

RULES OF ORDER FOR THE LAOH NATIONAL CONSTITUTION CONVENTION JULY 2026

1. The 2026 Constitution Convention, Committee meetings minutes were made available to all members on the LAOH Website.
2. The meeting purpose will be to review the Report of Constitution Committee Chair, Draft Constitution, Draft Standard Operating Policies and Procedures (SOPP), and Original Constitution sent to all State Presidents December 31, 2025 to be Distributed to their membership. All of these documents were also posted on the national website. Members had until March 15, 2026 to make any changes or corrections, express concerns or questions; before the final draft was posted.
3. Business of the Constitution Convention shall be conducted by the Constitution Chair.
4. Constitution Convention Rules of Order will be sent to the National Board and the State Presidents. The State Presidents shall present the Rules of Order to their delegation.
5. Constitution Convention Rules of Order will be posted on the Members Only section of the LAOH website, prior to the start of the Constitution Convention.
6. Constitution Committee Secretary shall report the number of delegates and alternates registered as present with proper credentials.
7. For admission to the Constitution–Convention session, delegates, alternates and observers shall present their credential or observer card along with their dues card, either hard copy or electronic to the Marshal at the door.
8. Observers shall sit separately from the delegates and alternates in the Constitution Convention. Observers will have no voice or vote.
9. Each Constitution session shall convene promptly at the time designated by the Constitution Convention Chair and posted to the members' only page on the national website.
10. The Committee Chair shall call the meeting to order, state the meeting purpose and inform the delegation and committee members of emergency exits and the Automated External Defibrillator (AED). It is the duty of each delegate to know the location of the nearest fire exit and the hotel's procedure for evacuation and medical care.
11. The Committee Chair shall be the only person who can authorize pictures taken during business sessions.
12. The Committee Chair shall inform the delegation members to silence all cell phones, pagers, and any other electronic devices at the beginning of each business session and/or committee meeting unless it is to be used for official business of the Convention.
13. Any delegate/committee member/observer whose electronic device emits an audible sound shall be assessed a \$10 fine which shall be donated to a local charity. Verbalizing the \$10 fine will result in a fine of \$20. The fines will be collected by the Marshal and shall be given to the Catholic Action Officer.
14. The Convention Secretary or a duly approved alternate is authorized to record the business session. No other recording or transmissions shall be permitted without the permission of the Committee Chair.
15. Each State President or her duly elected alternate is responsible for her delegation to be on time and seated at their assigned place. Delegates who arrive at the meeting room after the meeting has commenced will not be permitted to sit until the Sign of Courtesy is responded to by the Committee Chair.
16. Each State President shall notify her delegation of any changes in the schedule, as well as excuse her delegates wishing to leave the meeting room for reasons other than an emergency.
17. Delegates must extend the sign of courtesy to the presiding officer when entering and leaving the session room. Acknowledgment is not required by the presiding officer to enter or leave.

18. Due to time constraints, the Final Document of the Constitution will not be read during the meeting. Only the changes to the current Constitution will be read and addressed at the meeting. All delegates should come prepared by reading the proposed Constitution before the meeting and have their discussion items ready to present.
19. Delegates who wish to speak shall rise, move to the microphone and remain standing until the Committee Chair recognizes her. No delegate can speak until recognized by the Presiding Officer. The delegate shall address the Presiding Officer as "Worthy Presider or Committee Chair" and clearly state her name and LAOH State each time she speaks.
20. All discussions must be relevant to the immediate pending motion and previously addressed with their State Representative. Due to time constraints, delegates' discussion shall be limited to one minute. No delegate may speak more than twice to each motion/topic after allowing any other delegates to speak first prior to speaking a second time, or more than two minutes total.
21. Delegates who have not yet spoken on any motion/topic will have priority over those who have already spoken.
22. Members are encouraged to speak respectfully and allow others to voice their opinion and allow minority views to be heard. All discussions shall be directed to the Chair and no dialog between speakers and attendees.
23. The Presider must relinquish the Chair to participate in debate. After the pending motion is disposed of, the Presider shall resume the Chair.
24. Voting will be by Slido/Electronic Voting. Each Delegate is entitled to vote and will be given the access codes. Delegates should come to the Convention with a fully charged device for voting and the ability to access the internet.
25. Due to internet capabilities, each Delegate shall be permitted only one device to be connected to the internet. Another device that has previously downloaded the documents shall be permitted for reading purposes only.
26. Repeated meeting disruptions will result in removal from the meeting. The Marshal, as directed by the Chair, shall escort the member or members from the room. The Committee Chair shall determine the length of time the member or members are to remain out of the room not to exceed the day's business session.
27. At the conclusion of the Constitution Convention, copies of the documents approved will be presented to National President for her signature.
28. Immediately before adjournment of each session any necessary announcements should be made.