



NCFMR Rules of Order

July 30-August 1, 2015 – National Conference of Family Medicine Residents and Medical Students – Kansas City, MO

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NATIONAL CONGRESS OF FAMILY MEDICINE RESIDENTS

RULES OF ORDER

I. PURPOSE AND GOALS OF THE NATIONAL CONGRESS OF FAMILY MEDICINE RESIDENTS

A. Purpose

"The family physician in training recognizes that there exists an imperative to define more precisely what constitutes optimal primary care. We recognize that training programs must be molded to educate family physicians, competent to provide this optimal primary care. To meet this challenge, the family physicians in training resolve to provide representative leadership to the American Academy of Family Physicians through representatives to the AAFP Congress of Delegates and standing commissions of the AAFP and to work through the annual meeting of the residents to promote excellence, leadership and growth of the resident members."

B. Goals

1. To elect a nominee for Resident Member to the AAFP Board of Directors.
2. To elect a Chair for planning and leading the next NCFMR, as well as serving as a representative to the Commission on Education (COE) and its subcommittees.
3. To elect national representatives to serve as the spokespersons of family medicine residents to the AAFP Congress of Delegates and to serve as representatives to the Commission in Education (COE) and its subcommittees.
4. To promote/advertise the availability of resident representation on AAFP commissions.
5. To further define goals and objectives of the NCFMR and discuss how the quality of residency training can be assured and supported.
6. To become a voice of professional advocacy for better patient care.
7. To poll family medicine residents about health care issues and then to provide this information to the AAFP leadership.
8. To encourage medical institutions to recognize family medicine as a separate and equal medical discipline.
9. To encourage resident participation at the state and local level.
10. To encourage membership in the AAFP by all family medicine residents.

11. To foster and support state organizations of family medicine residents and encourage their representation in constituent chapters.
12. To promote and provide a forum for resident and student efforts in family medicine educational or scientific research.

II. NCFMR BUSINESS PROCEDURES

- A. The business of the NCFMR shall be conducted annually.
 1. Attendance
 - a. Any family medicine resident may attend this meeting and participate in its activities.
 - b. The following definition of a "resident" is to be used for the purpose of the NCFMR and for the purposes of the COE Resident/Student Screening Subcommittee:
 1. Physicians training in Accreditation Council on Graduate Medical Education (ACGME)-accredited family medicine residencies.
 2. Physicians training in American Osteopathic Association (AOA)-approved rotating general or family medicine internships or AOA-approved general or family medicine residencies.
 3. Graduates of ACGME-approved family medicine residencies or AOA-approved general or family medicine residencies who extend their training immediately upon completion of residency training and who serve full time in extended, structured, supervised programs of at least one year in duration to gain additional skills in research, administration and teaching or a specific clinical area of interest.
- B. The Chair shall preside over the business sessions with assistance at his/her discretion. The ***American Institute of Parliamentarians Standard Code of Parliamentary Procedure***, current edition, shall govern all proceedings of the NCFMR, except when in conflict with the AAFP Bylaws, the NCFMR Governing Principles or specific provisions of these rules of order.
- C. The first order of business shall be the adoption of the rules of order. These rules shall become effective upon initial approval. A two-thirds vote shall be required to amend the rules.
- D. All NCFMR attendees may have the privilege of the floor and engage in debate after being recognized according to standard parliamentary procedure as set forth in the ***American Institute of Parliamentarians Standard Code of Parliamentary Procedure***, current edition.

- E. No one shall speak more than once on any issue or separate motion until all who wish to speak have been heard. No one shall speak more than twice without permission of the Chair or by majority vote of the Congress.
- F. Debate on a single issue shall be limited to three minutes per speaker and no more than 15 minutes overall, except by permission of the Chair or by majority vote of the NCFMR, provided both sides have been represented on the debate.
- G. Only NCFMR attendees who are resident members of the AAFP in good standing are eligible to vote in the business sessions.
- H. Passage of a motion requires a majority vote except for motions which require greater than a majority as specified in the ***American Institute of Parliamentarians Standard Code of Parliamentary Procedure***, current edition. All motions require a second.
- I. Reference committees shall be appointed by the NCFMR Chair to facilitate the work of the Congress. These committees shall operate according to the document on "Powers and Duties of Reference Committees." See Appendix A.
- J. The following types of resolutions may be considered by the NCFMR:
 - 1. Resolutions to the NCFMR must be reviewed by a reference committee appointed by the Chair. Resolutions must be presented in writing by the published deadline and will be referred to a reference committee for consideration. Only resolutions approved by the COE are submitted directly to the AAFP Congress of Delegates. All others will go as recommendations to the COE for appropriate disposition.
 - 2. Policy Statements and Recommendations must be presented in written form by the published deadline for resolutions and will be referred to a reference committee for consideration. If approved, they will go to the COE for appropriate disposition.
 - 3. Late Resolutions. Any resolution proposed from the floor to the final Business Session, having not first been discussed in a reference committee, or any resolution submitted to the Chair after the published deadline, will be deemed late.
 - a. In order to be introduced to the Congress, a late resolution must:
 - 1. Be submitted in writing to the Chair in duplicate.
 - 2. Have obtained a two-thirds vote for discussion by the Congress in order to be brought to the floor.
 - b. Late resolutions shall be considered in the order received, except that the Chair reserves the right to determine the order of business based on the importance of the issues and the amount of time available for discussion.

- K. Voting shall be by voice, that is, by "yes" and "no" except where the Chair or a resident calls for a division, in which case a standing, hand or written vote shall be taken.
- L. With the exception of the elections outlined in the election procedures, all resident members of the AAFP in good standing may vote on all matters considered by the NCFMR.
- M. In the case of elections, only one registered delegate from each AAFP constituent chapter may vote, as outlined in the election procedures.
- N. The NCFMR Chair shall recruit resident members in good standing of the AAFP to serve in volunteer leadership roles during the conference/congress, including a business session assistant, parliamentarian and discussion group facilitators. A complete list of assignments appears in Appendix B.
- O. Parliamentary Procedure
 - 1. The attached table summarizes the order of precedence of motions according to the ***American Institute of Parliamentarians Standard Code of Parliamentary Procedure***, current edition. The NCFMR Chair is responsible for enforcement of parliamentary procedure according to this text. See Appendix C.
 - 2. Further interpretation of these procedures, as necessary, will be made by the Chair, utilizing the ***American Institute of Parliamentarians Standard Code of Parliamentary Procedure***, current edition.
 - 3. A majority of the delegates registered for the NCFMR shall constitute a quorum for conducting business other than an election at any meeting of the National Congress of Family Medicine Residents.

III. RULES OF ELECTION

A. Election Committee

- 1. Chair
 - a. The Chair of the Election Committee shall be appointed by the NCFMR Chair and shall be in charge of said Committee. The Election Chair shall carry out the established functions of the Election Committee as stated in these rules. The Election Committee Chair shall accept and record nominations, review eligibility criteria, oversee the elections, and supervise members of the Election Committee.
 - b. The Election Committee Chair may request other members of the NCFMR to assist in completion of the functions of the Election Committee.
- 2. Election Committee Functions

- a. The Committee shall conduct the following elections held in conjunction with the NCFMR:
 1. One resident nominee for the AAFP Board of Directors;
 2. NCFMR Chair;
 3. Two Alternate Delegates to the American Academy of Family Physicians' Congress of Delegates who will serve as delegates the following year;
 4. One resident nominee for the Society of Teachers of Family Medicine (STFM) Board of Directors;
 5. One resident nominee for the Association of Family Medicine Residency Directors (AFMRD) Board of Directors;
 6. One resident nominee for the American Academy of Family Physicians Foundation Board of Trustees.
- b. The Election Committee shall:
 1. Obtain the names of the registered delegates prior to initiation of balloting on election day;
 2. Distribute, collect and tally ballots cast by the delegates, giving results to the NCFMR Chair for announcement.

B. Voting Delegates

1. Only Congress members who meet the following criteria are eligible to vote in elections:
 - a. A resident member of the AAFP in good standing;
 - b. A registered delegate representing a constituent chapter to the NCFMR.

C. Voting Procedures

1. Nominations

- a. The Election Chair shall call for nominations for AAFP Resident Board Member, NCFMR Chair, Alternate Delegates to the AAFP Congress of Delegates; nominees for the Society of Teachers of Family Medicine Board of Directors, the Association of Family Medicine Residency Directors Board of Directors, and American Academy of Family Physicians Foundation Board of Trustees. The Election Chair shall call for these nominations at each

business session prior to the final session when elections are held.

- b. All nominations must be seconded.
- c. All nominees:
 - 1. Must be resident members of the AAFP in good standing;
 - 2. Must submit a completed application form, letter of interest and curriculum vitae prior to the elections.
 - 3. Must submit a letter of support from his/her constituent chapter and a letter of recommendation from his/her residency program director by October 1, following the NCFMR.
- d. Nominees for the position of Resident Member of the AAFP Board of Directors must have at least one year of experience in an AAFP position at the national level, either as a resident or student (i.e., Chair, National Delegate, AAFP Commission member, National FMIG Coordinator, representative to the Society of Teachers of Family Medicine Board of Directors, Association of Family Medicine Residency Directors Board of Directors, or American Academy of Family Physicians Foundation Board of Trustees).
- e. Nominees for the position of NCFMR Chair must have at least one year of experience in an AAFP position at the national level, either as a resident or student (i.e., Chair, National Delegate, AAFP Commission member, National FMIG Coordinator, representative to the Society of Teachers of Family Medicine Board of Directors, Association of Family Medicine Residency Directors Board of Directors, or American Academy of Family Physicians Foundation Board of Trustees) or must have served as Resident Alternate Delegate to the American Medical Association (AMA), AAFP Resident Representative to the AMA Resident-Fellow Section, AAFP Student Representative to the AMA Medical Student Section, Student Liaison to the Student National Medical Association, or FMIG Regional Coordinator and have one year prior experience attending the National Conference of Family Medicine Residents and Medical Students.
- f. Per the AAFP Bylaws, Student, Resident and New Physician Board Members shall not be eligible to be re-elected to the Board of Directors in the same capacity. In addition, an individual who has served as the Student, Resident or New Physician Member of the Board of Directors shall not be eligible to serve as a Board Member in either of the other two specified classes of members.
- g. Delegates to the AAFP Congress of Delegates shall not succeed themselves.

- h. As the first order of business at the Candidates Forum, an opportunity shall be provided to nominate candidates for any NCFMR elected position. Thereafter, no new names may be placed in nomination.

2. Elections

- a. On the day of elections, all nominees shall have the privilege of speaking before the Congress during the Candidates' Forum.
- b. The Election Chair shall determine how the allotted time for speeches is to be equally distributed among the nominees for each position.
- c. The nominees shall draw for the order in which they shall speak for each election.
- d. Following the speeches, the candidates for the AAFP Resident Board Member, NCFMR Chair, and the Alternate Delegates to the AAFP Congress of Delegates shall participate in a question and answer session, the length to be determined by the NCFMR Chair and the Moderator of the Candidates' Forum. If time permits, candidates for other resident positions may also participate in the question and answer session.
- e. No ballot shall be counted in any election if it contains more votes or fewer votes than were instructed to be cast or if it contains more than one vote for the same candidate.

3. Nomination of Resident Member of the AAFP Board of Directors

- a. This shall be the first election called.
- b. The NCFMR will select one nominee to serve a one-year term as resident member of the AAFP Board of Directors. Pursuant to the Bylaws of the AAFP, that candidate's name shall be presented to the AAFP Congress of Delegates for ratification. If the Congress of Delegates fails to ratify the candidate, the AAFP Board of Directors shall select the resident Board member.
- c. The NCFMR nominee for Resident Board member shall be elected by majority vote of those present and voting. If there are two or more candidates and no candidate receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority. The candidates on such subsequent ballots shall be the two candidates receiving the largest number of votes cast on the immediately preceding ballot plus those tying for one of the top two positions.
- d. In the event there is only one candidate, the Chair shall declare that candidate the nominee for the office.

- e. The term of office of the Resident Board Member shall begin at the conclusion of the annual meeting of the Congress of Delegates and expire at the conclusion of the next annual meeting of the Congress of Delegates.

4. Election Procedures for NCFMR Chair

- a. This shall be the second election called.
- b. The NCFMR Chair shall be elected by majority vote of those present and voting. If there are two or more candidates and no candidate receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority. The candidates on such subsequent ballots shall be the two candidates receiving the largest number of votes cast on the immediately preceding ballot plus those tying for one of the top two positions.
- c. In the event there is only one nominee, the Chair shall declare that candidate elected to the office.
- d. This shall be a one-year term of office.

5. Election Procedures for Delegates to the AAFP Congress of Delegates

- a. This shall be the third election called.
- b. Annually, the NCFMR shall elect two alternate delegates to the AAFP Congress of Delegates. At the meeting of the AAFP Congress of Delegates immediately following their election, these two individuals shall serve as alternate delegates. At the conclusion of that annual meeting, they shall assume the position of the AAFP delegates and will continue in that position until their term expires at the conclusion of the next ensuing annual meeting of the AAFP Congress of Delegates.
- c. On the first ballot, any candidate who receives a majority of the votes cast and who is one of the two candidates receiving the largest number of votes cast shall be elected. On the first ballot and each subsequent ballot, the delegates shall have one vote for each vacancy to be filled. No ballot shall be counted if it contains more than one vote for the same candidate or if it contains more votes or fewer votes than the number of vacancies.

If both vacancies remain to be filled after the first or a subsequent ballot, the four candidates receiving the largest number of votes cast on the preceding ballot plus those tying for one of the top four positions shall be candidates on the next subsequent ballot. Any candidate who receives a majority of the votes cast and is one of the two candidates receiving the largest number of votes cast shall be elected.

If one vacancy remains to be filled after the first or a subsequent ballot, the two candidates receiving the largest number of votes cast on the preceding ballot plus those tying for one of the top two positions shall be candidates on the next subsequent ballot. The candidate who receives a majority of the votes cast on such subsequent ballot shall be elected.

- d. In the event there are only two nominees, the Chair shall declare these candidates elected to office.
- e. This shall be a one-year term of office.

6. Nominating Procedures for the Nominees of Resident Representative to the Society of Teachers of Family Medicine Board of Directors, Resident Representatives to the Association of Family Medicine Residency Directors Board of Directors and Resident Representative to the American Academy of Family Physicians Foundation Board of Trustees

- a. Each position shall be considered separately in the order listed above. The candidates shall be identified by the Election Chair prior to the election.
- b. The NCFMR shall select one nominee for each position. In each case, the nominee will be considered by the parent body offering the position. The parent body reserves the right to make final determination of an appointee and is not required to appoint the nominee from NCFMR.
- c. The winning candidate for each position shall be elected by majority vote of those present and voting. If there are two or more candidates and no candidate receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority. The candidates on such subsequent ballots shall be the two candidates receiving the largest number of votes cast on the immediately preceding ballot plus those tying for one of the top two positions.
- d. In the event there is only one candidate for a position, the Chair shall declare that candidate the nominee for the office.
- e. The resident representatives to the Society of Teachers of Family Medicine Board of Directors, Association of Family Medicine Residency Directors Board of Directors, and American Academy of Family Physicians Foundation Board of Trustees shall each serve a one-year term of office with the option of a second term at the invitation of the respective organization.

NCFMR/NCSM Powers and Duties of Reference Committees

Reference Committees are created to facilitate the work of the Congress. Instead of debating details and hearing all evidence for or against a resolution when it is originally submitted to the Congress, it is referred to the appropriate Reference Committee. The purpose of the committee is to develop a "pre-consensus" on each issue to be considered later by the full Congress. There are several advantages to this system:

1. Several items can be discussed at the same time in different Reference Committees, allowing attendees a choice of which discussion to attend.
2. Snap judgments on difficult issues will be avoided.
3. Resolutions which require rather complex or precise wording can be carefully honed prior to a final vote. It is often not possible to achieve this by the more rigid process of voting on a series of amendments.

At a scheduled hearing, all resident and student members interested in the particular proposal present their views to the Reference Committee. Attendees are free to move between different hearing rooms, provided they can do so quietly. Every pertinent point should be heard and considered by the Reference Committee. However, it is necessary to limit or avoid extraneous comments in order that the committee can devote full attention to the subject at hand and complete its work in the brief time available.

The following guidelines describe the conduct of the hearings and the work of the Reference Committees.

Conduct of Hearings

- (1) A list of the order of business for each Reference Committee hearing will be provided to participants before the hearings begin. The list is a suggested order of business. The Reference Committee Chair may elect to delay a discussion of items to facilitate the participation of individuals presenting testimony in more than one Reference Committee hearing.
- (2) Members of the Reference Committee will sit together at the table in front of the room. The Chair of the Reference Committee will conduct business from the podium.
- (3) The Chair should call the meeting to order promptly at the time designated.
- (4) There will be floor microphones in each Reference Committee hearing. The Chair will ask speakers to identify themselves by name and chapter after being recognized by the Chair.
- (5) *The Standard Code of Parliamentary Procedure*, current edition, specifies the following: "The chair of the reference committee presides at the hearings and facilitates discussion. As far as possible, all who wish to speak should be heard and a few persons should not be permitted to monopolize the discussion. The committee may limit the length of time allowed each speaker. The chair cannot permit motions or votes at the hearing since its objective is only to receive information and opinions; decisions of any sort during the hearing would hamper the reference committee in its private deliberations."

(6) Any AAFP member has the privilege of speaking at a Reference Committee hearing. The Chair also may request nonmembers to provide needed information to clarify or present essential facts on an item under discussion. Otherwise, nonmembers will be granted the floor only upon permission of the Reference Committee Chair. Requests from nonmembers wishing to testify should be made prior to the start of the Reference Committee hearing.

(7) Discussion on any item may be reopened, if necessary, to obtain additional information from those not present when the original discussion took place.

(8) It is suggested that Reference Committee members make notes of pertinent points brought up during testimony on each item to serve as guidance and preparation of the final report. It is not necessary that minutes be kept of a Reference Committee hearing. It is only necessary that the committee hear all the evidence to enable it to reach an informed decision and prepare its report. The Recording Secretary, assigned to each Reference Committee, should sit near the committee Chair to assist in making notes of pertinent points which may serve as guidance in preparation of the final report. If a statement is made in the hearing which the Chair wishes to incorporate in the report, it is proper before proceeding to ask that it be repeated to make certain the Recording Secretary has the information.

(9) As soon as a reasonable opportunity has been afforded for all parties to express their views on a particular report or resolution, the Chair should move quickly on to the next item on the agenda.

Work of the Reference Committees

(10) Executive Session. Immediately following adjournment of the Reference Committee hearings, the Reference Committee members will convene in Executive Session to review their notes and to determine a specific action for each item. No one other than members of the committee, including any assigned observer(s), and assigned staff are to attend this Executive Session unless invited by the Chair to provide needed information. The Speaker, Vice Speaker, and AAFP staff is available for consultation at the invitation of the Reference Committee Chair. Based on testimony presented in the hearings and, with their own knowledge of the issues involved, the Reference Committee will make the following determination for each item:

- (1) Recommend the resolved clauses of the item be:
 - (a) Adopted
 - (b) Not Adopted
 - (c) Revised via Substitute Resolution (e.g., Resolution 10 becomes Substitute Resolution 10)
 - (d) Included on a Reaffirmation Calendar because it reflects current policy or is being addressed in existing programs and services

- (2) Determine if the resolved clauses of the item (if adopted or substituted) should be sent to:
 - (a) AAFP Congress of Delegates (COD)
 - (b) AAFP Commission on Education (COE)

The determination of whether to send a resolution to the Congress of Delegates or to the COE is a judgment call best decided with the input of the NCFMR/NCSM officers and the AAFP staff persons assisting the Reference Committees. In general, a resolution should not be sent to the AAFP Congress of Delegates if it requires further study, if the background information supporting the resolved clause is insufficient, or if the Reference Committee is unsure if the requested action is already in place within the AAFP structure. For example, resolutions which call for the AAFP to adopt a policy statement should be checked against existing AAFP policies and clinical recommendations on the AAP website.

The option of referral to the COE mandates that the COE will investigate an issue further. Following its investigation, the COE may or may not elect to make a recommendation, based on the resolution, to the AAFP Board of Directors.

Whether a resolution is referred to the Congress of Delegates or the COE, a report summarizing the outcome of each resolution will be provided at the next NCFMR/NCSM.

(11) Writing the Report. The content of the Reference Committee report is the responsibility of the Chair and the Reference Committee. The final report of each Reference Committee will be written by the Reference Committee Chair with the assistance of AAFP staff. The format for the report will include the following elements for each item of business:

- a. Statement of the item number, resolution number and the title of the resolution.
- b. The original resolved clauses of the resolution.
- c. A brief statement summarizing the testimony heard on the item and statements justifying the Reference Committee's recommended action.
- d. The Reference Committee's recommendation noting whether the items should be adopted, not adopted, adopted as a substitute resolution, or included on a Reaffirmation Calendar.
- e. The order of items in the Reference Committee report may follow any order, however in instances where multiple items on the same subject are considered together, order of consideration of the items is determined by action recommended. Items are then presented in the following sequence: recommendation to adopt, recommendation to adopt a substitute, and then recommendation to not adopt.
- f. It is customary for the Reference Committee Chair at the conclusion of his/her report to include a written thank you message to the committee members and all those who assist in its deliberations.

In writing the committee's report, the following elements should also be included:

- a. A header at the top of the page noting "NCFMR/NCSM," identification of which Reference Committee the report relates to, and the date of the report
- b. Numbered lines along the left-hand margin of each page
- c. The following portions of the Reference Committee reports underscored: identification of the items, reference committee's recommended actions, and all substitute resolved clauses
- d. Page numbers for each page of the report

(12) Approval of the Report. The report is finalized following review and approval by the Reference Committee Chair and designated AAFP staff. The names of the Reference Committee members led by the Reference Committee Chair's name should be listed at the end of the report.

(13) Once the Reference Committee report is completed, an index page listing the items from the report will be developed. This index page will represent the consent calendar and will be formatted so that it follows the report. For example, Item 1 from the report will be the first item on the consent calendar with Item 2 from the report as the second item on the consent calendar and so on until all items from the report are so indicated on the consent calendar. Based on the consent calendar, the Reference Committee report will be voted on in one vote by the Official Chapter Representatives (delegates); however, any item or items may be extracted.

(14) Extracted item(s) will be debated and voted on separately. The entire report will not be read. Only the underscored portions will be read by the Reference Committee Chair if extracted and requested by the Business Session Chair. For example, the Reference Committee Chair will read the underscored portion(s) of extracted items and the Business Session Chair will then call for a vote on the recommendation. If discussion should ensue, the Business Session Chair will request the Reference Committee Chair to read the testimony for the recommendation after the first individual has spoken and before discussion proceeds any further.

NATIONAL CONFERENCE LEADERSHIP OPPORTUNITIES

There are many opportunities to use your leadership and organization skills during the National Conference (NC). The NC leadership team is made up of AAFP resident and student leaders (elected and appointed), chapter delegates to the resident and student congresses, and other NC attendees interested in leadership development.

The list of leadership opportunities (in each congress) appears below. The resident and student conference chairs are responsible for recruiting volunteers to fill these positions.

Business Session Assistant (1 Resident / 1 Student): Assist the Chair with elements of congress business sessions, including the distribution and collection of resolution amendment forms during the final business session.

Booth Coordinator – NC Resource Center (several for shifts): Recruit AAFP resident and student officers and commission representatives to be present at AAFP@NC (AAFP Booth) in the Expo Hall during dedicated exhibit hours. The role of resident and student leaders is to share information about their role as resident/leaders, encourage visitors to get involved AAFP and leadership opportunities. Academy staff will also be present in the booth.

Community Service Coordinator (1 Resident / 1 Student): Encourage NC attendees to participate in conference-sponsored community service projects.

Delegate Credentialing Coordinator (1 Resident / 1 Student): Work with staff to register credentialed chapter delegates during the congress business session on Saturday morning and, as needed onsite, enlist members to serve as delegates for their chapters. This involves seeking delegates from chapters not represented, through means such as visiting residency program booths (residents) and attending FMIG programming (students).

Election Committee Members (3-4 Residents / 3-4 Students): Distribute, collect, and oversee the counting of ballots. *Note: the resident and student board members chair the election committee in their respective congresses and may assist in finding committee members to serve on the committee.*

Parliamentarian (1 Resident / 1 Student): Assist the Chair in executing the appropriate parliamentary procedures (source: *American Institute of Parliamentarians Standard Code of Parliamentary*, current edition).

Reference Committee Chair/Members (8 Residents / 8 Students): (up to three committees in each congress, each composed of a chair, three experienced members, three inexperienced members, and an observer) Facilitate a hearing on assigned resolutions, then convene in executive session to recommend specific action on each resolution. The reference committee chair writes the committee's final report with the assistance of AAFP staff.

SOURCE – American Institute of Parliamentarians Standard Code of Parliamentary Procedure (Current Edition)

BASIC RULES GOVERNING MOTIONS								
<i>Order of precedence</i> ¹	<i>Can interrupt?</i>	<i>Requires a second?</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Vote required?</i>	<i>Applies to what other motions?</i>	<i>Can have what other motions applied to it?</i> ⁵	<i>Renewable?</i>
PRIVILEGED MOTIONS								
1. Adjourn	No	Yes	Yes ²	Yes ²	Majority	None	Amend, close debate, limit debate	Yes
2. Recess	No	Yes	Yes ²	Yes ²	Majority	None	Amend, close debate, limit debate	Yes ⁶
3. Question of privilege	Yes	No	No	No	None	None	None	Yes
SUBSIDIARY MOTIONS								
4. Table	No	Yes	No	No	2/3	Main motion	None	No
5. Close debate	No	Yes	No	No	2/3	Debatable motions	None	Yes
6. Limit or extend debate	No	Yes	Yes ²	Yes ²	2/3	Debatable motions	Amend, close debate	Yes ⁶
7. Postpone to a certain time	No	Yes	Yes ²	Yes ²	Majority	Main motion	Amend, close debate, limit debate	Yes ⁶
8. Refer to committee	No	Yes	Yes ²	Yes ²	Majority	Main motion	Amend, close debate, limit debate	Yes ⁶
9. Amend	No	Yes	Yes ³	Yes	Majority	Rewordable motions	Amend, close debate, limit debate	No ⁶
MAIN MOTIONS								
10. (a) The main motion	No	Yes	Yes	Yes	Majority	None	Subsidiary	No
(b) Specific main motions								
Adopt in-lieu-of	No	Yes	Yes	Yes	Majority	None	Subsidiary	No
Amend a previous action	No	Yes	Yes	Yes	Same Vote	Adopted main motion	Subsidiary	No
Ratify	No	Yes	Yes	Yes	Same Vote	Adopted main motion	Subsidiary	No
Recall from committee	No	Yes	Yes ²	No	Majority	Referred main motion	Close debate, limit debate	No
Reconsider	Yes ⁴	Yes	Yes ²	No	Majority	Vote on main motion	Close debate, limit debate	No
Rescind	No	Yes	Yes	No	Same Vote	Adopted main motion	Subsidiary, except amend	No
INCIDENTAL MOTIONS								
<i>No order of precedence</i>	<i>Can interrupt?</i>	<i>Requires a second?</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Vote required?</i>	<i>Applies to what other motions?</i>	<i>Can have what other motions applied to it?</i> ⁵	<i>Renewable?</i>
MOTIONS								
Appeal	Yes	Yes	Yes	No	Majority ⁷	Ruling of chair	Close debate, limit debate	No
Suspend the rules	No	Yes	No	No	2/3	Procedural rules	None	Yes
Consider informally	No	Yes	No	No	Majority	Main motion or subject	None	Yes
REQUESTS								
Point of order	Yes	No	No	No	None	Procedural error	None	No
Inquiries	Yes	No	No	No	None	All motions	None	No
Withdraw a motion	Yes	No	No	No	None ⁸	All motions	None	No
Division of question	No	No	No	No	None ⁸	Main motion	None	No
Division of assembly	Yes	No	No	No	None ⁸	Indecisive vote	None	No

¹ Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

² Restricted.

³ Is not debatable when applied to an undebatable motion.

⁴ A member may interrupt the proceedings but not a speaker.

⁵ Withdraw may be applied to all motions.

⁶ Renewable at the discretion of the presiding officer.

⁷ A tie or majority vote sustains the ruling of the presiding officer; a majority vote in the negative reverses the ruling.

⁸ If decided by the assembly, by motion, requires a majority vote to adopt



Commission Structure Including Subcommittees

