

## General Assembly Rules

*The General Assembly will be asked to approve the following Rules of the General Assembly at the outset of its 2021 meeting.*

The following rules are intended to ensure orderly and efficient business of the General Assembly meeting. These rules supplement existing regulations in the AAE's *Constitution* and Bylaws, which determine the General Assembly's rights and duties, meetings, elections, as well as member voting privileges.

- 1) The business of the General Assembly shall be conducted formally in accordance with accepted rules of parliamentary procedure. The current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall govern the deliberations of the Association in all cases in which they are applicable and not in conflict with the standing rules or the Constitution and Bylaws of the American Association of Endodontists.
- 2) Members seeking recognition to speak shall indicate by entering your reason for speaking (Pro, Con, Point of Order, or Inquiry) into the Q&A function. To speak on a motion that is presented for consideration, the speaker must identify whether his or her testimony is in support of (Pro) or in opposition to (Con) the motion. Members will be placed in a queue. Your name will be called when the presiding officer is ready to recognize you to speak. When your name is called, please utilize the "raise hand" function and un-mute yourself.
- 3) As much as possible, the presiding officer will alternate between Pro and Con testimony. Point of order inquiries will receive preference over pro and con testimony as per common parliamentary procedure.
- 4) A member must be recognized by the presiding officer before speaking.
- 5) When called on to speak, state your name, membership category, and state of residence, and whether you are speaking in favor of or opposing the pending question [the motion being considered].
- 6) Each speaker will be given a two-minute time limit. Speakers will receive a time warning when 30 seconds are left in their time limit.
- 7) Proposed amendments to motions must be submitted to the AAE in writing, and it is requested that they are submitted as early as possible in advance of the meeting. Such proposals may be e-mailed to [governance@aae.org](mailto:governance@aae.org).
- 8) Proposed motions for New Business must be submitted to the AAE in writing. New Business submitted two weeks prior to the General Assembly meeting will be considered by the Assembly. Any new business received following the 2 week deadline must be approved by a 2/3 vote of the assembly in order to be considered. Such proposals may be e-mailed to [governance@aae.org](mailto:governance@aae.org).