NFPA Technical Meeting Convention Rules

Note: These Rules may be revised or updated at any time. The most up-to-date version of these Rules is maintained on the NFPA website at: http://www.nfpa.org/regs
The NFPA 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 the same, may not be suspended. The transaction of business at NFPA Technical Meetings shall be governed, in order of precedence, by the Regulations Governing the Development of NFPA Standards (Regs) (see especially Section 4.5) and these convention rules.

1.0 General.

1.1 Meeting Agenda.

(a) The Secretary of the Standards Council shall, in consultation with the chair of the Standards Council, appoint at least one presiding officer and shall develop and publish in advance, an initial agenda for each NFPA Technical Meeting. Such agenda shall generally include those technical committee reports due for presentation to the assembly in accordance with the schedules for reporting of NFPA documents that have been approved by the Standards Council.

(b) Following the certification of motions in accordance with 2.0, the secretary shall publish an updated agenda reflecting the removal of technical committee reports from the agenda in accordance with 4.5.2.6 of the Regs.

1.2 Meeting Sessions. 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.

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

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

1.5 Appeal. 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.

1.6 Certification of Amending Motions. As to each amending motion submitted, the Motions Committee shall determine whether the motion is proper, i.e., is permitted under the Regs, and has been submitted by a person entitled under the Regs to make the motion.

1.7 Restating and Grouping of Motions. Upon request or on its own initiative, and in consultation with the mover(s), the Motions Committee may:

(a) restate an amending motion to facilitate the making of a proper motion or to clarify the intent of the mover; and

(b) group amending motions which are dependent on one another into a single amending motion.

Dependent motions are motions that the mover(s) wish to be considered by the assembly and voted on as single up or down package. 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.

1.8 Multiple Notices for a Single Motion. The Motions Committee shall generally treat any motion that has been noticed by more than one person as a single motion. In such a case, any of the persons giving notice, or their designated representative, may make the motion, subject to the requirements of 2.7.

1.9 Certification of Amending Motions and Motions Committee Report. 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.

1.10 Permissible Amending Motions. Only the following amending motions may be presented to the assembly:

(a) certified amending motions made by authorized persons or their designated representatives; and

(b) follow-up motions pursuant to 3.4.4.

2.0 Appointment of a Motions Committee. Prior to each NFPA Technical Meeting, a Motions Committee shall be constituted for the purpose of reviewing all amending motions, which have been noticed according to 4.5 of the Regs, and to provide such other assistance as the presiding officer(s) may request. The Motions Committee shall consist of a minimum of three members of the Standards Council, one of whom shall also generally be a presiding officer. Members of the committee shall be appointed by the chair of 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.
amending motion. A final list of certified amending motions shall be created reflecting the remaining certified amending motions for consideration of the assembly. At the discretion of the presiding officer or his or her designee, the sign-in requirement may be waived or the failure to sign-in may be excused.

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 not govern, 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 not govern, 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. 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(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) Postpose 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 a Successful Action Taken by Membership at NFPA Technical Meeting something previously adopted. Applicable only within the period of discussion of the specific document and prior to the final vote and debate on that document.

(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.