

## Standing Rules for the House of Delegates Key Club International Convention

**Rule 1:** The official language of this convention shall be English.

**Rule 2:** Only delegates with official delegate credentials may be present or speak on motions and vote.

**Rule 3:** Only delegates may be seated in the area designated for delegates. Access by non-delegates shall be limited to those designated by the director of Key Club International.

**Rule 4:** The House of Delegates shall remain open. Delegates shall be allowed to leave and re-enter; however, ballots and/or electronic keypads shall not leave the House.

**Rule 5:** Delegates may not leave or enter the House of Delegates while any vote is being taken.

**Rule 6:** The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.

**Rule 7:** No delegate may speak in debate more than three minutes at a time unless allowed to do so by a majority vote of the delegates.

**Rule 8:** No delegate may address the assembly a second time in the same question until all delegates who desire to speak on the topic have spoken.

**Rule 9:** Debate shall alternate between those speaking for and those speaking against a motion.

**Rule 10:** Microphones shall be designated by number. Speakers for the main motion shall use the odd-numbered microphones, and speakers against the motion shall use the even-numbered microphones. The chair will recognize microphones in rotating order.

**Rule 11:** A delegate shall not speak for or against a motion and move to close debate on the same recognition.

**Rule 12:** Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall not exceed 20 minutes.

**Rule 13:** A motion to move the previous question shall not be in order until 10 minutes or debate has taken place.

**Rule 14:** Any main motion or amendment shall be written in English, signed by the maker, and presented to the director before it is moved.

**Rule 15:** A member of the Sergeant-at-Arms Committee shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, a request for information, etc.

**Rule 16:** Candidates for the offices of president, Vice President, trustee shall be allowed to address the House of Delegates as set forth: President - 3 minutes; and Vice President and trustee - 1 minute.

**Rule 17:** Any of the above rules may be suspended by a two-thirds ( $\frac{2}{3}$ ) vote.

**Rule 18:** *Robert's Rules of Orders Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Key Club International, the Board Policies and these standing rules.

## KEY

Text that would be added by the proposed amendment is underlined (underlined), and text that would be deleted is lined out (~~lined out~~).

*Example:*

Original wording: Each club may hold a program.

Proposed changes: Each club ~~may~~ shall hold ~~a~~ an annual program.

New wording: Each club shall hold an annual program.