



Proposed and Temporary Rules for the DFL Senior Caucus Annual Membership Meeting on 6/15/2024

1. The Annual Membership Meeting will not adjourn before completing the following business: Charter amendments
2. Decorum rules: All remarks are addressed through the Chair; all responses will come from the Chair. Members will address the Chair as “Chair” or “Madam Chair;” No member may speak until recognized by the Chair.
3. Debate on any motion shall be limited to three speakers in favor, three speakers against, with each speaker allowed up to two minutes. Debate may be extended by a two-thirds vote. No member may speak more than once on an item; The Chair will rotate speaking privileges between proponents and opponents of a measure - to the extent possible.
4. In order for Zoom administrator to “find” you, please use the Zoom “raise hand reaction.”
5. Timekeeper and Parliamentarian: please type into the chat and raise your hand and you will be recognized immediately.
6. If you have “point of order” or “point of information,” please type those words into the Zoom chat and then use Zoom to your raise hand and you will be recognized immediately.
7. Voting will be done with online Google Forms using a web browser.*
8. The Annual Membership Meeting attendees agree to abide by the DFL Code of Conduct.

**Voting Instructions: A unique form link will be provided through Zoom Chat at the start of each vote. When voting, you must click the link; the form will open automatically in a browser. Enter your PIN into each ballot, then vote (yes, no, abstain) and click submit to record your vote. After voting, you will need to select the Zoom application to bring it to the top of your display, according to the type of the computer pad, or phone you are using (typically on an application bar at the bottom of the display screen).*

Proposed rules taken from:

- DFL constitution
- Parliamentary Procedures
- Senior Caucus past Annual Membership Meeting rules
- Zoom etiquette