

WORKING RULES OF THE DAY
TOTA MEETING

1. Modified Roberts Rules of Orders will be used. These will be enforced as needed by the TOTA Parliamentarian assigned to serve at the discretion of the TOTA President.
2. The President will be granted the privilege of changing the order of business.
3. Anyone wishing to speak should raise their hand to be recognized by the TOTA President.
4. Only voting members may present motions and vote. All other or additional TOTA Board Members and TOTA executive director and/or staff may participate in the discussion and or debate. While visitors and auditors may be recognized to participate in selected discussion, they may not present motions or vote. All participants shall conduct themselves according to conflict of interest guidelines and adhere to the Rules of the Day.
5. Debate on any subject will be limited to ten minutes. No member may speak in debate more than twice on the same question or longer than two minutes at a time without permission of the members.
6. Charges will be made by the TOTA President upon motion of any voting member and/or upon receiving an indication of TOTA consensus. Charges shall be recorded using a numbered form and shall become part of the permanent TOTA meeting minutes.
7. The assignment of informal tasks to be completed within the meeting time will be made by the TOTA President. These will not become part of the permanent record.
8. Resolutions submitted by members prior to the business of the day will be placed on the agenda at the TOTA President's discretion.
9. Announcements must be given to the TOTA President, who will present them to the members at a convenient time during the meeting.
10. All motions from the floor must be sent to the TOTA secretary in writing, signed by the voting member presenting the motion and the person who seconds it. *If board meeting is virtual, motions may be emailed to the secretary and electronically signed.
11. All reports, position papers, and other material for the record will be given to the TOTA secretary following their acceptance into the record by the TOTA President.
12. TOTA voting members: President, Vice President, Treasurer, Secretary, and District Chairs.