The person(s) authorized in the motions committee report to the Standards Council or designee, and may be appointed, substituted, or replaced as necessary to ensure the fulfillment of the responsibilities of the motions committee.

The motions committee shall certify for presentation to the assembly all proper amending motions, either as submitted or as modified pursuant to 2.3. The motions committee shall publish a report in advance of the meeting. At a minimum, the report shall set forth each certified amending motion, the person(s) authorized to make such motion, and the recommended order in which motions should be entertained. In addition, the report may include motions committee notes or comments aimed at assisting the presiding officer or facilitating the understanding of the assembly or the orderly and efficient consideration of motions.

In addition to the foregoing, the motions committee may take such other actions or make such other recommendations as will facilitate the fair and efficient consideration of motions within the available time.

Decisions of the presiding officer 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.

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3.0 Conduct of the Session.

3.1 General. In conducting the session, the presiding officer shall have discretion to manage the session so as to maintain an orderly debate and maximize broad participation within the available time limits. Where these rules do not govern, Robert’s Rules of Order shall serve as a guide but are not binding on the presiding officer in conducting the session.

3.2 Call for Orders of the Day. Any change to the published agenda is to be announced by the presiding officer at the commencement of the session. This announcement shall include notice to the meeting of any reports that have, by reason of the failure of any person authorized to make a certified motion to sign in pursuant to 2.7 of the convention rules, been forwarded directly to the Standards Council for action.

3.3 Voting on Motions. Except as otherwise provided in these rules, the vote on motions shall be taken by electronic means unless the presiding officer determines otherwise. No proxy voting is permitted.

3.4 Technical Committee Reports and Amending Motions.

3.4.1 General. Subject to the broad discretion of the presiding officer, the presentation of technical committee reports and the making of and debate on amending motions related to each such report shall generally be conducted according to this section.

3.4.2 Presentation of Technical Committee Reports. All technical committee reports presented to the assembly shall have been placed on the agenda in advance of the meeting in accordance with 1.1. Each technical committee report on the agenda shall be presented by the presiding officer to the assembly for the making of amending motions in accordance with these convention rules. Following the conclusion of the presentation of amending motions, the report shall be deemed to have become necessary as a result of a previous successful amending motion. A motion to return a document or to return a portion of a document, affected by a previous successful amending motion, is always in order as a follow-up motion to the presiding officer in advance of the session where appropriate.

3.4.3 Consideration of Certified Motions. Following the presentation of each technical committee report, the presiding officer shall open the floor to related motions from the final list of certified amending motions, which, subject to the discretion of the presiding officer, shall generally be entertained in the order in which they appear on the list. A certified amending motion shall require one seconder.

3.4.4 Follow-Up Amending Motions. Upon completion of action on all certified motions related to an NFPA document, the presiding officer shall entertain any follow-up motions. A follow-up motion is a motion that becomes necessary as a result of a previous successful amending motion. A motion to return a document or to return a portion of a document, affected by a previous successful amending motion, is always in order as a follow-up motion as long as it is not repetitious. The presiding officer shall make the determination whether a motion is a proper follow-up motion. A follow-up motion shall require two seconders.

3.4.5 Time to Debate Each Motion.

3.4.5.1 Amending Motions. Following the making and seconding of the motion, the debate shall proceed in accordance with 3.4.5.2 unless the presiding officer authorizes a different procedure in accordance with 3.4.6.

3.4.5.2 Time Restrictions. The maker of the motion shall have 3 minutes to speak in favor of the motion.

3.4.5.3 Rebuttal. Thereafter, the presiding officer shall recognize speakers alternating, to the extent practicable, between those against and those that favor the motion. Each speaker shall be limited to 3 minutes or such other time as the presiding officer, in consideration of the available time, may designate.

3.4.6 Guidelines for the Presiding Officer. The presiding officer shall have broad discretion in managing the debate to ensure that the issues are as fully debated as possible within the available time. Without limiting that discretion, the presiding officer should give consideration to implementing one or more of the following guidelines:

(a) The presiding officer should generally refrain from calling on the same person more than once unless it appears that no others are available to speak to a position.

(b) The maker of the motion and the presenter of the report or his designee shall generally be afforded 3 minutes each at the close of the debate for closing remarks.

(c) The presiding officer may limit or disallow debate that is repetitive or not relevant to the motion.

(d) Where appropriate, and in order to encourage debaters to coordinate their presentations or to ensure that both sides are afforded equal time without affording undue time to any one speaker, or to save time where it appears that many more wish to speak to one side of an issue than the other, the presiding officer may allocate time to each side in groups or allow a side wishing to make a presentation as a group to yield additional time to one participant. Participants are encouraged to coordinate such requests with the presiding officer in advance of the session where appropriate.

3.5 Parliamentary Motions and Actions. The following shall govern the types of motions allowed:

(a) Adjournment of each session shall take place only upon completion of the scheduled agenda.

(b) Amending motions. See Regs at Section 4.5.3 (especially 4.5.3.4 through 4.5.3.6).

(c) Commit or Refer. Not allowed.

(d) Division of Assembly. Not allowed (for rules on voting on motions, see 3.3).

(e) Division of Question. Allowable at the discretion of the presiding officer.

(f) Lay on the Table. Not allowed.

(g) Parliamentary Inquiry or Point of Information. Allowed.

(h) Point of Order. Allowed.

(i) Postpone Definitely. Not allowed.

(j) Postpone Indefinitely. Not allowed.

(k) Previous Question. Requires a second and two-thirds vote of those present. For informational purposes prior to the vote, the presiding officer 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.

(l) Question of Privilege. Ruled on by the presiding officer.

(m) Recess. A session may be recessed at any time at the discretion of the presiding officer. A motion to recess shall also be allowed at the discretion of the presiding officer.

(n) Reconsider, rescind, or amend something previously adopted. Applicable only within the period of discussion of the specific document and prior to the final vote.

(o) Suspend Rules. Not allowed.

(p) Take from the Table. Not allowed.

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