



**Standing Rules of the Delegate Assembly of
Washington Association for Career and Technical Education**

Rule 1.

- (a) The Credentials Committee, directly after the opening ceremonies of the Delegate Assembly, shall report the number of delegates and alternates registered as present with proper credentials.
- (b) A member registered as an alternate may, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate at any time during the continuance of the Delegate Assembly.

Rule 2. For admission to the assembly hall, to facilitate identification and seating, members, alternates, and others shall be required to wear the badge/ribbon issued upon registration.

Rule 3. A resolution offered by an individual member shall be in writing, signed by the maker and the seconder—each of whom shall be a voting member of the assembly—and shall be sent directly to the Administrative Assistant.

Rule 4.

- (a) All resolutions except those proposed by the Executive Board or by committees, and all recommendations made in reports of officers or committees of the assembly that are not in the form of resolutions, shall be referred without debate to the Resolutions Committee; resolutions proposed by the Executive Board or by committees shall be presented by the Board or proposing committee directly to the assembly.
- (b) Each member who offers a resolution shall be given an opportunity to explain it to the Resolutions Committee if he or she so requests.
- (c) The Resolutions Committee shall prepare suitable resolutions to carry into effect recommendations referred to it, and shall submit to the assembly, with the Committee's own recommendation as to appropriate action, these and all other resolutions referred to the Committee, except questions which the Committee by a vote of two thirds of its members may decide not to report.
- (d) The assembly by a majority vote may suspend this Rule 4 and may immediately consider a question at a certain time, even if the Committee has voted not to report it.

Rule 5. No member shall speak in debate more than once on the same question, or longer than two minutes, without permission of the assembly granted by a two-thirds vote without debate.

Rule 6. All reports and other material for the permanent record or printed proceedings shall be in typing and, immediately on presentation, shall be sent to the Administrative Assistant.

Rule 7. Notices for announcement to the assembly shall be in writing, signed by the person (or a proper representative of the persons) under whose authority the announcement is issued, and shall be sent to the Administrative Assistant.

Rule 8. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the assembly in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Association and these standing rules.

Other Rules. Only official delegates may make motions, discuss, or vote. To be recognized by the Chair, stand and state your name. Once delegates are seated, their section's Executive Board Representative will indicate any changes in delegate count. The chairman of each section shall be the WA-ACTE Executive Board Representative. In the absence of this person, a chairperson will need to be identified. Section delegates will be seated at the front of the room; guests and unseated alternates will be at the back of the room. When you make a motion, stand and identify yourself and section. Write the motion as stated on a motion card.