

CPAC MEETING PROCEDURES & STANDING RULES

To ensure that our CPAC meetings are run smoothly, fairly, and in compliance with our CPAC Bylaws, we ask you to respect the following procedures & adaptations:

1. Please do not speak until recognized by the Chairperson(s), who will be assisted in managing the meeting by our Parliamentarian.
2. Please limit your comments/questions to 2 minutes to ensure maximum participation by the greatest number of representatives. The parliamentarian will be monitoring the time allotted.
3. **Remember that the order of speakers, per our Bylaws is: A. Executive Board, B. Voting members, C. Non-voting members, if there is time and they are recognized by the Co-Chair(s) and assisted by the parliamentarian.**

❖ We want to make sure that we hear from as many people as possible during the course of the meeting. Therefore, there will be times when we do not call on someone who has just spoken. Please understand this is an attempt at fairness.

❖ All voting members have first seating preference at the table(when in person) and virtually (Zoom). Membership must be clearly identified by displaying the membership identification plaque(when in person) and/or their district # by renaming themselves on the Zoom participants listing reflecting the district he/she represents. Please note that if the president is not present at the table and/or on Zoom, the designee is the voted representative for that district and is able to vote on matters of the membership. Alternates must have written notice from the President Council's Presidents/Designees or an email sent to CPAC at infocpacnyc@gmail.com indicating they can speak and vote on behalf of their districts.

❖ For the purposes of voting on any CPAC business, only the voting members/designee of your district who is eligible to vote shall be seated at the table and/or virtually on Zoom.

For additional information on meeting rules and procedures, please refer to CPAC's Bylaws which is available upon request or a copy is available on the website at: www.cpacnyc.com Robert's Rules of Order (newly revised) RONR is the parliamentary authority used to govern unless inconsistent with these bylaws.