

## LAOH NATIONAL CONVENTION 2024 RULES OF ORDER

1. The Rules of Order Committee advises that the Business of the Convention shall be conducted as dictated in the LAOH National Constitution requiring all committees to meet. For the purposes of the 2024 Convention, no Grievances were submitted by the states; therefore, no Grievance Committee will meet in person.
2. The State Presidents approved the Convention Rules of Order which will be sent electronically to be shared with their State Delegation.
3. The Credentials Committee shall report the number of delegates and alternates registered as present with proper credentials.
4. The Final Credentials Committee Reports shall be given on Friday, August 9, 2024 at a time determined by the National Secretary.
5. For admission to the business session, delegates, alternates and observers must present their Credential or Observer Card along with their Dues Card, either hard copy or electronic to the Marshal at the door.
6. Observers must sit separately from the delegates and alternates in the business sessions as well as committee meetings. Observers will have no voice or vote.
7. Each business session shall convene promptly at the time designated by the National President and posted to the membership.
8. The National President shall give the delegation every consideration in the timing of the business sessions as well as all committee meetings.
9. The National President or her designee and Committee Chairs shall inform the delegation and committee members of emergency exits and the Automated External Defibrillator (AED). It is the duty of each delegate to know the location of the nearest fire exit and the hotel's procedure for evacuation and medical care.
10. The National President shall be the only person who can authorize pictures taken during business sessions.
11. The National President and/or Committee Chairs shall inform the delegation/committee members to silence all cell phones if your need pagers, and any other electronic devices at the beginning of each business session and/or committee meeting unless it is to be used for official business of the Convention. Computers, Smart phones and tablets will be utilized for electronic voting.
12. Any delegate/committee member/observer whose electronic device emits an audible sound shall be assessed a \$10 fine which shall be donated to a local charity. Verbalizing the \$10 fine will result in a fine of \$20. The fines shall be given to the Catholic Action Officer. In the business session, the fines will be collected by the Marshal. At the committee meetings, the fine shall be collected by the Committee Chair. Exceptions will apply if the Sound is medical in nature.

13. The Convention Secretary or a duly approved alternate is authorized to record the business session. No other recording or transmissions shall be permitted without the permission of the National President.

14. Due to time restrictions, the only persons invited to speak shall be the Bishop of the host diocese, the National Chaplain, the National AOH President, any guest designated by the National President and a representative of the Columban Fathers, Columban Sisters and representative of SOAR.

15. All members of the Catholic Clergy shall be admitted to all general business sessions and committee meetings.

16. Each State President or her duly elected alternate is responsible for her delegation to be on time and seated at their assigned place.

17. Each State President shall notify her delegation of any changes in the schedule, as well as excuse her delegates wishing to leave the meeting room for reasons other than an emergency.

18. Delegates must extend the sign of courtesy to the presiding officer when entering and leaving the session room. Acknowledgment is not required by the presiding officer to enter or leave.

19. Delegates who wish to speak shall rise, move to the microphone and remain standing until the National President or a Committee Chair recognizes her. No delegate can speak until recognized by the Presiding Officer. The delegate shall address the Presiding Officer as “Worthy President or Committee Chair” and clearly state her name and LAOH State each time she speaks.

20. All Committee Reports are part of the permanent record of the Convention. The reports shall be typed in WORD format, Times Roman Font 12 standard form and saved on a flash drive. A typed copy shall be given to both the National Secretary and the National President; the flash drive shall be given to the National Secretary. The reports will include the names of the Committee Chair, the secretary, the names of the delegates in attendance and the state they are from. All reports shall start with “Officers and Delegates Assembled”.

21. Immediately before adjournment of each session any necessary announcements should be made.

22. All discussions must be relevant to the immediate pending motion; no delegate may speak more than twice to each motion/topic or more than two minutes total.

23. Delegates who have not yet spoken about the motion/topic at hand have priority over those who have already spoken.

24. Personal attacks are out of order. No one is permitted to make personal attacks or question the motives of the other speakers.

25. The Presiding Officer must relinquish the Chair in order to participate in debate. After the pending motion is disposed of, the Officer shall resume the Chair.

26. In the event of a disruption of the business meeting, the Marshal shall escort the member or members from the room at the direction of the Presiding Officer. The National President shall determine the time that the member or members are to remain out of the room not to exceed the day's business session.

27. Nominations for National Officer shall be taken from the Floor of the Convention as the last order of general business on the first full day of the Convention, Thursday, August 8, 2024. Pursuant to the Constitution, nominations and seconds shall be limited to two minutes total.

28. All delegates shall have the opportunity to address all issues, questions and concerns regarding meetings and conference calls of the National Board July 2022 through August 2024 under Unfinished Business.