ZETA PHI BETA SORORITY, INC.

SIGMA KAPPA ZETA CHAPTER (Brooklyn, New York)

**ELECTRONIC MEETING STANDING RULES**

1. Zeta Phi Beta Sorority, Inc. Sigma Kappa Zeta Chapter meetings shall begin at 3 pm on the third Sunday of each month of the Sorority year unless the third Sunday is a national or religious holiday in which case the meeting will be held on the fourth Sunday.
2. Login time. The president or president’s designee shall make the internet meeting service available no less than 20 minutes before the start of each meeting.
3. Sign In. Members shall identify themselves with their first and last name when signing into the meeting. Failure to do so may lead to their exclusion from the meeting.
4. Quorum. The presence of a quorum shall be established and announced by the president based on a visual examination of the online list of participating members. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
5. Any five members may demand verification of a quorum by audible roll call of at least the number of members required for the quorum. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
6. Technical requirements and malfunctions. Each attendee is responsible for her electronic connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee’s individual connection prevented him or her from participating in the meeting or workshop; nor will a refund be granted.
7. Forced disconnections. The chair may cause or direct the disconnection or muting of an attendee’s connection if it is causing undue interference with the meeting.
8. Recordings. No portion of the meeting may be photographed, recorded, reproduced or re-broadcast including on social media whether in whole or in part other than the official recording which will be destroyed after adoption of the minutes of the meeting.
9. Assignment of the floor. All microphones shall be muted until a Member is recognized by the Chair.
10. **To seek regular recognition by the chair, a member shall type in the chat feature the purpose for which recognition is being sought or the intention to speak for or against the motion.**
11. Factual Inquiries and Parliamentary Inquiries shall be given priority recognition via the chat box. The Tech Team will determine and keep track of the speaking order.
12. Interrupting a member. Members wishing to make the interrupting motions Point of Order and Appeal from the Decision of the Chair, shall raise their hands using the platform’s raise hand feature. No other motions will be allowed to interrupt. The raise hand feature shall only be used for this purpose.
13. Identification of speaker. When recognized by the chair, members must turn on their camera before beginning their speech.
14. Motions submitted in writing. A member intending to make a main motion or to offer an amendment, shall, before being recognized, **post in the chat**.
15. Display of motions. Main motions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible, until disposed.
16. Debate. Only financial chapter members shall have the right to speak on issues before the assembly. A member may speak no more than twice, for no more than two minutes each time, on a debatable motion.
17. Discussion Time. Total discussion time on each main motion shall be limited to ten minutes.
18. Voting. Only financial chapter members shall have the right to vote on issues before the assembly. **Votes shall be taken by unanimous consent or the yes/no feature of the meeting service unless otherwise ordered by the presiding officer or required by the rules.**
    1. Voting members will remain in the main meeting room to vote on all items of business to come before the body. After discussion on a motion has concluded the Technology Committee will move all non-voting members to a break-out room while the vote is conducted. The announcement and result of each vote taken during the meeting will be shared with the entire body after the non-voting members have returned to the main meeting room.
19. Ballot Voting: A vote conducted through an internal or external polling service shall be deemed a ballot vote. A division of the assembly shall therefore not be in order following a vote taken by this means. The result of each vote should be displayed to members, if possible.
20. Bylaws and Standing Orders Corrections. The Bylaws Committee shall be authorized to correct article and section designations, punctuation, grammar, syntax, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the decisions made by the Chapter.
21. Sisterly love and respect shall prevail at all times during the meeting.