

## **RULES FOR ALA COUNCIL MEETINGS**

The following rules will be suggested to Council for adoption at all Meetings. When adopted these rules will govern the conduct of the meeting.

### **SEATING**

(1) Members of Council shall be identified by appropriate ribbons affixed to their registration badges which are required for admission to ALA activities at Midwinter Meetings and Annual Conferences. Councilors shall be seated in the designated sections of the meeting hall.

(2) Non-councilors who attend Council meetings shall be seated in the non-Council area of the meeting hall, provided that they are wearing a registration badge as required for admission to ALA activities at Midwinter Meetings and Annual Conferences in accordance with ALA Policy 7.4.5

### **RECOGNITION**

(3) A Councilor wishing to speak shall approach a microphone and await recognition by the presiding officer. Upon receiving recognition, the Councilor shall state his or her name and Council membership category - Executive Board member, Councilor at Large, Division Councilor, Round Table Councilor, or Chapter Councilor.

(4) A non-Councilor may speak only if granted permission to do so by Council or by the Presiding Officer.

### **MOTIONS**

(5) With the exception of Resolutions (which must undergo the formal submission process outlined in clauses 8 - 11 of this document) all motions, and amendments shall be written on the triplicate forms provided at each Councilor's table and at the ALA staff desk in the Council meeting hall. When written, one copy shall be delivered to the platform and one to the ALA staff desk before discussion of the motion can begin.

### **REPORTS**

(6) A member of a committee or an appointed body reporting recommendations to Council may move any action item in the Report.

(7) Documents submitted to Council in advance of a meeting shall not be read aloud, unless Council so orders.

### **RESOLUTIONS**

(8) Written copies of all resolutions shall be provided to the Council before they are presented for action. To permit this, resolutions must be submitted to the Resolutions Committee at least 24 hours in advance of presentation. If there are fewer than 24

hours between the adjournment of Council II and the convening of Council III, resolutions may be submitted within 90 minutes following the adjournment of Council II.

(9) With the exception of resolutions contained in committee reports, resolutions that have not been reviewed by the Resolutions Committee will not be placed on the Council Agenda until they have been so reviewed.

(10) A resolution which has fiscal implications must be submitted to the Executive Director and the Budget Analysis and Review Committee (BARC) from the Resolutions Committee at least 24 hours before it is to be considered by Council. Committee resolutions with fiscal implications must also be submitted in advance to the Executive Director and to BARC. BARC will report to Council on the fiscal implications in accordance with ALA Policy 5.2

(11) When a resolution is presented to Council, only the "Resolved" clauses shall be read aloud.

### **DEBATE**

(12) Debate shall be limited to three minutes for each speaker, and no speaker may speak twice on the same question until all who wish to speak on it for the first time have done so.

### **VOTES**

(13) All Council votes shall be by a show of hands except for elections by ballot or where Council orders a roll call vote.

### **AGENDA**

(14) At the start of a meeting, Council shall adopt the agenda as presented or as amended by the presiding officer or Council.

(15) Housekeeping items such as announcements, updates etc. shall be considered permissible additions to the Agenda. A request for "informal consideration" of a topic that is not in the form of a Resolution shall be considered a permissible addition to the Agenda.

(16) Once adopted, the agenda may be varied by unanimous consent or by a majority vote.

(17) Council may, by unanimous consent or a majority vote, decide to continue from one meeting to the next if time permits and scheduled items are ready for debate.

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THESE RULES SHALL GOVERN. By general consent, if there be no objections, or by a two-thirds vote, any rule may be suspended.

AS AMENDED January 1983, 1986, 1989, 1999, 2004 and 2005.