

GUIDELINES FOR CONDUCTING ACLA BUSINESS

This is a summary of how to conduct business at the ACLA General Membership meetings.

Who May Speak:

Members of the public may address the assembly at the portion of the agenda reserved for public comments. A citizen should rise to obtain the floor, wait to be recognized by the presiding officer, and once recognized, state his/her name and limit comments to three minutes.

Eligible voting members (directors, or alternate delegates that have been registered annually) may address the assembly on behalf of the Library they represent. There are two primary methods of speaking: making a motion and debating matters that are open for discussion.

Making a Motion:

Motions can be made subsequent to reports or communications during the meeting. Motions may be in response to a request for a motion from the presiding officer, or a voting member may initiate them. To initiate a motion, the member should rise to obtain the floor, wait to be recognized by the presiding officer, and then state his/her name and Library affiliation before proceeding to make the motion. A motion may be stated simply: "I move that . . ." The motion must be seconded before it is open for debate.

Debating:

When a motion has been made and seconded, the matter may then be debated. The member initiating the motion is given an opportunity to speak first. All speakers must be recognized by the presiding officer, state his/her name and Library affiliation, and address the matter of debate. No member should speak twice on the same matter until all others have had an opportunity to speak. Total debate on any matter should be limited to ten minutes unless the assembly moves otherwise. Debate must be directed to the issue and not to members or personalities; violators will be ruled out of order by the presiding officer and asked to sit down.

From time to time, the Board may bring a matter of interest to the Members for discussion without a formal motion. This is to provide a forum for Members to present their views on the topic and inform the Board. In such cases, the matter will appear on the agenda and the standard debating procedures will be followed.

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