



Federal Bar Association

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. Pursuant to Robert's Rules of Order and the National Council's practices, please note the following

1. National Council members shall have an opportunity prior to the National Council meeting to submit questions to speakers regarding reports that are included in the consent agenda. A question and answer session shall be held no more than 7 days and less than 1 hour prior to the scheduled National Council meeting to address these questions. The Chair may report on questions received during the session at the National Council meeting.
2. The Chair must recognize a speaker before that speaker's comments are before the body.
3. Except as permitted by Robert's Rules, speakers are not to be interrupted. Person wishing to speak should remain seated and/or muted electronically until a speaker concludes. During in person meetings, 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, whether in person or by electronic means.
4. Approach the microphone or use electronic means to be recognized. A speaker must state name and position prior to making comments.
5. Prior to making a motion, a speaker should 1. Be recognized and state his or her name and position; 2. Approach the microphone or use electronic means; 3. State name and position; and 4. Hand the written motion to the Chair or use electronic means. A determination will be made as to whether the motion is in order based on the content of such motion before debate shall begin.
6. Any speaker who has spoken on a motion may not speak a second time until all others are heard.
7. For in person meetings, microphones will be marked "pro" and "con." Movants shall speak from the pro microphone, and opponents from the con microphone.

8. 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.
9. 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.
10. No member may speak a second time on the same question if another who has not spoken requests the floor.
11. A timekeeper shall signal when allotted time has expired. At that time, the speaker must cease speaking.
12. 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."
13. The Chair shall be empowered to limit debate by referring it to a separate session or post-National Council meeting.

Purpose:

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

Change Notice: Amended August, 14, 2020