



GOVERNANCE RULES and PROCEDURES

In accordance with the Society Bylaws (Article X.3), *Robert's Rules of Order, Newly Revised*, will generally govern the proceedings of the convention. The Society President will appoint a Parliamentarian. The Society Bylaws (Article X.1) also provide that the board or convention "may establish such rules of procedure as may be necessary for implementing the provisions of these Bylaws and for governing the Society." The following Rules and Procedures have been approved by the Board of Directors for the 2018 convention.

Credentials

1. The Credentials Committee will consist of one representative from each division appointed by the President prior to the convention. The committee will assist the Executive Director in identifying the appropriate number of delegates and report such information as requested.
2. The Credentials Committee will review the credentials of the voting delegates. The chair of the committee will report at the opening of each governance session.
3. To assist the Credentials Committee, the national office staff will review registrations. Qualified voting delegates will be designated on a master sheet of all registrants. Staff will assign a color code to each of the Society's five divisions.
4. A motion is required to accept the report of the Credentials Committee.

Meeting Protocol

1. Delegates and members of the Board of Directors will be seated in a designated area at tables.
2. Only voting delegates and members of the Board of Directors may speak during governance sessions.
3. Certain major items of business (e.g., bylaws revisions) come before the convention as recommendations from the board or committees and do not need a second. Periods for presentation, discussion, amendment, and voting on the bylaws are noted in the agenda.
4. Motions may be made that are germane to the topic under discussion on the floor, for consideration of unfinished business, or for consideration of new business. All such motions and amendments, when supported by a second, must be given in written form to the Executive Director, who serves as Convention Secretary.
5. All voting on motions pertaining to the bylaws revisions will take place during the Saturday morning governance session II.
6. Changes in the Society Bylaws require a two-thirds affirmative vote.
7. A motion is required to authorize the Board of Directors to approve the minutes of the previous convention at its first meeting following the convention.

Election Rules and Procedures

1. Following the report of the Nominating Committee, the chair will ask if there are nominations from the floor. Nominations may only be made by a voting delegate; individuals may not nominate themselves. Prior intent to make a nomination from the floor must be communicated in writing at least 24 hours before the Friday morning governance session I to the chair of the Nominating Committee. The written intent must be delivered to the convention registration desk in a sealed envelope addressed to the Chair of the Nominating Committee. Nominations from the floor must include the materials earlier solicited from nominees by the Nominating Committee: a Candidate Form (available from the Executive Director) and a *curriculum vitae* of no more than two (2) pages that includes a summary of Phi Kappa Phi offices and activities. These materials will be distributed to the delegates no later than the beginning of governance session II.
2. Nominees are expected to act in accordance with the “Guidelines for Conducting Elections for Offices in The Honor Society of Phi Kappa Phi” posted on the website.
2. Following the close of nominations during governance session I, each candidate will be allowed time for an oral presentation to the assembly:
 - President-Elect -- five [5] minutes
 - Vice President for Chapter Development -- four [4] minutes
 - Directors -- three [3] minutes
 - Student Representatives -- three [3] minutes

Following the oral presentations, the candidates for President-Elect will respond to questions from the floor in a 12-minute Q & A. Delegates’ questions should follow on the candidates’ remarks to the convention, and answers will be limited to one [1] minute per candidate.

3. Candidates for Divisional Vice-President will be introduced to the assembly but will address delegates from their divisions at the Friday morning division breakfasts.
4. Delegates will vote by electronic ballot at their seats during the Saturday morning governance session II. If there are more than two candidates for an office and the first round of voting does not yield a majority for a candidate, the candidate with the fewest votes will be dropped from the ballot during the next round of voting. The same procedure will be followed until a candidate wins a majority. In the case of a tie, a re-ballot will be required.
5. Voting for Divisional Vice Presidents will follow voting for Society Board of Directors and will be conducted by division. Voting is limited to delegates from the division under consideration, as identified by badge color.