



Approved: Board of Directors – 7/23/05
Revised: Board of Directors – 7/29/06

PARLIAMENTARY PROCEDURE

Pursuant to the bylaws of the Academy and the AADA Association, all questions of parliamentary procedure or practice regarding the affairs of each organization, including without limitation the conduct of meetings of the Academy or Association Board of Directors, or of any committee, council or commission, are governed by the current edition of Sturgis, *The Standard Code of Parliamentary Procedure*, except as otherwise specifically required by law or the Academy or Association bylaws or administrative regulations. Exceptions to this rule are as follows:

1. All motions made in meetings of the Academy or Association Board of Directors, committees, councils, commissions, work groups, and task forces shall require a second, provided that routine motions, such as approval of the minutes or adjournment, may be put to a vote without waiting for a second unless a member objects to the lack of second, in which case the chair will ask for one.
2. A motion may be withdrawn by the movant at any time up to the point where it is voted upon, including after it has been seconded. The movant may also accept friendly amendments, even after the motion has been seconded.
3. The Board of Directors is responsible for interpreting the bylaws and administrative regulations as outlined in the interpretation administrative regulation.
4. The procedures in Article VI, Section 3 and Article VII, Section 2 of the Academy bylaws are the exclusive procedures for nominating Academy officers and directors. No other method or procedure for making such nominations, including but not limited to nominations from the floor, is permitted unless specifically authorized by the bylaws or the administrative regulations.
5. Write-in votes for directors are permitted as outlined in Article VI, Section 3 (d) of the Academy bylaws.