

WASHINGTON STATE ASSOCIATION OF PARLIAMENTARIANS
a constituent division of the
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Special Rules of Order for Membership Meetings

1. **Call to Order.** All meetings will be called to order at the scheduled time.
2. **Appointments by Chair.**
 - A. **Minutes Approval Committee.** The chair will appoint a committee of three to approve the minutes of the meeting.
 - B. **Timers.** The chair will appoint two timers, one of whom will time the individual speeches in debate and the other of whom will time the total elapsed time for each main motion.
 - C. **Tellers.** The chair will appoint three tellers to assist with any counted votes, and to distribute, collect, and count the ballots and issue a tellers' report for any voting by ballot.
3. **Decorum.**
 - A. **Electronic Devices.** Cell phones, pagers, and other electronic devices must be silenced during the workshops, business sessions, and meal events.
 - B. **Addressing the Chair.** When addressing the chair, members must first state their names and:
 1. unit;
 2. "member at large"; or
 3. WSAP office held.
 - C. **Electioneering.** Electioneering for candidates will not be allowed in the vicinity of the polling place while the polls are open.
4. **Conduct of Business.**
 - A. **New Business.** No new business will be considered at the annual meeting unless:
 1. notice is provided to the secretary before the beginning of the business session; or
 2. the assembly, by a two-thirds vote, authorizes consideration of the matter.
 - B. **Motions.** Except for proposed amendments to the governing documents for which notice has been given, main motions and amendments must be in writing, signed, and sent to the chair immediately upon being proposed.
 - C. **Debate.** Debate will be limited to two minutes for each speech and ten minutes for each main motion. Timekeepers will signal expiration of the allotted time.
 - D. **Voting.**
 1. Except as otherwise required by the bylaws or as ordered by the assembly, all votes will be taken initially by the raising of voting cards while the voters remain seated.
 2. If the initial voting result appears indecisive, the assembly or the chair may order a counted vote.
5. **Ballot Destruction.** After the chair announces the result of any ballot election, the chief teller will deliver the ballots in a sealed envelope to the secretary. Unless a recount is

ordered, the secretary will retain the ballots until adjournment of the meeting and then destroy them without unsealing the envelope.

Adopted April 23, 2016

Amended April 1, 2017