



**Girl Scouts of Gateway Council, Inc.**  
**April 4, 2024 Annual Meeting**  
**Standing Rules of Order**

**Rules Governing Attendance at the Annual Meeting**

1. Attendance at the April 4, 2024 Annual Meeting (“Annual Meeting”) of the Girl Scouts of Gateway Council, Inc. (“Corporation”) shall be only by means of the meeting access information provided in the notice of the Annual Meeting.
2. Attendance at the Annual Meeting requires access to meeting technology provided by Zoom Video Communication, Inc. (“Zoom”) using high-speed internet access on a computer or device.
3. Upon attending the Annual Meeting, all attendees shall immediately mute their means of audio connection to the Annual Meeting and shall not unmute it unless recognized by the Chair.
4. The Annual Meeting shall be recorded, and any member attending the Annual Meeting consents to such recording.

**Rules Governing Participation in the Annual Meeting**

5. Participation in the Annual Meeting shall be limited to voting members (“Voting Members”) of the Corporation as defined in the bylaws of the Corporation.
6. Voting Members shall participate in the Annual Meeting only through technology provided by Zoom.
7. Participation in the Annual Meeting requires access to meeting technology provided by Zoom using high-speed internet access on a computer or device with capability to view live proceedings and participate by two-way audio. Immediate access to email is also required. Two-way video capability is not required.
8. Provided a quorum of Voting Members is present, no action taken at the Annual Meeting shall be invalidated because an attendee was prevented or hindered from attending or participating in any portion of the Annual Meeting due to the loss or quality of his or her technological connection.
9. Each Voting Member attending or participating in the Annual Meeting shall do so only through a device or devices that are associated individually with the Voting Member.

Voting Members shall not attend or participate in the Annual Meeting collectively by accessing a single device.

10. Recognition from the Chair shall be sought only as follows: (a) A Voting Member who desires to speak in favor of or in opposition to a motion shall indicate as much by responding on Zoom as directed by the Chair. (b) A Voting Member who desires to interrupt business to make a motion that may interrupt under *Robert's Rules of Order Newly Revised* (12th ed.) shall activate the "raised hand" icon through Zoom Meeting.
11. Voting Members shall identify themselves by name and Community/position before speaking.
12. The Chair shall recognize Voting Members desiring to speak in favor of or in opposition to a motion in the order in which their names are logged on the host screen. The Chair will alternate between members in favor of the motion and members in opposition to the motion.
13. No speaker shall speak longer than two minutes while providing feedback. Timing of the two-minute period shall begin immediately following the required identification.
14. No speaker shall speak a second time on a discussion item until other Voting Members wishing to speak a first time have done so.
15. No speaker shall speak more than twice on the same discussion item without permission of the assembly.
16. All remarks shall be addressed to the Chair.
17. Feedback on any one subject will be limited to two minutes.
18. Any Voting Member who makes a substantive motion or amendment shall post the motion or amendment in the chat screen of Zoom immediately after recognition by the Chair.
19. Voting Members shall vote by responding on Zoom as directed by the Chair. No secret ballots are in order.