

**CFRW BOARD OF DIRECTORS MEETING AND CONFERENCE**  
**SPECIAL RULES OF ORDER**  
**February 16-17, 2024**

**1. VOTING BODY. ARTICLE VIII BOARD OF DIRECTORS**

- a. Section 1. The CFRW Board of Directors shall consist of all Statewide Elected and Appointed Officers, Regional Directors, Legislative Analysts, Standing Committee Chairmen, and all past CFRW Presidents in good standing.
- b. Section 7. A Local Club President has the right to speak at a CFRW Board meeting. She may not vote or make motions.

**2. CREDENTIALS.**

- a. Each voting member shall sign in with the Registration Committee and receive a registration badge; guests are to also receive a registration badge.
- b. All Board Members and guests shall be required to wear their badges, within plain view, at all times during the conference.
- c. The 1st credentials report will be given following the opening of the first business meeting to establish a quorum.
- d. The 2nd credentials report shall include the most recent number of Board Members and guests that have registered as present with proper credentials; supplemental reports shall be given as ordered.

**3. DECORUM.**

- a. Board members and guests shall be seated before the session is called to order; the doors are to remain closed during opening ceremonies and during a vote.
- b. A Board member or Club President wishing to speak shall rise, address the Chair, and having been recognized, shall state her name and title.
- c. Communications to the Chair or members seated at the head table shall be delivered by official Pages.

**4. MOTIONS.**

- a. Motions longer than ten (10) words shall be written, signed and given to a Page for delivery to the Chair.
- b. Only accredited Board Members may make motions and vote.
- c. Only accredited Board Members or Club Presidents shall have the privilege/authority to speak from the floor except where the privilege of the floor is conceded by the vote of the assembly.

**5. DEBATE.**

- a. No Board Member or Club President shall speak in debate more than once to the same question on the same day, or longer than two (2) minutes, without permission of the body granted by a two-thirds (2/3) vote without debate.
- b. Debate on each substantive motion shall be limited to fifteen (15) minutes, without permission of the body granted by a two-thirds (2/3) vote without debate.

**6. QUORUM. ARTICLE VIII BOARD OF DIRECTORS Section 5.** One-third (1/3) of the CFRW Board of Directors, providing three (3) of them are elected officers, shall constitute a quorum.

**7. CELL PHONES/PAGERS/TABLETS.**

- a. Cell phones, pagers and tablets shall be in silent mode during all business meetings, workshops and speakers' presentations.
- b. Video camera and recording equipment, other than that approved by the President, shall not be permitted in the meeting rooms.

**8. ALL PRINTED MATERIAL. ARTICLE V ETHICS Section 3.** All literature, petitions, materials or announcements of any description shall first be submitted to the President or the Executive Committee for approval before being circulated or distributed at any CFRW meeting.

**9. PARLIAMENTARY AUTHORITY.** *Robert's Rules of Order Newly Revised* shall be the parliamentary authority to govern the Board of Directors and Conference meetings in all cases to which they are applicable and in which they are not inconsistent with the NFRW and CFRW Bylaws and any Special Rules of Order adopted by the CFRW Board of Directors.