

**RULES OF CONDUCT  
ANNUAL BUSINESS MEETING FOR THE BOARD OF DIRECTORS  
AND OTHER MEMBERS OF THE COUNCIL**

**IMPORTANT:** Only NCTE voting members may participate in discussion and may vote at the meeting. NCTE staff will verify your membership at the door by checking your Convention registration badge and provide voting cards. **Note to Directors:** Please obtain your voting card at the door before the meeting.

**A. RULES STATED IN THE NCTE CONSTITUTION AND BYLAWS.** These rules cannot be altered at the Annual Business Meeting unless consideration of a Constitutional amendment has been announced to the membership a month in advance. (XIII.A)

1. The Board of Directors can act in an advisory capacity to the Executive Committee with regard to the Council's *internal operations and structure*, making recommendations to the Executive Committee concerning Council programs and operations. (VI.A.1)
2. The Board of Directors and other NCTE members present at the Annual Business Meeting may debate and vote on *position statements on educational issues* and other matters. (VI.A.1)
3. Position statements on educational issues approved by a majority of those present and voting at the Annual Business Meeting will be sent by ballot to the membership for ratification. (XI.C.)

**In addition to the above, special rules of conduct are adopted each year for the Annual Business Meeting. The rules for this year are listed below.**

**B. RULES OF CONDUCT**

1. Directors and other NCTE members must be identified by a voting card. Only properly identified Directors and voting members may participate in the meeting. Nonmembers may attend the meeting but not participate as voters or discussants.
2. A quorum of twenty percent of the members of the board is required for the transaction of business at the meeting.
3. *Sturgis Standard Code of Parliamentary Procedure* applies on questions of procedure and parliamentary law not specified in the Constitution, bylaws, or other rules adopted by NCTE.
4. The parliamentarian interprets the rules and advises the presiding officer on parliamentary procedures.
5. A Director or other NCTE member wishing the floor should go to a microphone and give their name and affiliation or state when recognized by the presiding officer.
6. The chair may request that a motion be written and signed by the maker so that it might be read by the chair to the voting body.
7. In discussion of resolutions and all other motions except sense-of-the-house motions:
  - a. Three minutes will be allowed for each speaker each time.
  - b. No one may speak a second time on a subject until all who wish to speak have been heard.
  - c. The presiding officer will attempt to provide a balance in recognizing pro and con speakers. If there are no speakers opposing a motion under consideration, the chair may ask the house to move immediately to a vote in order to expedite the business.

- d. Discussion will be limited to no more than 15 minutes (not including discussion of amendments) on any main motion or resolution; this time may be extended in 10-minute increments at the discretion of the presiding officer or by a majority of those voting.
  - e. Discussion of an amendment to a motion or resolution will be limited to no more than 10 minutes; this time may be extended in 6-minute increments at the discretion of the chair or by a majority of those voting.
  - f. Substitute motions or resolutions will not be accepted.
  - g. Amendments to amendments will not be accepted, in order to avoid confusion.
  - h. With regard to resolutions, only the RESOLVED sections are subject to a vote; accordingly, discussion of the RESOLVED sections and not the background statements is in order.
8. In discussion of all items of business, a motion to POSTPONE OR TABLE TEMPORARILY (i.e., without noting a specific time for reconsideration) is **not debatable**, and the main motion can be acted on at the current meeting only if the assembly votes to resume its consideration. A motion to POSTPONE OR TABLE UNTIL A SPECIFIC LATER TIME **is debatable** in terms of the reasons for postponement or the times specified.
9. A Director or other NCTE member at the Annual Business Meeting may offer a sense-of-the-house motion at the specified time. Such motions are advisory to the Executive Committee or other appropriate Council bodies. They do not constitute official Council policy.
10. Discussion of sense-of-the-house motions:
- a. To be considered for deliberation, a sense-of-the-house motion must be prepared in writing, must not exceed 50 words, and must be submitted (three copies) to the President or Parliamentarian before the adoption of the agenda. (Brief prefatory statements in explanation of the motion are **not** part of the motion and need not be submitted in writing.)
  - b. A sense-of-the-house motion may not be amended, except for editorial changes acceptable to the mover.
  - c. Speakers on sense-of-the-house motions shall be limited to 2 minutes each, except by dispensation of the chair.
  - d. Discussion of a sense-of-the-house motion shall be limited to 10 minutes, except by dispensation of the chair.
  - e. If approved, sense-of-the-house motions are advisory to the Executive Committee or other Council bodies. They represent the opinion of the majority of members attending the Annual Business Meeting.
11. A Director or other NCTE member who wishes to call attention to a matter of concern to the Council may, at the discretion of the chair, make a personal declaration on the subject at the specified times, but no discussion or vote will follow. Declarations shall be limited to 3 minutes.
12. A Director or other NCTE member who wishes to introduce business not provided for in the agenda must move to suspend the rules of conduct for the meeting, which can be done with the assent of two-thirds of the Directors and other members attending. Business so introduced will be regarded as sense-of-the-house motions subject to the specifications in items 9 and 10 above.
13. Unfinished items of business at the hour set for adjournment can be resumed at a time set by the chair, if two-thirds of the Directors and other members attending approve a session at which business is to be resumed.