

PROPOSED 2021 HSTA-RETIRED ELECTRONIC DELEGATE ASSEMBLY
STANDING RULES

Rule I. The HSTA-Retired Executive Committee appointed the Elections Committee, as Delegate Assembly Coordinating Committee.

The Delegate Assembly Coordinating Committee shall be appointed by the HSTA-R Executive Committee and shall have the following responsibilities:

- A. To present to the Delegate Assembly the rules and procedures for consideration by that body;
- B. To certify delegates and determine questions of eligibility of delegates to be seated and report such findings to the body;
- C. To conduct elections at the Delegate Assembly; and
- D. To assist with the planning and organizing of the Delegate Assembly.

Rule II. Certification of Delegates

- A. The Elections Committee shall verify the eligibility of delegates.
- B. Delegates shall be renamed at log-in to indicate delegate status during the meeting.

Rule III. Registration

- A. Registration of delegates shall be from Sunday, April 18, to Thursday, April 22, at 5 PM
- B. On the day of the Delegate Assembly meeting, delegates shall log on between 8:15 to 9:00 AM.
- C. Delegates, staff, and guests shall be renamed at log-in to reflect their voting and/or delegate status which they may not change during the meeting.

Rule IV. Use of Chat

- A. Delegate use of the chat is authorized only for interruptions as provided in "Special Rules and Procedures" (rules 7 and 8), or as authorized by the chair.
- B. All Chat must be public; no private chatting is allowed.
- C. To make a new motion or amendment, the delegate must first type and enter the word "Motion" or "Amendment" into the chat. After which, that Delegate shall have no more than two minutes to type/paste and enter the proposed motion or amendment into the chat.

Rule V. Debate

- A. The Delegate Assembly shall be conducted following the HSTA-Retired Bylaws and the Standing Rules of the Delegate Assembly. Matters, which are not specifically governed by these documents, shall be governed by the

newest edition of Robert's Rules of Order Newly Revised.

- B. Only delegates with official designation may be recognized to speak by the Chair.
- C. A delegate, who is recognized by the Chair, shall give his district and name (first, last) before speaking.
- D. Debate shall be limited to 3 speakers for the motion and 3 against the motion in alternating order. Each speaker is limited to 2 minutes.
- E. The Chair shall have the discretion to permit a person who is not a delegate to address the body.

Rule VI. Voting

- A. Only certified delegates shall be allowed to vote.
- B. Voting during all business meetings of the electronic assembly will be conducted via Zoom. The Chair or their designee shall direct the voting procedures which may include, but are not limited to general consent

Rule VII. Nominations

- A. Eligible candidates for office may be nominated for office in one of three ways:
 - 1. Submission of a nomination form. Nominations forms must be delivered to/emailed to the elections committee by the beginning of the in-person/electronic assembly;
 - 2. Nomination from a district caucus should be submitted in the district caucus report; or
 - 3. Nomination from the Floor as provided in the Bylaws.
- B. Only a duly-nominated candidate will be permitted one campaign speech of not more than two minutes.

Rule VIII. Elections

- A. A real-time vote will be conducted by polling. Only members of the Elections Committee appointed by the Delegate Assembly Committee shall be election tellers for a polling vote.
- B. A plurality of the votes cast shall determine the winner of each election.
- C. Poll results will display in percentages. The manager will announce the total vote count.

Rule IX. Amendments, Resolutions, and New Business Items

- A. Any proposed amendment submitted to the Bylaws and Resolutions Committee less than 60 days before the convening of the Delegate Assembly shall require a two-thirds vote of the Delegate Assembly before it is accepted for consideration.
- B. On-time resolutions and new business items must be submitted on official forms, which are available upon request, not later than 60 days before each Delegate Assembly, so that the appropriate HSTA-R committees can review them and the

Board of Directors can recommend the adoption or not. Late resolutions and new business items require a majority vote to be considered.

- C. Late amendments, resolutions, and new business items may be submitted electronically to the Bylaws and Resolutions Committee by 8:45 AM on the day of the electronic Delegate Assembly.

Rule X. Prohibited Activities

A. Decorum (Discussion, Debate, and Visual).

1. Indecorum is proscribed in RONR*; personal attacks, vulgarity, or offensive language can result in loss of debate privileges.
2. Likewise, it is a breach of decorum to use Zoom icons (e.g. thumbs up, thumbs down, hands clapping, checkmark, x, etc.) in the debate.
3. Visual decorum will also be enforced; any vulgar or offensive image or video is prohibited.
4. Such breaches of decorum shall be cause for muting or an immediate disconnection by the Chair from the meeting. The Chair's disconnection of an attendee will be announced and recorded in the minutes.

*RONR: *Robert's Rules of Order Newly Revised (12th ed.)*

2021 HSTA-RETIRED ELECTRONIC DELEGATE ASSEMBLY
Friday, April 23, 2021, 9 AM to 2 PM
Electronic Assembly Managers: Terri Inefuku and Chris Shubert

If authorized by the Board of Directors in its sole discretion, Delegates may participate at the annual Delegate Assembly electronically through the use of Internet meeting services designated by the Board of Directors that, subject to all standing rules, special rules, and procedures adopted by the Board or the Delegates, allow Delegates minimally the opportunity to:

- Engage in simultaneous aural communication among all participating members and speakers of the Delegate Assembly;
- Vote on matters submitted to the Delegates; and
- Make valid motions, engage in debate, and raise Points of Order.

A Delegate participating in an electronic Delegate Assembly shall be deemed to be present in person. The HSTA-Retired shall implement reasonable measures to verify that each Delegate is deemed present and permitted to vote at the meeting by means of electronic transmission technology as an elected Delegate.

SPECIAL RULES AND PROCEDURES

1. Login information:

- The HSTA-Retired president will email the Zoom registration link for the electronic 2021 HSTA-Retired Delegate Assembly to the directors on the HSTA-Retired Board of Directors with a copy of the Proposed Standing Rules.
- Each district president will forward the link to district delegates.
- The Delegate Assembly chairperson will forward the link to the Delegate Assembly support staff.
- Each delegate/Delegate Assembly support staff should confirm receipt by email reply "Confirm" and his/her name (first and last).
- Delegates, support staff, and guests shall not forward this link to anyone else.
- Only the state president and four district presidents are allowed to forward the registration link.

2. Login time:

The electronic assembly managers shall schedule Internet meeting service availability to begin at 8:15 AM on Friday, April 23, 2021.

3. Signing In

Members shall identify themselves as required to sign in to the electronic meeting service, and shall maintain Internet and audio access throughout the meeting whenever present. Be sure that your name in the participants' list matches your delegate naming format: initial of the district first last name.

- Hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename.” You may choose the menu upper right corner of the video of you, click on “Rename.”
 - If you are on the HSTA-Retired **BOD**, rename yourself with **B** (Capital **B**) Space First Name Space Last Name. Click “OK.”
 - If you are a delegate from **Hawaii** District, rename yourself with **H** (Capital **H**) Space First Name Space Last Name. Click “OK.”
 - If you are a delegate from **Kauai** District, rename yourself with **K** (Capital **K**) Space First Name Space Last Name. Click “OK.”
 - If you are a delegate from **Maui** County District, rename yourself with **M** (Capital **M**) Space First Name Space Last Name. Click “OK.”
 - If you are a delegate from **Oahu** District, rename yourself with **O** (Capital **O**) Space First Name Space Last Name. Click “OK.”
 - If you are a **support member or a guest**, rename yourself with **S** (Capital **S**) Space First Name Space Last Name. Click “OK.”

The prefix capital letters B, H, K, M, and O are delegates with a vote.

If a district requests time for a district caucus, a delegate will be assigned to the appropriate breakout room – Hawaii, Kauai, Maui, and Oahu.

4. Simple Quorum calls:

The presence of a quorum shall be established by roll call at the beginning of the meeting. The chair will call by district, delegates will choose to raise hand icon and turn the camera on. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.

5. Technical requirements and malfunctions:

Use a computer for a robust electronic assembly experience. Zoom software on your computer, smartphone, tablet, and/or iPad must be current. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of or poor quality of a member’s individual connection prevented participation in the meeting.

6. Forced disconnections and muting.

It is the responsibility of each delegate, guest, and support staff to mute himself/herself to prevent background noise/conversation. The chair may cause or direct the disconnection or muting of a member’s connection if it is causing undue interference with the meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes. The manager may request to mute non-speaking participants with the permission of the chair.

7. Assignment of the Floor, Interruptions

To seek recognition by the chair, a member shall use the “Raise Hand” icon or type in Interrupt: [procedure] command inside the chat box. A member, who intends to make a motion or a request under the rules to interrupt a speaker, shall use the chat. The member shall wait a reasonable time for the chair’s instructions before attempting to interrupt the speaker by voice. Delegates must turn the camera on when speaking.

8. Motions submitted in writing:

A delegate intending to make the main motion, to offer an amendment, or to propose instructions to a committee, shall, after being recognized, post the motion in writing in the chat box. Use brackets before and after deletion(s). Use asterisks (*) before and after insertion(s):

e.g., "The society will purchase a *late model* [new] car for the president."

Delegates shall have no more than two minutes after entering "Motion" or "Amendment" to type or paste in their motion or amendment into the chat.

9. Reactions Menu, Polls, and Chat: See Appendix

APPENDIX