STANDING RULES OF THE GENERAL ASSEMBLY

The Standing Rules of the Assembly read as follows:

1. The General Assembly will convene, at a time and place to be determined by the Speaker. Admission to the General Assembly shall be limited to those who display a badge issued by the Louisiana Academy of Family Physicians (LAFP).

2. The order of business shall be that as outlined behind the Table of Contents of the *Handbook* and may be changed by the Speaker of the General Assembly, without deleting any items, in those instances where the business of the Assembly would be expedited by doing so.

3. *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure (TSC)*, most current edition, shall govern the Assembly except when it is in conflict with the Bylaws or the Standing Rules of the General Assembly.

4. Since all committees are standing committees of the Board of Directors, it is the policy of the Assembly that all reports of committees shall be submitted to the Board of Directors before being presented to the General Assembly.

5. The Speaker will provide each member with a list of the reports and resolutions contained in the *General Assembly' Handbook*.

6. Each address or report is to be presented as expeditiously as possible. The addresses or reports of the following officers shall be limited to twenty minutes: the president; the address of the president-elect shall be limited to fifteen minutes. The address of the Speaker shall be limited to ten minutes. If an officer or committee has additional material to present, it is recommended that it be submitted in writing to the members in order to expedite the work of the Assembly.

7. Pursuant to Section 7 of Chapter VIII of the Bylaws, resolutions to be submitted to the General Assembly should be submitted to the Executive Vice President of the Academy or the Speaker of the General Assembly at least thirty days (30) prior to the meeting during which they are to be considered.

   All resolutions so submitted will be included in the *General Assembly Handbook*. Resolutions not submitted thirty days in advance may be introduced under Agenda Item IV in the Assembly only with approval of two-thirds of the Assembly present and voting. Such resolutions should be submitted in the official form, and a copy of the resolution must be given to the Speaker of the Assembly, prior to introduction. Resolutions not properly prepared cannot be accepted. Only resolutions received before the deadline will contain staff-produced background information.

   Notwithstanding Rule 9 below, during the opening of the General Assembly, at a time specified by the speaker, any member may present in writing any late resolution(s) pertinent to the objectives of the LAFP or in relation to any report of any officer or committee of the LAFP. Any resolution not previously submitted prior to the 30-day deadline must be electronically communicated to the Speaker no later than one hour prior to the start of the General Assembly.

8. Resolutions presented to the Assembly for its consideration by the Assembly will be received from members in good standing, any LAFP standing committee and the Board of Directors.

9. Any member introducing a late resolution at the specified time during the opening of the General Assembly shall be given privilege of the floor. The member introducing the late resolution(s) must state how the late resolution is pertinent as described above. If the late resolution is not deemed pertinent it may not be allowed, unless of exigent nature.

10. When the introduction of late or special resolutions is in order, their order of call will be at the discretion of the presiding officer. After being recognized by the presiding officer, the member shall read the late resolution, the "Whereas" paragraphs are omitted and only the "Resolved" portion presented. The presiding officer may then ask the member how the late resolution is pertinent as described above. The Speaker will inquire of the Assembly if there is any objection. If there is none, the Speaker will instruct the member to proceed. If objection is voiced, the Speaker will call for a vote on the motion to introduce the resolution. If two-thirds of the members present and voting vote in the affirmative, the Speaker will instruct the member to proceed.

11. Any substitute resolution offered from the floor by an individual during debate must be in writing and in good form to be accepted by the Speaker.

12. No member may speak a second time during the discussion of any motion until all members have been given an opportunity to speak once. This will give every member of the Assembly the opportunity to present his or her views.

13. Any LAFP Academy member has the privilege of speaking on any resolution. The presiding officer also may request nonmembers to provide needed information to clarify or present essential facts on an item under discussion. Otherwise, nonmembers will be granted the floor only upon permission of the speaker, vice speaker or committee chair.

14. The nominating procedure for the offices of President-Elect, Vice President, Secretary, Speaker, Vice Speaker, and vacancies on the Board of Directors shall be as follows:

    (a) All nominations for positions elected during the General Assembly shall be submitted in writing to the Executive Vice President.

    (b) (b)Names of announced candidates for the offices of President-Elect, Vice President, Secretary, Speaker, Vice Speaker, and vacancies on the Board of Directors will be placed in nomination at the opening of the General Assembly with the floor being open for additional nominations at that time.

    (c) Names only of the announced candidates will be read before the Assembly. Should an additional nomination or nominations from the floor occur, the candidate or candidates being nominated from the floor shall have the opportunity at the time of nomination to distribute the same information to the General Assembly as has been distributed by those candidates who announced their candidacy prior to the meeting of the General Assembly.

15. Voting and the process for election of officers shall be as follows:
    1. There shall be one vote per member.

2. No ballot shall be counted if:
    1. The ballot contains more than one vote for the same candidate; or
    2. The ballot contains more votes than vacant positions; or
    3. The ballot contains fewer votes than the number of vacancies to be filled.
3. Candidates shall be declared elected when he/she receives a majority vote of the voting members present and voting during the meeting of the General Assembly.
4. If there is only one candidate for any office, the speaker shall declare that nominee elected.
5. If there are three or more candidates for one vacancy, and no candidate receives a majority vote on the first ballot, a second ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot.

16. Voting and the process for election of Board candidates shall be as follows:
    a) There shall be one vote per member.
    b) No ballot shall be counted if:
        1. The ballot contains more than one vote for the same candidate; or
        2. The ballot contains more votes than vacant positions; or
        3. The ballot contains fewer votes than the number of vacancies to be filled.

17. The methods of electing the resident and student candidates shall be in accordance with guidelines approved by the Board of Directors. The names of these two candidates and their credentials shall be forwarded to the General Assembly. If the General Assembly does not approve the resident and/or student candidate(s), the Board shall designate some other individual(s) to fill the unfilled position(s). Such individual(s) shall be named at the first meeting of the Board of Directors following adjournment of the General Assembly.

18. The elected officers and directors shall take office at the conclusion of the annual meeting of the General Assembly at which their election occur, and whose term shall expire at the conclusion of the next annual meeting of the General Assembly or when their respective successors are elected.