

Keystone Parliamentary Study Group

SPECIAL RULES OF ORDER FOR ELECTRONIC BUSINESS MEETINGS

1. **Recognition:** Is achieved by raising your hand. To interrupt, unmute and speak over the speaker.
2. **Motions:** Main motion shall be in writing and placed in the chat box.
3. **Decorum:** To avoid distractions during the conduct of business meeting, all attendees, other than the host and co-host shall be on mute.
4. **Conduct:** Members wishing to speak must wait to be recognized by the chair.
5. **Debate:** Each member may speak any number of times on a motion but subsequent recognition will be given only after everyone who wishes to speak has spoken a first time. Speaking time shall be limited to 2 minutes. Members should employ standard parliamentary terminology and parliamentary language when making motions and participating in debate.
6. **Courtesy:** All remarks shall be directed to the Chair and be germane to the pending motion.
7. **Voting:** Shall be at the direction of the Chair.
8. **Internet Connection:** Each member shall be responsible for their connection to the internet. No action shall be invalidated on the grounds that the loss of, or poor quality of an individual member's connection prevented them from participating in the meeting, provided that a quorum of members remained connected and were adequately able to participate.
9. **Parliamentarian:** For education purposes, the parliamentarian may speak to provide correct information to the meeting members.
10. **Guests:** Only KPSG members shall be entitled to make motions, debate and vote. Guests may, with the permission of the members be allowed to speak or ask questions.
11. **Designated electronic meeting service:** The conferencing service "Zoom" provided by the Manitoba Association of Parliamentarians, shall be used for all meetings, unless this rule is suspended by a two-thirds vote, or, in the case of an emergency, the virtual meeting service identified by the President, Vice-president, or their designate.
12. **Signing in and out:** The meeting room shall be available at least 15 minutes before the start of each meeting. Members must identify themselves with their first and last name. The presence of quorum shall be established by the online list of participating members. Members leaving the meeting shall do so by clicking the "leave meeting box".

Adopted September 14, 2022