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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