

# Conference Rules

I. Admission A. The Conference shall be open to all persons properly registered. Registration badges 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.

1. "Members" shall be defined as persons having an expiration date of April 21, 2022, or later and whose dues were paid to the National Organization for Women prior to the opening of on-site registration for the Conference, or who are new members who register at the conference. The membership of persons who join NOW during the Conference shall take effect at the close of the Conference.

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

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

B. Press shall be required to register at the press table prior to receiving press badges and relevant information.

C. 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.

## II. Voting

A. The Credentials Committee shall oversee the issuance of voting credentials at the Conference. Only those who have been NOW members in good standing throughout the 90-day period prior to the Conference may 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.

C. Challenges to voting rights shall be referred to the Credentials Committee. The Committee shall report to the Conference on any credential's 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. The conference hotel is in compliance with the Americans with Disabilities Act.

B. ASL sign interpretation will be provided upon advance request at general sessions, workshops, issue hearings and/or caucuses.

C. Once you arrive, please check with the conference office if you or someone you know needs a large print or digital version of the program book. You will need to provide a flash disk if you need a digital version.

D. Should you become aware of an unexpected, but needed accommodation during the conference, check with the conference office; we will do our best to help obtain the requested accommodation but cannot guarantee success.

E. Please note that in consideration of those with allergies and/or respiratory problems, the National NOW Conference is a scent-free environment. Participants are asked to use unscented products in lieu of scented toiletries and detergents, and to refrain from wearing perfumes and colognes. The Palmer Hilton is a smoke-free hotel.

## IV. Plenary Sessions

### A. Motions and Debate

1. When their services are required, the presiding officer shall appoint one or more Timekeepers, Microphone Facilitators and Plenary Advisors to assist the Rules Committee in:

a. Providing assistance with parliamentary inquiries and other “red” card items.

B. Staffing microphones, maintaining order in plenary sessions and implementing the decisions of the body pertaining thereto. Upon request, they shall assist workshop coordinators in facilitating orderly proceedings and in preventing overcrowding in workshops.

2. Motions shall be made by voting members and must be in writing prior to the maker’s being recognized to speak at a microphone. The motion must be signed with the maker’s name and chapter or state affiliation. Facilitators will have a supply of motion paper that provides for three copies of a motion. Upon introduction of a motion, the maker of the motion shall provide one copy of the motion to the Chair, one copy to the Recorder and shall retain the third copy. Makers of motions shall be entitled either to open or to close debate on their motions.

3. While voting members are the only persons who can make a motion, all NOW members are entitled to speak to motions. Each speaker shall be limited to two (2) minutes of debate on each motion. No person shall speak a second time to an issue until all persons seeking recognition have had an opportunity to speak. Visitors may participate in floor discussion only upon invitation of the presiding officer, the National Board or the Conference body.

4. Debate on each proposed bylaw amendment and each resolution submitted by the National Board or the Resolution Committee shall be limited to twenty (20) minutes unless by a 2/3 vote the time is extended.

5. Persons desiring to speak from the floor shall form lines behind the microphones and shall indicate to the mike facilitators their classification (voting or non-voting) and the purpose for which recognition is sought. The facilitator shall convey such information to the presiding officer by means of colored cards as follows: green, main motion or debate; red, privileged or incidental motion such as parliamentary inquiry, point of order, request for information, suspension of rules; yellow, subsidiary motion such as amend, limit or extend limits of debate, call the

previous question. (A detailed explanation of the green, red, yellow system can be found in Robert’s Rules at a Glance on page 67). After recognition and prior to debating, speakers shall state their name, classification (voting or nonvoting) and chapter or state affiliations.

6. When questions are put to a vote, the microphone lines and aisles shall be cleared, and all persons shall be seated. Aisles and microphones shall remain clear until the vote is completed.

#### B. Voting in Plenary Session

1. Voting shall be accomplished by seated voting members raising their credentials.

2. If a vote is inconclusive, voting members shall stand and raise their credentials.

3. If a standing vote is inconclusive, the presiding officer may order, or the body may request a standing counted vote (division of the house).

#### C. Procedure for Standing Counted Vote

1. The count is taken by having those in the affirmative rise and stand until counted, then having those in the negative rise and stand until counted.

2. The tellers shall count off each delegate, who shall be seated one at a time after being counted.

3. No one shall be allowed to enter or leave the hall while a standing count is being taken.

V. Issue 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 Issue Hearing.

A. The co-chairs will begin each Issue Hearing by reviewing the format of the Issue Hearing. A copy of the Issues and Administrative Policy Manuals shall be available for chairs and members’ use to review current policy on the issues.

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

C. At the beginning of the Issue Hearing, the co-chairs shall be advised 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.

D. The voting procedures shall be:

1. All NOW members registered at the Conference shall be eligible to vote in Issue Hearings.
2. After discussion of all resolutions presented to the Issue Hearing, the co-chairs shall conduct a vote on each resolution. Members may vote for or against as many resolutions as they choose.
3. If two (2) or fewer resolutions receive a majority vote, those resolutions shall be forwarded to the Resolution Committee for plenary consideration.
4. If more than two (2) 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 (2) or fewer resolutions.
5. The two (2) resolutions which receive the highest affirmative votes in the second round of voting shall be forwarded to the Resolutions Committee for plenary consideration.

E. Resolutions which result from the Issue Hearings must comply with the requirements for resolutions contained in these rules (see page 64).

F. Members may not be denied admittance to an Issue Hearing at any time except temporarily when a vote is in progress on an individual motion, amendment or resolution.

VI. Resolutions Who may submit resolutions:

1. The National Board will submit any resolutions passed by the board during the time between conferences for ratification by the conference.
2. Resolutions may be submitted by the co-chairs of the Issue Hearings and/or a designee as signed by the co-chairs. Only two (2) resolutions shall be accepted from each Issue Hearing. Such resolutions must have

been adopted in accordance with the voting procedures described in Section V.E of these rules.

3. Resolutions may be submitted if signed by 75 NOW members registered at the Conference. Each member signing a resolution for submission by petition shall print their name, sign their name and indicate their chapter or state affiliation.

A. Deadline for submission

1. The deadline for submission of resolutions from each Issue Hearing shall be two (2) hours after the agenda-scheduled time for the adjournment of that Issue Hearing.
2. Resolutions submitted with 75 signatures of NOW members registered at the Conference shall be submitted no later than 5:00 PM CT on Saturday July 23, 2022.

B. Location for submission of resolutions

1. Resolutions shall be submitted to the Resolutions Committee via its designee at the Conference office.

C. Format of resolutions (see page 64)

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.
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 in electronic format on a flash drive.
4. For resolutions submitted by Issue Hearing: The original proponent of the resolution is responsible for updating and proofing the resolution prior to submission to the Resolutions Committee.
5. For resolutions submitted by petition: If multiple pages of petition signatures are submitted, the text of the resolution must appear on the front and/or back of each page of signatures. The text of

resolutions submitted by petition must be provided in both electronic format on a flash drive and hard copy by the proponent.

D. 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.

VII. Workshops shall be open to all Conference registrants. In the event that any session becomes overcrowded, priority for seating shall be given to members.

A. Participation in discussion may, at the discretion of the facilitator or by majority vote, be limited to members.

B. Workshops may exclude press, camera and/or tape recorders.

VIII. Materials Distribution, sale and/or display of materials and/ or literature shall be confined to the literature table and booths in the Exhibit Hall, with the exception of NOW materials. A NOW table is made available for the distribution of chapter-based (non-campaign) materials.

A. No political party, group or candidate, with the exception of NOW PAC endorsed or supported candidates, shall distribute materials and/or literature except at the literature table and booths in the Exhibit Hall; 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.

IX. Fundraising is not permitted by any entity, including NOW sub-units, without the express permission of the Executive Committee. Chapters may raise funds at designated exhibit spaces purchased through the national office.

X. Authority 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. A. 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.