APHA Governing Council Parliamentary Practice Cheat Sheet

TO MAKE A MOTION:

- Rise and go to the closest microphone.

- Wait to be recognized by the Speaker.

- State your name and section or position.

- State the motion as follows:

    - "Mr. Speaker, I move…*state your motion to be considered*."

    - Someone must second the motion if it is to be considered.

    - The speaker restates the motion.

    - Once the motion has been restated, it belongs to the body and cannot be withdrawn without their permission.

TO SECOND A MOTION

- Rise or speak without recognition from the Speaker.

- May be asked to identify self for the record.

- State: "I second the Motion."

AMENDING A MOTION (To modify the wording in the main motion without changing the entire meaning)

- A councilor may move to amend a motion by completing the amendment form provided or emailing governance@apha.org with the exact wording and by indicating the place in the motion for the change.

    - Form must be submitted to the Speaker or email must be sent to governance@apha.org at the time of the motion

- Councilor must be recognized by the Speaker to verbally make the motion to amend **(turn over)**

- Motion to amend must be seconded

RULES OF DEBATE

- Councilor must be recognized Speaker.

- Each person may speak only once until all who desire to speak have spoken.

- Call others by role such as "The preceding councilor…"

- Special APHA rule— Each policy brief, agenda item, and report is limited to debate of 15 minutes. After 15 minutes of debate, the Council must vote to continue debate for 10 minutes.

OTHER MOTIONS

- **Suspend the rules:** most often used at APHA to allow a non-member to speak.

- **Point of order:** when a member believes that the rules are being violated.

- **Appeal ruling of the chair:** the method to challenge a ruling on a point of parliamentary procedure made by the Speaker.

- **Division of the assembly:** allows for a count of the vote; not required when GC votes by machine with automatic division.