

# Association Meeting Rules

1. **Restricted Attendance:** This meeting is limited to regular and associate members, students, staff, and specific individuals invited by the Board.
2. **Speaking Protocol:** Attendees wishing to speak must raise their hand and await recognition by the Chairperson. Upon acknowledgment, speakers should state their name and membership status and speak clearly for all to hear.
3. **Directing Remarks:** All comments should be directed to the Chairperson, not to other attendees.
4. **Conduct:** Personal attacks, vulgarity, or offensive language are prohibited and may result in loss of speaking privileges.
5. **Submission of Motions:** For clarity, lengthy or complex motions must be submitted in writing to the Chairperson, signed by both the proposer and seconder.
6. **Focused Discussion:** Discussion should remain relevant to the current motion. Lengthy debates should only occur when a motion is under consideration.
7. **Speaking Limits:** Each individual is allowed up to 2 minutes per speech, with a maximum of two speeches per debatable motion.
8. **Nomination Speeches:** For nominations or elections, each nominee (or delegate) may deliver one speech, limited to 2 minutes.
9. **Report Duration:** Reports should be concise, with a maximum length of 10 minutes.
10. **Debate Limits for Removals:** Any member whose removal is under consideration is permitted up to two 10-minute speeches, with the option to speak last.
11. **Ballot Voting:** Voting on motions, including elections, will be open for 10 minutes (or until results are announced) unless extended by the Board.
12. **Recording Restrictions:** Video or electronic recording is prohibited unless pre-approved by the Board. Electronic devices should be silenced.
13. **Chairperson Appointment:** The President may appoint a temporary Chairperson for the meeting as needed.
14. **Approval of Minutes:** The Board of Directors is authorized to approve the minutes of Association meetings.
15. **Minute Preparation:** The Secretary is responsible for recording and preparing the meeting minutes for review by the Board.

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