

PROCEDURES

AMERICAN PLANNING ASSOCIATION CHAPTER DELEGATE ASSEMBLY OPERATING PROCEDURES

2010 National Planning Conference

New Orleans, LA • Saturday, April 10, 2010 • 12:45pm – 2:45pm

To ensure completion of voting on the Policy Guides during the Chapter Delegate Assembly and to maximize delegate participation, the Legislative and Policy Committee has adopted the following procedures:

1. Delegates will be encouraged to vote on substance, not the wording style of the policy guide. **Only proposed general and specific policies are actionable by the Assembly.** Introductory text is not subject to formal amendment, although substantive suggestions and amendments may be incorporated into the final version of the guide. Decisions as to whether motions are substantive will be at the chair's discretion.
2. Seating in the delegate area at the assembly will be limited to those with a voting card. Delegates will be seated by chapter. Only those with a voting card may vote. Additional designated seating will also be provided for representatives of Divisions and interested members. The Division members are not acting as delegates. They may participate in caucusing but may not vote or participate in debate. If a Division member chooses to participate, he/she must be a member of APA.
3. Alternates may vote as delegates in the event of a delegate's absence or to complete a chapter's delegate quota. Alternates must be designated by a chapter president, legislative liaison, or in accordance with chapter procedures. Absent delegates may only be replaced by alternates; no proxy voting is permitted; one voice, one vote. The alternate must, before voting, move to the delegate area and have a voting card. If substituting for a delegate who is temporarily absent, the alternate must relinquish the voting card and leave the delegate area upon the return of the delegate.
4. A section of the room will be set aside for observers. Observers will not be permitted to vote or participate in deliberations.
5. Voting will be done by voice or by show of voting cards on individual motions. Voting cards will be used in the event a roll call vote is requested and approved. Only those with voting cards may vote. A roll call of chapters will be taken on voting for final adoption of an entire policy guide as amended.
6. Delegates who wish to speak will be recognized in the order in which they line up at the floor microphone. The chair may limit debate on any motion to three minutes and an individual delegate to one minute, if necessary, to permit completion of the agenda.
7. Motions contained in the Policy Guide will be considered by the Chapter Delegate Assembly. Additional motions will be permitted on the floor only if, in the option of the chair, they directly relate to a motion being considered by the Assembly and as time permits.
8. Final action on the Policy Guide is reserved for the APA Board of Directors.