

## **RULES FOR ALA-APA COUNCIL MEETINGS**

The following rules will be proposed to Council for adoption at all Meetings of ALA-APA Council. When adopted these rules will govern the conduct of the meeting.

### **SEATING**

- (1) Members of Council shall be identified by appropriate ribbons affixed to their registration badges, which are required for admission to ALA activities at Midwinter Meetings and Annual Conferences. Councilors shall be seated in the designated sections of the meeting hall.
- (2) Non-councilors attending Council meetings shall be seated in the non-Council area of the meeting hall, provided that they are wearing a registration badge issued in accordance with ALA Policy 7.4.5.

### **RECOGNITION**

- (3) A Councilor wishing to speak shall approach a microphone and await recognition by the Presiding Officer. Upon receiving recognition the Councilor shall state her or his name and Council membership category - Board of Directors member, Councilor at Large, Division Councilor, Round Table Councilor, or Chapter Councilor.
- (4) A non-Councilor may speak only if granted permission to do so by Council or by the Presiding Officer.

### **MOTIONS**

- (5) With the exception of Resolutions (which are addressed in the section headed RESOLUTIONS below in this document) all motions and amendments shall be written on the triplicate forms provided at each Councilor's table and at the ALA staff desk in the Council meeting hall. When written, one copy shall be delivered to the platform and one to the ALA staff desk before discussion of the motion can begin.

### **REPORTS**

- (6) A member of a committee or an appointed body reporting recommendations to Council may move any action item in the Report.
- (7) Documents submitted to Council in advance of a meeting shall not be read aloud, unless Council so orders.

### **RESOLUTIONS**

- (8) Written copies of all Resolutions shall be provided to the Council before they are presented for action. To permit this, Resolutions must be submitted in a manner consistent with that followed by the ALA Council.

\*\*\*This wording is taken from ALA-APA CD# 3 "ALA-APA Council Procedures" from the 2005 Midwinter Meeting." The ALA Council Rules # 8,9 and 10 contain references to the ALA Resolutions Committee. ALA-APA has not yet formalized the establishment and charge of an ALA-APA Resolutions Committee. Once ALA-APA Council has done this the appropriate wording for Rule 8 will then be brought to ALA-APA Council by the Bylaws Committee to replace what now appears above. This new wording will need to vary from that used by ALA Council insofar as normally at both Midwinter and Annual there is only one meeting of ALA-APA Council and three meetings for ALA Council.\*\*\*

- (9) When a Resolution is presented to Council, only the "Resolved" clauses shall be read aloud.

**DEBATE**

- (10) Debate shall be limited to three minutes for each speaker, and no speaker may speak twice on the same question until all who wish to speak on it for the first time have done so.

**VOTES**

- (11) All Council votes shall be by a show of hands except for elections by ballot or where Council orders a roll call vote.

**AGENDA**

- (12) At the start of a meeting, Council shall adopt the Agenda as presented or as amended by the Presiding Officer or Council.
- (13) Housekeeping items such as announcements, updates etc. shall be considered permissible additions to the Agenda. A request for "informal consideration" of a topic that is not in the form of a Resolution shall be considered a permissible addition to the Agenda.
- (14) Once adopted, the Agenda may be varied by unanimous consent or by a majority vote.

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\*\*\*These Rules shall govern by general consent, if there be no objections, or by a two-thirds vote, any rule may be suspended.

*Adopted by the ALA-APA Council June 2005.*