

# STANDING RULES

## 2023 ACR Annual Council Meeting

These standing rules are intended to provide consistency and clarity to ACR Council meeting proceedings. As set forth in the ACR bylaws, the *AIP Standard Code of Parliamentary Procedure* shall govern the conduct of the meeting when applicable and not in conflict with ACR bylaws or these standing rules. Pursuant to the *Standard Code of Parliamentary Procedure*, these standing rules may be rescinded, amended, or suspended during the meeting by a 2/3 vote of the councilors present and voting. Pursuant to the ACR bylaws, the speaker shall be the presiding officer at all council meetings, but in the speaker's absence, or at the speaker's discretion, the vice speaker shall preside.

### 1. Presiding officer.

- a. The speaker or vice speaker may, at their discretion, delegate this duty to any councilor.
- b. The presiding officer is authorized to determine whether or not comments are germane to the question or issue at hand.
- c. The presiding officer is authorized to determine whether or not any proposed change is substantive. Grammatical and spelling corrections are examples of non-substantive changes.

### 2. Attendee participation

- a. Any ACR member may address the Council during reference committee open hearing *informal debate*. At the discretion of the presiding officer, non-members and guests may be recognized or invited to address the Council.
- b. Only Councilors may address the Council during *formal debate* (typically during reference committee reports). At the discretion of the presiding officer, other individuals may be recognized or invited to address the Council.
- c. Prior to addressing the Council, all individuals must identify themselves by name and who they are representing and must disclose all conflicts of interest relevant to the current topic.
- d. During debate, all individuals must limit their remarks to the merits of the specific question or issue before the Council.
- e. During debate, the presiding officer will strive to afford all eligible participants an opportunity to speak. The presiding officer may limit individuals recognized to speak to two minutes of comment on any single item.
- f. The presiding officer will strive to recognize individuals to speak in the order that they approach the microphone/their hand is raised virtually. The presiding officer has the discretion to deviate from this order in circumstances where council debate would benefit from specific information or expertise from specific individuals or groups and to ensure that dissenting and diverse opinions can be expressed.
- g. Candidate speeches shall all be limited to two minutes.
- h. Discourteous behavior will not be tolerated during Council proceedings. The Council speaker and vice speaker are authorized to immediately suspend any attendee from participation to maintain appropriate meeting decorum.

### 3. Reference committee open hearings

- a. During reference committee open hearings, traditional parliamentary procedure is typically suspended so that members may address the Council more informally.
- b. The chair of each reference committee will preside over that committee's open hearing. The speaker or vice speaker retains the right to reassume the role of presiding officer at any time.
- c. ACR members need not ask permission to speak. At the discretion of the presiding officer, non-members and guests may be recognized or invited to address the Council. All individuals addressing the Council shall wait to be recognized and, if joining virtually unmuted, and identify themselves prior to providing comments.
- d. In order to be considered by a reference committee, all proposed amendments must be 1) presented by oral testimony during its open hearing and 2) submitted electronically or in writing before that reference committee's open hearing adjourns. Staff will be available to assist individuals in the electronic submission process or to collect handwritten comments following testimony. Amendments put forth after a reference committee has adjourned will not be accepted.

### 4. Final consideration of reference committee reports and other formal debate

- a. In accordance with ACR bylaws, all final actions of the ACR Council shall be governed by parliamentary procedure. This applies to actions which typically involve approval of resolutions as well as final approval of minutes and standing rules.
- b. Items extracted from any consent calendar will be considered in the numeric order of those extracted items. The presiding officer has the discretion to deviate from this order when debate would benefit if questions or issues were considered in another order.
- c. All proposed amendments to items on any reference committee consent calendar report should ideally be presented through ACR staff to the presiding officer before each reference committee report, either electronically or in writing.
- d. *Practice Parameters and Technical Standards*. The Council may only consider original proposed documents or those presented by a reference committee. No substantive changes will be allowed after reference committee open hearings. Editorial changes, however, may be considered.
- e. *Bylaws and Policy Resolutions*. Substantive changes are permissible. Proposed changes to bylaws must be germane to the proposed change for which formal membership notice was given.
- f. Councilors who have not taken advantage of reference committee hearings for the presentation of their viewpoints or introduction of evidence will generally not be permitted to propose new substantive changes during consideration of final reference committee reports. Discretion will be given to the presiding officer and reference committee chair to permit consideration of viewpoints and/or evidence that was not presented during reference committee open hearings.
- g. At the discretion of the presiding officer, any Council decision may be made by voice, standing, electronic means, ballot, or roll call vote by councilors in attendance.