

## STANDING RULES OF THE CONGRESS OF DELEGATES

- 1  
2  
3 (1) **Convening.** The sessions of the Congress of Delegates will convene after the opening of the  
4 Annual Assembly at a time and place to be determined by the speaker. Committees of the  
5 Congress can be convened prior to the first session of the Congress at the discretion of the  
6 Speaker. Admission to sessions of the Congress of Delegates and reference committee  
7 hearings shall be limited to those who display a badge issued by the Academy.  
8
- 9 (2) **Agenda.** The order of business shall be that as outlined in the Agenda section of the Congress  
10 of Delegates Handbook and may be changed by the Speaker, without deleting any items, in  
11 those instances where the business of the Congress would be expedited by doing so.  
12
- 13 (3) **Rules.** *Sturgis Standard Code of Parliamentary Procedure*, most current edition, shall govern  
14 the Congress except when it is in conflict with the bylaws or the standing rules of the Congress.  
15
- 16 (4) **Report Time Limits.** Each address or report is to be presented as expeditiously as possible.  
17 The addresses or reports of the following officers shall be limited to twenty minutes: president,  
18 chairperson of the Board, and executive vice president. The address of the president elect shall  
19 be limited to fifteen minutes. The address of the speaker shall be limited to ten minutes. If an  
20 officer or committee has additional material to present, it is recommended that it be submitted in  
21 writing to the delegates in order to expedite the work of the Congress.  
22
- 23 (5) **Resolutions.** Pursuant to Article VII Section 4A of the Bylaws, resolutions to be submitted to  
24 the Congress of Delegates should be submitted to the executive vice president of the Academy  
25 or the Speaker of the Congress of Delegates at least thirty days prior to the meeting during  
26 which they are to be considered. This regulation shall not apply to resolutions introduced at the  
27 opening session of the Assembly pursuant to Article VII Section 4B of the bylaws. All  
28 resolutions so submitted will be included in the Congress of Delegates Handbook. The speaker  
29 will designate the reference committee to which each resolution is assigned. Resolutions not  
30 submitted thirty days in advance may be introduced at the first session of the Congress of  
31 Delegates only with approval of two-thirds (2/3) of the Congress present and voting. Such  
32 resolutions should be submitted in the official form, and a copy of the resolution must be given  
33 to the speaker and secretary of the congress, prior to introduction. Resolutions not properly  
34 prepared cannot be accepted. When the introduction of late or special resolutions is in order,  
35 their order call will be at the discretion of the presiding officer. If the occasion arises for a  
36 resolution to be presented, the "Whereas" paragraphs can be omitted and only the "Resolved"  
37 portions may be presented. Later, if it is necessary for clarification, the reference committee  
38 chairperson will read the entire resolution when the reference committee report is presented. If  
39 it is desired to introduce a resolution not printed in the handbook, the delegate should so state  
40 after being recognized by the chair. The speaker will inquire of the Congress if there is an  
41 objection. If there is none, the speaker will instruct the delegate to proceed. If an objection is  
42 voiced, the speaker will call for a vote on the motion to introduce the resolution. If two-thirds of  
43 the delegates present and voting vote in the affirmative, the speaker will instruct the delegate to  
44 proceed. Any substitute resolution offered from the floor by an individual during debate must be  
45 in writing and in good form to be accepted by the speaker. Resolutions presented to the  
46 Congress for consideration by the Congress will be received only from Indiana Academy of  
47 Family Physician members.  
48
- 49 (6) **Report and Resolution List.** The speaker will provide each delegate with a list of the reports  
50 and resolutions contained in the Congress of Delegates Handbook, designating the reference  
51 committee to which each will be referred.

- 1 (7) **Speaking Opportunities.** No delegate may speak a second time during the discussion of any  
2 motion until all delegates have been given an opportunity to speak once. This will give every  
3 member of the Congress the opportunity to present his or her views.  
4
- 5 (8) **Nonmember Speaking.** Any Academy member or staff executive has the privilege of speaking  
6 at a reference committee hearing. The chair also may request nonmembers to provide needed  
7 information to clarify or present essential facts on an item under discussion. Otherwise,  
8 nonmembers will be granted the floor only upon permission of the speaker, vice speaker, or  
9 reference committee chair. Requests from nonmembers wishing to testify preferably should be  
10 made in advance of the reference committee hearing.  
11
- 12 (9) **Announcing Candidates.** Names of announced candidates for the offices of President-Elect,  
13 Speaker, Vice Speaker, AAFP Delegates and Alternates will be placed in nomination during the  
14 first session of the Congress of Delegates with the floor being open for additional nominations  
15 at that time as well as at the second session of the Congress of Delegates prior to the  
16 elections.  
17
- 18 (10) **Nominating Procedure.** The nominating procedure shall be as follows: Names of only  
19 announced candidates will be read before the Congress without reading of the curricula vitae or  
20 seconding speeches. The CV of announced candidates will appear in the Congress of  
21 Delegates Handbook. Should an additional nomination or nominations from the floor occur, the  
22 candidate or candidates being nominated from the floor shall have the opportunity at the time of  
23 nomination to distribute the same information to the Congress of Delegates as has been  
24 distributed by those candidates who announced their candidacy prior to the Congress of  
25 Delegates.  
26
- 27 (11) **Debate.** Debate shall be limited to four minutes by each speaker. Debate on any questions  
28 shall be limited to a total of twenty minutes.  
29
- 30 (12) **Motions.** Any new motion or any motion that changes a resolution (such as an amendment)  
31 must be handwritten, using the forms provided, with a copy being given to the recording  
32 secretary and the Speaker or the Vice Speaker of the Congress of Delegates.  
33
- 34 (13) **Reference Committee Reports.** Reports of the reference committee are given in the form of a  
35 recommendation. When a reference committee recommends a substitute resolution, that  
36 resolution will become the main motion. A first order amendment can be introduced and  
37 seconded in order to return to the language of an original resolution.  
38

### 39 **Powers and Duties of the Reference Committees**

40 Reference committees are created to facilitate the work of the Congress of Delegates. Most matters  
41 requiring action by the Congress go through the hands of a reference committee. Instead of debating  
42 details and hearing all evidence for or against a question when it is submitted to the Congress, the  
43 question is referred by the Speaker of the Congress to the appropriate reference committee.  
44

45 At a scheduled hearing, all persons interested in any particular proposal appear to present their views  
46 to the reference committee.  
47

48 Every pertinent point should be heard and considered by the reference committee. However, it is  
49 necessary to limit or avoid extraneous orations and purely personal or irrelevant views in order that the  
50 committee can devote full attention to the subject and complete its work in the brief time available.

1 Reference committees will meet at 5:30pm on Friday, July 22, 2022.

### 3 **Conduct of Hearings**

4 The following instructions are provided concerning the conduct of the hearings, the preparation of the  
5 reports, and method of presentation to the Congress.

- 7 (1) Members of the reference committee should sit together at the table in the front of the room.
- 8
- 9 (2) The chair should call the meeting to order promptly at the time designated by the Speaker of  
10 the Congress.
- 11
- 12 (3) There will be one floor microphone in each reference committee hearing. The chair should  
13 remind the speakers to identify themselves by name, office (if any), and region after being  
14 recognized by the chair.
- 15
- 16 (4) *Sturgis Standard Code of Parliamentary Procedure*, fourth edition, specifies the following: “The  
17 chair of the reference committee presides at the hearings and facilitates discussion. As far as  
18 possible, all who wish to speak should be heard and a few persons should not be permitted to  
19 monopolize the discussion. The committee may limit the length of time assigned to each  
20 speaker. The chair cannot permit motions or votes at the hearing, since its objective is only to  
21 receive information and opinions; decisions of any sort during the hearing would hamper the  
22 reference committee in its private deliberations.”
- 23
- 24 (5) Any Academy member or staff executive has the privilege of speaking at a reference committee  
25 hearing. The chair also may request nonmembers to provide needed information to clarify or  
26 present essential facts on an item under discussion. Otherwise, nonmembers will be granted  
27 the floor only upon permission of the speaker, vice speaker, or reference committee chair.  
28 Requests from nonmembers wishing to testify preferably should be made in advance of the  
29 reference committee hearing.
- 30
- 31 (6) The agenda for the meeting will be available to attendees at each meeting room. This is for the  
32 benefit of members who wish to attend a hearing on a specific item and perhaps proceed to  
33 another hearing for a subject appearing later on the agenda of another reference committee.
- 34
- 35 (7) Discussion on any item may be reopened if necessary to obtain additional information from  
36 those not present when the original discussion took place.
- 37
- 38 (8) It is not necessary that minutes of a reference committee hearing be kept. It is necessary only  
39 that the committee hears all the evidence to enable it to reach an informed decision and to  
40 prepare its report. The chair and staff assigned to the reference committee should make notes  
41 of pertinent points that may serve as guidance in preparation of the final report. If a statement is  
42 made in the hearing, which the chair wishes to incorporate in the report, it is proper before  
43 proceeding to ask that it be repeated to make certain that staff have the information.
- 44
- 45 (9) As soon as a reasonable opportunity has been afforded for all parties to express their views on  
46 a particular item of business, the chair should move quickly to the next item on the agenda.
- 47
- 48 (10) *News media reporters may be seated in the reference committee hearing.* If testimony in open  
49 hearing reaches a point at which the chair deems it necessary to limit it from the standpoint of  
50 public relations, the chair should entertain a motion to go into an executive session. Upon  
51 adoption of such a motion, all persons except those invited by the committee may be excluded  
52 from the room. (This has never been necessary at any previous Academy hearing.)

1  
2 **Preparing the Report**

- 3 (1) The decisions to be reflected in the reference committee report are to be made in the executive  
4 session. No one other than the members of the committee and assigned staff are to attend this  
5 executive session unless invited by the chair to provide needed information. The Speaker and  
6 Vice Speaker are available for consultation at the invitation of the reference committee chair. It  
7 is important to note that the reference committee members must stay in the executive session  
8 until all work has been completed.  
9
- 10 (2) Without stifling *constructive* debate, the committee should strive as quickly as possible to  
11 handle each item referred to it by recommending:  
12 (a) Adopt  
13 (b) Not Adopt  
14 (c) A revision or substitute to submit to the Congress  
15 (d) Referral of the matter to the Board of Directors which may include a suggestion as to  
16 which body might appropriately study it, e.g. commission, committee, etc. Before  
17 recommending the formation of a new committee or a proposal requiring non-budgeted  
18 expenditures, please consult the Speaker.  
19 (e) Filing for reference  
20
- 21 (3) *Remember that a report of an officer, a commission or a committee cannot be amended.* If a  
22 portion of an address or report does not meet with the approval of a reference committee, the  
23 committee may recommend that the particular portion of the report or address not be adopted  
24 and state its reasons for disapproval.  
25
- 26 (4) *Any recommendation for action or proposed statement of policy included in a report may not be*  
27 *filed for reference*, but rather requires a recommendation from the reference committee that it  
28 be adopted, not be adopted, or referred. However, upon recommendation that a policy  
29 statement not be adopted, the reference committee may propose its substitute for the policy  
30 statement.  
31
- 32 (5) In many cases entire reports will be informational in nature and, such cases, should be filed for  
33 reference.  
34
- 35 (6) In considering resolutions, the committee may recommend a substitute resolution or an *editorial*  
36 revision in the original resolution. The original or substitute resolution is then recommended for  
37 one of the following actions: adopt, not adopt, or referral.  
38
- 39 (7) The reference committee report will, at an appropriately designated time, be reviewed by all  
40 other members of the committee, providing opportunity to make corrections or changes  
41 deemed necessary. The chair of the reference committee should indicate approval of the report  
42 by signing it.  
43
- 44 (8) A majority of the members of a reference committee must approve a report before it can be  
45 submitted to the Congress. If a reference committee cannot reach a unanimous decision on a  
46 given item (or items), it is proper that there also be a minority report, if the minority desires. A  
47 minority report can be presented by one member of the committee. However it will be  
48 considered by the Congress only if it is moved and seconded that the minority report be  
49 substituted for the majority report. If there is to be a minority report, please notify the speaker  
50 before the reference committee report is started.  
51
- 52 (9) The Speaker and Vice Speaker will be available at all times for consultation and will review all

1 reports before they are printed. It is important that the reports be completed as promptly as  
2 possible following the hearings. As soon as the reports are completed and signed, they will be  
3 printed, assembled and made available for delegates to pick up.  
4

- 5 (10) The *content* of the reference committee report is the responsibility of the chair and the  
6 reference committee. After the reference committee has reached decisions on all items on its  
7 agenda, staff will assist with the *format* and preparation of the report. It is recommended that,  
8 *on the basis of decisions reached by the committee*, the chair will draft the reference committee  
9 report with the assistance of Academy staff.  
10

### 11 **Format for the Report**

- 12 (1) The reference committee report should be addressed to the Speaker of the Congress. Each  
13 line of each page is to be numbered in sequence (each page begins with line 1).  
14
- 15 (2) Properly identify each item, including line or paragraph and page reference from the *Handbook*.  
16 When considering an amendment to the Bylaws, the *complete proposed amendment* is to be  
17 copied as it appears in the handbook. When considering a resolution, the *resolved portion(s)*  
18 only are to be copied as presented in the handbook or as subsequently distributed to the  
19 Congress. After properly identifying the item, state the pertinent reason(s) for the action  
20 recommended, and then specify the recommended action. A statement of reason(s) for the  
21 action recommended is necessary, and should be given particularly careful attention on  
22 *controversial issues*.  
23
- 24 (3) The items in the reference committee report may follow any order. There are, however, a few  
25 things to keep in mind:  
26 (a) In instances *where multiple items on the same subject are considered together*, order of  
27 the consideration of the items is determined by action recommended. Items are then  
28 presented in the following sequence: recommendation to adopt or refer,  
29 recommendation to reject, recommendation to file for reference.  
30 (b) *Recommended action items* (calling for adoption or approval) that are considered  
31 *non-controversial* and are resolved with complete agreement will be placed on a  
32 "consent calendar." Consent calendar items are to be placed immediately *following* all  
33 action items that require individual consideration and before the file for reference items  
34 grouped at the end of the report.  
35 (c) *Reports that contain neither a recommendation nor a proposed statement of policy and*  
36 *are being filed for reference* may be considered in sequence at the end of the report.  
37
- 38 (4) In addition to the introductory and concluding paragraphs *only* the following *portions* of the  
39 reference committee reports are to be *underscored*.  
40 (a) Identification of the items (with exception of consent calendar items and file for  
41 reference items.)  
42 (b) Reference committee's recommended actions.  
43 (c) All substitute resolved clauses and policy statements that are revised by the reference  
44 committee.  
45

### 46 **Consent Calendar**

47 Guidelines for items where testimony in hearing and recommendations of the reference committee  
48 agree with recommendations in reports and resolutions to the Congress are as follows:  
49

- 50 (1) Any items that are contained in the Delegates' Handbook (Board reports,  
51 commission/committee annual reports, resolutions) and items of business distributed at the  
52 Congress of Delegates can be placed on the "Consent Calendar" if the testimony in the hearing

1 and the recommendation of the reference committee agree with the recommendations in these  
2 reports and resolutions. However, even if all of these factors have been met, the item can still  
3 be in the body of the reference committee report if the reference committee does not want to  
4 place the item under this heading.

- 5
- 6 (2) Any revised wording (including editorial changes) from the reference committee, even though  
7 there was general agreement in the reference committee testimony, may not be included under  
8 the consent calendar.
- 9
- 10 (3) The recommended action on the “Consent Calendar” items is to adopt.
- 11
- 12 (4) And, as in the past, any delegate may still ask that an item be removed from the “Consent  
13 Calendar” for individual action by the Congress.
- 14
- 15 (5) In addition to the introductory and concluding paragraphs only the following portions of the  
16 reference committee reports are to be underscored.
- 17 (a) Identification of the items
- 18 (b) Reference committee recommended actions
- 19 (c) All substitute resolved clauses and policy statements which are revised by the reference  
20 committee
- 21

## 22 **Placing the Entire Reference Committee Report on the Consent Calendar**

23 Once the reference committee report is completed, an index page listing the items from the report is to  
24 be developed. This index page will represent the consent calendar and will be formatted so that it  
25 follows the report. For example, Item 1 from the report will be the first item on the consent calendar,  
26 and so on until all items from the report are so indicated on the consent calendar. Based on the  
27 consent calendar, the reference committee report will be voted on in one vote by the delegates.  
28 However, any item or items may be extracted for debate and these will be voted on separately.

29

## 30 **Presenting the Reference Committee Report**

- 31 (1) In order to expedite the presentation and action on the reference committee reports, the entire  
32 report will be presented on a consent calendar and voted on in one vote unless item(s) are  
33 extracted. The extracted items from the body of the report, will then be debated and voted on  
34 separately. The entire report will not be read. *Only the underscored portions will be read by the*  
35 *chair if extracted and requested by either the speaker or delegates.* For example, the reference  
36 committee chair will read the underscored portions and the speaker will then call for a vote on  
37 the recommendation. If discussion should ensue, the speaker will request the chair to read the  
38 testimony on the recommendation after the first individual has spoken and before discussion  
39 proceeds.
- 40
- 41 (2) The *non-controversial* items listed (not underscored) under the “Consent Calendar,” and items  
42 under “Information Items” to be filed for reference are followed by the reference committee’s  
43 recommendation for approval by the Congress. A delegate may request individual  
44 consideration of any item to be extracted when called for by the Speaker, or at any time.  
45 Otherwise, the “Consent Calendar” and “Information Items” along with the rest of the report,  
46 with the exception of extracted items, will be approved with a single vote.
- 47
- 48 (3) Those items under the heading “Informational Items” (not underscored) will be at the end of the  
49 report, followed by the reference committee’s recommendation to file for reference, will be  
50 approved with a single vote unless a delegate requests individual consideration of an item.
- 51
- 52 (4) It is customary for the reference committee chair, at the conclusion of the report, to thank

1 members of the committee and all those who appeared to assist in its deliberations. However,  
2 this is not a part of the official report.

### 3 4 **Submission of Amendments**

5 The following is an excerpt from the "Standing Rules of the Congress of Delegates":

6  
7 "Any substitute resolution offered from the floor by an individual during debate must be in writing and  
8 in good form to be accepted by the speaker."

9  
10 Please write your proposed amendment or substitute resolution in the space provided and present to  
11 the speaker. Also, please indicate the page number and line number where the amendment should be  
12 inserted, if appropriate.

### 13 14 **The Chief Purposes of Motions**

| 15 PURPOSE (if you want to...)                           | 16 <u>MOTION (then say...)</u>  |
|--|---|
| 17 Present an idea for consideration and action          | 18 Main motion<br>19 Resolution<br>20 Consider informally   |
| 21 Improve a pending motion                              | 22 Amend<br>23 Division of question   |
| 24 Regulate or cut off debate                            | 25 Limit or extend debate<br>26 Close debate  |
| 27 Delay a decision                                      | 28 Refer to committee<br>29 Postpone to a certain time<br>30 Postpone temporarily<br>31 Recess<br>32 Adjourn              |
| 33 Suppress a proposal                                   | 34 Table<br>35 Withdraw a motion  |
| 36 Meet an emergency                                     | 37 Question of privilege<br>38 Suspend rules  |
| 39 Gain information on a pending motion                  | 40 Parliamentary inquiry<br>41 Request for information<br>42 Request to ask member a question<br>43 Question of privilege |
| 44 Question the decision of the presiding officer        | 45 Point of order<br>46 Appeal from decision of chair   |
| 47<br>48<br>49<br>50<br>51 Enforce rights and privileges | 52 Division of assembly   |

|    |                                |                               |
|----|--------------------------------|-------------------------------|
| 1  |                                | Division of question          |
| 2  |                                | Parliamentary inquiry         |
| 3  |                                | Point of order                |
| 4  |                                | Appeal from decision of chair |
| 5  |                                |                               |
| 6  | Consider a question again      | Resume consideration          |
| 7  |                                | Reconsider                    |
| 8  |                                | Rescind                       |
| 9  |                                | Renew a motion                |
| 10 |                                | Amend a previous action       |
| 11 |                                | Ratify                        |
| 12 |                                |                               |
| 13 | Change an action already taken | Reconsider                    |
| 14 |                                | Rescind                       |
| 15 |                                | Amend a previous action       |
| 16 |                                |                               |
| 17 | Terminate a meeting            | Adjourn                       |
| 18 |                                | Recess                        |
| 19 |                                |                               |