



CONVENTION PROCEDURAL RULES

(REQUIRING VOTE OF THE CONVENTION BODY)

PART 1: GENERAL PROCEDURAL RULES

REGISTRATION OF ATTENDEES

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

Headquarters shall provide name badges for delegates, alternates, visitors and guests upon registration. Name badges shall be worn at all times and are not transferable. Badges are required for admission into convention functions.

Chapter and alumnae club voting delegates need to be credentialed in addition to registration. Any attendee other than delegates, alternate delegates, Fraternity officers, appointed officers, and those seated by the convention body are considered visitors or guests.

REQUIREMENTS TO BE CREDENTIALLED

All Alumnae Voting Delegates, Collegiate Voting Delegates and Collegiate Alternate Delegates need to be properly credentialed in order to vote.

The Collegiate Voting Delegate is the Chapter President unless a substitute was approved by the Collegiate Regional Director and Headquarters prior to the beginning of convention.

The Collegiate Alternate Voting Delegate is elected by the chapter and identified through official convention registration prior to the start of convention; it is recommended that the Alternate is a younger, rising leader for the chapter to get the most benefit from her attendance. The Collegiate Alternate Voting Delegate is credentialed only if the Voting Delegate becomes unable to fulfill her duties during convention.

The Alumnae Voting Delegate should be a dues-paying member selected by her club to represent the club at convention.

PROCEDURE TO BE CREDENTIALLED

All Voting Delegates sign the Book of Credentials at convention registration. The registration staff will direct delegates to the Book of Credentials Coordinator who will oversee this process.

If a Voting Delegate is unable to attend a session, the Business Session Coordinator and the Alumnae Engagement Director or Collegiate Regional Director should be notified immediately. An Alternate Delegate shall assume the duties of the delegate AFTER qualifying with their Director and signing the Book of Credentials.

Quorum is determined based upon the credentials report and reported during the first General Session.

REQUIREMENTS FOR CREDENTIALLED DELEGATES

All Alumnae Voting Delegates and Collegiate Voting Delegates shall:

- Recognize that representing a chapter or club at convention is an honor, and so responsibly navigate the agenda and fully participate in proceedings.
- Sign the Book of Credentials at registration. The signature of each delegate indicates they are qualified to vote and records the member's attendance for Fraternity historical purposes. Any Voting Delegate who does not sign the Book of Credentials at registration will be asked to sign at the start of the business session on Friday June 20.
- Be registered as a full-time attendee of convention.
- Stay at the official convention hotel.
- Be in their assigned seats before the start of each General Session. Consult the "General Session" section to review seating assignments.
- Be subject to removal from office and/or reimbursement to their chapter or club and the Fraternity of monies expended on their behalf in the event of failure to attend convention or official events without prior approval from the Alumnae Engagement Director or Collegiate Regional Director, as applicable.

Collegiate Voting Delegates shall:

- Be the Chapter President unless a substitute has been arranged with the Collegiate Regional Director and Headquarters prior to the start of convention. Failure of the Chapter President to attend without prior approval of the Collegiate Regional Director may result in removal from office.
- Attend a special Collegiate Voting Delegate meeting held on Thursday June 19 at 3:30 p.m. at the convention hotel to prepare delegates to execute the important roles they play at convention.
- Serve as a banner carrier, presenting their chapter's banner at Friday night's Banner Parade. 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.
- Notify her Collegiate Regional Director immediately if she becomes unable to fulfill any of her convention duties so that the Alternate Voting Delegate may be properly credentialed in a timely manner.





Collegiate Alternate Voting Delegates shall:

- Recognize that representing her chapter is an honor and so responsibly navigate the agenda and fully participate in meetings.
- Be a full-time attendee and stay at the official convention hotel.
- Be in her assigned seat before the start of each General Session (see “General Session” for the seating chart).
- Be prepared to fulfill the duties of the Collegiate Voting Delegate if the Collegiate Voting Delegate becomes unable to fulfill any of her convention duties.
- Notify the Collegiate Regional Director immediately upon learning the Collegiate Voting Delegate is unable to fulfill any of her convention duties.

The Alumnae Voting Delegate shall:

- Register to receive the club allotment (details on eligibility for the club allotment can be found in the Alumnae Club Vice President Finance Quick Guide in the Resource Library).

MINUTES

The minutes of convention shall be approved by Grand Council at a Fall 2025 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.

Food is not allowed in General Sessions.

No children shall attend General Sessions.

PART 2: CONDUCTING THE CONVENTION

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 Statutes and/or Convention Procedural Rules.

MOTIONS

Only attendees who have the privilege of a vote and have signed the Book of Credentials may make motions.

The deadline to submit a new legislative proposal was December 14, 2024.

Amendments pertaining directly to original legislative proposals should 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 Friday, June 20, 2025.

Any main motion other than a proposed change to the Constitution & Statutes and/or an amendment should be presented in writing and forwarded to the Legislative Committee either prior to or immediately after being proposed. The presentation of any business item not currently on the agenda should be discussed with the Parliamentarian prior to the day new business will be considered.

DEBATE

Non-voting, registered convention attendees may have the privilege of speaking.

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 their 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”)

When recognized by the Presiding Officer, a member identifies themselves by name, chapter or alumnae club representing and indicates if they are a voting delegate or a non-voting attendee 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.

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 the Legislative Committee Chair. Inquiries may also be sent by email to the Legislative Committee Chair at legischair@pibetaphi.org.





PART 3: ELECTION PROCEDURAL RULES

- No nominations will be taken from the floor during convention. The slate prepared by the Leadership and Nominating Committee was posted prior to convention. Any challenges to the slate are to be made within seven (7) days of the March 31 posting date.
- The slate will be presented to the convention body on Friday, June 20, during the General Session. Voting delegates will cast their ballot as they exit the session.
- The prepared ballot will contain the names of all Grand Council and Director candidates slated by the Leadership and Nominating Committee. If there is any change in the seating of any voting delegate, the Business Session Coordinator should be notified before the General Session on the day of election.
- The Business Session Coordinator will finalize the roll of names and total number of alumnae and collegiate members entitled to vote. Only elected international officers, appointed regional specialists, chapter delegates, alumnae delegates and those seated by the convention body will be given ballots.
- Ballots will be distributed when a voting member signs the Book of Credentials.
- 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.
- Only one vote is cast for each office. Therefore, should an office be marked with votes for more than one candidate for a single office, the ballot for that office will be declared illegal.
- A majority of all votes legally cast will elect. The weighted value of each collegiate vote will be determined based upon the credentials report and reported during the first General Session.
- 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.
- The tellers will be responsible for overseeing the counting of the ballots.
- The Business Session Coordinator will certify the ballot counting.
- A summary of election counts will be available at the registration desk following Friday's General Session.

CONVENTION PROCEDURAL INFORMATION (NO VOTE REQUIRED)

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS...	HOLD UP THIS COLOR CARD...	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)	White	"I move that..."	No	Yes	Yes	Majority
Postpone consideration of a motion indefinitely	White	"I move that the motion be postponed indefinitely."	No	Yes	Yes	Majority
Amend a motion	White	"I move to amend by..."	No	Yes	Yes	Majority
Have a motion studied further	White	"I move to refer the motion to..."	No	Yes	Yes	Majority
Postpone consideration of a motion to a certain time	White	"I move to postpone the question to..."	No	Yes	Yes	Majority
End Debate	White	"I move the previous question."	No	Yes	No	2/3 vote
Recess the meeting	Yellow (Privileged Motion)	"I move to recess for..."	No	Yes	No	Majority
Adjourn the meeting	Yellow (Privileged Motion)	"I move to adjourn."	No	Yes	No	Majority





TIPS FOR PARLIAMENTARY DEBATE

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 the 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).”

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.”