Violence Against Women, LGBTQIA+ Rights, and Constitutional Equality. Additionally, we will have an issue hearing on global feminism and young feminist issues.

E. Who can submit a resolution: Anyone may offer a resolution – so long as it meets the stated format and length. Instructions for writing and formatting a resolution appear on the NOW website's conference pages. Non-members may offer resolutions.

(1) How to submit a resolution

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F. Anyone may offer a Resolution – so long as it meets the stated format and length. Instructions for writing and formatting a resolution appears in the Conference program booklet and appears on the NOW website's conference pages. Persons who wish to offer a resolution would be well advised to check NOW's Policy Manual first, look up the subject category and read through the resolutions just to make sure that they are not addressing an issue that has been addressed previously. If there are new conditions that have arisen which the proposer believes should be addressed regarding that particular issue they may proceed. Resolutions which set out recommended actions are to focus these on the work of the Chapter activists; actions which have a substantial impact on the financial resources of the National Action Center are discouraged.

G. Advance submission required

1. Because of the special nature of our virtual conference in 2021, we are requiring advance submission of proposed resolutions. This is to smooth out the issue hearing discussion and amendment process. When submitting a resolution, you must submit it in a Word document in the proper format (as shown on the NOW website's conference pages). You will need to choose whether to bring the resolution to an issue hearing or have it posted on the NOW website that requires 50 signatures of registered NOW members to have it considered by the Resolutions Committee. Resolutions that are submitted for signature will be posted on the conference website linked to an airtable form for signature.

H. All resolutions must be submitted [here](#) in a word format by July 9, 2021, at 5:00 eastern time. Questions may be directed to the Chair of the Resolutions Committee at resolutions@now.org.

VII. Issue Hearings process

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A. Hearings may consider multiple resolutions, providing they can be heard within the time allotted. There is a limit of two resolutions from each of the hearings that can be submitted to the resolutions committee; each approved and final version shall be identified by the Proposer's name and email address/cell phone number at the bottom, plus the name of a co-chair for that issue hearing and their contact information. Once Resolutions are approved, they are forwarded to the Resolutions Committee for review and preparation for discussion and ultimate consideration by the Body. The "Body" is the gathering of all conference attendees who meet on the final day of the conference to review, discuss, amend and vote to adopt or reject resolutions from the floor.

B. Proposers may pursue an alternate route to submit a resolution through an issue hearing by submitting a resolution through the signature process. The Resolutions Committee may be reached at resolutions@now.org.

C. Hearings will be comprised of the following: two co-chairs, a timekeeper and NOW participants. Members who wish to have a Resolution considered shall bring the resolution to only one Hearing. The co-chairs will begin each Hearing by reviewing the format of the Hearing. Internet access to the Policy Manual shall be available for chairs' and members' use to review policy on the issues on the members page on the NOW website.

D. The current edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority.

E. At the beginning of the Hearing, the co-chairs shall advise the participants of the number of Resolutions being presented. The co-chairs will divide the allotted time by the number of Resolutions to be considered (this does not mandate equal time per resolution), including time for discussion and time for voting on final wording and prioritizing. In order to consider all ideas, strict time division will be maintained. Time may also be allotted per speaker.

F. The voting procedures shall be:

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1. All NOW members, including everyone who registers at the Conference and is made a NOW member, shall be eligible to vote in the issue hearings.
2. After discussion of all resolutions presented to the hearing, the co-chairs shall conduct a vote on each resolution. Conference attendees may vote for or against as many resolutions as they choose.
3. If two or fewer resolutions receive a majority vote, those resolutions shall be forwarded to the Resolution Committee for plenary consideration.
4. If more than two resolutions receive a majority vote, the co-chairs shall conduct a second round of voting on those resolutions which received a majority vote. During this second round of voting, members may vote for only two or fewer resolutions.
5. The two resolutions which receive the highest affirmative votes in the second round of voting shall be forwarded to the Resolutions Committee for plenary consideration.
6. 6. Such resolutions must have been adopted in accordance with the voting procedures described in Section V.D of these rules
7. Conference attendees may not be denied admittance to a hearing at any time except temporarily when a vote is in progress on an individual motion, amendment, or resolution.

G. Process for Submission of Resolutions to the Committee

1. The National Board shall submit any resolutions adopted by the National Board which require approval from the body at the national conference.
2. Resolutions may be submitted by the co-chairs of the issue hearings and/or a designee as signed by the co-chairs.

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3. Resolutions may be submitted if signed by 50 NOW members registered at the Conference.
 4. Requirements for submission of approved resolutions from issue hearing and any resolution submitted with signed petitions to the Resolutions Committee:
 5. The deadline for submission of resolutions to the Resolutions Committee from each issue hearing shall be two (2) hours after the agenda-scheduled time for the adjournment of that issue Hearing.
 6. The forms for resolutions submitted with 50 signatures of NOW members registered at the Conference shall be closed two hours after the adjournment of the last issue hearing block and resolutions will be submitted to the Resolutions committee by the National Action Center.
- H. Resolutions for Signature will be placed on the conference website. Each member signing a resolution for submission by petition shall fill out an [airtable form](#) and include their name, email address, and indicate their chapter or state affiliation.
- I. Location for submission of resolutions
1. Resolutions passed in issue hearings shall be submitted to the Resolutions Committee by submitting the final, signed resolution to the Chair at resolutions@now.org. The co-chairs must include the name, contact information and cell phone number for at least one co-chair..
- J. Format of resolutions
1. Resolutions must be typed, single or double spaced on 8.5 x 11 inch paper. All resolutions shall be no more than one page, one side in length. All margins (top, bottom, right, left) shall be at least one inch. Resolutions shall be printed in type size no smaller than 10 point.

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2. Each resolution shall include at the bottom of the page the name and state or chapter affiliation of its maker, and how to contact that person, so that members will know from whom to seek additional information about the resolution.
3. Each resolution shall be submitted as a **word** document. PDF documents will not be accepted.
4. Resolutions submitted by issue hearing: The original proposer of the resolution is responsible for updating and proofing the resolution prior to submission to the Resolutions Committee.

K. Proposed Order of Consideration:

1. The Resolutions Committee shall present the order of consideration for resolutions. The order of consideration (aka "reordering the agenda") may be amended by a two-thirds (2/3) vote.
2. The chair may go through the resolutions to determine from the body if any of them are non-controversial and may pass without objection.

VIII. RESOLUTION FORMAT

TITLE: CENTERED, BOLDED IN CAPS

WHEREAS, the "WHEREAS" paragraph(s) give relevant supporting facts both about the issue and why the National Organization for Women (NOW) should relate to that subject; and

WHEREAS, both the "WHEREAS" and the "RESOLVED" phrases are in bold and all caps; and

WHEREAS, all acronyms (such as NOW) should be spelled out the first time used and abbreviated thereafter; and

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WHEREAS, in the first and each succeeding "WHEREAS" paragraph, the last word of the paragraph should be followed by a semi-colon and then the word "and"; and

WHEREAS, the last "WHEREAS" paragraph should end with a semi-colon but no "and";

THEREFORE BE IT RESOLVED, that the resolution should state in this and following paragraphs what action NOW will take or what policy will be instituted; and

BE IT FURTHER RESOLVED, that for the first and each succeeding "RESOLVED" paragraph, the end of the paragraph should be followed by a semi-colon and the word "and"; and

BE IT FURTHER RESOLVED, that all resolutions must be typed, single or double spaced, on 8 1/2 x 11 inch paper and should be no longer than one page, one side in length; and

BE IT FURTHER RESOLVED, that all margins (top, bottom, left, right) must be at least one inch, and type size must be no smaller than 10 point; and

BE IT FINALLY RESOLVED, that the final paragraph should end with a period.

Submitted by: (Option 1): Issue Hearing (name of hearing) Chair of Hearing: Full name, chapter or state affiliation, cell phone # and, e-mail address.,

OR

(Option 2): Petition with # signatures Full name, chapter or state affiliation, cell phone #and, e-mail address.

Note: The Resolutions Committee must have a way to contact you in case any questions arise.

IX. Example of a resolution

7/2018

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RESOLUTION TO SUPPORT PASSAGE OF THE CONGRESSIONAL JOINT RESOLUTIONS TO REPEAL THE ARBITRARY RATIFICATION DEADLINES FOR THE EQUAL RIGHTS AMENDMENT

WHEREAS, Congress first passed a ratification deadline of 1979 for the Equal Rights Amendment (ERA) and later extended that deadline to 1982; and

WHEREAS, 37 states of the required 38 states have already ratified the ERA; and WHEREAS, the current 115th Congress has before it, Senate Joint Resolution 5 (SJ Res 5) and House Joint Resolution 53 (HJ Res 53) to repeal the arbitrary ratification deadlines for the ERA; and

WHEREAS, elimination of the ratification deadlines will reduce legal arguments against the ERA once it is ratified by all 38 states; and

WHEREAS, Congress accepted, after 203 years, the 27th amendment (Madison Amendment) on Congressional pay raises.

THEREFORE BE IT RESOLVED, that the National Organization for Women (NOW) work for the passage of HJ Res 53 and SJ Res 5 or their subsequent versions in future Congresses; and

BE IT FURTHER RESOLVED, that NOW recommit our support of the ERA; and

BE IT FURTHER RESOLVED, that NOW accomplish this by:

targeting and helping the last state to ratify the ERA, working to elect those supportive of the ERA in Congress opposing any Supreme Court nominee not supportive of rescinding the ratification deadline of the ERA; and

BE IT FINALLY RESOLVED, that NOW, its state and local chapters, and their members, will commit to prioritizing and working to ratify the ERA for ourselves, and future generations.

Submitted by Committee: Constitutional Equality Issues Co-chair,; chapter or state affiliation, cell phone #, e-mail address.

X. Workshops

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- A. Workshops shall be open to all Conference registrants. All workshops will be recorded and placed on the Conference Website.
 - B. If there is a Q&A participants may speak by raising their hand and being called on. There will be a stack for the purposes of order in the workshop.
- XI. Materials
- A. No candidate for a NOW officer position shall use the conference website for campaigning except as permitted by the Officer Election rules.
 - B. No political party, group or candidate for public office with the exception of NOW PAC endorsed or supported candidates, hold forums, workshops, caucuses or seminars; collect or attempt to raise funds; or otherwise use the National NOW Conference and/or its members for partisan political purposes.
- XII. Fundraising
- A. Fundraising is not permitted by any entity other than the NOW PAC or the National Action Center, including NOW sub-units.
- XIII. Authority
- A. This conference shall be governed by the Bylaws of the National Organization for Women, Inc.; the current edition of Robert's Rules of Order, Newly Revised; and these conference rules.
 - B. As suggested in the current edition of Robert's Rules of Order, Newly Revised, the Board is authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the delegates at this NOW Conference.
- XIV. Feminist Communication

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A. NOW's policy regarding [feminist communication](#) must be followed in debate on resolutions and proposed bylaw amendments, in the chat rooms, workshops, caucuses and during candidate forums.