1. **Appointments.** The President shall be empowered to appoint:
   a. a committee, including the President, to approve the Annual Meeting minutes;
   b. such committees as shall be necessary to conduct the Annual Meeting.

2. **Chair pro tempore & Variance of the Program.** The President may appoint a Chair *pro tempore* when necessary and vary the adopted program, as necessary.

3. **Naming Protocol.** Members must display their first name, last name, and PTA affiliation on their screens in the meeting platform at all times.

4. **Motions submitted in writing.** A member intending to make a main motion or to offer an amendment, shall, before being recognized, submit the motion through the process, as determined and shared by the chair.

5. **Amendments.** Primary amendments to a resolution or a bylaw amendment must be pre-filed in writing using the designated method.
   a. Resolutions amendments submission deadline is **Tuesday, June 25, 2024, at 5:00 PM Eastern Time.** Only the ‘resolved’ clauses of resolutions may be amended.
   b. Bylaws Amendments submission deadline is **Tuesday, June 25, 2024, at 5:00 PM Eastern Time.**

6. **Use of Chat.** The use of the chat shall be for official meeting use only; the chat shall not be used to debate.

7. **Recognition.** The chair shall recognize members in a manner which is fair and in accordance with parliamentary procedure, as determined and shared by the chair.

8. **Addressing the Chair.** When addressing the chair, a member shall give their first and last name, and their PTA affiliation.

9. **Limits of Debate.** No member shall speak more than once to a question, no longer than two (2) minutes, unless otherwise ordered by the assembly by a two-thirds vote without debate. Consideration of each main motion shall be limited to twenty minutes (which shall include the consideration of any motions that may be applied to the main motion; all applicable secondary motions remain in order) unless otherwise ordered by the assembly by a two-thirds vote without debate. This rule cannot be suspended.

10. **Technical Requirements and Malfunctions.** Each attendee is responsible for their electronic connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee’s individual connection prevented them from participating in the meeting.

11. **Method of Voting.** Votes shall be taken by electronic voting software, a show of hands using the “raise hand” Zoom feature, and unanimous consent, as directed by the chair. If technical issues hinder the
performance of the electronic voting, a different method may be used, as directed by the chair.

   a. No vote conducted by electronic voting software shall be declared invalid due to user error or a technical or operating issue unless the number of delegates affected by the error or issue could have affected the outcome of the vote. This rule cannot be suspended.

12. Forced Disconnections. The chair may cause or direct the disconnection or muting of an attendee’s connection if it is causing undue interference with the meeting.

13. Recordings. Attendees shall not record any session without the expressed written permission of the National PTA; no capturing or screenshots are permitted.

14. Interrupting a Member. Members wishing to make the interrupting motions, Point of Order, and Appeal from the Decision of the Chair shall seek recognition in a manner as directed by the Chair. No other motions, even if they are motions otherwise in order when another has the floor under the parliamentary authority, will be allowed to interrupt.

15. Corrections. The Governance Committee shall be 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 membership in connection with the bylaws amendments adopted at the Annual Meeting.

16. Expectations of Civility. National PTA is committed to providing a safe, welcoming, and harassment-free event and experience for everyone attending our convention. All participants are expected to behave with common courtesy and civility and conduct themselves in a polite, appropriate, and respectful manner, including respecting individual differences and disagreeing with respect. National PTA does not tolerate incivility or harassment of any kind, and we prohibit discrimination for any reason. If anyone feels harassed or notices that our expectations of civility are not being met, they should contact National PTA staff or a National PTA Board Officer. National PTA reserves the right to take appropriate action to address any individual it believes fails to meet our expectations of civility, including expelling the individual from the conference without refund and prohibiting attendance at future events.