



Policy & Procedure Manual

Last Updated: April 9, 2022; Approved April 19, 2022

19.3(h) Standing Rules of Order for Virtual Meetings

NFPA[®] STANDING RULES OF ORDER FOR VIRTUAL MEETINGS

I. CREDENTIALING

A. CREDENTIALLED REPRESENTATIVES

1. Upon paying the registration fee, Primary Representatives and Secondary Representatives of voting member associations shall be issued the proper identification for online access and shall be referred to as credentialed representatives. The Secretary and Director of Leadership Development (“SDL D”) shall identify those persons as credentialed representatives.
2. The identification for online access must be presented to enter the meeting room and must be available at all times while in the virtual meeting space.

B. ASSOCIATION PRESIDENT AND OTHER LOCAL ASSOCIATION REPRESENTATIVES

1. Presidents and other local association representatives of voting member associations who are fully paid registrants shall be issued identification for online access and shall be permitted to attend virtually as observers.

C. BOARD MEMBERS AND COORDINATORS

1. Members of the Board of Directors and Coordinators with appropriately issued identification for online access shall be admitted to the virtual meeting space as panelists.

D. NAMING CONVENTIONS

1. A table of abbreviations is incorporated herein as Addendum II.
2. All members of the Board of Directors shall use the following naming structure in the meeting: “BOD: [First Name] [Last Name] [Office Abbreviation].” Example: BOD Mianne Besser, SDL D.
3. All duly credentialed delegates and presidents shall use the following naming structure in the meeting: “VMA [Association Abbreviation] [P/S/Pres] [First Name] [Last Name].” Example: VMA MNPA P Maren Schroeder.
4. All Coordinators shall use the following naming structure in the meeting: “CO [First Name] [Last Name] [Board Office Abbreviation] Coordinator.” Example: CO Cherylan Shearer, SDL D Coordinator.

E. OBSERVERS

1. Observers shall be NFPA[®] members other than those listed in Article I, Sections A, B and C above who have paid an observer fee.
2. Observers shall not be provided observer identification.

F. GUESTS

1. Guests shall include those individuals or representatives of organizations whom the NFPA[®] President has invited to attend a meeting or those individuals who are

not NFPA[®] members and have registered to attend the meeting. Pursuant to NFPA[®] policy, and in some cases, fees shall be waived for these guests.

G. CREDENTIALS REPORT

1. At the beginning of any virtual meeting and other times as ordered by the Presiding Officer or the assembly, the SLDL will call the roll of Primary Representatives. The first roll call at the beginning of the session will serve as a credentials report for the session.

H. OTHERS ALLOWED ON VIRTUAL POLICY FLOOR

1. Delegates who need special accommodations, such as interpreters or service assistants, shall file a request with the SLDL and the Executive Director to allow such accommodations as necessary to ensure the delegate can fully participate.

II. MEETING PROCEDURES

A. VOTING

1. Votes will be cast by the Primary Representative, or in her/his absence, by the Secondary Representative of each voting member association. The person authorized to cast the vote will be known as the voting representative. An association President cannot be the voting representative unless she/he is a credentialed representative.
2. Any action requiring a majority vote will be governed by Article V, Section 5.4, Part B of the Bylaws.
3. Any Amendment to the Bylaws, policy matter, and other resolutions requiring a two-thirds (2/3) vote will be governed by Article V, Section 5.4, Part C of the Bylaws.
4. Any action requiring three-fourths (3/4) vote will be governed by Article V, Section 5.4, Part D of the Bylaws.
5. The Presiding Officer will state the motion and announce whether the vote will be by majority, 2/3 or 3/4, as set forth in the Bylaws, prior to taking a vote.
6. A roll call vote will be required for motions listed in Article V, Section 5.4, Parts C and D. Roll call votes will be taken in alphabetical order by association names. The voting representative will respond by stating "Yes," "No," "Abstain" or "Pass" by utilizing the online voting procedures as set forth prior to the virtual meeting. A voting representative can pass only once during each roll call vote. On the second call, the voting representative will virtually respond with "Yes," "No," or "Abstain."

B. MOTIONS

1. Credentialed representatives, fully paid Presidents of voting member associations and/or NFPA[®] Board members may make and second motions. Coordinators may make and second motions on topics relating to the responsibilities of their position.
2. All main motions and amendments will be submitted to the Presiding Officer and the SLDL in writing and on proper forms, either immediately before or at the

time they are made, as directed by the NFPA[®] Policy & Procedure Manual. Short procedural motions (subsidiary, incidental, and privileged) will be exempt from the written requirement.

3. Delegates are encouraged to bring Agenda Topics to the floor first for discussion prior to moving the actual resolution to be discussed. If an Agenda Topic is submitted which includes a resolution, a separate motion to submit the resolution for approval must be made.
4. To make a motion, Delegates should send a "motion request" with the type of motion in the Zoom chat. Examples: "Motion request to end debate." or "Motion request to introduce Agenda Topic 5."
5. The Presiding Officer shall call on that participant to make their motion to the body as soon as reasonably possible.
6. Once a person has been recognized by the Presiding Officer, they will state their name, office/position, and association. The person will then state their request or motion: "I move that the following resolution be adopted..." or "I move that NFPA[®] ..."
7. Should Robert's Rules of Order allow speaker interruption, the Chair shall interrupt the speaker and call on the requesting participant.
8. Any association may second the motion by typing "second the motion from " in the Zoom chat (ex., "Second the motion from Minnesota.").
9. The Presiding Officer will state the question (repeat the motion) and call for discussion or debate, if applicable.
10. Motion requests received during debate shall be called on in the order received between debate requests, unless said motion allows for interruption of debate.

C. DEBATE

1. To speak for or against a motion during debate, send "debate request" to the chat.
2. The Presiding Officer shall call on debate requests in the order they are received.
3. To end debate, send a motion request to the chat that states, "motion request to move the previous question."

D. PROCESSING A MOTION

1. When it appears that no one else wishes to debate, the Presiding Officer will automatically put the question to the delegates (call for a vote on the motion). Prior to that time, any member can move that debate be closed. This motion requires a second and needs a two-thirds (2/3) vote.
2. Before the vote is taken, the Presiding Officer shall repeat the motion in its final form (as it appears after any amendments) and will tell the assembly what vote is needed. If there is a possibility of confusion, the Presiding Officer will tell the assembly the effect of a "Yes" vote and a "No" vote.

3. Roll Call Votes: When a roll call vote is requested, the SDLD will call each association, and the association's Primary Representative shall use the chat function to respond to the roll call. In the absence of the Primary Representative the Secondary Representative shall use the chat function to respond to the roll call. If an association does not respond to a roll call, the SDLD shall call for their vote again after all other associations have been called upon to vote.
4. Show of Hands, Rising, Voice, Division, and Straw Poll votes: The association's Primary Representative shall use the "raise hand" function in Zoom, and the SDLD shall count the total hands raised, cross referencing that there is one vote per association. In the absence of the association's Primary Representative, the Secondary Representative shall use the "raise hand" function. Alternatively, the SDLD may use the "poll" feature in Zoom or use a roll call vote.
5. When the vote is completed, the Presiding Officer or SDLD will announce the results by stating whether the motion was adopted or defeated. If the motion passes, the Presiding Officer or SDLD will stated the resolution number by stating the year and the number. Example: 2021-01, 2021-02, etc.
6. Any properly credentialed person may call for a question of privilege to address inappropriate behavior during the virtual meeting by a Board member, Coordinator, or Delegate.

E. SPEAKING ORDER AND TIME LIMITS FOR DEBATE

1. Time Limits Set In The Agenda: After the virtual meeting agenda has been adopted, a majority vote (1/2 plus 1) will be required to continue discussion beyond the time limits set in the agenda, i.e., if an Agenda Topic was set for 9:00 a.m. to 10:00 a.m., motions can be made, debated, and amended on this topic for only one (1) hour without a vote to extend the time limit.
2. The Presiding Officer shall have the right to extend the time limits set forth in the meeting agenda.
3. Speaking Order: The following speaking order shall be observed:
 - a) One credentialed representative, fully paid President of each delegation, members of the Board of Directors, Coordinators, and Ad Hoc Committee Chairs may speak at least once on a motion. Coordinators may speak only on topics directly related to their area of responsibility. Each association shall be limited to five (5) minutes total. Members of a delegation, including the Secondary Representative shall decide who shall speak for the delegation the first and second time providing that the speaker is a credentialed representative or fully paid President.
 - b) The author or the individual who is recognized for the purpose of introducing an Agenda Topic shall not be subject to the five (5) minute total time limit. However, the author or individual who shall introduce an Agenda Topic may not speak longer than two (2) minutes when bringing said matter to the floor for discussion.
 - c) After the above speakers have had an opportunity to speak at least once and there is time remaining, fully paid members not outlined in the previous category may speak for a total of two (2) minutes per person.

- d) After the above speakers have had an opportunity to speak at least once and there is time remaining, Observers may be granted, by the assembly, leave to speak, and may speak for a total of two (2) minutes per person.
 - e) After the above speakers have had an opportunity to speak at least once and there is time remaining, Guests must ask for leave of the assembly to speak, and may do so for a total of two (2) minutes per person.
4. The applicable NFPA[®] Coordinator or Ad Hoc Committee Chair may submit an Agenda Topic or Resolution and address the questions of the assembly. At the discretion of the Coordinator, committee members, who are delegates, may participate in any discussion or debate upon the Agenda Topic or resolution, provided that the speaker states in which capacity he or she is speaking.
 5. Timekeeper: A timekeeper shall signal the speaker when one (1) minute is left, when one-half (1/2) minute is left and when time has expired.

F. AGENDA TOPICS, BYLAW RESOLUTIONS, AND ADMINISTRATIVE RESOLUTIONS

1. The procedures set forth in Section 2.6 of the NFPA[®] Policy & Procedure Manual to present Agenda Topics, Bylaw Resolutions, and Administrative Resolutions will be followed. The Agenda Topic proposal, Bylaw Resolution, or Administrative Resolution will identify the topic, reason the topic should be discussed, the history, the previous resolutions relating to the topic, budget information, and the specific Strategic Planning goal to which the resolution or topic relates.
2. Agenda Topic proposals will be brought to the floor by credentialed representatives, fully paid Presidents, or Board members. Coordinators may bring Agenda Topic proposals to the floor only on subjects relating to the responsibilities of their positions.
3. Bylaw Resolution proposals will contain the wording of the actual bylaw amendment.
4. Agenda Topic proposals on policy matters should, as much as possible, contain a motion and resolution so that discussion is focused, and time limits can be met.

G. CONSENT CALENDAR

The Board of Directors will compose a consent calendar of items to be considered without debate by the voting member associations and submit this to the assembly for approval. By majority vote (1/2 plus 1), a consent calendar item may be removed and brought to the policy floor as a separate Agenda Topic. The remaining items on the consent calendar will automatically be approved without a vote.

H. NON-AGENDAED TOPICS AND RESOLUTIONS

A two-thirds (2/3) vote of the voting member associations present will be required to authorize the introduction of an Agenda Topic or resolution which is not on the agenda or a consent calendar item.

I. NOMINATIONS AND ELECTIONS

1. Upon closing nominations by the Presiding Officer, the Nominations Coordinator will introduce the candidates for each office to the delegates during the virtual

meeting. Candidates will be called on in the following order: President, Director of Positions and Issues, Director of Paralegal Certification, and Secretary and Director of Leadership Development in year one and Director of Profession Development, Director of Membership, Director of Marketing, and Treasurer and Director of Finance in year two of staggered terms. The Education Coordinator and the American Bar Association Representative will be elected every third year, as the incumbents' terms expire.

2. Each candidate will be limited to five (5) minutes to virtually present his/her speech.
3. Candidates nominated from the floor will also be limited to five (5) minutes to present their speech live.
4. If a candidate is not present, he/she may designate a representative to deliver a speech orally to the delegates. The same five (5) minute time limit will apply.
5. Electronic ballots will be presented to voting member associations (one vote per association) by the Nominations Committee at the time designated on Saturday of the virtual meeting.
6. Designated representatives of Headquarters will act as the Teller Committee for the purpose of conducting the election. Once the electronic ballots have been counted, Headquarters will provide the results to the Nominations Coordinator. The Nominations Coordinator will read the report to the assembly. The Presiding Officer will restate the report to the assembly and declare those elected.

III. SPECIAL PROCEDURES

A. QUASI COMMITTEE OF THE WHOLE

1. By majority vote (1/2 plus 1), the assembly may go into a quasi-committee of the whole for the purpose of freely discussing an Agenda Topic and/or formulating a recommendation (resolution).
2. Unless otherwise ordered by the assembly, the deliberations of the quasi-committee of the whole will conform to the time limits allotted for the Agenda Topic or motion.
3. Each person is allowed to speak an unlimited number of times on a topic or motion, but he/she cannot speak another time so long as a person who has not spoken on it is seeking the floor during the deliberations of the quasi-committee.

B. CAUCUS

The assembly may decide to hold a caucus at a time and location determined by the Presiding Officer or assembly. The purpose of the caucus is to hear extended testimony on an Agenda Topic or other item of business, to hold free and open discussion, and/or to formulate a recommendation/resolution.

C. EXECUTIVE SESSION

1. A motion to go into an executive session may be made by any credentialed representative, fully registered President, NFPA[®] Board member or Coordinator. The motion requires a second, is not debatable, except that the maker may

briefly state the reason for the request, is amendable only with regard to the length of the executive session and requires a majority vote (1/2 plus 1).

2. During an executive session, everyone will be asked to leave the virtual platform for a specific period of time, except the following:
 - a) credentialed representatives;
 - b) fully paid Board members of voting member associations;
 - c) NFPA[®] Board members and Coordinators;
 - d) NFPA[®] member observers; and
 - e) the Parliamentarian.
3. By a majority vote (1/2 plus 1) of the assembly, others may be permitted to stay. The sergeant-at-arms will secure the room. A sergeant-at-arms will be appointed by the Presiding Officer, if there is no one acting in that capacity at the time.

D. RECONSIDER

The motion to reconsider (bring back for further consideration a motion which has already been voted on) can be made and seconded at any time at the same or following the meeting after the original motion has been disposed of. Action (debate and vote) on the motion to reconsider, however, will be held until the end of each meeting day and taken up before adjournment. An exception may be granted by general consent or a majority vote (1/2 plus 1).

E. AMENDMENTS

1. Before a motion has been placed before the Delegate Assembly for vote by the Presiding Officer, it is the property of the mover, who can withdraw it without permission.
2. Amendments must be presented using the procedures set forth in Section 2.6(c)(v) of the NFPA[®] Policy & Procedure Manual. Amendments may be offered by the original mover or by another individual with the authority to make motions under these Rules.
 - a) The individual presenting the Amendment must move adoption of the Amendment.
 - b) Then, the mover of the original motion shall state their position on the Amendment whether in-favor, in opposition, or indifferent.
 - c) Debate should occur on the Amendment.
 - d) Once debate has concluded, the Presiding Officer shall call for a vote on the Amendment.
3. After adoption or rejection of the Amendment, the Presiding Officer shall open debate on the original Motion. If an amendment was adopted, the debate shall be on the Motion as amended.

F. APPROVAL OF MEETING MINUTES

Minutes of the virtual meeting will be referred to the Meeting Minutes Committee for review and approval.

G. STRAW POLLS

A request to take a non-binding vote may be made by any credentialed representative, NFPA[®] Board member or Coordinator.

H. MISCELLANEOUS PROCEDURES

If you would like to:

1. Rise to a point of order;
2. Call for Division;
3. Make a parliamentary inquiry;
4. Request a point of order; or
5. Object to consideration of a motion

Type your request in the chat to all participants. The Presiding Officer should interrupt the proceeding to call on the individual.

IV. CONDUCT AND DECORUM

- A. Board members, Coordinators and Delegates attending the NFPA[®] Meetings, whether virtually or in-person, will appear in professional attire as described in the current NFPA[®] Policy & Procedure Manual.
- B. All persons, while in the virtual or in-person meeting, breakout and/or chat rooms, as well as adding any typed comments to the chat function, will make every effort to treat each other with respect, professionalism and professional courtesy.
- C. During all virtual meetings, all those in attendance will limit the electronic interference while their microphone is unmuted. The moderator will reserve the right to mute participants.
- D. Use the “raise hand” or chat features whenever possible.
- E. When speaking, turn your camera on, if you can.
- F. Use the chat feature only as directed by these Rules.

V. PARLIAMENTARY GUIDE

- A. The parliamentary guide in Addendum I attached hereto is offered as assistance in making motions and conducting the business of the session. See Robert's Rules of Order Newly Revised (12th) for complete instructions. It is recommended Association Delegates obtain a copy of *Robert's Rules of Order Newly Revised in Brief* (12th Edition).

19.3(h)(i) Addendum I: Robert's Rules of Order

**ADDENDUM I TO NFPA® STANDING RULES OF ORDER FOR VIRTUAL MEETINGS
ROBERT'S RULES OF ORDER**

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE ?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED
Fix adjournment of the meeting for a specific time	"I move that we adjourn to..."	No	Yes	Yes	Yes	Majority	No
Adjourn Meeting	"I move that we adjourn"	No	Yes	No	No	Majority	No
Complain about heat, noise, etc.	"I rise to a question of privilege"	Yes	Yes	No	No	Chair ⁴	Yes
Set aside further consideration of an issue	"I move to table the motion"	No	Yes	No	No	Majority	No
End debate and amendments	"I move the previous question"	No	Yes	No	No	2/3	Yes ¹
Postpone discussion for a certain time	"I move to postpone the discussion until____"	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the motion to the _____ committee"	No	Yes	Yes	Yes	Majority	Yes ²
Amend a Motion	"I Move to amend the motion by ____"	No	Yes	Yes ³	Yes	Majority	Yes
Introduce Business	"I move that..."	No	Yes	Yes ³	Yes	Majority	Yes
Kill a Motion	"I move to postpone the motion indefinitely"	No	Yes	Yes	No	Majority	Affirmative Vote only
Keep on Agenda	"I move for orders of the day"	Yes	No	No	No	No Vote ⁷	No
Protect Break of Rules or Conduct (enforce the rules)	"I rise to a point of Order"	Yes	No	No	No	Chair ⁴	No
Disagree with the Rule of the Chair	"I appeal the ruling of the Chair"	Yes	Yes	Yes	No	Majority in negative	Yes
Suspend Rules	"I move to suspend	No	Yes	No	No	2/3	No

National Federation of Paralegal Associations, Inc.
Policy & Procedure Manual

Temporarily	the Rules so that _____”						
Avoid Considering an Improper Matter	“I object to consideration of this Motion”	Yes	No	No	No	2/3 ⁵	Note 6
Verify a Voice Vote	“Division”	Yes	No	No	No	No Vote	
Questions or Clarification of the Rules	“Parliamentary Inquiry”	Yes	No	No	No	Chair	
Question	“Request for Information”	Yes	No	No	No	Chair	
Ask a Delegate a Question	“Will the Delegate from ___ yield for a Question?”	No	No	No	No	Delegate	
Take up a matter previously tabled	“I move to take from the table”	No	Yes	No	No	Majority	No
Reconsider a hasty action	“I move to reconsider the vote on...”	Yes ⁸	Yes	No	No	Majority	No

Notes:

1. Yes, but if vote was affirmative, only before any vote has been taken under it
2. Unless the committee has already taken up the subject.
3. Only if the motion to be amended is debatable.
4. Ruled upon by chair, unless submitted to judgment of majority of assembly.
5. A 2/3 vote in negative needed to prevent consideration of main motion.
6. Only if the main question or motion was not, in fact, considered.
7. A 2/3 in negative required to refuse to proceed to orders of the day.
8. When another has been assigned the floor but not after he has begun to speak.

19.3(h)(ii) Addendum II: Abbreviations

ADDENDUM II TO NFPA® STANDING RULES OF ORDER FOR VIRTUAL MEETINGS ABBREVIATIONS

Voting Member Association Representatives

Primary	P
Secondary	S
President	Pres

Association Abbreviations

Alaska Association of Paralegals	AAP
Baton Rouge Paralegal Association	BRPA
Capital District Paralegal Association, Inc.	CDPA
Central Connecticut Paralegal Association	CCTPA
Central Massachusetts Paralegal Association	CMPA
Central Pennsylvania Paralegal Association	CPNPA
Chester County Paralegal Association	CHCPA
Cleveland Association of Paralegals, Inc.	CAP
Dallas Area Paralegal Association	DAPA
Georgia Association of Paralegals, Inc.	GAP
Greater Lexington Paralegal Association, Inc.	GLPA
Indiana Paralegal Association	INPA
Judge Advocate General Association of Legal Paraprofessionals	JAGALP
Kansas Paralegal Association	KPA
Lycoming County Paralegal Association	LCPA
Maryland Association of Paralegals	MAP
Massachusetts Paralegal Association	MAPA
Michiana Paralegal Association	MPA
Minnesota Paralegal Association	MNPA
Missouri Paralegal Association	MOPA
Montgomery County Paralegal Association	MCPA
National Capital Area Paralegal Association	NCAPA
New Orleans Paralegal Association	NOPA
New York City Paralegal Association	NYCPA
Northeast Indiana Paralegal Association, Inc.	NIPA
Oregon Paralegal Association	OPA
Paralegal Association of Central Ohio	PACO
Paralegal Association of New Hampshire	PANH
Paralegal Association of Northern Virginia	PANV
Paralegal Association of Rochester, Inc.	PAR
Paralegal Association of Wisconsin	PAW
Philadelphia Association of Paralegals	PAP
Pittsburgh Paralegal Association	PPA
Rhode Island Paralegal Association	RIPA
Rocky Mountain Paralegal Association	RMPA
Sacramento Valley Paralegal Association	SVPA

South Florida Paralegal Association	SFPA
South Jersey Paralegal Association	SJPA
Tampa Bay Paralegal Association	TBPA
Vermont Paralegal Organization, Inc.	VPO
Washington State Paralegal Association	WSPA
Western Massachusetts Paralegal Association	WMPA
Western New York Paralegal Association	WNYPA

NFPA® Officer & Director Abbreviations

President	Pres.
President-Elect	Pres-E
Secretary & Director of Leadership Development	SDLD
Treasurer & Director of Finance	TDOF
Director of Profession Development	DPD
Director of Positions & Issues	DPI
Director of Membership	DMbr
Director of Paralegal Certification	DPC
Director of Marketing	DMkt
Region I Director	RDI
Region II Director	RDII
Region III Director	RDIII
Region IV Director	RDIV
Region V Director	RDV
Executive Director	ED

Others

Coordinator	CO
Management Staff	ST
Parliamentarian	PAR
Guests	G