

DUVAL DEMOCRATIC EXECUTIVE COMMITTEE VIRTUAL MEETINGS RULES OF PROCEDURE

When in-person meetings are not-feasible, the DCDEC will use the following procedures to conduct meetings virtually. These procedures apply to General Meetings, Central Committee Meetings and all others at Committee Chairs' discretion. The rules are adapted from the FDP Virtual Meetings Rules of Procedure.

Rules of Procedure

- 1) A quorum will be established at the beginning of the meeting.
- 2) An agenda and minutes of the last meeting will be provided electronically to each member of the committee by the chair at least 48 hours prior to the meeting date.
- 3) During the meeting, any member wishing to make a motion or to second a motion will indicate that to the meeting hosts by submitting their request via the Chat feature.
- 4) The Chat feature should be disabled or set to "panelists" so the motions will go directly to the panelists (e.g., Chair, First Vice Chair, Secretary, Sergeant At Arms or Parliamentarian) to recognize it. If the Chat feature is disabled and a person would like to make a motion, they must raise their hand.

(The Chair has the final determination of who is a 'panelist' or co-host and how many and whether or not the chat is enabled.)

- 5) If any member has amendments to the proposed agenda and any accompanying materials, the amendments should be submitted to the DCDEC Chair and Secretary no later than 24 hours before the beginning of the respective meeting. A receipt will be provided. The order of recognition will be determined by the Chair based on the type and complexity of the proposed amendment.
- 6) Proposed amendments **not** submitted 24 hours in advance will be considered at the Chair's discretion. Proposed amendments submitted on the day of the meeting **MUST** be in writing and must be submitted in full through the Chat box to the host. Oral amendments will **NOT** be accepted except as editorial or typographical corrections.
- 7) To keep the meetings timely and in order, any member wishing to speak must be recognized by the Chair and will have 2 minutes to speak. The Chair may choose to designate a timekeeper.
- 8) All voting will take place electronically as directed by the Chair.
- 9) The DCDEC is not responsible for the quality of the internet connections for members. It is not a grounds for complaint regarding the conduct of the meeting that the quality of a member's connection is lost or impaired during the meeting.
- 10) Recordings are not permitted at DCDEC meetings.

The Secretary will keep the minutes of the meeting and will distribute those minutes at the next meeting. However, it is the Chair's discretion to record meetings. Individual members and guests cannot make recordings.