Annual Meeting Rules of Order and Debate

1. Attendees are reminded to be respectful of speakers and to silence cell phones. Please refrain from using personal electronic devices during sessions. Persons wishing to carry on conversations of more than a sentence or two shall retire to the hallway.

2. Anyone wishing to speak at the Annual Meeting shall raise their hand to be acknowledged by the presiding officer and come to one of the microphones. The speaker should begin by stating his or her name and the Member Board being represented. Speakers should respect any imposed time limits and the rights of others who may wish to speak.

3. The presiding officer will encourage and facilitate broad participation from the floor of the Delegate Assembly. All discussion shall be channeled through the presiding officer.

4. The presiding officer may accept written or verbal motions. Only Delegates may make motions or second. A Delegate wishing to make a verbal motion shall raise their hand to be acknowledged by the presiding officer and come to one of the microphones. The Delegate shall give his or her name and Member Board affiliation before presenting the motion.

5. **Rules of Debate**

    a. The privilege of debate on the floor of the annual meeting is limited to members of the association. Others may speak at the discretion of the presiding officer.

    b. Speakers will be limited to two minutes each and may not speak more than twice to the same issue. No person may speak more than once until all others wishing to speak to said issue have had an opportunity to speak at least once.

    c. At the discretion of the presiding officer, time for debate may be reasonably limited in order to maintain the scheduled agenda.

6. The rules contained in *Robert's Rules of Order, Newly Revised* shall govern this annual meeting in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of ASWB or these Rules of Order. Dale Atkinson, ASWB legal counsel, will be available during business sessions to answer questions about parliamentary procedure and *Robert's Rules of Order*.