

STANDING RULES FOR VIRTUAL MEETINGS FOR AAFS

I. Adoption of Rules

- a. The Board of Directors has considered and adopted these rules for the purpose of conducting business meetings during the virtual annual meetings in 2021.
- b. The Standing Rules may be amended or suspended by a two-thirds vote.

II. General

- a. The President of the Academy or the Section Chair shall preside at the meetings as appropriate.
- b. The order of business shall be as provided in the PPM or as developed by the presiding officer.
- c. A quorum is determined by the provisions of the bylaws or the PPM applicable to the meeting. A quorum will be determined as voting members are admitted to the meeting by the host.
- d. Only members who are qualified to vote and who are registered for the meeting shall be counted in the quorum.
- e. All delegates in attendance at the voting meetings will receive email links which permit them to vote.
- f. AAFS and its sections are not responsible for the quality of the internet connection of the individual members to the meeting nor to the voting platform. AAFS and its sections are not responsible for out dated browsers not being able to access the voting platform online. AAFS recommends ensuring you have an updated browser (Google Chrome, Mozilla Firefox, Microsoft Edge) prior to the meeting. AAFS will provide technical assistance to those members who request it through the designated technical assistance hub.

III. Role of the Voting Members and Attendees

- a. All voting members shall join the meeting at the official convening time. You will be provided with an access code that is specific to the meetings where you will be a voter.
- b. Non-voting members, visitors and/or observers may attend any of the proceedings of the Academy and its sections if the individual is registered for the scientific meeting.
- c. All members are expected to adhere to these Operating Norms:
 - i. Be patient (a virtual meeting of this size will have some challenges).
 - ii. Be present (try to find a quiet location in your home for this meeting).
 - iii. Be patient with the chair who is focusing on giving each member, none of whom can be seen, the opportunity to fully participate in the meeting, to be heard and to persuade you as members. The chair will be relying on others to guide recognition, where usually the presiding officer can see you.

- iv. The staff is focused on the same goal and is equally challenged by these new procedures in the virtual meeting so be patient and courteous to them as you interact with them during the meeting.

IV. Elections

- a. All Academy elections provide for nominations from the floor. If there are nominations from the floor, it will be necessary to prepare the ballot with these names prior to voting.
- b. The voting in a contested election will be by ballot. Only voting members who sign in to the specific meeting will receive a ballot.
- c. If there are no nominations from the floor, the chair of the meeting will declare that the nominees from the Nominating Committee are elected.

V. PPM & Bylaw Amendments

- a. The voting on these will be by ballot. If these are amended from the floor, then the ballot will have to be modified.
- b. Only voting members who sign in to the specific meeting will receive a ballot.

VI. PROCEDURAL RULES (Govern conduct during business meetings)

- a. Adoption of the Rules – the business meeting shall adopt its own Procedural Rules or may use these.
- b. Addressing the business meeting
 - i. Members must use ZOOM on a computer, phone or electronic device in order to have the greatest access to functionalities by which the members participate during the meeting.
 - ii. Members are requested to check for the most recent edition of Zoom prior to the meeting and have it downloaded to their device.
 - iii. All members will be muted during the meeting in order to minimize sounds that impair delegates' ability to hear the proceedings.
 - iv. Members seeking recognition will state in Q & A the reason for seeking recognition. This will be monitored by the meeting hosts.
 - v. Members who wish to make an amendment or to state a new items of business should type the text of same into the Q&A so that it can be repeated by the presiding officer.
 - vi. Members making a point of order should use the raise hand feature in zoom. Members should use the raised hand to indicate objection to adoption without a vote. This is the only proper use of the raise hand feature during the meeting.
 - vii. The presiding officer shall recognize members who request to speak by unmuting their line. Speakers will identify themselves and indicate if they are speaking for the motion, against the motion, a point of information (question), or parliamentary inquiry. The presiding officer will, when possible, maintain a speaking order and alternate speakers for, against, and points of information. Points of order interrupt any speaker and

speaking order. Members should use the following to be recognized by the chair using the chat feature:

1. Speaking in Favor
 2. Speaking Against
 3. Point of Information
 4. Parliamentary Inquiry
- viii. Any member may speak to the pending motion after recognition by the presiding officer. A member will be recognized for the second time on a motion only after all others seeking recognition on the issue have been heard on this motion.
- ix. Voting
1. On motions requiring voting, the presiding officer will ask the delegates to vote on the motion utilizing Election Runner. A link for voting on Election Runner will be forwarded to each voting member in the meeting. The presiding officer will announce the outcome of the vote.
 2. Motions adopted without objection. The presiding officer will read the motion and announce that it will be adopted unless there is objection. If there is an objection, then the body will proceed to vote and follow procedures as outlined in #1.
 3. For Elections, after determining whether there are nominations from the floor, IF THERE ARE NO Nominations from the floor, then the chair will declare the nominees from the Nominating committee to be elected.
- x. Authority – In case of disputes, the current edition of Robert’s Rules of Order, Newly Revised shall be the official parliamentary authority. Parliamentary experience with virtual meetings will be considered in determining rulings on any parliamentary matter.