



Section 2.3 RULES

Rules of the ACSS Delegate Assembly

It is the prerogative of each Delegate Assembly to adopt the rules to govern its own session of the Delegate Assembly. In order to provide for a continuing policy of rules of the Delegate Assembly, these rules are printed in the Operating Policy and Procedure manual so that the rules are available for study on a continuing basis.

- A. Only members of the Delegate Assembly (hereafter referred to as members), those persons having official assembly duties and other persons authorized by the president shall be permitted on the Delegate Assembly floor.
- B. Members must be present at all sessions of the Delegate Assembly unless excused by the presiding officer. Members must be seated at their designated tables and report to the sergeant-at-arms whenever leaving. Any delegate vacancy should be filled immediately following a negative roll call or after an unexcused absence of two hours or more, provided an alternate is available.
- C. Certification by the Credentials Committee as to the attendance of members at the opening of each session shall constitute the roll call.
- D. Once a quorum is established, that quorum, for the purpose of doing business, continues in existence until adjournment.
- E. The presiding officer shall make a motion establishing the order of business.
- F. Three minutes to speak upon the matter currently before the Delegate Assembly will be allowed each member. No member may be allowed to speak more than twice on a matter currently before the Delegate Assembly and will not be allowed to speak a second time until all other members who have so requested have had an opportunity to speak. Two minutes shall be allotted for the second speech.

1. Resolutions

- A. A Delegate Assembly Resolutions Committee shall consider all resolutions referred to it.
- B. Resolutions may be amended and/or consolidated by the committee.
- C. Committee reports shall be in writing and include recommendations for:
 - I. Adoption in original form;
 - II. Adoption in amended form;
 - III. Adoption as consolidated with one or more resolutions;
 - IV. Referral to the Board of Directors for study and appropriate action;
 - V. Referral to the Board of Directors for study and report to the next Delegate Assembly.
 - VI. Referral to the president for appropriate action;
 - VII. Rejection with reasons.



- D. When a committee has recommended an amendment to a resolved clause, the entire resolved clause as amended shall be presented to the Delegate Assembly in writing before action is taken on the resolution.
- E. When called upon by the presiding officer, the chairperson of the Resolutions Committee shall report the recommendations of the committee to the Delegate Assembly, such recommendations constituting a motion.
 - I. If a motion for adoption is not adopted by the Delegate Assembly, the resolution is rejected.
 - II. If a motion to reject is not adopted by the Delegate Assembly, the resolution continues as a subject before the assembly and must be disposed of by subsequent action of the Delegate Assembly.
 - III. If a motion to amend and adopt is not adopted, then a motion to consider the resolution in its original form is in order; 30 seconds are required.
 - IV. If a motion to refer is not adopted by the Delegate Assembly, the resolution continues as a subject before the assembly and must be disposed of by subsequent action of the Delegate Assembly.
- F. Separate action is not required on resolutions that have been consolidated with other resolutions. However, upon proper motion and 20 seconds, a resolution may be withdrawn and considered separately.
 - I. A motion to accept the committee resolutions in toto is in order if the written committee recommendations have been distributed to the members at least four hours prior to the committee's report.
 - II. Committee recommendations that would change the Bylaws and budget resolutions shall require separate action by the Delegate Assembly.
- G. The final report of Delegate Assembly actions on committee recommendations shall be in written form and must show only the amended resolved clause(s) and the action taken.

2. Motions

- A. Only one amendment and one amendment to the amendment may be pending concurrently.
- B. A substitute motion is not in order.
- C. A motion to table is not in order.
- D. A motion to reconsider and enter on the minutes is not in order at anytime.
- E. A motion to reconsider may only be made by a member who voted on the prevailing side; it requires a second, is debatable, and requires a two-thirds vote. If the motion prevails, the motion that resulted in the action which has been reconsidered is restored to the floor. A motion to reconsider would be taken on the resolution. The resolution comes back exactly as it was when it was previously acted upon. It is then open for amendment, adoption or rejection.
- F. A motion to rescind is amendable, debatable, and requires a two-thirds vote.
- G. A member who makes a motion must rise only for that purpose and will be given the first opportunity to speak on the motion.



- H. A motion for the previous question may be made only by a member who rises solely for this purpose. The motion must be seconded by 10 members. It is not amendable, not debatable, and requires a two-thirds vote.

3. Voting

- A. Delegate Assembly actions on motions shall be by voice vote, show of hands, standing vote or roll-call vote.
 - I. A request for a standing vote visually determined by the chair requires a second.
 - II. A request for a standing vote to be counted by the sergeant-at-arms must be concurred by 10 members or more.
- B. A request for a roll-call vote must be concurred by a majority of members present and would be accomplished by the sergeant-at-arms recording a tally of the delegates, by delegate number, within their assigned areas.
- C. A request for a standing roll-call vote must be made before another motion is put forward by the presiding officer.
- D. The presiding officer may call for a show of hands, a standing vote, or a roll-call vote at his/her discretion.
- E. On a standing vote or a roll-call vote, the presiding officer shall direct the sergeant-at-arms to instruct all members who are away from the Delegate Assembly floor to return for the vote.
- F. At the discretion of the presiding officer, a motion before the Delegate Assembly may be set aside until all delegates have been given an opportunity to return to the floor.

4. Candidate Election Protest Procedure

A candidate for Association office may protest an election for that office at the general session of Delegate Assembly. The protester shall:

- A. Seek recognition of the presiding officer, prior to recess on the day the elections are held, for presentation of the protest.
 - I. Specifically explain the irregularity or procedure violated.
- B. The presiding officer shall immediately rule upon the protest. If the protester or any candidate for that office disagrees with the ruling, he/she may challenge the ruling of the chair. The presiding officer shall immediately take appropriate action to enact the decision of the Delegate Assembly.
- C. An appeal from the decision of the chair is in order, requires concurrence of 10 members, and is debatable. A motion to sustain the decision of the chair is adopted by a majority or a tie vote.

5. Motion to Suspend Rules

A motion to suspend a Delegate Assembly rule is in order on all matters before the house except on those involving an amendment to the Bylaws, provided the maker



of the motion states the purpose for which the suspension is requested. The motion must be seconded, is not amendable, is debatable only to the question of the suspension and not to the merits of the question to be considered under the suspension, and requires a three-fourths vote.

6. Elections

- A. After the nominations for all offices have been closed, the presiding officer shall call for a motion to declare elected any unopposed candidate for an office. The secretary shall cause the record to report the candidate as elected.
 - I. No other business shall be conducted during the balloting period for Corporation Directors and officers.
 - II. All delegates must be seated at their designated locations and all entrances to the Delegate Assembly floor shall be secured from the time of distribution of the ballots until all ballots have been presented to the Election Tellers Committee.
- B. The election shall be conducted in accordance with procedures established by the Board of Directors.

7. Appeals from the Decision of the Chair

An Appeal from the decision of the chair is in order, requires concurrence of a majority of members present, and is debatable. A motion to sustain the decision of the chair is adopted by a majority or a tie vote.

8. Campaign/Electioneering Material

With the exception of material that can be placed at each delegate table location, all campaign/electioneering material including posters, banners and other forms of displayed material is not allowed in the area or in any location where it could be observed by delegates while they are in session.

9. Rules of Order

The Bylaws, these rules, Roberts Rules of Order latest edition, in the order of priority stated here, constitute the rules during this session.

10. Smoking/Alcoholic Beverages

Smoking and/or consumption of alcoholic beverages shall be prohibited on the floor of the Delegate Assembly.