



APHA Governing  
Council  
Parliamentary  
Procedure

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## Role of Parliamentarian

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- Serves as Speaker's advisor on matters of procedure
- Assists Speaker on parliamentary questions that arise
- Works as advisor only
- Advice is nonbinding
- Not entitled to vote, make motions, debate or address the body

## Governing Council Functions

- Adopt policy statements
- Establish Bylaws (2/3 vote)
- Set Dues (2/3 vote)
- Elect Executive Board, Officers, Nominations Committee, Honorary Members
- Establish Sections, SPIGs, Committees, Task Forces
- Receive reports and financial updates on the State of the Association

## Governing Council Officers

- Executive Director acts as Secretary of the Council
- Speaker of the Council presides at meetings
- Speaker performs other duties as custom and parliamentary usage require
- Speaker may consult the Parliamentarian on matters of procedure
- In the absence of the Speaker, the President, President-elect, Immediate Past President, or Chair of the Executive Board shall preside in this order

## Role of Speaker

- Develop meeting agenda, order of business
- Call meeting to order
- Keep meeting on time
- Direct meeting proceedings
- Decide points of order
- Announce voting results
- Adjourn meeting

## Governing Council Composition

- Section Representatives
- Affiliates
- Executive Board Members
- Officers
- Student Assembly
- Proxies

## Governing Council Meetings

- Mid-Year Meeting
- Annual Meeting

## Governing Council Meetings

- No Executive Sessions at Governing Council Meetings
- No bullet voting in elections



## Quorum

- Quorum shall consist of 50 percent of voting Councilors

## Meeting Preparation

- Review:
- Meeting agenda
- Bylaws
- Motion charts
- Policy statements
- Candidate information
- Attend section, affiliate meetings

## Governing Council Meeting Procedures

- APHA Bylaws
- APHA Special Rules of Order
- Rules contained in the current edition of the Robert's Rules of Order Newly Revised are the accepted parliamentary authority of APHA
- These rules shall govern where they are applicable and where they are not inconsistent with these bylaws and any special rules of order that APHA may adopt

## Robert's Rule Of Order Newly Revised

- US Army General Henry M. Robert (1837-1923)
- West Point (1857)
- Military Engineer
  
- 1<sup>st</sup> Edition (1876)
- 12<sup>th</sup> Edition (2020)

## Robert's Rule Of Order Newly Revised

- Conduct of Business
- Standard Descriptive Characteristics of Motions
- Precedence of Motions
- Rules Governing Debate
- Forms for Making Motions (86 motions)
- Tables, Charts of Rules Relating to Motions

# Purpose of Parliamentary Procedure



To facilitate the transaction of business



To promote cooperation and harmony



To ensure that Counselors are respected and heard

## Principles Of Parliamentary Procedure

- Councilors have equal rights, privileges, and obligations; rules must be administered impartially
- The simplest and most direct procedures should be used
- Logical precedence governs introduction and disposition of motions
- Only one question can be considered at a time

## Principles Of Parliamentary Procedure

- Councilors may not make a motion or speak in debate until they have risen and been recognized
- Councilors must not attack or question the motives of other Councilors
- Councilors must confine remarks to the question that is subject to debate
- Remarks by Councilors are addressed to Speaker



## Principles Of Parliamentary Procedure

- In voting, Councilors have the right to know the question before the body
- Councilors have right to know what affirmative and negative votes mean
- There must be a clear question before the body for decision
- There must be an opportunity to debate

## Motions

- A motion is a formal meeting proposal by a Councilor that the group take certain action

### TO MAKE A MOTION:

- Rise and go to the closest microphone or indicate on zoom
- Wait to be recognized by the Speaker
- State your name and section or position
- State the motion

## Evaluation of Motion

- Is it in order?
- Second required?
- Debatable?
- Amendable?
- Votes required for adoption?
- Can it be reconsidered?

## Stating a Motion

- “Mr. Speaker, I move...(state the motion to be considered)”
- Speaker decides if motion is in order
- If the motion is in order, the Speaker clarifies the question presented by the motion
- If necessary, motion is seconded
- Speaker determines if motion is debatable and amendable
- Motion is put to vote

## Seconding a Motion

### TO SECOND A MOTION:

- Rise or speak loudly without recognition from the Speaker
- May be asked to identify self for the record
- Say... “I Second the Motion” or “Second”
- Committee reports do not require a Second

## Amending a Pending Motion

- Motion to modify wording in main motion without changing the entire meaning of motion
- Councilor completes amendment form with proposed change
- Councilors recognized by Speaker to make the motion to amend
- Form submitted to Speaker
- Speaker determines if motion is in order
- Motion to Amend Seconded
- Motion to Amend Debated
- Motion to Amend Put to Vote



## Motion to Amend

- Motion to amend strikes, adds language
- Used to amend:
  - Policy Statements
  - Meeting Themes

## Rules About Motions

- Motions are considered in specific order
- Voting on the Main Motion is last
- Some motions are undebatable
- APHA has specific rule of order for debate time, previous question
- Robert's Rules of Order applies when APHA Bylaws and Special Rules of Order are inapplicable





## Order of Motions

### **Undebatable**

- Fix time to adjourn (Set in Agenda)
- Adjourn (Set in Agenda)
- Recess (Set in Agenda)
- Raise a question of privilege (comfort, well-being issue ruled upon by Speaker)
- Call for the orders of the day (Set in Agenda)
- Lay on the table (Used when other urgent business must be addressed)
- Previous question (15 Minute Debate Rule)
- Limit or extend debate (15 Minute Debate Rule)

## Order of Motions

### **Debatable**

- Postpone to certain time
- Commit to a committee
- Amend
- Postpone indefinitely
- Main Motion

## APHA 15 Minute Discussion Rule



Each resolution, position paper, agenda item, and report is limited to discussion of 15 minutes.



At the end of 15 minutes of discussion, the Speaker will poll the Council as to whether it wishes to spend one or more additional 10-minute periods discussing the issue.

## Incidental Motions

- Appeal Ruling of the Chair: challenges ruling on a point of parliamentary procedure by Speaker
- Division of the Assembly: allows for a count of the vote by standing not in order when machine voting available
- Division of a Question
- Parliamentary Inquiry
- Point of Order: raises procedural violation
- Suspend the Rules: used to allow nonmember to speak
- Request for Information

## Appeal Ruling of Chair

- Councilor appeals ruling of Speaker
- Seconded, Debated
- Shall the decision of the Speaker stand?
- Those in favor of the ruling of the chair vote “aye”
- Those opposed to the ruling of the chair vote “nay”
- Majority vote required
- Result announced: ruling stands or is overruled

## Motion to Reconsider

- Bring back for further consideration motion which has been voted on
- Motion to reconsider made by Councilor who voted with prevailing side
- Motion made same day or next succeeding session day vote was taken
- Seconded, Debatable, Not amendable
- Majority vote required for adoption
- If adopted, Speaker puts question on reconsidered motion

## Putting the Question by Speaker

- The question is on the adoption of the motion
- The voting machine is open
- All those in favor vote “aye”
- All those opposed vote “nay”
- Tally the vote
- Result announced: motion adopted or motion fails

## Rules of Debate

- Councilors must be recognized by Speaker
- Councilors may speak only once during a debate until all who desire to speak have spoken
- Councilors must make relevant remarks to pending question
- Call other Councilors by role such as “The preceding councilor...”
- Refrain from attacking motives
- Refrain from disturbing other Counselors





## APHA Code of Conduct

- Conduct oneself in a professional manner in all circumstances
- Aim for consensus and compassion in all interactions
- Listen to other points of view and seek to understand them
- Avoid interruptions and allow people to be heard
- Engage people respectfully in discussion. If you disagree with someone or something being said/stated; stay focused on the topic and not personal feelings
- Respect others' time by adhering to deadlines, being on time to meetings and events, staying present and providing information in a timely manner

## References

- APHA Bylaws (2021)
- APHA Special Rules of Order
- Robert's Rules of Order Newly Revised, 12<sup>th</sup> Ed. (2020)