

NFPA TECHNICAL MEETING CONVENTION RULES

APPROVED BY BOARD OF DIRECTORS SEPTEMBER 1993 (AMENDED NOVEMBER 2003)

The Association Technical Meetings are an important step in developing a complete record to assist the Standards Council in determining the degree of consensus achieved. These Convention Rules, or any part of same, may not be suspended. The transaction of business at Association Technical Meetings shall be governed, in order of precedence, by the Regulations Governing Committee Projects (see especially Section 4-5) and these Convention Rules.

- 1. Meetings.** The Secretary of the Standards Council shall develop and publish in advance, an agenda for each Association Technical Meeting. At the discretion of the Secretary, the meeting may take place in a single session or may be divided into more than one session. All items on the agenda scheduled for consideration at a session shall be completed before the adjournment of that session.
- 2. Adjournment.** Adjournment of each session shall take place only upon completion of the scheduled agenda.
- 3. Recess.** A session may be recessed at any time at the discretion of the Chair. A motion to recess shall also be allowed at the discretion of the Chair.
- 4. Question of Privilege.** Ruled on by the chair.
- 5. Call for Orders of the Day.** Any change to the published agenda is to be announced by the chair at the commencement of the session.
- 6. Lay on the Table.** Not allowed.
- 7. Previous Question.** Requires a two-thirds vote of those present. For informational purposes prior to the vote, the Chair has the authority to ask if there is anyone who wishes to speak, who has not spoken, and who has something new to add. A successful motion of the previous question will close debate on the pending motion and bring it to an immediate vote.
- 8. Limit or Extend Debate.** Each speaker is allowed ten minutes to present their arguments.
- 9. Postpone Definitely.** Not allowed.
- 10. Commit or Refer.** Not allowed.
- 11. Amending Motions.** See Regulations Governing Committee Projects at Section 4-5 (especially 4-5.4 through 4-5.8).
- 12. Postpone Indefinitely.** Not allowed.

13. Voting on Motions. Except as otherwise provided in these rules, the vote on motions shall be taken by a show of hands. If the Chair is uncertain of the result of the vote, he or she can order a counting of the vote. A motion that the vote be counted is allowed, and requires a majority vote of those present.

14. Main Motion (not applicable). All motions have been submitted prior to sessions as per bylaws and program.

15. Point of Order. Allowed.

16. Appeal. Decisions of the chair can be appealed except as otherwise prohibited by these rules. The proper venue for appeal of these rules is by an Appeal filed with the Standards Council.

17. Suspend Rules. Not allowed.

18. Division of Question. Allowable at the discretion of the chair.

19. Division of Assembly. Not allowed (for rules on voting on motions, see paragraph 13).

20. Parliamentary Inquiry or Point of Information. Allowed.

21. Withdraw Motion. A motion can be withdrawn only by a majority vote of the members assembled.

22. Take from the Table. Not allowed.

23. Visual Aids and Physical Simulations. Visual aids and physical simulations of any kind are prohibited. Only verbal presentations are allowed.

24. Distribution of Materials. All materials distributed within the Association Technical Meeting room shall have prior approval by the Secretary of the Standards Council. Only NFPA staff shall be permitted to distribute such materials.

25. Reconsider, Rescind, or Amend Something Previously Adopted. Applicable only within the period of discussion of the specific document and prior to the final vote.

26. Statements for the Record. Where a person intends to appeal to the Standards Council a Technical Committee action as to which no floor motion is available, a statement for the record shall, in the discretion of the Chair, be in order. The statement shall be solely for the purpose of informing the membership that an appeal will be filed and shall be limited to a statement of the proposal or comment number to be appealed and the action being sought (e.g., accept, reject a proposal). No argument or debate shall be permitted.