



Society for
Technical
Communication

Rules for Annual Business Meeting 2020

These rules apply for the new business section.

1. All STC members may participate in discussions and vote at the annual meeting through the electronic meeting software.
2. The chat function may only be used to seek recognition from the chair. Members shall indicate their reason for seeking recognition (e.g. “I want to speak in favor,” “I have a point of order,” etc.), and may not speak until the chair directs that the member’s microphone be enabled.
3. Members shall identify themselves with their name and STC community(s) membership(s) (if any) when seeking recognition.
4. Members shall address all comments, points of order, requests for information and parliamentary inquiries to the chair.
5. Members shall avoid personal attacks against other members, officers, directors, or staff members while addressing the meeting.
6. The Board of Directors shall be authorized to correct and approve the minutes of the meeting.
7. Under New York law and the Society’s current Bylaws, the voting members of the Society are charged with the responsibility of electing directors and officers to manage the affairs of the Society. The management of the Society, therefore, is the responsibility of the directors and officers elected by the voting members. Motions from the floor directing or mandating any aspect of Society management will be ruled out of order for purposes of this meeting.
8. Under new business, only main motions that were submitted to STC by noon (EDT) on June 3, 2020 may be considered. A timekeeper has been appointed prior to the annual business meeting by the chair. Once a member has been recognized to speak, he or she will have a maximum of two minutes to do so. The timekeeper shall give the member notice once two minutes have elapsed, upon which the member shall promptly conclude their remarks.
9. Debate on all motions shall be limited to two speeches in favor of the motion and two speeches against the motion. The chair shall alternately call on speakers for or against the motion. At the end of the debate, the chair shall immediately put the pending question to a vote.