

Convention Procedural Rules

Registration

All persons shall be registered before being admitted to any convention function, including General Sessions and banquets.

Parliamentary Procedure

The current edition of “Robert’s Rules of Order Newly Revised (12th edition)” will govern procedures in all instances not specifically covered by the *Pi Beta Phi Fraternity Constitution and Statues* and/or Convention Procedural Rules.

Credentials

- Headquarters shall provide identification badges for delegates, alternates and guests upon registration.
- Identification badges shall be worn at all times and are not transferable. Badges are required for admission into convention functions.
- If a delegate is unable to attend a session, the Book of Credentials Coordinator and the Alumnae Engagement Director or Collegiate Regional Director must be notified immediately. An Alternate Delegate shall assume the duties of the delegate AFTER qualifying with her regional officer.
- The weighted value of each collegiate vote will be determined based upon the credentials report and reported during the first General Session.
- Quorum, based on the definition in Robert's Rules, shall be the majority of delegates who have been registered (including those seated by the convention body.) Quorum will be determined based upon the credentials report and reported during the first General Session.

Minutes

- The minutes of the convention shall be approved by the Grand Council at a Fall 2023 meeting.

Meetings

- All meetings will be called to order according to the published agenda.
- Members of the convention body shall be in their seats before the opening of each meeting.
- Cellular phones should be silenced during all convention functions.
- Please refrain from bringing food into General Sessions.
- No children shall attend General Sessions.



Legislative Committee

- The Legislative Committee is a resource for all delegates. This committee is available for counsel, advice and clarification on all legislative proposals.
- Any circumstances requiring a meeting with the Legislative Committee should be put in writing and given to the Pi Beta Phi Registration desk with attention to Legislative Committee Chair.
- If the Pi Beta Phi Registration desk is closed, you may also email Legislative Committee Chair at legischair@pibetaphi.org.

Debate

1. Non-voting, registered convention attendees may have the privilege of speaking.
2. Those wishing to speak from the floor should make their way to a microphone to indicate their desire to offer comment. The Presiding Officer shall recognize the attendee wishing to speak by calling the microphone number. An attempt shall be made to balance speakers in favor and in opposition to the motion. A member shall indicate her intentions by holding a color-coded card:

Green Speaking in favor of a motion.

Red Speaking in opposition to a motion.

Yellow Privileged motions, Parliamentary Inquiry or Point of Information.

White Any motion (subsidiary, incidental or “bring back”).

- A member must identify themselves by name, chapter or alumnae club representing and indicate if they are a voting delegate before offering comment.
- No member may speak more than twice to a motion and not a second time until all who desire to speak have been allowed to do so at least once.
- No member may speak more than two (2) minutes the first time or more than one (1) minute the second time unless the convention body, by a two-thirds vote, modifies this time limit.

Motions

- Only attendees who have the privilege of a vote and have signed the Book of Credentials may make motions.
- Amendments pertaining directly to original proposals must be discussed with the Legislative Committee in advance. Delegates are expected to present all proposed amendments to legislation with the Legislative Committee in writing and discuss the amendment prior to 7:30 a.m. on Saturday.



- Any main motion and/or amendment must be in writing, and forwarded to the platform either prior to or immediately after being proposed. The presentation of any business item not currently on the agenda must be discussed with the Parliamentarian prior to the day new business will be considered.

Instructions for Collegiate Voting Delegates

Serving as a Convention Voting Delegate is an honor. As the official biennial business meeting of the Fraternity, Pi Beta Phi convention requires delegates to responsibly navigate the agenda and fully participate.

Collegiate Voting Delegate

- A special meeting for all Collegiate Voting Delegates will be held Friday, July 7 at 5 p.m. in Sonoran E- F. All Collegiate Voting Delegates are expected to attend this meeting. The meeting is designed to prepare delegates to execute the important roles they will play at convention.
- All Collegiate Voting Delegates must sign the Book of Credentials. The signature of each delegate indicates she is qualified to vote and records the member's attendance for Fraternity historical purposes. Any Collegiate Voting Delegate who does not sign the Book of Credentials at registration will be asked to sign at Friday's delegate meeting.
- At General Sessions, important Fraternity business is conducted. All delegates are assigned a seat for General Sessions; consult the "General Session Seating" tab to review seating assignments.
- Each Collegiate Voting Delegate serves as a banner carrier, presenting her chapter's banner, at Saturday night's Banner Parade of Chapters. All banner carriers must report to the Grand Canyon Hallway for line-up by 5:45 p.m. Saturday, July 8. Banner carriers are reminded to choose attire appropriate for walking across an elevated platform, down the center of the ballroom and under bright stage lights.

Collegiate Voting Delegate and Alternate Voting Delegate Guidelines

- The Chapter President is the Collegiate Voting Delegate.
- If the Chapter President cannot attend, she must contact her Collegiate Regional Director who will contact the Grand Vice President Collegians for permission to send a substitute. Failure to attend without advance approval may subject the Chapter President to removal from office.
- A chapter delegate and/or chapter alternate delegate who resigns her office or fails to return to school the term following convention shall reimburse the Fraternity for funds expended on her behalf.
- As representatives and paid attendees of a chapter, all chapter members and Alumnae Advisory Committee (AAC) members are expected to be present at all convention events. If a chapter or AAC member must miss a session, event, or meal, she should notify her Collegiate Regional Director.



- Each chapter is expected to send one alternate voting delegate. With recommendations from the Leadership and Nominating Committee, the chapter must have elected the alternate voting delegate by May 1 prior to convention. It is strongly recommended the alternate be a younger, emerging leader for the chapter to get the most long-term impact from the convention experience. Any other chapter members who attend convention are considered “visitors.”
- Only the Collegiate Voting Delegate will vote, with the Collegiate Alternate Voting Delegate filling in if she is unable to. Both the Collegiate Voting Delegate and the Collegiate Alternate Voting Delegate need to understand and be able to follow debate on the proposed legislation for that Convention year. A mock-debate of legislation will be offered during Saturday’s General Session.
- Collegiate Voting Delegates and Collegiate Alternate Voting Delegates must stay at the official convention hotel, be full-time attendees and attend all scheduled official events. Serving as a Convention Voting Delegate is an honor. As the official biennial business meeting of the Fraternity, Pi Beta Phi convention requires delegates to responsibly navigate the agenda and fully participate.

Instructions for Alumnae Voting Delegates

Serving as a Convention Voting Delegate is an honor. As the official biennial business meeting of the Fraternity, Pi Beta Phi convention requires delegates to responsibly navigate the agenda and fully participate.

Alumnae Voting Delegate

- Alumnae Voting Delegates must sign the Book of Credentials prior to the first General Session Saturday morning. The Book of Credentials will be available at convention registration Friday.
- Alumnae Voting Delegates are expected to be present at all General Sessions and cast votes on behalf of their alumnae club. All delegates are assigned a seat for General Sessions; consult the “General Session Seating” tab to review seating assignments.
- There is no delegate meeting for the Alumnae Voting Delegate.

Alumnae Voting Delegate Guidelines

- Must be a dues-paying member.
- Must stay at the official convention hotels and be a full-time attendee.
- Must register to receive club allotment.
- Must attend all scheduled official events.
- Details on eligibility for receiving the club allotment can be found in the Guidelines for Alumnae Club Vice Presidents of Finance in the Resource Library.



Handling a Motion

Making the Motion

A member introduces the motion by saying “I move that ...” or “I move to ...”

Seconding a Motion

Without rising, another member says, “Second.” Any motion coming from a committee does not require a second since it is considered seconded by the committee.

Stating the Motion

The Presiding Officer states the motion, “It is moved and seconded that ...” And opens it to debate by saying either: “Are you ready for the question?” or “Is there discussion?”

Debating the Question

For motions other than bylaws amendments, the Presiding Officer then looks toward the maker of the motion to see whether this member wishes to speak first in debate since this is the maker’s right if claimed.

Putting the Question

When debate seems to have stopped, the Presiding Officer again says, “Are you ready for the question?” If no one responds, then the Presiding Officer puts the question (which is asking for the vote) by saying, “The question is on the adoption of the motion that ... (repeat the motion). Those in favor say ‘Beta’; those opposed say ‘Phi.’”

Announcing the Result of the Vote

The Presiding Officer announces, “The Betas have it, the motion is carried, and ... (indicating the effect of the vote and/or ordering its execution)” or “The Phis have it and the motion is lost.”

Margie Borges, 2023 Parliamentarian



Parliamentary Procedure At-a-Glance

Based on Robert's Rules of Order Newly Revised

To Do This ...	You Say This ...	May a speaker be interrupted?	Must there be a second?	Is the motion debatable?	What vote is required?
Introduce business (a primary motion)	"I move that ..."	No	Yes	Yes	Majority
*Postpone consideration of a motion indefinitely	"I move that the motion be postponed indefinitely."	No	Yes	Yes	Majority
Amend a motion	"I move to amend by ..."	No	Yes	Yes	Majority
Have a motion studied further	"I move to refer the motion to ..."	No	Yes	Yes	Majority
Postpone consideration of a motion to a certain time	"I move to postpone the question to ..."	No	Yes	Yes	Majority
*End debate	"I move the previous question."	No	Yes	No	2/3 vote
*Complain about noise, room temperature, etc.	"I rise to a question of privilege."	Yes	No	No	No vote
Recess the meeting	"I move to recess for ..."	No	Yes	No	Majority
*Adjourn the meeting	"I move to adjourn."	No	Yes	No	Majority

** Not Amendable*



Election Rules and Procedures

No nominations will be taken from the floor during convention. The slate prepared by the Leadership and Nominating was posted prior to convention. Any challenges to the slate must have been made within seven (7) days of the March 27, 2023, posting date.

1. The slate will be presented to the convention body on Saturday, July 8 during General Session. Voting delegates will vote as they exit the session.
2. The prepared ballot will contain the names of all Grand Council and Director candidates recommended by the Leadership and Nominating Committee.
3. If there is any change in the seating of any voting delegate, the Book of Credentials Coordinator must be notified before the General Session on the day of election.
4. The Book of Credentials Coordinator will furnish the Elections Auditor with the names and total number of alumnae and collegiate members entitled to vote. Only elected international officers, regional officers, chapter delegates, alumnae delegates and those seated by the convention body will be given ballots.
5. Ballots will be distributed when a voting member signs the Book of Credentials.
6. If a voter does not wish to vote for a nominated candidate, there will be a place on the ballot for a write-in vote.
7. Only one vote is cast for each office. Therefore, should an office be marked with more than one candidate, the ballot for that office will be declared illegal.
8. A majority of all votes legally cast will elect.
9. In the event a candidate for office does not receive a majority of votes cast, voters will re-ballot as many times as may be necessary for that office. The time and place for re-balloting will be announced if re-balloting is required.
10. The tellers will be responsible for overseeing the counting of the ballots.
11. The Elections Auditor and the Book of Credentials Coordinator will certify the ballot counting.
12. A summary of election counts will be available at the registration desk following Sunday's General Session.

