1. **SEATING OF DELEGATES**
   a. Persons certified as eligible to vote and/or eligible to cast certified proxy votes, shall be Registered by the Credentials Committee on the Roll Call Sheet with the total number of votes he/she can cast.
   b. Only certified members or persons with proxy vote(s) may be seated in the voting area. Visitors will be seated in a separate area.
   c. Voting members absenting themselves from the floor shall notify the Credentials Committee.

2. **VOTING**
   a. Only certified members and persons with certified proxies shall be allowed to vote.
   b. All voting shall be by a show of hands of those present and eligible to cast a vote. Any person may request a roll call vote. Persons voting shall not cast more votes than the number listed on the Roll Call Sheet.

3. **DEBATE**
   a. Only persons in the voting area will be recognized by the Chair.
   b. Except by a two-thirds' vote of certified members present, no speaker shall:
      (1) have the floor continuously for more than two minutes; nor
      (2) speak more than two times on the same subject.
      
      This time limit shall not apply to a Chairperson making a presentation of his/her report.

4. **VISITORS**
   a. The privilege of participating in discussion and debate shall be extended, at the discretion of the presiding officer, to any visitor at the annual meeting.
   b. Visitors who are permitted to speak shall conform to the provisions in Rule 3b.
5. **PARLIAMENTARIAN**

The presiding officer shall appoint a qualified person to act as parliamentarian for the meeting. The presiding officer may consult the parliamentarian on any point of order, but the presiding officer shall render all decisions on such points on his/her own responsibility. The presiding officer's decision shall be binding unless overruled by a majority vote.

6. **PARLIAMENTARY AUTHORITY AND GUIDE**

The rules contained in *Robert's Rules of Order* (Newly Revised), shall govern the Meeting in all cases (except any elections) to which they are applicable and in which they are not inconsistent with the Bylaws or the special rules of order of this organization.

RULES COMMITTEE