Policy No. 1-9: National Council Standing Rules

Approved By: Board of Directors
Date Approved: September 7, 2011
Date Effective: September 7, 2011

Policy:

The Federal Bar Association’s Constitution and Bylaws govern assemblies of the National Council. Where these documents are silent, the current edition of Robert's Rules of Order Newly Revised applies, per the Bylaws. Pursuant to Robert’s Rules of Order and the National Council’s past practices, please note the following:

1. The chair must recognize a speaker before that speaker’s comments are before the body.

2. Except as permitted by Robert’s Rules, speakers are not to be interrupted. Person wishing to speak should remain seated until a speaker concludes. Rising from a chair first does not give priority unless the chair instructs persons wishing to speak to approach the microphones. Priority is given to those who have not spoken.

3. Approach the microphone to be recognized. A speaker must state name and position prior to making comments.

4. Prior to making a motion, a speaker should 1. Be recognized and state his or her name and position; 2. Approach the microphone; 3. State name and position; and 4. Hand the written motion to the Chair. A determination will be made as to whether the motion is in order based on the content of such motion before debate shall begin.

5. Any speaker who has spoken on a motion may not speak a second time until all others are heard.

6. Microphones will be marked “pro” and “con”. Movants shall speak from the pro microphone, opponents from the con microphone.

7. Prior to a motion being before the body or debated, the Chair shall 1. State the name of the motion; 2. State the name of the movant and the movant’s position; 3. State the name of the second and the second’s position; and 4. Read the motion.

8. Debate shall be limited to two minutes per speaker. No member may speak in debate more than two times on the same day to the same question.
9. No member may speak a second time on the same question if another who has not spoken requests the floor.

10. A timekeeper shall signal when allotted time has expired. At that time, the speaker must cease speaking.

11. Comments should be addressed to the Chair. Other speakers should be referred to by title or more formal address rather than first name, such as “the prior speaker from New York”.

**Purpose:**

To insure an efficient, productive, and orderly meeting of the National Council.

**Change Notice:**