



APHA Governing  
Council  
Parliamentary  
Procedure

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## Role of Parliamentarian

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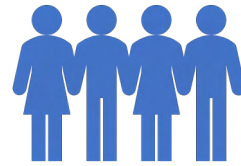


- Serves as Speaker's advisor on matters of procedure
- Assists Speaker on parliamentary questions that arise
- Works as advisor only
- Advice is nonbinding
- Not entitled to vote, make motions, debate or address the body

# Purpose of Parliamentary Procedure



To facilitate the transaction of business



To promote cooperation and harmony



To ensure that Counselors are respected and heard.

## Principles Of Parliamentary Procedure

- Councilors have equal rights, privileges, and obligations; rules must be administered impartially.
- The simplest and most direct procedures should be used.
- Logical precedence governs introduction and disposition of motions
- Only one question can be considered at a time.
- Councilors may not make a motion or speak in debate until they have risen and been recognized.

## Principles Of Parliamentary Procedure

- Councilors must not attack or question the motives of other Councilors.
- Councilors must confine remarks to the question that is subject to debate.
- Remarks by Councilors are addressed to the speaker.
- In voting, Councilors have the right to know the question before the body.
- Councilors have the right to know what affirmative and negative votes mean.
- There must be a clear question before the body for decision.
- There must be an opportunity to debate.

## Motions

TO MAKE A MOTION:

- Rise and go to the closest microphone.
- Wait to be recognized by the Speaker.
- State your name and section or position.
- State the motion.

## Stating a Motion

- “Mr. Speaker, I move...state your motion to be considered.”
- Another Councilor must second the motion if it is to be considered.
- The speaker will restate the motion.
- Once the motion has been restated, it belongs to the body and cannot be withdrawn without the body’s permission.

## Seconding a Motion

- Rise or speak loudly without recognition from the Speaker.
- May be asked to identify self for the record.
- Say...”Second.”



## Amending a Motion

- To modify the wording in the main motion without changing the entire meaning
- Councilor may move to amend a motion by completing the amendment form provided with the exact wording and by indicating the place in the motion for the change. Form must be submitted to the Speaker.
- Councilors must be recognized by the chair to verbally make the motion to amend.
- Motion to amend must be seconded.
- Motion to amend adopted by majority vote



## Major Rules about Motions

- Motions must be taken up in a specific order.
- Voting on the Main Motion is always last.
- Some motions are not debatable.
- APHA has specific time limit rule.
- Robert's Rules of Order applies only when there are no other specific rules to cover a matter.



# Order of Motions

## ***Undebatable***

- Fix time to adjourn
- Adjourn: no further action can be taken after adopted
- Recess: GC recesses are in schedule
- Question of privilege
- Call for the orders of the day
- Lay the question on the table
- Previous question
- Limit or extend debate

## ***Debatable***

- Postpone to certain time: sets time for future consideration
- Commit to a committee
- Amend
- Postpone indefinitely: will not be considered
- Main Motion

## APHA 15 Minute Discussion Rule



Each resolution, position paper, agenda item, and report is limited to discussion of 15 minutes.



At the end of 15 minutes of discussion, the Speaker will poll the Council as to whether it wishes to spend one or more additional 10-minute periods discussing the issue.

## Other Motions

- **Suspend the rules:** most often used at APHA to allow a non-member to speak.
- **Point of order:** when a Councilor believes that the rules are being violated.
- **Appeal ruling of the chair:** the method to challenge a ruling on a point of parliamentary procedure made by the Speaker.
- **Division of the assembly:** allows for a count of the vote by standing, not required when GC votes by machine.

## Rules of Debate

- Councilors must wait to be recognized by the chair usually the Speaker of the Governing Council.
- Each Councilor may speak only once until all who desire to speak have spoken.
- Call others by role such as “The preceding councilor...”



## References

- The parliamentary authority is the current edition of Robert's Rules of Order newly revised.
- *Robert's Rules of Order Newly Revised* 11<sup>th</sup> Edition, 2011.
- *Robert's Rules of Order Newly Revised In Brief*, 2<sup>nd</sup> edition, 2011.