

**CATHOLIC DAUGHTERS OF THE AMERICAS**  
**53rd BIENNIAL NATIONAL CONVENTION**  
**Buffalo, New York**  
**JULY 14-18, 2010**

Attachment "F"

**STANDING RULES OF ORDER**

In addition to the provisions of the NATIONAL COURT BYLAWS, the following STANDING RULES OF ORDER SHALL APPLY FOR THE 53<sup>rd</sup> Biennial National Convention.

**VOTING BODY**

1. Delegates shall be seated in the area reserved for each STATE.
2. Delegate badges **MUST BE VISIBLE AT ALL MEETINGS** and for admittance to the Convention Meeting Room.
3. Alternates may be seated in place of delegates **ONLY** if illness or some serious reason prevents a delegate from attending.
4. If a Delegate, for a good reason, cannot attend a meeting and an **ALTERNATE** is to take her place, the **DELEGATE** must report to the Credentials Chairman and turn in her badge, which will then be **GIVEN TO THE ALTERNATE** in exchange for the Alternate's badge.
5. If, at a later time, the Delegate is able to resume her duties as the duly elected Delegate, the procedure, in reverse, will be followed.
6. Alternates and visitors **WILL NOT BE SEATED WITH THE DELEGATES**. Special seating areas will be provided for them.
7. The Credentials Chairman shall report at the **OPENING MEETING** of the Convention to determine if a quorum is present.

**MOTIONS AND DISCUSSION**

1. **ALL MOTIONS SHALL BE WRITTEN AND SIGNED** by the proponent. The Presiding Officer may require that the motion be furnished to the Chair before taking action on the motion.
2. Only members of the **VOTING BODY** may introduce and second motions.
3. To be recognized by the **CHAIR**, a Delegate must proceed to a microphone, **GIVE HER NAME, STATE AND TITLE** very clearly, and then **WAIT FOR RECOGNITION**, before proposing a motion or speaking from the floor in debate.
4. In debate, the speaker indicates whether she is speaking in **FAVOR** or **AGAINST** the motion, by holding up the green card if in favor or the red card if against or the yellow card if there is a question, then proceeds with the discussion.
5. Debate on a motion shall be limited to **TWO (2) MINUTES** for each speaker. Additional time may be granted a speaker by General Consent. If there is objection to the General Consent, a vote shall be required to grant the additional time.
6. No member shall speak a **SECOND TIME** on the same subject, until all others have had a chance to speak.
7. Discussion on any issue shall be limited to **TWENTY (20) MINUTES**.
8. Members of the Clergy and the Executive Director may enter into discussion, but may not vote on the question.

**LIMITATION OF TIME**

1. Timekeepers shall be appointed by the National Regent to serve at each meeting.
2. It shall be the duty of the timekeepers to indicate to each speaker a **THIRTY (30) SECOND** warning (tap of the bell) before the expiration of the time allowed.

**NEW BUSINESS**

ALL NEW BUSINESS that has NOT been considered by the NATIONAL BOARD must be presented in writing to the National Secretary-Treasurer **no later than 9:00 a.m. on Thursday, July 15, 2010** in order for it to be considered at this Convention.

**NOMINATIONS, ELECTIONS and CAMPAIGNING**

1. **NOMINATIONS**

- a) Nominations from the floor for Nominating Committee will be by roll call of the States. The State Regent or her designee shall state the name of the nominee.
- b) All candidates running for a position on the National Board shall give a two (2) minute speech after all nominations for officers and directors are concluded.

2. **VOTING**

- a) The CREDENTIALS CHAIRMAN shall give a report prior to the closing of Session II on Thursday, July 15, 2010 to determine the actual VOTING STRENGTH for the election. This report shall be adopted before the election shall proceed on Thursday. Registration on Thursday will close at 11:00 AM Sharp in order to prepare for elections. In order to vote a delegate will have had to be registered prior to e 11:00 AM on Thursday. Registration will then reopen on Thursday from 11:45 AM to 12:30 PM.
- b) In the event that more than one candidate is from the same State, running for the **same** office, and each receives the number of votes necessary to be elected to the office, the one with the highest votes shall be duly elected.

**CAMPAIGNING**

- a) Campaign material is limited to ONE SHEET of paper (8-1/2x11), printed on ONE SIDE ONLY, with or without a photograph.
- b) No campaign material shall be distributed or worn in the Convention Meeting Room or during the election process. No campaign favors are to be distributed at any time.
- c) Candidates Night will be held Wednesday, July 14<sup>th</sup> in the Grand Pavilion.
- d) If a candidate for an officer or director is running from the floor and has notified the Chair prior to the opening of the convention she may hand out her flyers (see #a above) outside the convention hall at the end of the business session on Wednesday. **FLYERS ONLY.**
- e) All candidates nominated for the 2012 Nominating Committee may **ONLY** hand out their flyers (see “a” above) during Candidates Night in the Grand Pavilion.

**ALL CANDIDATES MUST OBSERVE THESE RULES OR MAY BE DISQUALIFIED**

**OTHER**

1. No flowers may be FORMALLY PRESENTED to those elected to the National Board at any OFFICIAL BUSINESS MEETING or SOCIAL FUNCTION.
2. The host State only may sell one fund-raising item during the National Convention, with the permission of the National Regent.
3. All cell phones must be **TURNED OFF** during business meetings, liturgies and social functions.

**TO SUSPEND OR AMEND THE STANDING RULES**

A TWO-THIRD (2/3) vote of the delegates voting is required to suspend or amend these STANDING RULES OF ORDER.