

## 2024 Proposed Conference Rules

### A. Admission

- a. The 2024 Virtual Conference shall be open to all persons properly registered. Registration is open to identified members, visitors, special guests, and press, and shall be required for admittance to any segment or function of the Conference. Registered participants will receive emailed credentials to enter the conference website.
- b. "Members" shall be defined as persons having an expiration date of January 18, 2024 or later. The membership of persons who join NOW during the Conference shall take effect upon their registration at 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.

### B. 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 credentials challenges and their disposition at the opening of the voting plenary sessions.

### C. Accessibility

- a. NOW is committed to making its meeting as accessible as possible.
- b. Closed Captioning will be provided at general sessions. Closed Captioning will be provided via the zoom platform at workshops, issue hearings and/or caucuses.
- c. Should you become aware of an unexpected, but needed accommodation during the conference, email [planner@now.org](mailto:planner@now.org); we will do our best to help obtain the requested accommodation, but cannot guarantee success.

### D. Plenary Sessions

- a. Motions and Debate
  - i. When their services are required, the presiding officer shall appoint one or more persons to act as timekeepers, to monitor the chat for "red cards" and to keep a stack.
  - ii. Motions shall be made by voting members and must be in writing prior to the maker's being recognized to speak. The motion shall be put into the chat function of the zoom platform and must include the maker's name and chapter or state affiliation. Makers of motions shall be entitled either to open or to close debate on their motions. Motions that are priority motions, such as a point of order, a point of information or vote on a ruling by the chair will be considered "Red Card" motions and will be brought to the attention of the Chair by the chat monitor. They should be labeled Red Card when put in the chat.
  - iii. 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.

- iv. Debate on each resolution and proposed bylaw amendment shall be limited to twenty (30) minutes unless by a 2/3 vote the time is extended.
  - v. Persons desiring to speak from the floor shall raise their hand in the zoom meeting platform. The chair will keep a stack of hands as they are raised. All hands will be lowered when a new motion or a motion to amend is made. After recognition and prior to debating, speakers shall state their name, classification (voting or nonvoting) and chapter or state affiliations. Participants are encouraged to share their pronouns.
- b. Voting in Plenary Session
    - i. Voting shall be accomplished through the Election Buddy platform. All registered and credentialed members shall receive information about the platform and instructions and credentials to use the platform to vote.
    - ii. The vote will be tallied by Election Buddy and the result displayed on the screen.

#### E. Resolution Process

- a. Resolutions for the 2024 conference must be submitted in advance. They must be submitted in word format via this form, <https://airtable.com/app63jFTed2HUVZ9M/shr7lvXqrU1lBi2Kf>, by July 8, 2024, at 5:00 PM ET. The maker of the resolution must choose to submit the resolution to an issue hearing or to be posted on the NOW website for signature.
  - b. There will be an issue hearing for each of NOW's 6 core issues plus one for emerging issues. The issue hearing is a place to bring your resolution and refine it with other NOW members who are interested in the same core issue. There is no limit to the number of resolutions that can be brought to an issue hearing, but only two can be voted out by the hearing participants to be sent to the Resolutions Committee and submitted to the conference body on Sunday.
  - c. Resolutions that are brought for signature will be posted on the NOW webpage during the conference. They will have an AirTable form to allow NOW members who are registered for the conference to sign. It will require 30 signatures of conference registered NOW members to send a resolution to the Resolutions Committee for submission to the conference body on Sunday.
  - d. 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. The link to submit resolutions is here. <https://airtable.com/app63jFTed2HUVZ9M/shr7lvXqrU1lBi2Kf>
- F. 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:
    - i. All NOW members registered at the Conference shall be eligible to vote in Issue Hearings.
    - ii. 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.
    - iii. If two or fewer resolutions receive a majority vote, those resolutions shall be forwarded to the Resolution Committee for plenary consideration.
    - iv. 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 three or fewer resolutions. The three 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.
  - 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.
- G. Who may submit resolutions to the Resolutions Committee:
- a. The National Board will submit any resolutions passed by the board during the time between conferences for ratification by the conference.
  - b. 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.D of these rules.
  - c. Resolutions may be submitted if signed by 30 NOW members registered at the Conference. Each member signing a resolution for submission by petition shall include their full name, cell phone number and indicate their chapter or state affiliation.
- H. Deadline for submission
- a. 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.
  - b. Resolutions submitted for signature of NOW members registered at the Conference shall be closed at 5:00 PM ET on Saturday July 20, 2024.
- I. Location for submission of resolutions

- a. Resolutions shall be submitted to the Resolutions Committee via its designee at [planner@now.org](mailto:planner@now.org).
- J. Format of resolutions
  - a. 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.
  - b. 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.
  - c. Each resolution shall be submitted in electronic format via email.
  - d. 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.
  - e. For resolutions submitted by petition the NAC will provide all resolutions submitted via signature to the resolutions committee at the deadline.
- K. Proposed Order of Consideration:
  - a. 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.
- L. 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. The workshops will be conducted via zoom. NOW will record the workshops for future posting.
- M. 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.

## 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

**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 # OR (Option 2): Petition with # signatures (fill in number before submitting and attach signatures) Full name, chapter or state affiliation, cell phone # Note: The Resolutions Committee must have a way to contact you in case any questions arise.