

**AGENDA****I. Welcome & Introductions****Dr. Cusick**

- Council Officers & Parliamentarian
- Steering Committee
- Board of Directors
- Staff & Council Meeting Website Support
- President-Elect Candidates
- Board of Directors Candidates
- Councillor Credentialing Hours: Thursday 3:00 – 8:00 pm, Friday 7:30 am – 5:30 pm, Saturday 7:00 am – 5:00 pm

**II. Council Meeting Website Orientation****Mr. Joy****III. Small Group Discussions****Led by Past Council Speakers**

- What is the ACEP Council?
  - ✓ Deliberative body. Representatives from component bodies.
  - ✓ Debates resolutions (a formal proposal or request to do something).
  - ✓ Exchanges information. Provides direction to the Board. (The Board sets policy.)
  - ✓ Elects Board of Directors, Council Officers (biennially), and President-Elect.
  - ✓ Credentialed councillors only seated on the floor. Everyone else welcome in open seating area.
- How and why do I need to get credentialed?
  - ✓ Credentials badge and ribbon required.
  - ✓ Register with credentialing staff (Breakers Registration)
  - ✓ Tellers Chair reports number of credentialed councillors at various intervals.
  - ✓ Important for determining the denominator in 2/3 votes of credentialed councillors.
- What are Reference Committees and how do they work?
  - ✓ Assigned to hear testimony related to resolutions. All resolutions discussed. Open to everyone.
  - ✓ Achieve consensus and compromise on resolution language or its disposition.
  - ✓ Use of Unanimous Consent Agenda (waiver of debate) – increases efficiency. Any item may be extracted by any councillor and will then be debated at an appropriate time during that report.
  - ✓ Develops formal report with recommendations. Reports available in print by 7 am. On C-Mail and Council Website as soon as available. Reference Committee chair presents the report to the Council.
  - ✓ Adoption requires a majority vote of those present and voting.
  - ✓ Bylaws amendments require 2/3rds vote of CREDENTIALLED (vs present and voting) for adoption.
  - ✓ All adopted resolutions are sent to the Board for ratification and implementation.
- How can I debate a resolution or provide testimony?
  - ✓ Review Council Debate Ground Rules
  - ✓ Credentialed councillors, past presidents, past speakers, Board members. Others only by special request.
  - ✓ Called on by microphone number.
  - ✓ Identify yourself by name, component body, declare any conflicts of interest, indicate speaking “for” or “against.”
  - ✓ Submit motions/amendments electronically through Council Meeting Website.
  - ✓ *Grammar changes and “friendly amendments” are rarely in order – please make a formal motion.*
- How do I vote?
  - ✓ Orange cards vs. key pads. Key pads used only on second day. As needed for resolutions. Absolutely for elections.
  - ✓ Credentialed councillors only. Speaker in the event of a tie.
  - ✓ Options: adopt, not adopt, amend, refer (only to Board, Steering Committee, or Bylaws Interpretation Committee)

- What is the Candidate Forum?
  - ✓ Candidates present opening statements to the Council.
  - ✓ Candidates rotate through each Reference Committee meeting room, 2:30-4:30 pm. Pick a room and stay put.
  - ✓ Questions submitted to moderator.
  - ✓ Candidate reception 6:15-7:15 pm
- How are the elections conducted?
  - ✓ Slate of candidates presented at the opening of the Council meeting on Saturday.
  - ✓ Call for floor nominations, then nominations closed.
  - ✓ Floor nominees required to submit the same materials as candidates nominated by the Nominating Committee.
  - ✓ Last item of business on Sunday.
  - ✓ Majority vote of the councillors present and voting.
  - ✓ Voting keypads are used. May require multiple votes.
  - ✓ Procedures outlined in the Council Standing Rules.
  - ✓ Four Board members elected each year and one president-elect. (Biennial election of Council officers.)
  - ✓ Tellers, Credentials, & Elections Committee makes the final determination as to validity of votes.
- What is the Town Hall Meeting and should I attend?
  - ✓ Important issue.
  - ✓ Informative and interactive.
- Where do I need to be and when?
  - ✓ Reference Committee hearings – Friday, 9:30 am – 12:30 pm
  - ✓ Town Hall Meeting – Friday, 12:45-2:15 pm
  - ✓ Candidate Forum – Friday, 2:30-4:30 pm
  - ✓ Candidate Reception – Friday, 6:15-7:15 pm
  - ✓ Keypads distributed Saturday morning, beginning at 7:00 am. Get yours early! Must present voting card to obtain keypad.
  - ✓ Resolution Debate – Begins Saturday, 8:55 am
  - ✓ Council Awards Luncheon – Saturday, 12:00-1:30 pm
  - ✓ Elections – Saturday, last item of business
- What are the Bylaws, College Manual, Council Standing Rules, and Parliamentary Procedure?
  - ✓ Governs how the organization and the Council operation.
  - ✓ Documents on Council Meeting Website, <http://acep.myeventpartner.com>. Review Parliamentary Motions Guide.
- Tips for Success
  - ✓ Be prepared (read the material). Review materials on the Council Meeting Website.
  - ✓ Attend Reference Committees and caucus meetings (if your delegation has one). Ask questions!
  - ✓ Be concise during floor debate.
  - ✓ Submit amendments in writing.
  - ✓ If you don't know what to do – ask!
- Councillor Resources
  - ✓ Councillor Handbook
  - ✓ Experienced Councillors and Staff
  - ✓ Council Officers
  - ✓ Bylaws, Council Standing Rules, Parliamentary Motions Guide
  - ✓ *Standard Code of Parliamentary Procedure* (aka “Sturgis”)
  - ✓ Jim Slaughter!

## **ACEP Council Debate Ground Rules**

1. Place all electronic devices in silent mode.
2. Take private conversations out into the hallway.
3. Prior to debate, the Reference Committee chair will provide a summary of the testimony and the committee's recommendation. The floor will then be open for debate.
4. When voting, you will be voting on the resolution as presented by the Reference Committee or amended by the Council. You are NOT voting on whether you think the Reference Committee's recommendation is right or wrong.
5. If you wish to debate, go to a microphone and wait your turn. We will keep track of the order people appear at the microphone.
6. During debate, we want to hear everything on every issue, but we do not need to hear it by every single person. If you agree with a prior speaker, you can just say that.
7. When it's your turn to speak at the microphone:
  - a. State your name and who you are representing, i.e. your component body or yourself.
  - b. State if you are you speaking "for" or "against" the motion – sometimes it's hard to tell.
  - c. Declare if you have a conflict of interest. If none, no need to say "I do not have a conflict of interest."
  - d. Be succinct – you will have 2 minutes to make your case. This will be limited to 1 minute if we begin to run short on time.
  - e. If you wish to speak again, go to microphone #5 – the "repeat speakers" position. Once everyone else has had a chance to speak, and if there is sufficient time, you may be allowed to speak again.
  - f. Professional decorum is a must. Derogatory comments, personal attacks, and inappropriate interruptions or language will not be tolerated.
8. If you have questions ask ACEP staff, members of the Tellers, Credentials, & Elections Committee, or Steering Committee members.

## ***ACEP Parliamentary Motions Guide***

Based on *Sturgis Standard Code of Parliamentary Procedure (4th Ed.)*<sup>1</sup>

The motions below are listed in order of precedence.

Any motion can be introduced if it is higher on the chart than the pending motion.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
(77) Close meeting	I move that we <b>adjourn</b>	No	Yes	No	Yes	Majority
(75) Take break	I move to <b>recess</b> for	No	Yes	Yes	Yes	Majority
(72) Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
(68) Lay aside temporarily	I move that the main motion be <b>postponed temporarily</b>	No	Yes	No	No	Varies
(65) Close debate and vote immediately	I move to <b>close debate</b>	No	Yes	No	No	2/3
(62) <b>Limit or extend debate</b>	I move to limit debate to ...	No	Yes	Yes	Yes	2/3
(58) <b>Postpone to certain time</b>	I move to postpone the motion until ...	No	Yes	Yes	Yes	Majority
(55) <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
(47) Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
(p 32) Bring business before assembly (a <b>main motion</b> )	I move that ...	No	Yes	Yes	Yes	Majority

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<sup>1</sup> As modified by the ACEP Council Standing Rules.

## *ACEP Parliamentary Motions Guide*

Based on *Sturgis Standard Code of Parliamentary Procedure (4th Ed.)*

**Incidental Motions** - no order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
(82) Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Yes	No	2/3
(84) Suspend rules	I move to <b>suspend the rule</b> requiring	No	Yes	No	No	2/3
(87) Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
(90) Parliamentary question	<b>Parliamentary inquiry</b>	Yes	No	No	No	None
(94) Request to <b>withdraw motion</b>	I wish to withdraw my motion	Yes	No	No	No	None
(96) <b>Divide motion</b>	I request that the motion be divided ...	No	No	No	No	None
(99) Demand rising vote	I call for a <b>division of the assembly</b>	Yes	No	No	No	None

**Restorative Main Motions** - no order of precedence. Introduce only when nothing else pending.

(36) <b>Amend a previous action</b>	I move to amend the motion that was ...	No	Yes	Yes	Yes	Varies
(38) Reconsider main motion	I move to <b>reconsider</b> ...	Yes	Yes	Yes	No	Majority
(42) Cancel previous action	I move to <b>rescind</b> ...	No	Yes	Yes	No	Majority
(44) Take from table	I move to <b>resume consideration</b> of ...	No	Yes	No	No	Majority