GFWC/CFWC FOOTHILL DISTRICT BYLAWS

ARTICLE I — NAME

The name of this organization shall be GFWC NAME; hereinafter in these bylaws referred to as District; a subsidiary of the GFWC California Federation of Women's Clubs (CFWC) and the General Federation of Women's Clubs, International (GFWC).

ARTICLE II — OBJECT

The object of this District shall be to carry out charitable, educational and service programs within the meaning of Section 501(c)(3) of the Internal Revenue Code and to unite, promote, offer training and recognize the clubs of the District for their achievements in Community Service Programs.

ARTICLE III — MEMBERSHIP

Section 3.l: Eligibility

a.Clubs of women and men whose work are germane to the missions of GFWC and CFWC are eligible for membership in the District.

b.Clubs must have membership in the GFWC and CFWC with at least ten (10) members.

c.Clubs must show by its bylaws that the organization requires no partisan political test for membership; that it is not a secret society; that it does not tolerate, either by practice or teaching, violation of state or national laws; and that its bylaws do not conflict with the Bylaws of the General Federation of Women's Clubs, the GFWC California Federation of Women's Clubs or the District.

d.Clubs must submit to the District Membership Chairman, an application for membership, accompanied by a copy of the club's Bylaws and Standing Rules, which shall be approved by the District Parliamentarian and forwarded to the CFWC Parliamentarian for approval; per capita membership dues; and the names and addresses of the officers and members upon approval by the District Executive Board.

Section 3.2: Types of members. There shall be two (2) types of members: Active and Affiliate.

a.Active members are in clubs whose members pay per capita dues to GFWC, CFWC and District and whose purpose is germane to the mission of GFWC.

b.Affiliate members are in groups granted Affiliate status by GFWC/CFWC (e.g., Past Presidents, Parliamentary Law, Alumnae and Emeritus) with one representative vote at GFWC/CFWC and District Conventions. Affiliate groups shall pay an annual fee to GFWC/CFWC and the District and are not included in the GFWC membership number. Members shall hold active membership in a federated club.

Section 3.3: Termination of Membership.

a.Clubs contemplating resignation from CFWC shall refer to the proper article and section of the CFWC Bylaws.

b.Clubs may be dropped from membership for nonpayment of dues or for reasons that would have prevented its admission by the GFWC/CFWC. Upon notice of resignation, all rights and privileges of membership cease.

Section 3.4: Renewal of Membership. Clubs wishing to renew its membership in GFWC/CFWC shall contact the District President who shall refer the members to the proper procedures for reinstatement. (GFWC/CFWC Bylaws)

ARTICLE IV — DUES AND FINANCE

Section 4.1: Fiscal Year shall be from June 1 through May 31.

Section 4.2: Audit or Review of the Financial Records of the District will be annually and a written report of findings will be presented to the District Executive Board no later than September 15th.

Section 4.3: District Checking Account will be opened in the name of the District and the District President and Treasurer will be signers on the account, with the Recording Secretary on the Bank Signature Card.

Section 4.4: Dues to CFWC and GFWC are stated in their Bylaws/Standing Rules and are paid annually.

Section 4.5: Club Dues
a.Clubs admitted to membership prior to March 1st shall pay all Federation Dues for the current year.
b.Clubs admitted after March 1st shall pay all Federation dues which will be credited to the following fiscal year and will have voting privileges after June 1.

ARTICLE V — OFFICERS

Section 5.1: Officers of the District shall be President, First Vice President, Second Vice President, Recording Secretary, Treasurer and Financial Secretary. These officers, along with appointments made by the President of Corresponding Secretary and Parliamentarian, shall be the District Executive Committee, beginning June 1 in an election year.

Section 5.2: Eligibility for the office of President, First Vice-President, Second Vice President, Recording Secretary, Treasurer and Financial Secretary, shall include membership in a club that is in active membership in GFWC, CFWC and District.

Section 5.3: Term of Office
a.Shall be two years or until such time as a successor is elected or appointed. Officers shall serve from June 1 until the May 31 in an election year.
b.No elected officer may serve more than two consecutive terms in the same office; no appointed officers may serve more than two consecutive terms in the same office.

Section 5.4: Vacancy in an Office.
a.If for any reason, the office of the President becomes vacant, the First Vice President shall become President for the unexpired term. In the event the First Vice President declines, the Second Vice President may assume the office. If the Second Vice President declines the office, the Executive Committee shall fill the office of President by appointment of a person meeting the eligibility requirements of Section 5.2. The Executive Board shall ratify such appointment. A President serving less than one-year shall be eligible to serve a full term.
a.In the event of a vacancy in the office of First Vice President, the Second Vice President shall assume the office for the remainder of the term.
b.In the event of a vacancy in other elected offices, the office shall be filled by the Executive Committee providing the person meets the eligibility requirements of Section 5.2 and 11.2. The Executive Board shall ratify appointments for the remainder of the term.
c.If an officer is incapacitated or unable to perform her duties for a period of three months, the office is declared vacant.

ARTICLE VI — DUTIES OF OFFICERS

Section 6.1: The President
a. Shall preside and report at all meetings of the District Executive Board, Executive Committee, and annual District Convention.
b. Serve as a voting member of the CFWC Executive Board at meetings and Conventions and will distribute all information received pertaining to the District Officers and Clubs.
c. Appoint the Corresponding Secretary, Parliamentarian, Program Chairmen, Special Chairmen, and Administrative Chairmen to be ratified by the District Executive Committee and District Board.
d. Have the authority to appoint members of committees as deemed necessary to carry out the work of the CFWC and District, and serve as an ex-officio member of all Committees, except the Nominating Committee.
e. Sign checks in the absence of the Treasurer and sign all contracts approved by the Executive Committee.
f. Call Special Meetings when necessary and accept courtesies and awards on the District's behalf.
g. Work with the Administrative Chairmen to ensure the District is moving in the right direction.
h. In the event of a national emergency (man-made or national) that could potentially put members in danger, the District President, with the consent of the Executive Committee, can hold District Meeting virtually.

Section 6.2: The First Vice President/Dean of Chairmen
a. Shall receive all District Chairmen Reports and forward them onto CFWC. Shall conduct Report Writing Workshops for the Clubs and take part in Leadership Training Workshops.

b. Assume the duties of the President in the absence of the President and shall automatically succeed to the office of President in the event the President is permanently unable to fulfill the duties of President.
c. Be a voting member of the CFWC Executive Board and Conventions and distribute information from GFWC and CFWC to the District Program Chairmen, Club Presidents and First Vice Presidents.
d. Provide a copy of the CFWC Yearbook pages to the corresponding District Chairman.
e. Along with the President, motivate, train and assist the Chairmen in their work, encouraging an exchange of materials and projects with all Clubs and such other duties as assigned by the President.
f. Direct and assist all chairmen with Annual Reports to the District and CFWC and with the Chairmen, prepare for the awards program at the Annual Convention.
g. Present a workshop at the beginning of the new administration on new programs and at least one on report writing for the District including CFWC policies, procedures and goals.
h. Collect the chairmen's procedure books for distribution to the incoming District Chairmen by the incoming Dean of Chairmen.
i. Be an ex-officio member of the Budget Committee, Bylaws and Convention Committee.

Section 6.3: The Second Vice President/Membership Chairman
a.Shall work closely with the CFWC Second Vice-President and District President in devising and executing plans for the District, Clubs and members.
b.In the absence of the President and First Vice President, serve as President.
c.Develop a comprehensive Membership Program to include the formation of new Clubs and work with clubs on membership goals, membership retention and marketing publications.
d.Hold at least one membership training session annually, develop ideas, adjust membership goals and encourage attendance at all District and CFWC meetings, Councils, and Conventions.
e.Focus on the benefits of belonging and working within the Federation Programs.
f.Organize recognition of first-time attendees at District meetings and Conventions.
g.Attend and participate fully in the CFWC Fall Executive Board Membership Training.
h.Serve as a member of the Bylaws Committee
i.Assume such other duties assigned by the President.
j.Be responsible for the Club Information Form/Dues Statement to GFWC/CFWC.

Section 6.4: The Recording Secretary
a.Shall keep the, printed and/or saved on a flash drive, record of attendance and the minutes of all meetings of the District Executive Board and Executive Committee.
b.Appoint a committee of three to approve the Executive Board Meetings and send the minutes within seven days, to the District Officers, the committee appointed to approve the minutes, and upon request, to club presidents or club representative via e-mail. Follow the same procedure for Convention minutes within fourteen days.

a.Keep a current list of all member Clubs belonging to the District; list of all Officers, Chairmen and Committees; the official Charter from GFWC and CFWC; the IRS letter of Determination and Federal ID number; the Corporate Seal and other District documents.
b.Sign, with the President, official correspondence.
c.Record and save (after approved) minutes of the Executive Committee meetings, and read the Executive Committee recommendations to the Board after they are adopted by Executive Committee.
d.Keep track of all postponed business, appointed committees and other possible agenda items.
e.Deliver to the incoming Recording Secretary within one month of the Convention the permanent copy of the District Minutes of meetings and Conventions which shall be in a printed form.

Section 6.5: The Treasurer
a.Shall maintain an accurate record of all money deposited and disbursed.
b.Pay all bills that have been properly approved and sign all checks
c.Remit to the CFWC Financial Secretary by the 15th of each month, on forms provided by the CFWC monies due the GFWC and CFWC.
d.Provide a written and oral report at each regular District Executive Committee and Executive Board meeting.
e.Serve as Chairman of the Budget Committee and prepare a budget to present to the District at Convention.
f.Pay expenses of officers and chairmen upon receipt of properly issued warrant and/or receipts.
g.File the necessary tax forms at the proper time each year.
h.Close the books May 31 and submit them for review/audit by June 15.
i.Deliver to the incoming Treasurer all money, vouchers, books and papers in her custody within two weeks after completion of the review/audit in June.

Section 6.6: The Financial Secretary
a.Shall receive and deposit all monies for the District into the District financial institutions as designated by the Executive Committee and forward copies of all deposit slips to the Treasurer.
b.Keep accurate records and submit the records for financial review.
c.Provide a written and oral report at each District Executive Committee and Board meeting.
d.Serve as a member of the Budget Committee.
e.Send a list of delinquent clubs to the CFWC Financial Secretary by July 31st.
f.Deliver to the incoming Financial Secretary all money, books, and papers in her custody within two weeks after completion of the review/audit in June.

Section 6.7: The Corresponding Secretary
a.Shall handle the correspondence of the District and other duties as directed by the President.
b.Send all notices and mailings as directed by the President and Executive Committee.
c.Receive five (5) copies of each club yearbook and distribute one copy each to the President, 1st Vice President, 2nd Vice President, Financial Secretary with one copy for the Corresponding Secretary.
d.Assist the President in preparation of the yearbook.
e.Email or mail all materials pertaining to District convention to those eligible to receive them.
f.Notify CFWC President, Dean, and Corresponding Secretary of any changes on the District Executive Board.

Section 6.8: The Parliamentarian
a.Shall advise the presiding officer on points of parliamentary law and give similar advice to members upon request and as directed by the President during meetings.
b.Be Chairman of the Bylaws Committee to review the District bylaws and Standing Rules annually and provide the most current District Bylaws and Standing Rules for publication in the Yearbook.
c.Encourage clubs to submit to the Bylaw Committee recommendations to amend Bylaws.
d.Request club Bylaws and review for any conflicts with District and CFWC Bylaws.
e.Have all proposed amendments to the Bylaws and/or Standing Rules included in the Convention Call for consideration by registered delegates.
f.Call the first meeting of the Nominating Committee to give instruction on procedure.

ARTICLE VII — EXECUTIVE BOARD

Section 7.1: Voting Body
a.Shall be District Officers, Chairmen, Committee Members, Club Presidents and Deans or their appointees, and one delegate or alternate for each ten (10) members. (Refer to CFWC Bylaws).
b.Past CFWC and District Presidents who are members of a Club in the District.
c.CFWC Officers, Chairmen and Committee Members who are members of a Club in the District.
d.Members of the District who represent their club, shall vote on behalf of their club.
e.Members shall only have one vote and Club Presidents shall always vote as Club President.

Section 7.2: Eligibility
a.Only members of clubs in active membership shall be eligible to serve on the District Executive Board.

Section 7.3: Term of Chairmen shall be no more than four (4) consecutive years or simultaneously in the same chairmanship in Club or CFWC when judging of reports or awards are involved. (Refer to CFWC Bylaws)

Section 7.4: Duties
a.Ratify all vacancies as described in Section these Bylaws.
b.Approve the annual budget and authorize payment of submitted bills.
c.In an election year, endorse candidates for the GFWC and CFWC offices.
d.Have the privilege of submitting names of qualified members to be considered for appointment by the District President.
e.Receive an annual report of the year's work from each Officer and Chairman during their term.
f.Require all members attending meetings to register for only one Club in which they hold membership. A copy of the credential report shall be given to the Second Vice President and the Recording Secretary.
g.Adopt standing rules by a majority vote at any meeting without previous notice; standing rules may be suspended by a majority vote and rescinded by a two-thirds vote.
h.Act upon recommendations from the Executive Committee.
i.Not permit voting by proxy, either verbal or written.

Section 7.5: Board Meetings
a.Shall hold not less than four (4) meetings during the year.
b.Special meetings may be called by the President or by three (3) clubs and fifteen (15) members.
c.A quorum to conduct business and vote shall consist of three District officers and fifteen (15) District Board members represented by three (3) clubs.
d.Shall hold elections in even numbered years.

Section 7.6: Annual Convention
a.The District Convention shall be held in the spring at a time and place recommended by the District Executive Committee and ratified by the Executive Board. In the event of an emergency, the time and location of the annual convention may be changed by a two-thirds (2/3) vote of the Executive Board.
b.The Call to Convention shall be issued at least 45 days prior to the convention and shall include agenda and proposed bylaw amendments.
c.Three (3) clubs and thirty (30) delegates, including five (5) District officers shall constitute a quorum to conduct business.
d.Clubs are entitled to be represented by the President or her appointee, Club First Vice President or appointee, and one delegate or alternate for each ten (10) members. (Refer to CFWC Bylaws)
e.Affiliate Club shall have one representative vote at the convention.
f.A delegate shall represent but one club and shall have but one vote. Voting by proxy, either verbal or written shall not be permitted.
g.A registration fee shall be paid by all attending the convention except guests. The amount of this fee shall be determined by the Executive Committee and recommended for Executive Board approval prior to sending the Call.

ARTICLE VIII — EXECUTIVE COMMITTEE

Section 8.1: Members
a.The elected and appointed officers shall be the Executive Committee and no more than 3 elected or appointed officers can serve from the same club or family.

Section 8.2: Duties
a.Meet on a regular basis to consider matters of CFWC and District policy, to plan training programs and motivational speakers at District Meetings/Convention, and to discuss communications between members of Clubs to District Officers and/or Chairmen.
b.Declare an office or chairmanship vacant by a two-thirds (2/3) vote should an officer or chairman fail to perform her duties and fill all vacancies, for the unexpired term,.
c.Have power to act in emergencies between District Executive Board meetings, provided expenditures do not exceed one hundred dollars ($100.00) on non-budgeted items. A complete report of such emergency action shall be read at the next District Executive Board meeting and be included in the minutes.
d.Select financial institution(s) in whose custody funds shall be placed and terms of such placement.
e.Approve all financial assistance for Clubs as funds allow; make recommendations to the Budget and Bylaw Committees and review their recommendations prior to the Executive Board.
f.Vote by email, text or phone in extreme emergencies. A report of any action so taken shall be ratified by the Executive Board at the next meeting and included in the minutes.
g.Review and approve contracts recommended by the President.
h.Create and dissolve Special Committees and their members upon recommendation of the President.
i.Work with the President on all programs, including the Convention Program, special projects for the administration and make recommendations to the Executive Board as required.

ARTICLE IX — CREDENTIALS COMMITTEE

Section 9.1: Credentials Committee
a.Shall be composed of a chairman and two other members, appointed by the President.
b.Will be responsible for credentials and registration at all Executive Board Meetings and Conventions.
c.Require all members attending meetings to register for only one club in which they hold membership. A copy of the Credentials report shall be given to the Recording Secretary and Second Vice President.
d.Shall report orally on in writing the delegate and guest counts, by club, of those attending Executive Board meetings and Conventions.
e.Shall certify, with records of the Recording Secretary and Membership Chairman, the eligibility of delegates and furnish to the Election Committee, a list of accredited delegates entitled to vote. This committee shall be responsible for credentialing all delegates.

ARTICLE X — NOMINATIONS & ELECTIONS

Section 10.1: Nominating Committee
a.There shall be a Chairman appointed by the President, four (4) committee members, and two (2) alternates elected by the Executive Board in an election year.
b.The committee shall meet two months prior to the Elections and shall receive instructions from the Parliamentarian, who shall not serve on the committee.
c.Nominations shall be sent to the Committee Members prior to their meeting.
d.Additional nominations may be made from the floor, providing the nominee has accepted with the endorsement of ten delegates and their name is presented to the Recording Secretary before noon on Election Day.
e.Candidates must have the endorsement of a club in which they hold membership. This endorsement must reach the Nominating Committee Chairman prior to their meeting date in an Election year.
f.The candidate's qualifications may be distributed to the District clubs, via email 30 days prior to the Election Day. Candidates wishing to speak to the assembly on their qualifications and reasons for seeking an Office, may do so on Election Day.
g.A member of the committee, nominated by the committee as a candidate, may continue to serve on the nominating committee.
h.The committee shall present a written report of its recommendations to the Executive Committee and the slate shall be printed in District Newsletter and announced thirty (30) days prior to voting.
i.The committee shall continue to work until the slate is complete.

Section 10. 2: Eligibility
a.All District officers shall hold membership in a GFWC/CFWC club in the district and be computer literate with experience in the office they hold.
b.To be eligible for the office of President a member shall have served as Club President or District President in another CFWC District.
c.To be eligible for the office of First Vice President, the member shall have served at least one term on the District Executive Board, either as Chairman, Committee Member or Officer or as Club President or District President in another CFWC District.
d.To be eligible for the office of Second Vice President, the member shall have served at least one term on a Club or District Executive Board, either as Chairman, Committee Member or Officer.
e.Recording Secretary. The Recording Secretary shall have knowledge of District procedure and secretarial skills.
f.Finance Officers. The Finance Officers shall have previous financial experience. The Finance Officers may not be from the same club or family.

Section 10.3: Tellers Committee
a.Shall be composed of a Chairman appointed by the President, two (2) members and two (2) alternates, none of whom shall be a member of the Executive Committee, and elected at an Executive Board Meeting in an Election year.
b.Shall be the duty of the Election Committee to prepare ballots, reviewed by the Parliamentarian, for the election; set up the election room; tally the vote. The chairman shall present a tellers' report, including the number of votes cast and votes for each candidate. The tellers' report shall be attached to the minutes and the ballots shall be held by the Recording Secretary until a motion is made to destroy the ballots.

ARTICLE XI — SERVING ON CFWC BOARD

Section 11.1: Endorsements for CFWC Elected Office
a.A candidate endorsed for an elected CFWC office shall be recommended to the District Executive Committee by their Club, in a signed letter from the Club President, and voted on by the District Board.
b.After the vote, endorsements from the club and the District must be in writing and include the name, address and club affiliation(s) and qualifications of the candidate, signed by the President and Recording Secretary and shall be sent to each member of the CFWC Nominating Committee by the date in the CFWC Bylaws.
c.Districts can only endorse one member for each office.

Section 11.2: Endorsements for CFWC Committees
a.At the CFWC convention the District may endorse candidates to be presented to the Area delegation for election as members of the CFWC Bylaw, Resolutions, Nominating, and Election Board Committees.
b.Districts and proposed candidates shall comply with the CFWC Bylaws pertaining to Area Elections.

ARTICLE XII — INDEMIFICATION & LIABILITY

Section 12.1: Indemnification
The District shall indemnify officers and other persons in accordance with the California law.

Section 12.2: Liability
Officers shall not be personally liable for monetary damages for breach of fiduciary duty in their respective capacities, provided that the foregoing shall not limit the liability of an officer for (a) misappropriation, in violation of her duties, or any business opportunity of the organization; (b) acts or omissions that involve intentional misconduct or a knowing violation of law; (c)the types of liability set forth in California Codes; or (d) receipt of an improper personal benefit under the California Codes.

ARTICLE XIII — SPECIAL RULE OF ORDER

Pursuant to the meeting schedule set forth in these bylaws, the District does not currently hold meetings within a quarterly interval as suggested by Robert's Rules of Order, Newly Revised. Therefore, this special rule of order is formulated so that all business of the District that is of a continuing nature, either an ongoing project or that remains incomplete at the conclusion of any meeting where the next meeting is scheduled for more than a quarterly interval, may be automatically continued to the next scheduled meeting.

ARTICLE XIV — GROUP EXEMPTION - IRS STATUS

CFWC offers Group Exemption to Member Clubs who qualify. To be included in the Group Exemption, a letter signed by the club president and club secretary stating that the club wishes to apply shall be sent to the GFWC/CFWC Director of Finance. The letter must include the following: exact name of the club, its official address and/or mailing address and Federal ID Number and a brief statement that the club is not a private foundation.

ARTICLE XV — PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern District in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that District may adopt.

ARTICLE XVI — AMENDMENTS

These bylaws may be amended at any Annual Convention by a two-thirds vote of those present and voting, provided such proposed amendments have been appended to the Convention Call. Amendments of an emergency nature may be considered without previous notice, but require approval by a nine-tenths (9/10) vote of those present and voting.

ARTICLE XVII — DISSOLUTION

In case of dissolution of District, bylaws of the GFWC/CFWC, which govern such action shall be followed. Being a nonprofit organization, and in order to comply with the Internal Revenue Code Law, all net profits will be turned over to GFWC/CFWC by a majority vote of the membership at the time of dissolution to be used to assist Clubs remaining in Federation. Such assets shall be those remaining after all debts and obligations are paid.

GFWC/CFWC FOOTHILL DISTRICT
STANDING RULES

GENERAL POLICIES

• The District shall hold General Meetings on a quarterly basis and dues paying members in attendance shall have voting privileges.

EXECUTIVE COMMITTEE

• The Executive Committee is comprised of the Founding Committee Members of the GFWC/CFWC Foothill District and shall also be known as the Acting Executive Committee for 2023-2024.
• The Executive Committee shall approve a budget.

OFFICERS

• The Officers of the District shall be chosen from the fifteen (15) District Founding Committee Members and will serve until May 31, 2024 or until they have turned over their positions to the newly elected 2024-2026 Administration and shall also be known as the Acting District Executive Committee.

FINANCIAL POLICIES

• All members shall pay Federation Dues annually to GFWC ($15); CFWC ($10); and Foothill District ($5).
• All checks pertaining to District activities shall be made payable to "GFWC/CFWC Foothill District" earmarked for the purpose for which it is intended.
• A registration fee may be paid per member attending the District Convention; proceeds of this fund shall be used for Convention expenses. The fee shall be determined by the Executive Committee.
• The Treasurer shall be authorized to pay any unbudgeted item not to exceed $50

"Deeds, Not Words"

~Emmeline Pankhurst

FOOTHILL DISTRICT MEETING RULES

1. All members are requested to arrive at least fifteen (15) minutes prior to the start of the meeting to allow the meeting to begin on time.

2. The presiding officer shall appoint a timekeeper for each meeting.

3. Members and guests may attend District business meetings. Only active members in good standing (dues paid for the current year) may offer a motion, amendment, resolution or second motions and may take part in all discussion on the floor and vote.

4. Motions intended to be introduced by the maker should be in writing and sent via mail to the Secretary at least twenty-four (24) hours prior to a meeting.

5. The maker of a motion has the right to speak first on that motion.

6. When a member wishes to speak from the floor, rise or stand (or raise your hand); wait to be recognized by the chair; state your name and Club name before speaking. Once you have spoken on a subject, be seated.

7. Every registered member in good standing who is in attendance at any District Business Meeting shall be entitled to one (1) vote on all matters that are put to a vote by the chair. If voting is done by means of those in favor or opposed, the member shall raise her hand according to how she wishes to vote (i.e., in favor or against). When the count has been taken for either yay or nay, the member may lower her hand. Once the count has been established by the Head Teller, she will inform the Presiding Officer of the total number in favor of the motion and the total number against the motion. The Chair will announce the results of the count (adopted or defeated) to the assembly, giving both number results. Only the Presiding Officer may announce the results of the vote.

8. No member shall be permitted to speak in debate more than twice on the same question, on the same day, without permission of the assembly, so long as another member who has not spoken on that question claims the floor.

9. Debate shall be limited to ten (10) minutes. No extension of time shall be allowed to any speaker for debate, except by a two-thirds (2/3) vote of the assembly, upon proper motion, or by unanimous consent. As a courtesy, debate shall alternate between those speaking in favor of, and those speaking opposed to, any motion or proposal.

10. The chair will require any lengthy main motions, amendments, or instructions to an officer to be in writing. Motion forms can be provided.

11. Members and guests in attendance at any District Business Meeting shall either turn off or put their cell phone on silence, vibrate or airport mode. Texting, answering or sending emails during a meeting is prohibited and any member in violation of this meeting rule may be asked to leave the meeting. Should an attendee receive an emergency message involving family, said member may leave the meeting to answer or return the call.

12. During an electronic meeting a similar version of these meeting rules shall be followed, including but not limited to raising of one's hand in the reactions box when requesting to speak.