HOUSTON LGBTQ+ POLITICAL CAUCUS

General Membership Meeting Agenda: Wednesday, January 5, 2022

Mission: Founded in 1975, the Houston LGBTQ+ Political Caucus is dedicated to eliminating prejudice, violence, and injustice against gay, lesbian, bisexual, and transgender people through education, activism, and political advocacy. Our goal is to create a world where all human beings are guaranteed freedom, equality, and opportunity.

CALL TO ORDER.

ADOPTION OF THE AGENDA.

PARLIAMENTARY PROCEDURE REVIEW. Adoption of the Special Rules for the Jan 5, 2022 Caucus General Membership meeting as posted on December 31, 2021 the Caucus website under "Documents"

WELCOME.

PRESIDENT'S REPORT

I. End of Year Review

TREASURER'S REPORT

I. Report

II. 2022 Budget

OLD BUSINESS

I. **Caucus Election -** As discussed in the December 1, 2021 General Meeting, the by-laws (6.16), due the change in leadership a special election is necessary to fill the vacancy of the seat. At the last meeting, the body opened the floor for nominations to fill the seat of Presidency and Board of Trustee positions 2,4,6, and 8. Refer to the Caucus Bylaws for the criteria to be Caucus President and/or a Board Trustee.

   A. ***Election of the Caucus President*** (Term ends January 2023)

      1. Nominations to elect Caucus President
      2. Caucus Presidential Candidate Questions (only if contested)
      3. Election of Caucus President and open Board Trustee positions.

   B. ***Election of open Board Positions 2, 4, 6, and 8*** (Term ends January 2024)

      1. Nominations for each open seat
      2. Caucus BM Candidate Questions (only if contested)

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3. Election of each open seat.

II. Adoption of Minutes of previous General Meetings.

NEW BUSINESS

I. CONSENT AGENDA

A. COMMITTEE REPORTS.

1. *Finance Committee - See Treasure's Report*
2. *Fundraising Committee -*
3. *Operations Committee -*
4. *Membership Committee - See Committee report posted on the website.*
5. *Education and Advocacy Committee -*
6. *Volunteer Committee -*
7. *Screening Committee -*
8. *Elections Committee -*
9. *Communications Committee -*
10. *Rules and Administration Committee* - No report

B. ANNOUNCEMENTS : Immediately proceeding this Membership Meeting, the Caucus PAC will hold a meeting to consider the endorsement in the City Council Special Election race.

ADJOURNMENT.

Houston LGBTQ+ Political Caucus: Proposed Special Rules for January 5, 2022

1. Political Caucus while allowing members to participate in the process in a safe, socially distant manner.
2. **Effect:** Once adopted by two-thirds (⅔) majority, these rules have effect only during the January 5, 2022 General Membership and the proceeding Endorsement Meetings.
3. **Precedence:** Where in conflict, these rules supersede any other standing rule of the Houston LGBTQ+ Political Caucus. Where not in conflict other standing rules remain in effect. Where these rules, Texas and Federal Law, the Bylaws, and standing rules are silent, the current edition of Robert's Rules of Order, Newly Revised, governs.

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4. **Registration:** ***In order to vote members must register by Tuesday, January 4, 2022 at 11:59 pm by completing the registration form available on the Caucus website under Events****.* In accordance with Bylaw 4.01 "The right to vote on any Caucus business shall be extended only to any person who has been a Member for at least 30 days or since the date of the last regular meeting, whichever is later. A person who renews membership within 365 days of the expiration date of the previous membership shall be eligible to vote immediately upon renewing membership." A membership will be considered to have expired in the previous 365 if it expired on or after December 6, 2020.

5. **Venue:** Upon registering, members will receive a unique Zoom link. The General Membership and Endorsement Meetings on January 5, 2022 of the Houston LGBTQ+ Political Caucus will be held only through Zoom. No in-person venue will be available.

6. **Meeting Participation Eligibility:** Due to limitations related to Zoom and the dynamics of the Caucus by-laws, only current voting members will be able to participate in the January 5, 2022, General Membership and Endorsement meetings. ***Voting members who would like to participate must register by Tuesday, January 4, 2022 at 11:59 pm.*** Once registered, the chair or their designee will verify membership status and send a unique link to access the Zoom meeting. Only the individual member who is verified to participate is able to vote via Zoom functions. Current members who are ineligible to vote and the general public are not able to observe the endorsement meeting. The chair or their designee will provide candidates seeking the Caucus endorsement who do not have a membership a Zoom link to join the meeting.

7. **Speaking before the Membership:** Nominees for Caucus President will be granted three (3) minutes to address the membership before debate on their race commences. The order in which nominees speak will be determined by the order in which candidates were nominated; thus determining ballot order.

8. **Nominations for Caucus President and open Board Trustee positions 2, 4, 6, and 8:** According to the Caucus by-laws (6.03), elections shall be announced at both the Election Meeting ("the first meeting in January - January 5, 2022) and the general membership meeting immediately preceding the Election Meeting (occurred December 1, 2021). Candidates may be nominated at either of these two meetings. Candidates may be self-nominated, may be nominated by another member in good-standing, or may be nominated by a three member committee appointed by the President. Consent of a candidate must be secured before their name is placed into nomination. All Board Trustee positions are open to any member who is eligible to vote at the Election Meeting (January 5, 2022; 6.04 Caucus By-Laws). Except for political party precinct chairs, a candidate for or holder of any elective public office may not serve as a board member of the Caucus (Caucus By-Law 6.04). Under the Consent Agenda, the Chair will reopen nominations to elect a current member in good-standing to the board position of President. The chair will call for nominations until no further nominations are presented. When there are no further nominations, the Chair will declare nominations closed.

9. **Questions of the Nominee:** Once the nominees have presented themselves before the body of the Caucus, the chair asks each nominee prescreened (by the Caucus Leadership) questions. The order in which nominees respond will alternate between ballot order and reversed-ballot order. Each candidate will have two (2) minutes to respond to each question.

10. Members wishing to speak will use Zoom's "Raise Hand" feature and wait to be recognized by the chair. Each member is limited to no more than 2 minutes of debate on each race and may

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speak only once for each race. Each speaker must state whether they are "For," or "Against" the motion to endorse before speaking further. The chair, or their designee, may mute members exceeding their time, or speaking out of turn. Debate for each item on the regular order of business is restricted to fifteen (15) minutes.

11. **Motion to "Call the Question":** In accordance with Robert's Rules of Order **§**15, a motion to call the question before the body is in order by any member who has been recognized by the chair to speak. Such a motion requires a two-thirds (⅔) majority and is not debatable or amendable. Voting members who have used the "Raise Hand" feature in Zoom to be recognized to speak are considered to have been recognized by the chair to speak, and will be permitted to do so after a motion to call the question has passed.

12. **Extensions of time:** In accordance with Robert's Rules of Order **§**15, if a member exceeds their allotted time to speak a motion to extend time is in order, time to be extended in 1 min increments. Such a motion requires a two-thirds (⅔) majority and is not debatable, or amendable. The chair may extend time by acclimation.

13. **Extensions of debate:** In accordance with Robert's Rules of Order **§**15, a motion to extend debate time is in order. Extensions of debate will be made in fifteen (15) minute increments. Such a motion requires a two-thirds (⅔) majority and is not debatable, or amendable. The chair may extend debate time by acclimation.

14. **Voting:** Voting members will vote through Zoom's Yes/No function, found in the "Participants" tab. Rules requiring a specific percentage of votes apply to the number of "yes" votes when compared to the total number of "yes" and "no" votes cast.

15. Each voting member must participate using a unique device, as each device is associated with a single vote. Multiple members viewing, and attempting to vote, through a single device will be counted as a single vote. Only votes through the Zoom link will be counted towards the vote tally. Verbal votes or votes in chat are not valid votes. Members are encouraged to participate through a computer as difficulties with voting may arise for those using mobile devices or iPads.

16. **Presence of candidates during debate:** Out of consideration for our members, the chair will ask nominees for office to identify themselves and a designated administrator of Zoom will place the nominees in the waiting room during the time members are debating and voting on their race. We trust nominees will abide by this request. Nominees who are eligible to vote may inform the chair, or their designated agent, of that fact before being placed in the waiting room. The chair will add a single vote in favor of their preferred candidate.

17. **No Seconds:** Due to the challenge of recognizing speakers to make seconds in the context of a Zoom meeting, all motions which normally require a second do not. The chair trusts that membership will not abuse this circumstance to offer deleterious motions.

18. **Division Vote:** A motion of Division of the Assembly (Robert's Rules of Order **§**29) is not physically possible in a Zoom meeting and is not in order.

19. **Parliamentary Inquiries:** parliamentary questions may be posed in the text chat to parliamentarian(s) designated by the chair. However, the chair retains authority to rule on parliamentary questions and any information provided by parliamentarian(s) is solely informational. The chair requests that voting members reserve the chat function for parliamentary inquiries, points of order, and other such matters.

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