



# Rules of Procedure

*Excerpted from the 2021 AIA Annual Meeting:  
Official Delegate Information Booklet*



---

## 3. AIA Rules of Procedure for the Annual Meeting

Note: The Parliamentarian may not be communicated with directly by delegates or members during debate. Requests for a parliamentary ruling are addressed to the President, who may (or may not) consult with or refer the issue to the Parliamentarian.

The Parliamentarian will be available during the annual meeting to consult with and advise members on appropriate parliamentary procedures, on a confidential basis if requested. Such availability will be made as far as is practicable in this annual meeting's virtual environment.

AIA's Rules of Procedure are based on Robert's Rules of Order, but do not follow them in all respects.

These Rules of Procedure will be presented for approval by the delegates at the start of the annual meeting.

### Delegate's Role

Delegates should be present to vote on Bylaws amendments, resolutions, and other business items at the annual meeting on June 10, 2021, 1-5pm (EDT).

Delegates should plan to join the virtual annual meeting thirty (30) minutes prior to its start to register their attendance and ensure their access to the voting program.

**DELEGATES WHO FAIL TO REGISTER THEIR PRESENCE AT THE START OF THE ANNUAL MEETING WILL NOT BE ABLE TO VOTE AT THE MEETING.**

If a delegate is absent from the annual meeting, the absent delegate's votes are reallocated to those delegates present from the chapter and participating in the annual meeting.

If all of a chapter's delegates are absent from the annual meeting, the chapter's votes are **lost**, unless a proxy has been previously submitted during accreditation (on or before May 21, 2021).

## **Rules of Procedure**

The order of items presented at this meeting shall include presentation of the audited financial report; nominations for office; accreditation of delegates; Bylaws amendments and other official business, as noticed; and resolutions.

Rule 1. The order of items presented in the 2021 Official Delegate Information Booklet ("Booklet") shall be the order of business at the annual meeting. However, to expedite the session proceedings or to accommodate guest speakers, the President may make changes for that session.

Rule 2. Notices for announcement shall be in writing, signed by the person (or a proper representative) under whose authority the announcement is issued, and shall be sent to the Secretary.

Rule 3. The rules contained in the current edition of *Robert's Rules of Order Newly Revised (12th Edition)* shall govern this meeting in all cases to which they are applicable and in which they are not inconsistent with AIA Bylaws and these Rules of Procedure.

### **STANDING RULES FOR VIRTUAL MEETING**

Rule 4. The annual meeting shall be conducted using a virtual online conferencing platform.

Rule 5. Participation during the annual meeting shall be limited to delegates and authorized AIA staff or guests.

Rule 6. During the annual meeting, anyone wishing to speak shall use the recognition feature of the virtual platform and shall be recognized in order rotated between "For," "Against," and "Request for Information." Points of Order pertaining to a violation of the rules shall also be recognized and shall take priority over other matters.

### **BUSINESS ITEMS OR RESOLUTIONS**

Rule 7. The sponsor shall be permitted to speak first to any business item. A sponsor of a new resolution shall also be permitted to briefly explain the nature of the resolution before a vote is taken on whether to allow its consideration by a two-thirds (2/3) vote.

Rule 8. The presiding officer may dispense with the reading of printed resolutions, identifying them only by name or number.

Rule 9. Proposed amendments must be submitted in writing, and the presiding officer may require that any motion be submitted in written form.

### **DEBATE**

Rule 10. Before any delegate can make a motion or address the body, the delegate must address the presiding officer by the title "Mr. President," stating that, "I am" and the name, whether a delegate-at-large, member

delegate, or state delegate, and the entity represented. Upon recognition, the presiding officer may announce the delegate's name for authorization to speak. AIA members who are not delegates and Allied and Affiliate members of chapters and state organizations may speak at the invitation of the presiding officer.

Rule 11. No person shall speak in debate more than twice on the same question on the same day, or longer than two minutes each time, without permission of the assembly granted by a two-thirds (2/3) vote without debate.

Rule 12. The sponsor of a resolution shall be allowed to speak first in debate.

Rule 13. The second speaker on any resolution shall be an officer or member of the Board who has been designated to present the position of the Board, if a position has been taken.

Rule 14. The sponsor of a resolution may make closing remarks not exceeding two minutes, after debate is exhausted, and notwithstanding a pending call for the question.

Rule 15. Total debate on any Bylaws amendment or resolution, including amendments, shall not exceed a total of ten (10) minutes.

Rule 16. If speakers are waiting to be recognized when total debate time has expired, the presiding officer shall take an immediate vote on extending debate for five (5) minutes.

### **VOTING**

Rule 17. Voting on agenda items shall be conducted through the voting feature available through the virtual platform, except as otherwise permitted by the AIA Bylaws.