

COMMITTEE CHAIR RESPONSIBILITIES

1. Assure each resolution has a sponsor present to present the resolution.
Section 1235.01

2. Announce or establish time limits for presentations of resolutions.

One three-minute presentation or additional time upon waiver of a registered speaker.
Section 1235.03

3. If desired by the committee chair, assure persons wishing to speak to a resolution register with the committee sergeant-at-arms or the committee chair prior to presenting resolutions.
Section 1235.02

4. Announce the order in which each resolution is to be heard. Resolutions with costs are to be heard first.
Section 1235.04

5. Announce any changes that occur in the order resolutions will be heard.
Section 1235.05

6. Chair or designated secretary should record the committee member making a motion, the wording of the motion, and the committee member that seconds the motion.

Chair or designated secretary should also record the results of any roll call votes requested on resolutions or amendments to resolutions.

These notes should be used when writing the committee report(s).

7. Resolutions that are amended or consolidated where there may be a change in the cost factor shall be referred to the finance director for cost factor determination prior to the final committee recommendation.
Section 1255.03.A

8. Committee chair will write a committee report at the end of each committee session and take it to the convention office for typing, duplication and distribution to the convention delegates.

Delegates must have written committee resolution recommendations six (6) hours prior to the final committee report in the general session for a motion to accept the committee recommendations "in total."
Section 1255.11

9. Chair will present a committee report each day to the general convention.
Section 1255.08

CONDUCT OF THE MEETING

1. Only one amendment and one amendment to an amendment may be pending concurrently.
Section 1260.01

2. A substitute motion is not in order. Section 1260.02

A substitute motion is one that inserts another resolution in place of the existing resolution or section.

3. A motion to table a motion is not in order. Section 1260.03

4. A motion to reconsider:

Can only be made by a committee member who voted on the initial prevailing side.

Requires a two-thirds vote.

It may be amended.

It is debatable.

If the motion prevails, this restores to the floor the motion which resulted in the action that was considered. Section 1260.04

This can only occur prior to when the committee report for that day has been accepted by the general convention. Otherwise, the resolution must be recalled on the last day of convention.

5. A motion to rescind (or repeal a previous motion or action) requires a two-thirds vote.
Section 1260.05

It is debatable.

6. A motion for the “previous question” (that debate cease):

Requires a two-thirds vote.

Must be made by a committee member who rises solely for that purpose.

The motion must be seconded.

It is not debatable.

After adoption of the “previous motion” (call for the question), a summary debate of two (2) minutes for each side is permissible. Section 1260.06

7. Committee members must be delegates from or members of the district they are representing.
Section 1265.01.C&D

8. The maker of a motion to reject a resolution that passes shall write the rejection statement on that resolution and submit it to the committee chair prior to the close of the committee session that day.

This rejection statement will be delivered to the committee chair prior to the closure of the committee session that day.

9. Each committee must establish a list of their highest priorities: Section 1240.04

There shall be three (3) committee priorities. Section 1240.05

Committee priorities shall be included in the final committee report to the general convention.