

The *Standing Rules of the Congress of Delegates*, as adopted by the General Assembly and amended at subsequent sessions, including amendments from the 2023 Congress of Delegates, read as follows:

**A. GENERAL RULES OF THE GENERAL ASSEMBLY**

1. The General Assembly will convene, at a time and place to be determined by the Speaker. Admission to the General Assembly shall be limited to those who display a badge issued by the Louisiana Academy of Family Physicians (LAFP).
2. The order of business shall be that as outlined behind the Table of Contents of the *Handbook*. The speaker of the General Assembly may change the order of business, without deleting any items, in order to expedite the business of the Assembly.
3. *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure (TSC)* (most current edition) shall govern the Assembly except when it is in conflict with the LAFP Bylaws or the *Standing Rules of the General Assembly*.
4. The General Assembly shall respect the right of all members to present his/her point of view. As such, all attendees of the General Assembly shall conduct themselves in a professional and courteous manner showing respect to others at all times.
5. Each officer address or report should be presented as expeditiously as possible. The addresses or reports of the following officers shall be limited to 20 minutes in duration: president and executive vice president/chief executive officer (EVP/CEO). The address of the president-elect shall be limited to 15 minutes in duration. The address of the speaker shall be limited to 10 minutes in duration. If an officer or committee has additional material to present, it is recommended that it be submitted in writing to the delegates in order to expedite the work of the Assembly.
6. Since all committees are standing committees of the Board of Directors, it is the policy of the Assembly that all reports of committees shall be submitted to the Board of Directors before being presented to the General Assembly.
7. The General Assembly shall be adjourned by the speaker at the close of business.

**B. SUBMISSION OF RESOLUTIONS**

1. Pursuant to Section 7 of Chapter VIII of the Bylaws, resolutions to be submitted to the General Assembly should be submitted to the Executive Vice President of the Academy or the Speaker of the General Assembly at least thirty days (30) prior to the annual meeting of the Assembly at which they will be considered.
2. Any member in good standing, committee chair and the Board of Directors shall submit resolutions to the Assembly for its consideration. Resolutions introduced by a committee shall be considered to be introduced by the committee chair. Resolutions introduced by the Board of Directors shall be considered to be introduced by the executive committee.
3. All resolutions submitted to the Assembly 30 days in advance shall be included in the *General Assembly Handbook*.

4. Resolutions not submitted 40 days in advance shall be considered late. With approval by two thirds of the Assembly present and voting, late resolutions may be introduced under Agenda Item IV in the General Assembly. A late resolution must be submitted in the official form, and a copy of the resolution must be sent electronically to the speaker prior to the opening of the General Assembly. Resolutions that are not prepared properly shall not be accepted. Only resolutions received 30 days in advance shall include LAFP staff-produced background information.
5. Notwithstanding standing rule B(2), the Bylaws allow any member of the LAFP to present a written resolution that is pertinent to the LAFP's objectives or relates to a report of any LAFP officer or committee; such resolutions must be presented during the opening of the General Assembly, at a time specified by the speaker. Such resolutions must be submitted in the official form, and a copy must be sent electronically to the speaker one hour prior to the opening session of the General Assembly. Resolutions that are not prepared properly shall not be accepted. When the resolution is introduced, approval of two-thirds of the members present and voting shall be required for further consideration. Any LAFP member who introduces a resolution at the specified time during the opening of the General Assembly shall be given the privilege of the floor.
6. When the introduction of late or LAFP member resolutions is in order, their order of call shall be at the discretion of the presiding officer. After the resolution is recognized by the presiding officer, only the "Resolved" portion shall be presented. The presiding officer may then ask for a statement regarding the late or member resolution's pertinence (per B(5)). If the late or member resolution is not deemed pertinent, the presiding officer has the authority to disallow it, unless it is of an exigent nature. If the resolution is deemed pertinent, the presiding officer shall then inquire of the General Assembly whether there are any objections. If there are no objections, the late or member resolution is accepted. If an objection is voiced, the presiding officer shall call for a vote on the motion to introduce the resolution. If two thirds of the members present and voting vote in the affirmative, the late or member resolution is accepted and shall be instructed to proceed.
7. To be accepted by the speaker, any substitute resolution offered by a member from the floor during debate must be in writing and in good form.
8. The speaker shall provide each member with a list of the reports and resolutions contained in the *General Assembly Handbook*.

#### **C. PRIVILEGE OF THE FLOOR**

1. Members shall be given the privilege of the floor of the General Assembly to discuss matters pending on the floor. Upon being recognized by the presiding officer, the member shall identify himself or herself by name and shall state what parish he/she represents. The presiding officer of the General Assembly shall have the authority to grant the privilege of the floor to individuals in addition to regularly elected officers.
2. At the invitation of the speaker, and at a time determined by him/her, an individual representing an invited group/organization may be given the privilege of the floor of the General Assembly for purposes of bringing greetings to the Assembly or reporting on the group's/organization's activities.
3. During the discussion of any motion, no member may speak a second time until all members have been given an opportunity to speak once. This will give every member of the Assembly the opportunity to present his/her views.

#### **D. NOMINATION OF PRESIDENT ELECT, SPEAKER, VICE SPEAKER, AND BOARD OF DIRECTORS**

The nominating procedure for the offices of President-Elect, Vice President, Secretary, Speaker, Vice Speaker, and vacancies on the Board of Directors shall be as follows:

1. All nominations for positions elected during the General Assembly shall be submitted in writing to the Executive Vice President.
2. (b)Names of announced candidates for the offices of President-Elect, Vice President, Secretary, Speaker, Vice Speaker, and vacancies on the Board of Directors will be placed in nomination at the opening of the General Assembly with the floor being open for additional nominations at that time.
3. Names only of the announced candidates will be read before the Assembly. Should an additional nomination or nominations from the floor occur, the candidate or candidates being nominated from the floor shall have the opportunity at the time of nomination to distribute the same information to the General Assembly as has been distributed by those candidates who announced their candidacy prior to the meeting of the General Assembly.

#### **E. ELECTION OF OFFICERS**

Voting and the process for election of officers shall be as follows:

1. There shall be one vote per member.
2. No ballot shall be counted if:
  - a) The ballot contains more than one vote for the same candidate; or
  - b) The ballot contains more votes than vacant positions; or
  - c) The ballot contains fewer votes than the number of vacancies to be filled.
3. Candidates shall be declared elected when he/she receives a majority vote of the voting members present and voting during the meeting of the General Assembly.
4. If there is only one candidate for any office, the speaker shall declare that nominee elected.
5. If there are three or more candidates for one vacancy, and no candidate receives a majority vote on the first ballot, a second ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot.

#### **F. ELECTION OF BOARD MEMBERS**

Voting and the process for election of Board candidates shall be as follows:

1. There shall be one vote per member.
2. No ballot shall be counted if:
  - a) The ballot contains more than one vote for the same candidate; or
  - b) The ballot contains more votes than vacant positions; or
  - c) The ballot contains fewer votes than the number of vacancies to be filled.

#### **G. ELECTION OF RESIDENTS AND STUDENTS TO THE BOARD**

1. The methods of electing the resident and student candidates shall be in accordance with guidelines approved by the Board of Directors. The names of these two candidates and their credentials shall be forwarded to the General Assembly. If the General Assembly does not approve the resident and/or student candidate(s), the Board shall designate some other individual(s) to fill the unfilled position(s). Such individual(s) shall be named at the first meeting of the Board of Directors following adjournment of the General Assembly.
2. The elected officers and directors shall take office at the conclusion of the annual meeting of the General Assembly at which their election occur, and whose term shall expire at the conclusion of the next annual meeting of the General Assembly or when their respective successors are elected.