



**NALA 45th Annual Meeting of Members
July 9, 2020
Conference @ Home
Annual Meeting Rules and Procedures**

The proposed rules of this annual meeting are in compliance with the NALA Bylaws, Policies, and Robert's Rules of Order, Newly Revised.

1. All voting members must register prior to or at the annual meeting. Such registration shall be on the official form. (NALA Policies)
2. Proxies - At any meeting of the membership of the Association, any active member in good standing 45 days before the meeting shall have the right to vote either in person or by individual proxy. (Bylaws, Article III, Section 3.9 and 3.10)
3. Written Ballot - By a majority of the quorum present, any proposition before a meeting of the membership shall be taken by written ballot. (Bylaws Article III, Section 3.11)
4. Majority Defined - At any meeting of the membership, all questions properly before such meeting shall be determined by a simple majority vote of the quorum present except as shall otherwise be required by any contrary specific provision of these bylaws. Voting by proxy shall be included in determining majority vote. (Bylaws Article III, Section 3.12)
5. Quorum Defined - A quorum shall be deemed to exist at any meeting of the membership with the exception of the annual meeting, with the presence, either in person or by individual proxy, of five percent (5%) of the members entitled to vote. A quorum shall be deemed to exist at the annual meeting with the presence of a majority of those active members registered for the annual conference together with a majority of those active members appearing by proxy, said proxies having been registered in the approved manner prior to the annual meeting. The number of voting members present or represented by proxy will be determined by the number of persons who cast votes, including proxies, as recorded by the voting records. This number will be used to determine if a quorum, as defined above, is met. The meeting is considered called to order at the date and time the voting polls open, and once a quorum is present at a meeting, the departure from the meeting of any number of members shall not affect the validity of the meeting until adjournment. (Bylaws Article III, Section 3.13)
6. Resolutions - Only those resolutions properly submitted to the Chair of the Resolutions Committee thirty (30) days prior to this meeting shall be considered by this assembly. (NALA Policies, XXVII, Section C)
7. Motions - The chair has the right to require any main motion, amendment or instructions to a committee to be in writing. (Robert's Rules of Order, Newly Revised (11th ed.), p. 40, I. 4-10)
8. Privilege of Floor - Privilege of Floor is granted to all members, but no speaker shall be permitted to speak more than twice on any one subject and not more than three (3) minutes each time except at the request or by permission of the President. (NALA Policies VIII, Section A3)
9. Debate - The chair may limit time for debate on any subject and this rule takes precedence over other policies.