



Society for
Technical
Communication

Rules for Annual Business Meeting 2016
These rules apply for the new business section.

1. All STC members may participate in discussions and vote at the annual meeting. They shall check in at the entrance and receive an official red voting card.
2. Members shall seek recognition by standing at a designated floor microphone. The microphone on the right of the room (facing the head table) is for speakers in favor of a motion; the one on the left of the room (facing the head table) is for speakers against the motion. Points of order or requests for information may be made at either microphone. A request for information must be in the form of a question.
3. Members shall identify themselves with their name and STC community(s) membership(s) (if any) when seeking recognition.
4. Members shall address all comments, points of order, requests for information and parliamentary inquiries to the chair.
5. Members shall avoid personal attacks against other members, officers, directors, or staff members while addressing the meeting.
6. Members shall silence or turn off all cell phones, pagers or other electronic devices during the meeting.
7. Under New York law and the Society's current Bylaws, the voting members of the Society are charged with the responsibility of electing directors and officers to manage the affairs of the Society. The management of the Society, therefore, is the responsibility of the directors and officers elected by the voting members. Motions from the floor directing or mandating any aspect of Society management will be ruled out of order for purposes of this meeting.
8. Under new business, members may bring up issues for consideration. A timekeeper has been appointed prior to the annual business meeting by the chair. Once a member has been recognized to speak, he or she will have a maximum of two minutes to do so. The timekeeper shall give the member notice after one minute that they have one minute left, at thirty seconds that they have thirty seconds left, and when their time is up.
9. The total amount of time devoted to any one motion from its introduction to discussion, including possible amendment, and vote shall be fifteen minutes. The chair shall alternately call on speakers for or against the motion. At fifteen minutes or the end of the debate, the chair shall close the discussion and the vote shall be taken.