



Rules of Order

The following rules are provided to Society delegates in order to assist them in understanding how to best conduct themselves during the ASPE Business Meeting. Delegates are encouraged to become familiar with these rules prior to the meeting. Familiarity with these rules will help the delegate in ensuring their comments, concerns and positions are heard and considered by the entire delegation prior to voting.

As a reminder, the business of the Society is important. As a courtesy to all, interruptions, disruptions and unnecessary comments will not be tolerated. Individuals deemed by the Chair to be disrupting to the meeting will be asked to leave.

- 1. CONVENTION RULES.** Except as provided herein and in the Bylaws, the ASPE Business Session shall be governed by Robert's Rules of Order, Newly Revised.
- 2. PARLIAMENTARIAN.** There shall be an official parliamentarian to advise the President. The President shall have the discretion to direct the Parliamentarian to temporarily preside over any portion of the Convention.
- 3. RECOGNITION BY THE CHAIR.** The Chair/ Parliamentarian shall recognize only speakers who use the Q&A tab in Zoom and enter what your intentions are to speak. You can use short words like For the bylaw, Against the bylaws, or Ask for the motion. Once in the Queue, you will be recognized by the Parliamentarian and asked to "Raise your Hand" in Zoom. By raising your hand electronically, we will be able to find you and unmute your microphone. You will not be seen by the other Delegates or Chair, just heard. Once you are finished speaking, you will be required to mute yourself. If you forget, the Parliamentarian will mute your microphone for you.
- 4. DEBATE ON THE FLOOR.** When addressing the assembly, delegates should first state their name, chapter affiliation and whether they are speaking for or against the motion. No delegate shall speak in debate more than once on the same question, until all persons have had the opportunity to speak, nor longer than one minute at any one time. Should two or more delegates rise at the same time to speak, the chair will decide who is entitled to the floor. No delegate speaking on a question may move to close debate.
- 5. MOTIONS.** Should the Chair so request, motions shall be in writing.
- 6. BYLAWS AMENDMENTS.** All amendments to the Bylaws are effective when adopted unless otherwise stated in the proposed Bylaw amendment.