



# NCSM Rules of Order

July 28-30, 2016 – National Conference of Family Medicine Residents and Medical Students – Kansas City, MO

## TABLE OF CONTENTS

I.	Goals of the NCSM.....	2
II.	NCSM Business Procedures .....	3
III.	Rules of Election .....	5
A.	Election Committee .....	5
B.	Voting Delegates.....	6
C.	Voting Procedures.....	6
1.	Nominations .....	6
2.	Elections.....	7
3.	Nominating Procedure for Student Member of Board of Directors .....	8
4.	Election Procedure for NCSM Chair.....	8
5.	Election Procedure for Delegates to Congress of Delegates .....	9
6.	Election Procedure for National Family Medicine Interest Group (FMIG) Coordinator .....	10
7.	Nominating Procedure for Student Representative to the STFM Board of Directors.....	10
8.	Nominating Procedure for Student Representative to the AAFP Foundation Board of Trustees.....	11
Appendix A	Powers and Duties of Reference Committees	
Appendix B	National Conference Leadership Opportunities	
Appendix C	Principal Rules Governing Motions	
Appendix D	AAFP Organizational Chart	

# NATIONAL CONGRESS OF STUDENT MEMBERS

## RULES OF ORDER

### I. GOALS OF THE NATIONAL CONGRESS OF STUDENT MEMBERS (NCSM)

- A. To elect a nominee for Student Member to the American Academy of Family Physicians (AAFP) Board of Directors.
- B. To elect a Chair for planning and leading the next NCSM, as well as serving as a representative to the Commission on Education (COE) and its subcommittees.
- C. To elect national representatives to serve as the spokespersons of medical students to the AAFP Congress of Delegates and to serve as representatives to the Commission on Education (COE) and its subcommittees.
- D. To promote/advertise the availability of student representation on AAFP commissions.
- E. To further define goals and objectives of the NCSM and discuss how the quality of undergraduate medical education can be assured and supported.
- F. To become a voice of professional advocacy for better patient care.
- G. To poll students about health care issues and then to provide this information to the AAFP leadership.
- H. To encourage medical schools to recognize family medicine as a separate and equal medical discipline.
- I. To encourage student participation at the state and local levels.
- J. To encourage student membership in the AAFP.
- K. To encourage more students to choose careers in family medicine.
- L. To foster and support Family Medicine Interest Groups and encourage their participation in constituent chapter activities.
- M. To attempt to increase interest in family medicine educational or scientific research.

## II. NCSM BUSINESS PROCEDURES

- A. The business of the NCSM shall be conducted annually.
  - 1. Attendance
    - a. Any medical student may attend this meeting and participate in its activities.
    - b. For purposes of these Rules of Order and the COE Resident/Student Screening Subcommittee, the term “student” shall mean any student enrolled in a Liaison Committee on Medical Education (LCME)-accredited medical school or an American Osteopathic Association (AOA)-approved college of osteopathic medicine and in good standing.
- 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 NCSM, except when in conflict with the AAFP Bylaws, the NCSM 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 NCSM 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 debate, except by permission of the Chair or by majority vote of the NCSM, provided both sides have been represented in the debate.
- G. Only NCSM attendees who are student 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 NCSM 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 NCSM:
1. Resolutions to the NCSM must be reviewed by reference committees appointed by the Chair. Resolutions must be presented to the Chair 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 of 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 an attendee calls for a division, in which case a standing, hand or written vote shall be taken.
- L. With the exception of elections as outlined in the election procedures, all student members of the AAFP in good standing may vote on all matters considered by the NCSM.
- M. In the case of elections, only one registered delegate from each AAFP constituent chapter and one delegate designated by the Minority Issues Discussion Group may vote, as outlined in the election procedures.
- N. The NCSM Chair shall recruit student 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 NCSM 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 NCSM shall constitute a quorum for conducting business other than an election at any meeting of the National Congress of Student Members.

### III. RULES OF ELECTION

#### A. Election Committee

1. Chair
  - a. The Chair of the Election Committee shall be appointed by the NCSM 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 NCSM to assist in completion of the functions of the Election Committee.
2. Election Committee Functions
  - a. The Committee shall conduct the following election held in conjunction with the NCSM:
    1. One student nominee for the AAFP Board of Directors;
    2. NCSM Chair;
    3. Two Alternate Delegates to the American Academy of Family Physicians' Congress of Delegates who will serve as delegates the following year;
    4. National Family Medicine Interest Group (FMIG) Coordinator;
    5. One student nominee for the Society of Teachers of Family Medicine (STFM) Board of Directors;
    6. One student 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 NCSM Chair for announcement.

**B. Voting Delegates**

- 1. Only Congress members who meet the following criteria are eligible to vote in elections:
  - a. A student member of the AAFP in good standing;
  - b. A registered delegate representing a constituent chapter or the Minority Issues Discussion Group to the NCSM.

**C. Voting Procedures**

**1. Nominations**

- a. The Election Chair shall call for nominations for AAFP Student Board Member, NCSM Chair, Alternate Delegates to the AAFP Congress of Delegates, National FMIG Coordinator, Society of Teachers of Family Medicine 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 a student member 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 by October 1, following the NCSM.
  - 4. Must submit the appropriate form from the medical school dean affirming that the student is in good standing and that the student has communicated information about the requirements of the position. This letter must be received by October 1, following the NCSM.

- d. Nominees for the position of Student Member of the AAFP Board of Directors must have at least one year of experience in an AAFP position at the national level (i.e., Chair, National Delegate, AAFP Commission member, National FMIG Coordinator, representative to the Society of Teachers of Family Medicine Board of Directors, representative to the American Academy of Family Physicians Foundation Board of Trustees).
- e. Nominees for the position of Student Member of the AAFP Board of Directors must have the additional qualification of being in his/her final year of medical school at the time of election.
- f. Nominees for the position of NCSM Chair must have at least one year of experience in an AAFP position at the national level (i.e., National Delegate, AAFP Commission member, National FMIG Coordinator, representative to the Society of Teachers of Family Medicine Board of Directors, representative to the American Academy of Family Physicians Foundation Board of Trustees) or must have served as the American Academy of Family Physicians Student Representative to the American Medical Association Medical Student Section, Student Liaison to the Student National Medical Association, or Family Medicine Interest Group Regional Coordinator and have one year prior experience attending the National Conference of Family Medicine Residents and Medical Students.
- g. 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 classes of members.
- h. Delegates to the AAFP Congress of Delegates shall not succeed themselves.
- i. As the first order of business at the Candidates' Forum, an opportunity shall be provided to nominate candidates for any NCSM 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 Student Board Member, NCSM 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 NCSM Chair and the Moderator of the Candidates' Forum. If time permits, candidates for National FMIG Coordinator, Society of Teachers of Family Medicine Board of Directors, and American Academy of Family Physicians Foundation Board of Trustees 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 Student Member of the AAFP Board of Directors**

- a. This shall be the first election called.
- b. The NCSM will select one nominee to serve a one-year term as Student 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 Student Board Member.
- c. The NCSM nominee for Student 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 Student 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 NCSM Chair**

- a. This shall be the second election called.
- b. The NCSM 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 NCSM 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 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.

**6. Election Procedure for National Family Medicine Interest Group (FMIG) Coordinator**

- a. This shall be the fourth election called.
- b. The NCSM nominee for National FMIG Coordinator 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.

**7. Nominating Procedure for the Position of Representative to the Society of Teachers of Family Medicine (STFM) Board of Directors**

- a. This shall be the fifth election called.
- b. The NCSM nominee for Student Representative to the STFM Board of Directors 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 candidate, the Chair shall declare that candidate the nominee for the office.
- d. The STFM reserves the right to make final determination of its appointee and is not required to appoint the nominee from NCSM.
- e. Term of office is up to two years. Elected student will serve a one-year term with option of a second term at the invitation of the STFM.

**8. Nominating Procedure for the Position of Representative to the American Academy of Family Physicians Foundation Board of Trustees**

- a. This shall be the sixth election called.
- b. The NCSM nominee for Student Representative to the American Academy of Family Physicians Foundation Board of Trustees 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 candidate, the Chair shall declare that candidate the nominee for the office.
- d. The American Academy of Family Physicians Foundation Board of Trustees reserves the right to make final determination of its appointee and is not required to appoint the nominee from NCSM.
- e. Term of office is up to two years. Elected student will serve a one-year term with option of a second term at the invitation of the American Academy of Family Physicians Foundation.

### **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 polices 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> <sup>1</sup>	<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> <sup>5</sup>	<i>Renewable?</i>
<b>PRIVILEGED MOTIONS</b>								
1. Adjourn	No	Yes	Yes <sup>2</sup>	Yes <sup>2</sup>	Majority	None	Amend, close debate, limit debate	Yes
2. Recess	No	Yes	Yes <sup>2</sup>	Yes <sup>2</sup>	Majority	None	Amend, close debate, limit debate	Yes <sup>6</sup>
3. Question of privilege	Yes	No	No	No	None	None	None	Yes
<b>SUBSIDIARY MOTIONS</b>								
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 <sup>2</sup>	Yes <sup>2</sup>	2/3	Debatable motions	Amend, close debate	Yes <sup>6</sup>
7. Postpone to a certain time	No	Yes	Yes <sup>2</sup>	Yes <sup>2</sup>	Majority	Main motion	Amend, close debate, limit debate	Yes <sup>6</sup>
8. Refer to committee	No	Yes	Yes <sup>2</sup>	Yes <sup>2</sup>	Majority	Main motion	Amend, close debate, limit debate	Yes <sup>6</sup>
9. Amend	No	Yes	Yes <sup>3</sup>	Yes	Majority	Rewordable motions	Amend, close debate, limit debate	No <sup>6</sup>
<b>MAIN MOTIONS</b>								
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 <sup>2</sup>	No	Majority	Referred main motion	Close debate, limit debate	No
Reconsider	Yes <sup>4</sup>	Yes	Yes <sup>2</sup>	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> <sup>5</sup>	<i>Renewable?</i>
<b>MOTIONS</b>								
Appeal	Yes	Yes	Yes	No	Majority <sup>7</sup>	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
<b>REQUESTS</b>								
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 <sup>8</sup>	All motions	None	No
Division of question	No	No	No	No	None <sup>8</sup>	Main motion	None	No
Division of assembly	Yes	No	No	No	None <sup>8</sup>	Indecisive vote	None	No

<sup>1</sup> 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.

<sup>2</sup> Restricted.

<sup>3</sup> Is not debatable when applied to an undebatable motion.

<sup>4</sup> A member may interrupt the proceedings but not a speaker.

<sup>5</sup> Withdraw may be applied to all motions.

<sup>6</sup> Renewable at the discretion of the presiding officer.

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

<sup>8</sup> If decided by the assembly, by motion, requires a majority vote to adopt



# Commission Structure Including Subcommittees

