

STANDING RULES OF THE CONGRESS OF DELEGATES

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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
35 of a 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 immediately following the first session of the Congress on Friday, July
2 21, 2017.

3 4 **Conduct of Hearings**

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

- 7
8 (1) Members of the reference committee should sit together at the table in the front of the room.
- 9
10 (2) The chair should call the meeting to order promptly at the time designated by the Speaker of
11 the Congress.
- 12
13 (3) There will be one floor microphone in each reference committee hearing. The chair should
14 remind the speakers to identify themselves by name, office (if any), and region after being
15 recognized by the chair.
- 16
17 (4) *Sturgis Standard Code of Parliamentary Procedure*, fourth edition, specifies the following: “The
18 chair of the reference committee presides at the hearings and facilitates discussion. As far as
19 possible, all who wish to speak should be heard and a few persons should not be permitted to
20 monopolize the discussion. The committee may limit the length of time assigned to each
21 speaker. The chair cannot permit motions or votes at the hearing, since its objective is only to
22 receive information and opinions; decisions of any sort during the hearing would hamper the
23 reference committee in its private deliberations.”
- 24
25 (5) Any Academy member or staff executive has the privilege of speaking at a reference committee
26 hearing. The chair also may request nonmembers to provide needed information to clarify or
27 present essential facts on an item under discussion. Otherwise, nonmembers will be granted
28 the floor only upon permission of the speaker, vice speaker, or reference committee chair.
29 Requests from nonmembers wishing to testify preferably should be made in advance of the
30 reference committee hearing.
- 31
32 (6) The agenda for the meeting will be available to attendees at each meeting room. This is for the
33 benefit of members who wish to attend a hearing on a specific item and perhaps proceed to
34 another hearing for a subject appearing later on the agenda of another reference committee.
- 35
36 (7) Discussion on any item may be reopened if necessary to obtain additional information from
37 those not present when the original discussion took place.
- 38
39 (8) It is not necessary that minutes be kept of a reference committee hearing. It is necessary only
40 that the committee hears all the evidence to enable it to reach an informed decision and to
41 prepare its report. The chair and staff assigned to the reference committee should make notes
42 of pertinent points that may serve as guidance in preparation of the final report. If a statement is
43 made in the hearing, which the chair wishes to incorporate in the report, it is proper before
44 proceeding to ask that it be repeated to make certain that staff have the information.
- 45
46 (9) As soon as a reasonable opportunity has been afforded for all parties to express their views on
47 a particular item of business, the chair should move quickly to the next item on the agenda.
- 48
49 (10) *News media reporters may be seated in the reference committee hearing.* If testimony in
50 open hearing reaches a point at which the chair deems it necessary to limit it from the
51 standpoint of public relations, the chair should entertain a motion to go into an executive
52 session. Upon adoption of such a motion, all persons except those invited by the committee

1 may be excluded from the room. (This has never been necessary at any previous Academy
2 hearing.)
3

4 **Preparing the Report**

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

1
2 (9) The Speaker and Vice Speaker will be available at all times for consultation and will review all
3 reports before they are printed. It is important that the reports be completed as promptly as
4 possible following the hearings. As soon as the reports are completed and signed, they will be
5 printed, assembled and made available for delegates to pick up.
6

7 (10) The *content* of the reference committee report is the responsibility of the chair and the
8 reference committee. After the reference committee has reached decisions on all items on its
9 agenda, staff will assist with the *format* and preparation of the report. It is recommended that,
10 *on the basis of decisions reached by the committee*, the chair will draft the reference committee
11 report with the assistance of Academy staff.
12

13 **Format for the Report**

14 (1) The reference committee report should be addressed to the Speaker of the Congress. Each
15 line of each page is to be numbered in sequence (each page begins with line 1).
16

17 (2) Properly identify each item, including line or paragraph and page reference from the *Handbook*.
18 When considering an amendment to the Bylaws, the *complete proposed amendment* is to be
19 copied as it appears in the handbook. When considering a resolution, the *resolved portion(s)*
20 only are to be copied as presented in the handbook or as subsequently distributed to the
21 Congress. After properly identifying the item, state the pertinent reason(s) for the action
22 recommended, and then specify the recommended action. A statement of reason(s) for the
23 action recommended is necessary, and should be given particularly careful attention on
24 *controversial issues*.
25

26 (3) The items in the reference committee report may follow any order. There are, however, a few
27 things to keep in mind:

28 (a) In instances *where multiple items on the same subject are considered together*, order of
29 the consideration of the items is determined by action recommended. Items are then
30 presented in the following sequence: recommendation to adopt or refer,
31 recommendation to reject, recommendation to file for reference.

32 (b) *Recommended action items* (calling for adoption or approval) that are considered
33 *non-controversial* and are resolved with complete agreement will be placed on a
34 "consent calendar." Consent calendar items are to be placed immediately *following* all
35 action items that require individual consideration and before the file for reference items
36 grouped at the end of the report.

37 (c) *Reports that contain neither a recommendation nor a proposed statement of policy and*
38 *are being filed for reference* may be considered in sequence at the end of the report.
39

40 (4) In addition to the introductory and concluding paragraphs *only* the following *portions* of the
41 reference committee reports are to be *underscored*.

42 (a) Identification of the items (with exception of consent calendar items and file for
43 reference items.)

44 (b) Reference committee's recommended actions.

45 (c) All substitute resolved clauses and policy statements that are revised by the reference
46 committee.
47

48 **Consent Calendar**

49 Guidelines for items where testimony in hearing and recommendations of the reference committee
50 agree with recommendations in reports and resolutions to the Congress are as follows:
51

52 (1) Any items that are contained in the Delegates' Handbook (Board reports,

1 commission/committee annual reports, resolutions) and items of business distributed at the
2 Congress of Delegates can be placed on the "Consent Calendar" if the testimony in the hearing
3 and the recommendation of the reference committee agree with the recommendations in these
4 reports and resolutions. However, even if all of these factors have been met, the item can still
5 be in the body of the reference committee report if the reference committee does not want to
6 place the item under this heading.

- 7
- 8 (2) Any revised wording (including editorial changes) from the reference committee, even though
9 there was general agreement in the reference committee testimony, may not be included under
10 the consent calendar.
- 11
- 12 (3) The recommended action on the "Consent Calendar" items is to adopt.
- 13
- 14 (4) And, as in the past, any delegate may still ask that an item be removed from the "Consent
15 Calendar" for individual action by the Congress.
- 16
- 17 (5) In addition to the introductory and concluding paragraphs only the following portions of the
18 reference committee reports are to be underscored.
- 19 (a) Identification of the items
- 20 (b) Reference committee recommended actions
- 21 (c) All substitute resolved clauses and policy statements which are revised by the reference
22 committee
- 23

24 **Placing the Entire Reference Committee Report on the Consent Calendar**

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

31

32 **Presenting the Reference Committee Report**

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

1
2 (4) It is customary for the reference committee chair, at the conclusion of the report, to thank
3 members of the committee and all those who appeared to assist in its deliberations. However,
4 this is not a part of the official report.
5

6 **Submission of Amendments**

7 The following is an excerpt from the "Standing Rules of the Congress of Delegates":
8

9 "Any substitute resolution offered from the floor by an individual during debate must be in writing and
10 in good form to be accepted by the speaker."
11

12 Please write your proposed amendment or substitute resolution in the space provided and present to
13 the speaker. Also, please indicate the page number and line number where the amendment should be
14 inserted, if appropriate.
15

16 **The Chief Purposes of Motions**

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

| | | |
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| 1 | | |
| 2 | Enforce rights and privileges | Division of assembly |
| 3 | | Division of question |
| 4 | | Parliamentary inquiry |
| 5 | | Point of order |
| 6 | | Appeal from decision of chair |
| 7 | | |
| 8 | Consider a question again | Resume consideration |
| 9 | | Reconsider |
| 10 | | Rescind |
| 11 | | Renew a motion |
| 12 | | Amend a previous action |
| 13 | | Ratify |
| 14 | | |
| 15 | Change an action already taken | Reconsider |
| 16 | | Rescind |
| 17 | | Amend a previous action |
| 18 | | |
| 19 | | Adjourn |
| 20 | Terminate a meeting | Recess |
| 21 | | |