

# Standing Rules for the Conduct of Business

## ANA-New York Governing Assembly

### Section 1: Member Attendees

Per the ANA-New York Bylaws, members in good standing shall be admitted to, and may participate in all aspects of the Governing Assembly.

### Section 2: Non-Member Attendees

At the ANA-NY Governing Assembly, non-member attendees:

- a. Shall be seated in an area reserved for non-member attendees;
- b. Are entitled to speak, when granted permission by the chair, vote, or otherwise engage in the ANA-NY Governing Assembly or meeting-related activities;
- c. May not distribute materials at any time during the ANA-NY Governing Assembly, and
- d. May have access to only portions of the ANA-NY Governing Assembly based on the subject matter under discussion.

### Section 3: Executive Session

At the option of the chair or by motion of the ANA-NY Governing Assembly, the ANA-NY Governing Assembly may go into executive session.

### Section 4: Seating

To facilitate identification and seating, ANA-NY Governing Assembly representatives shall be required to wear the official representative badge issued upon registration for admission to the business meeting. Non-members in attendance must sit in a section specifically assigned to non-members who must display their name badges.

### Section 5: Motions

- a. Any motions brought before the ANA-NY Governing Assembly shall be considered at the option of the chair. The motion must have a presenter and a seconder whose names are made known to the chair and Governing Assembly.
- b. A member must be physically present in the assembly area to vote.

### Section 6: Debate

- a. ANA-NY members may not speak in debate more than twice to the same question on the same day, nor longer than two minutes per speech, without permission granted by a 2/3 vote without debate.
- b. A member may not speak a second time on any motion until all members who wish to speak a first time have been recognized.
- c. Non-members may be granted permission to speak, but shall speak only once to a question, and only after all ANA-NY members wishing to speak to that question have had the opportunity to do so. When giving their name, these individuals shall indicate that they are not ANA-NY members.

### Section 7: Disruption

To minimize disruption of the work of the ANA-NY Governing Assembly and all related meetings:

- a. All electronic devices and cell phones shall be set to vibrate. Note: On vibrate some cell phones still cause interference with the sound system and voting devices and will be turned off upon request of the Chair.
- b. No attendees may distract from the business of the ANA Membership Assembly.

### Section 8: Meeting Procedures

Business interrupted by a recess of the meeting of the ANA-NY Governing Assembly shall be resumed at the next meeting of the ANA-NY Governing Assembly at the point where it was interrupted.

### Section 9: Adoption and Suspension of Rules

These rules may be suspended or amended by a 2/3 vote of the ANA-NY Governing Assembly.

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