



**FMA Annual
Meeting**

**PROCEDURES
OF THE
FMA HOUSE OF DELEGATES**

Last Updated 3/7/2024

AM FMA Annual Meeting

INTRODUCTION

This booklet, "Procedures of the House of Delegates," was originally adopted by the FMA House of Delegates in May 1993 as the official method of procedure in handling and conducting the business brought before the House. The following, serving as Speaker and Vice Speaker, have been responsible for its current preparation.

Mark Rubenstein, MD
Speaker

Sanjay Pattani, MD
Vice Speaker

Your Speakers have attempted to clarify confusion of parliamentary procedure typically encountered by the House. It is anticipated that revisions of this section will be required as the House modifies its conduct of business, and other parliamentary procedures may merit consideration in the future.

This outline of procedures of the House is offered as a guide in the hope that it will contribute to the efficient operation of the FMA House of Delegates. A similar publication was adopted by the AMA House of Delegates in 1969. Your Speakers have used the AMA publication in its most recent edition (1999) as a guide in developing this booklet. Appreciation is hereby expressed to the leadership of the AMA.



FMA Annual Meeting

Contents

Preface	4
Business of the House of Delegates.....	5
Agenda of the House of Delegates	5
Reports.....	5
Resolutions.....	5
Submitting Resolutions	6
Emergency Resolutions.....	6
Structure of Resolutions	6
Presentation of Resolutions.....	7
Credentials and Standing Rules	8
Reference Committees	8
Reference Committee Reports	9
Consent Calendar	11
Form of Action upon Reports and Resolutions.....	12
Parliamentary Procedure in the House of Delegates	12
Bylaws	14
Charter	15
Elections of FMA Officers and Board of Governors	16
Election of Delegates to the American Medical Association	16

AM FMA Annual Meeting

Preface

The House of Delegates transacts its business according to a blend of rules imposed by its Charter and Bylaws, established by tradition, decreed by its presiding officer, and guided by the most current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*. No rigid codification of its rules exists. The purpose of parliamentary law is to aid an assembly in the orderly, expeditious, and equitable accomplishment of its desires. Any compulsive adherence to an inflexible set of directives may thwart rather than abet such an objective.

The majority opinion of the House in determining what it wants to do and how it wants to do it should always be the ultimate determinant. It is the obligation of the Speaker to sense the will of the House, to preside accordingly, and to make rulings always subject to challenge from and reversal by the assemblage. The following outline of procedures is offered as a guide, subject to reasonable modification, in the hope that adherence to its principles will facilitate the work of the House by reducing confusion and misunderstanding.

AM FMA Annual Meeting

Business of the House of Delegates

The business of the House of Delegates (House) is established by a blend of tradition and requirements of the Charter and Bylaws, and includes:

1. Setting policy for the FMA by acting on recommendations from the Board of Governors (Board) and resolutions presented by component county medical societies, recognized specialty medical societies, special sections, and delegates;
2. Hearing addresses and reports from the Treasurer, Speaker, and outgoing and incoming Presidents;
3. Presenting awards recognizing distinguished work by members of the FMA and others as decided by the FMA; and
4. Electing FMA officers, Board members and AMA delegates/alternates.

Additional presentations may be arranged by the Speaker or by request of a member of the House with unanimous consent of the House for discussion.

Agenda of the House of Delegates

The Speaker is responsible for preparing the agenda and assuring consideration and completion of its business within the allotted time. The Speaker may discourage unscheduled presentations, not because of any lack of merit to the presentations, but because of the need to conserve time for regular business.

Reports

Reports are routinely received as business of the House when they come from the Board and, at times, councils, and committees. Except under special circumstances, such reports are referred to appropriate Reference Committees so that hearings may be held on the substance thereof.

Recommendations contained in reports for action by the House are placed at the beginning of the report. The Speaker may request acceptance of a report by unanimous consent or by a vote without referral, but a motion to refer is always in order.

Resolutions

Business is introduced into the House through the presentation of resolutions by voting delegates on behalf of their county or specialty medical society, special section or individually. In order to be considered as regular business each resolution must be submitted to the FMA Headquarters Office no

AM FMA Annual Meeting

later than sixty (60) days prior to commencement of the session at which it is to be considered.

Fiscal Note: *All resolutions introduced in the House whose implementation necessitates an expenditure of funds must include a fiscal note. No resolution requiring finances may be considered by the House without the attachment of such fiscal note. The Division of Finance can assist sponsors with the development of fiscal information, but requests of this nature should be forwarded well in advance of the deadline of submitting resolutions. The Board adopted policy that fiscal notes are an estimate of the cost to implement a given resolution and all resolutions adopted by the House will be referred to the FMA Committee on Finance and Appropriations for fiscal considerations.*

Submitting Resolutions

Resolutions received by close of business (5 p.m. EDT) on **May 17, 2024**, will be published in the Delegate Handbook. Resolutions received after **May 17th** but prior to 5 p.m. EDT on **June 7th** will be published in the Handbook Addendum. Resolutions received after **June 7th** but **prior to 11 a.m. EDT on August 2nd** will be considered late and referred to the Credentials and Standing Rules Committee for review.

Resolutions should not be late-filed unless they are from a section conducting business the same weekend as the Annual Meeting or address an urgent or time-sensitive issue that arises after the **June 7th** deadline. If a resolution is late the sponsor is required to attend the Credentials and Standing Rules Committee to testify why it is late and its importance for consideration by the House. The Credentials and Standing Rules Committee meets on **Friday August 2, 2024**. If accepted, the Speaker will assign it to the appropriate Reference Committee for consideration.

Emergency Resolutions

Resolutions received later than 11 a.m. EDT on **Friday, August 2, 2024** will be considered an emergency resolution and must be distributed to the members of the House; a 2/3 vote is required for consideration as business of the House. The Speakers will determine a time to hold debate on such resolutions and a majority vote is required for its passage.

Structure of Resolutions

The essential element of a resolution is its portion expressed as one or more "Resolved" sections setting forth its specific intent. It may carry with it an introductory statement or preamble explaining the rationale of the resolution. This may also be accomplished by a series of "whereas" statements.

It is not necessary for a resolution to have a preamble or whereas when the full significance of the resolved portion seems apparent. If such introductory statements are supplied, they should identify the problem briefly, and advise the House as to the timeliness or urgency of the problem, the effect of the

AM FMA Annual Meeting

issue upon the FMA, and indicate if the action called for is to set new FMA policy or is contrary to current FMA policy.

It is a general principle of the common law that an assembly, in adopting a resolution, formally adopts only the "Resolved" section. It follows that the important matter before the House is to state in a free-standing "Resolved" precisely that upon which it wishes to act. It is not necessary to amend the title or language of the introductory portions of a resolution unless it is the desire of the House to do so. On occasion the introduction to a resolution will contain detailed sets of guidelines, rules, regulations, or principles which the resolution proposes to approve. In such circumstances, it may be entirely appropriate to amend this related material to bring it into conformity with the will of the House.

In general, the question which will ultimately be before the House is the adoption or other disposition of a specific "Resolved" or a series of "Resolves." It is time-consuming, unnecessary (except as indicated above) and, therefore, usually out-of-order to propose formal amendments to the working of accessory statements or the language of the Reference Committee report in making its recommendations.

Experience has shown that some resolutions suffer from imprecision, inaccuracy, and grammatical or structural defects. Early submission of resolutions allows time for the Speaker to review and advise the sponsors on improvement in form.

When preparing resolutions, close attention should be given to the following:

1. The title of the resolution should appropriately reflect the action for which it calls.
2. Information contained in the resolution should be checked for accuracy. Inflammatory statements or other language that reflects poorly upon the FMA will not be permitted.
3. The Resolves should stand alone and not refer back to the prefatory statement (such as "RESOLVED that the FMA support such programs or policies") since the House adopts only the Resolves and the whereases do not appear in the Proceedings.
4. Fiscal notes should be added, when appropriate, and should set forth the estimated cost, if any, of the policy, program or action proposed by a resolution.

Presentation of Resolutions

At the appropriate time, the Speaker will call for the introduction of resolutions. Resolutions which have complied with the deadline dates are regarded as officially received and distributed in the Delegate Handbook or Handbook Addendum. Opportunity is given during Reference Committee hearings for the sponsor to make changes if they wish. Similar opportunity exists for the withdrawal of any resolution without vote when desired by the sponsor.

AM FMA Annual Meeting

The Speaker assigns resolutions to Reference Committees in advance of the first session of the House. If, after review of a resolution, the Speaker determines it to be identical or substantially similar to an existing policy, it is placed on the Reaffirmation Consent Calendar. The Reaffirmation Consent Calendar is presented during the first session of the House and members have the opportunity to publicly extract an item for placement in a Reference Committee.

The Credentials and Standing Rules Committee reviews all late resolutions and makes recommendations to the Speaker whether to accept or reject them for consideration. If considered, the Speaker assigns it to a Reference Committee. Sponsors, or a representative, must be present at the Credentials and Standing Rules Committee for the late resolution to be considered.

Credentials and Standing Rules

The Speaker shall appoint at least three members of the House to review and approve a Delegate's ability to participate in deliberations of House business and render a vote. The Speaker shall designate one of the members as Chair, who shall report at each session the number of delegates officially registered and whether a quorum is present.

Reference Committees

Reference Committees are groups of at least five delegates, who are not current officers or members of the Board of Governors, selected by the Speaker to conduct open hearings on matters of business of the House of Delegates. All members of the Reference Committee are voting members. Having heard discussion on the subject before it, the Committee draws up a report with recommendations to the House for disposition of its items of business.

Online testimony will be open to delegates on **Monday, July 1st at 9:00 a.m. EDT** and close on **Friday, July 8th at 9:00 p.m. EDT**. Delegates may submit testimony on any properly filed resolution. Delegates who choose to submit testimony must indicate their support or opposition of each respective resolution. The Reference Committees will meet in executive session during the week of **July 15-19, 2024** to create a Reference Committee report. The reports will be published online prior to the start of the FMA Annual Meeting. Delegates will have the opportunity to debate the committee's recommendation during in-person Reference Committee hearings on **August 3, 2024**.

Reference Committee hearings are open to delegates, all members of the FMA staff, MDs or DOs who are guests of the FMA, and others invited by a FMA officer or the Reference Committee itself. Any FMA member is privileged to speak on a resolution or report under consideration. Non-member physicians, guests, or interested outsiders may, upon recognition by the Chair, be permitted to speak. The Chair is privileged to call upon anyone attending the hearing if, in his/her opinion, the individual called upon may have information which would be helpful to the Committee. Equitable hearings are the

AM FMA Annual Meeting

responsibility of the Committee Chair, and the Committee may establish its own rules on the presentation of testimony with respect to limitations of time, repetitive statements, and the like. It is recommended that Reference Committee Chairs **not** ask for an expression of the sentiments of those attending the hearing by an informal vote on particular items (e.g., “straw polls” are prohibited).

The Committee members may ask questions to be sure that they understand the opinions being expressed or may answer questions if a member seeks clarification; however, the Committee members should not enter into arguments with the speakers or express opinions during the hearings. It is the responsibility of the Committee to listen carefully and evaluate all the opinions presented so that it may provide the voting body with a carefully considered recommendation.

The Reference Committee hearing is the proper forum for discussion of controversial items of business. In general, delegates who have not taken advantage of such hearings for the presentation of their viewpoints or the introduction of evidence should be reluctant to do so from the floor of the House. It is recognized, however, that the concurrence of Reference Committee hearings creates difficulties in this respect, as does service by delegates on other Reference Committees, and there is never compulsion for mute acceptance of Reference Committee recommendations at the time of the presentation of its report. If a delegate wants to testify at more than one hearing, Chairs of the various Reference Committees should make every effort to accommodate them by adjusting the Reference Committee agenda.

Following the open hearings, the members of all four Reference Committees will separately meet in executive session for deliberation and construction of their report. They may call into such executive session anyone whom they may wish to hear or question.

Minority reports from Reference Committees are in order.

Reference Committee Reports

Reference Committee reports comprise the bulk of the official business of the House. Reports should be constructed swiftly and succinctly after completion of the hearings so that they may be processed and made available to the delegates as far in advance of formal presentation as possible.

Reference Committees have wide latitude in their efforts to facilitate expression of the will of the majority on the matters before them and to give credence to the testimony they hear.

They may amend resolutions, consolidate kindred resolutions by constructing substitutes, and they may recommend the usual parliamentary procedure of disposition of the business before them, such as adoption, rejection, amendment, referral, and the like.

Basically, at the time of the Reference Committee report, each report or resolution which has been

AM FMA Annual Meeting

accepted by the House as its business is the matter which is before the House for disposition together with the Reference Committee recommendations in this respect. In the event that a number of closely related items of business have been considered by the Reference Committee and a consolidation or substitution has been proposed by the Committee, the Reference Committee substitute will be the matter before the House for discussion.

Your Speakers recommend that each item referred to the Reference Committee be reported to the House as follows:

1. Identify the resolution by number and title, and reports by council or committee name or letter of Board report.
2. State concisely the Reference Committee's recommendation.
3. Comment, as appropriate, on the testimony presented at the hearings.

We suggest that Reference Committee reports not contain a direct motion. The Chair will open for discussion the matter which is the immediate subject of the Reference Committee report. The effect is to permit full consideration of the business at hand, unrestricted to any specific motion for its disposal. Any appropriate motion for amendment or disposition may be made from the floor. In the absence of such a motion, the Chair will state the question in accordance with the recommendation of the Reference Committee. Examples of five common variants employing this procedure are as follows:

1. The Reference Committee is reporting on informational material provided to the House which encompasses no specific proposals for action. The Reference Committee expresses appreciation of the report and recommends that the matter be filed for information. The Chair declares the original matter to be before the House for discussion. In the absence of any other motion from the floor, the Chair places the question on the adoption or approval of the Reference Committee recommendation to file for information. When it appears that there is no debate, the Chair may declare "it is filed" without the necessity of a formal vote. Such a statement records the action and concludes such an item of business.
2. The Reference Committee is reporting on a resolution which, in its opinion, should be rejected or not adopted, and it so recommends. The Chair places the resolution before the House for discussion. In the absence of other motions from the floor, the Chair, at the appropriate time, places the question on adoption of the resolution, worded in the affirmative, making it clear that the Reference Committee has recommended a vote in the negative.
3. The Reference Committee is reporting on a resolution or report which it feels should be referred for further consideration to the Board, or through the Board to an appropriate council

AM FMA Annual Meeting

or committee (for study and report back or for action), and it so recommends. The Chair places the original matter before the House for discussion. It may be that the House prefers to adopt this matter, amend it, postpone it, or table it, any one of which it is free to do, or the House may wish to follow the Reference Committee's recommendation.

If there is no motion from the floor, the Chair will put the motion on the recommendation of the Reference Committee "to refer." If this fails to pass, the motion is then on the adoption of the original resolution or report.

4. The Reference Committee is reporting on a resolution or report which it wishes to amend by addition, deletion, alteration, or substitution. In order to permit the normal procedures for parliamentary handling, the matter which is placed before the House for discussion is the amended version as presented by the Reference Committee together with the recommendation for its adoption. It is then in order for the House to apply to this Reference Committee version amendments of the first and second degree in the usual fashion. Such procedure is clear and orderly and does not preclude the possibility that someone may wish to restore the matter to its original unamended form. This may be accomplished quite simply since it may be moved to amend the Reference Committee version by restoring the original language.
5. The Reference Committee is reporting on two or more kindred resolutions or reports, and it wishes to recommend a consolidation into a single resolution, or it wishes to recommend adoption of one of these items in its own right and as a substitute for the rest. For orderly handling, the matter before the House for consideration is the recommendation of the Reference Committee of the substitute or consolidated version. A motion to adopt this substitute is a main motion and is so treated. If the Reference Committee's version is not adopted, the entire group of proposals has been rejected, but it is in order for any delegate to then propose consideration and adoption of any one of the original matters.

Consent Calendar

All items in a Reference Committee's report to the House are placed on a consent calendar. This means that any item that is not extracted for discussion by the House will remain on the consent calendar with a waiver of debate and approval of the recommendation for that item. All items appearing in the Reference Committee's report are grouped according to the recommendation of the Reference Committee as follows:

- For adoption;
- For adoption as amended or substituted;
- For referral to the Board of Governors (with directive to act or report back to House);
- For not adoption;
- For filing or reaffirmation of policy.

AM FMA Annual Meeting

When the Reference Committee report is presented, the Speaker will remind delegates that all items are on the consent calendar and that delegates have the right to extract any item they wish to discuss without the need for a second, debate, or vote on permission to extract it. When all items have been extracted, the remaining items not extracted will be considered as a package for adoption of the Reference Committee's recommendations. Each extracted item will then be considered individually by the House.

Form of Action upon Reports and Resolutions

There should be clear understanding of the precise effect of the language used in disposing of items of business.

In the interest of clarity, the following recommendations are offered so that the House may accomplish its intent without misunderstanding:

1. When the House wishes to acknowledge that a report has been received and considered, but that no action upon it is either necessary or desirable, the appropriate proposal for action is that the report be **FILED**. For example, a report which explains a government program or regulations, or clarifies the issues in a controversial matter, may properly be filed for information. This does not have the effect of placing the FMA on record as approving or accepting responsibility for any of the material in the report.
2. When a report offers recommendations for action, these recommendations may be **ADOPTED**, **APPROVED**, or **ACCEPTED**, each of which has the effect of making the FMA responsible for the matter. In the interest of clarity, the use of the terms "accepted for information" or "approved in principle" should be avoided.
3. When the House does not wish to assume responsibility for the recommendation of a report in its existing form, it may take action to refer back to committee, to refer elsewhere, to reject the report in its entirety or in specific part, or to adopt as amended (**Amend and Adopt**).

Parliamentary Procedure in the House of Delegates

In a large assembly, it is necessary to insist that each individual speaking to an issue be recognized by the Speaker, be at a microphone, and be properly identified by stating the delegate's name, whether or not he/she is speaking as an individual or on behalf of their group, and whether they rise in support or opposition to the question at hand.

In the absence of specific provisions to the contrary in the Bylaws of the FMA or in this manual of "Procedures of the House of Delegates," the House shall be governed by the most current edition of the

AM FMA Annual Meeting

American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

A few comments on specific procedures may be helpful.

- A. **The motion to REFER:** If it is desired that a matter be referred to the Board or through the Board to the appropriate council or committee, it should be specifically indicated if a report back to the House is desired at a definite time. Without such a directive, the matter of reporting back and its timing is up to the body receiving the referral. If the motion to **REFER** is adopted, all pending or adopted amendments as well as the subject are referred. All referrals to specific councils or committees are made through the Board.

The motion to REFER FOR DECISION: When the House refers an item of business to the Board for decision, the House delegates to the Board the decision as to what action is appropriate. Once the Board determines the appropriate action, whether affirmative or negative, the Board subsequently will inform the House by written communication to the delegates prior to the next meeting and may use other appropriate means such as FMA publications.

- B. **The motion to RECONSIDER:** If a motion to **RECONSIDER** is sustained, debate resumes on the motion which is being reconsidered. Any member may offer the motion to be reconsidered.
- C. **The motion to AMEND something already adopted:** Not infrequently it becomes desirable, on the basis of afterthought or further consideration, to modify an action which has already been taken. If the modification is a simple addition to the action taken, rather than a substantive change, it is not necessary to **RECONSIDER**. A motion to **AMEND** the previous action is in order, and it becomes a main motion.
- D. **The motion to VOTE IMMEDIATELY:** A motion to vote immediately is the same as the older form, **PREVIOUS QUESTION**, and has the effect of closing debate on a pending motion. It requires a 2/3 affirmative vote to sustain such a motion. It is, in effect, a statement by the assembly that it has heard enough and wishes to vote on the matter at hand at once. It applies only to the immediately pending question unless the delegate making the motion to vote immediately qualifies the motion by specifically stating that it applies to all pending questions. A motion to **VOTE IMMEDIATELY** on all pending matters will only be accepted if the Speaker rules that both sides have been heard on ALL pending matters. In the event such latter motion prevails, the House must act without further debate on the item of business and all pending amendments in proper order of precedence.

The Speaker will not recognize the motion to vote immediately or terminate the debate as being "in order" if it is added at the conclusion of a significant discussion of the immediately pending question. At the option of the Speaker, a motion to **VOTE IMMEDIATELY** will not be accepted until the House has heard at least one speaker representing each side of the issue.

AM FMA Annual Meeting

- E. **WITHDRAWAL of a Resolution:** Occasionally the sponsor of a resolution becomes persuaded that his/her resolution is somehow inappropriate or inaccurate. At any time prior to acceptance of the resolution as the business of the House, with referral to a Reference Committee, the sponsor may withdraw his resolution, and it does not become the business of the House. After referral to a Reference Committee, it is the business of the House.

At the time of the Reference Committee hearings, the sponsor may become persuaded that he/she would like to withdraw the resolution and may suggest to the Reference Committee that withdrawal would be preferable to other action. If the Reference Committee agrees, and the sponsor concurs, it may recommend to the House in its report on the matter that **LEAVE TO WITHDRAW** be accorded by the House. The Speaker, having confirmed approval by the sponsor, places the question on granting **LEAVE TO WITHDRAW**. A majority vote in the affirmative accomplishes withdrawal. If there is more than one resolution, withdrawal can be accomplished by a consent calendar requiring a single vote.

- F. **The motion to POSTPONE or DEFER CONSIDERATION of a question:** Such deferment may take two forms - (1) Postpone to a certain time and (2) Table.
1. **To a certain time** is of higher rank than referral, and a lesser rank than limiting debate, and can be amended as to the definite time for consideration, with debate limited to brief discussion of the time or reason for postponement, requiring a majority vote to enact.
 2. **Table** is the same motion as “postpone temporarily”, is the highest-ranking subsidiary motion to be applied to a main motion, requires a 2/3 vote and can have no other motions applied to it. It can be applied to a motion even after it has been determined that debate on the motion has been terminated which would, in effect, temporarily postpone that vote on the main motion and allow the motion to be brought from the table for resumption of debate. When such debate is resumed, if the vote to terminate debate has been previously decided, it would simply require that the vote, at that time, be taken without further debate.

Bylaws

The Bylaws may be amended by submission to the Board of proposed amendments by the House, component county medical societies, councils, committees or the Board itself, followed by study by the Board of Governors; and the report of the Board of Governors shall be submitted to the House and the appropriate Reference Committee.

After the report of the Reference Committee, it shall require a majority vote of the delegates seated to pass such an amendment. The amendment as submitted to the House shall not be modified or

AM FMA Annual Meeting

substantially altered by the Reference Committee or by the House. Minor changes in grammar or phraseology may be made, provided they do not alter the intent or purpose of the amendment. Bylaws amendments adopted by the House will become effective upon adjournment of the House at which the amendment is adopted.

Charter

The Charter may be amended by resolution adopted in the same manner as an amendment to the Bylaws.

AM FMA Annual Meeting

Elections of FMA Officers and Board of Governors

FMA officers and non-appointed members of the Board are elected by the House. The House does not have a nominating committee. Members announce their candidacy and run for office. The lengths of terms and limits on numbers of terms served are specified in the Bylaws for each elected office. Nominations for office are made from the floor of the House during one of its sessions. Except for the President-Elect, nominating speeches are waived in uncontested elections. Voting in contested elections is by secret ballot, using electronic voting devices or paper ballots, whichever the Speaker deems appropriate, on the morning of the final session of the House. A majority vote is required for election, and run-offs are held during the final session.

Election of Delegates to the American Medical Association

The FMA has seventeen (17) delegate & seventeen (17) alternate delegate seats in the AMA House of Delegates. In 2024, eight (8) delegate seats and eight (8) alternate delegate seats are up for election for a two-year term. The first eight (8) candidates receiving the most votes will be elected as AMA delegates and the next eight (8) receiving votes in descending order will become alternate delegates.

Each candidate running for a seat on the AMA Delegation is allowed a one-minute speech to be submitted for viewing on the FMA website. Portions beyond one minute will be truncated. Videos can be uploaded in .mp4, .mov, or .m4v formats, or in the case of phone users any format your phone records. All video will be trimmed to 1 minute, sized to 1920 x 1080 pixels and posted for review. You may upload your video here <https://flmd.us/up>. All materials, including the video are due by June 7, 2024.



FMA Annual Meeting

American Institute of Parliamentarians Standard Code of Parliamentary Procedure				
BASIC RULES				
<i>Order of precedence¹</i>	<i>Can interrupt?</i>	<i>Requires a Second?</i>	<i>Debatable?</i>	<i>Amendable?</i>
Privileged Motions 1. Adjourn 2. Recess 3. Question of privilege	No No Yes	Yes Yes No	Yes ² Yes ² No	Yes ² Yes ² No
Subsidiary Motions 4. Table 5. Close debate 6. Limit or Extend debate 7. Postpone to a certain time 8. Refer to committee 9. Amend	No No No No No No	Yes Yes Yes Yes Yes Yes	No No Yes ² Yes ² Yes ² Yes ³	No No Yes ² Yes ² Yes ² Yes
Main Motions 10. a. The main motion b. Specific main motions Adopt in-lieu-of Amend a previous action Ratify Recall from committee Reconsider Rescind	No No No No No Yes ⁴ Yes	Yes Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes ³ Yes ² Yes ² Yes	Yes Yes Yes Yes No No No
INCIDENTAL MOTIONS				
<i>No order of precedence</i>	<i>Can interrupt?</i>	<i>Requires a Second?</i>	<i>Debatable?</i>	<i>Amendable?</i>
Motions Appeal Suspend the rules Consider informally	Yes No No	Yes Yes Yes	Yes No No	No No No
Requests Point of order Inquiries Withdraw a motion Division of question Division of assembly	Yes Yes Yes No Yes	No No No No No	No No No No No	No No No No No

AM FMA Annual Meeting

- 1 Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.
 - 2 Restricted.
 - 3 Is not debatable when applied to an undebatable motion.
 - 4 A member may interrupt the proceedings but not a speaker.
-