

**ASSEMBLY OF REPRESENTATIVES STANDING RULES
REQUIRED BY CHAPTER BYLAWS**

Rules which may not be suspended

1. Each district representative and member of the Chapter's Executive Committee shall have one vote. No member of the Assembly may carry both a District Representative and Executive Committee vote.
2. Special interest groups, student PT members and student PTA members have the right to speak, but shall not have the right to vote.
3. Chapter members, seated in the gallery have the right to be recognized and speak to any issue before the Assembly pending recognition of the Speaker of the Assembly and the approval of the majority of the representatives in attendance.
4. Any individual who is not a member may be seated in the gallery, for a specific issue only, upon the approval of the majority of the representatives in attendance.
5. Any individual non-member who is seated in the gallery per rule (as stated in rule #4) may speak to an issue currently before the Assembly, pending recognition by the Speaker of the Assembly and approval of the majority of the representatives in attendance.
6. A quorum must be present to transact business. A quorum shall consist of Representatives from 30% of the component districts and carrying 30% of the total Assembly vote if all Representatives from all districts and all of the Chapter Executive Committee were present.
7. Motions to come before the Assembly must be given at least thirty (30) days notice. The Assembly may consider motions without notice by a majority for main motions.
8. Any Chapter member may place a name in nomination.

RULES REQUIRED BY CHAPTER STANDING RULES

Rules which may be suspended

1. All motions passed at sessions of the Assembly of Representatives shall be published on the Chapter website within 45 days following any session of the Assembly.

RULES OF THE ASSEMBLY

1. An official Assembly Representative Credential is required for admission to the Assembly.
2. Voting members shall be seated in a designated area. Non-voting Special Interest Group Representatives and Reference Committee members shall be seated in designated areas. Non-voting Student PT and Student PTA member Representatives shall be seated with the District from which they were elected.
3. Members of the Chapter's Executive Staff may respond to questions as directed by the Speaker.
4. As consultants, members of the Reference Committee will seat in designated areas.
5. No Assembly Representative or Executive Committee member may speak until recognized by the speaker.
6. There shall be a timekeeper at every meeting.
7. When speaking to a motion, each speaker will be limited to two (2) minutes.
8. No speaker may speak twice to the same motion until everyone wishing to speak has done so.

9. An Assembly Representative or member of the Executive Committee may not speak to a motion then immediately move the previous question.
10. No individual from the Gallery shall speak until all members of the Assembly have spoken unless requested by the Assembly to present a specific point of information.
11. No individual from the Gallery shall speak more than once to each issue.
12. The reference committee will be available to members of the Assembly of Representatives between sessions of the Assembly.
13. A Parliamentarian will be present at all sessions of the Assembly of Representatives.
14. All main motions and resolutions, except for the procedural motions presented for action by The Assembly, are to be referred to the Reference Committee.
15. Main motions and resolutions must be written in the format established by the reference committee and must be submitted to the reference committee by the established deadline.
16. All amendments made to motions that are currently on the floor of the assembly must be written on forms supplied to the Assembly, and must be handed to the Secretary prior to being recognized by the Speaker.
17. A committee to approve the minutes will be appointed by the Speaker consisting of three members. This committee will convene, immediately after the closing of the Assembly, to review and approve the minutes of the Assembly.
18. No tape or other recordings may be made of the proceedings of the Assembly other than those officially made by individuals appointed by the Speaker.
19. The rules contained in the current edition of Roberts' Rules of Order, Newly Revised, shall serve to govern the meetings in so far as they are applicable and do not conflict with the present and future bylaws.
20. There must be an affirmative vote of one-fifth (1/5) of the voting body of the Assembly to order a roll call, except when ordered by the Speaker.
21. The Secretary, in consultation with the Speaker, shall be authorized for the following:
 - Edit Assembly motions for grammar and punctuation;
 - Edit related item (policies, positions, guidelines) when newly adopted motions require editorial changes in previously adopted motions;
 - Provide documentation of editorial changes to any Representative upon request;
 - Correct article and sections designations, punctuation, and references to make such technical and conforming changes as may be necessary to reflect the intent of the assembly in connection with any bylaw amendments.
22. Exhibitors are not to distribute promotional materials to Assembly Representatives.

Last Revised: May 2015