



To: ACDCA Membership  
From: Tracy Johnson, ACDCA Secretary  
CC: [membersacdca@yahoo.com](mailto:membersacdca@yahoo.com)  
Date: 7/24/2008  
Re: Discussion Topics for the 2008 Annual General Meeting

At the 2005 Annual General Meeting (AGM) a motion was made to have the membership submit discussion topics for subsequent AGM's prior to the meeting. This motion is now part of our Standing Rules. The motion was stated as follows:

"4. *Motion to submit proposals and items for discussion at the annual meeting 14 days prior to the annual meeting, and limit discussions to 10 minutes; made by Judith Ware. Discussion. Friendly amendment to make the proposals posted on the [acdca.org](http://acdca.org) website, membersacdca yahoo mailing list, and to have hard copies available in the hospitality room at the specialty. Motion, with amendments, carries.*"

This motion affects us in two ways. First, discussion topics must be submitted in writing (via traditional or electronic mail) 14 days prior to the AGM. This year the meeting will be held on Wednesday, October 1, 2008 at 7 p.m. This means that discussion topics must be submitted no later than 7 pm on September 17, 2008. Shortly after that date, I will assemble a list of discussion topics and post them on the membersacdca mailing list and have them posted on the [acdca.org](http://acdca.org) website. I will also provide printed copies in the Hospitality room at the Specialty. If you submit a motion, please verify the motion was received and is posted.

If your discussion topic is New Business, it should be phrased in the form of a motion. Please provide a short paragraph explaining your motion and why you feel it is necessary. Also, provide contact information so that the Board of Directors may contact you if they have any questions regarding your motion. If your question pertains to a certain officer's report or you would like a certain officer's report to address a certain item, then please state that plainly so that there is no room for ambiguity.

Second, the motion limits debate of a motion to 10 minutes. The Secretary will read the Motion as it was submitted to the Secretary. In order to be fair, this time will be divided into two 5 minute sessions. The first session will go to the maker of the motion and is referred to as Preference<sup>1</sup>. Then the Opposition to the motion, if any, will have up to 5 minutes to make their points. Once a speaker for the Opposition has sat, a speaker in favor of the motion will be called. Debate will continue in an alternating fashion until the 10 minutes is used up. If one side uses up their 5 minutes, then the opposite side may continue to speak, or remain silence. When there is no further discussion, the 10 minute limit is reached, or the question is called (and the motion passes) a vote will be called. Some things to remember: **1.** Debate may be extended, by motion (the motion to extend is non-debatable), before or during debate. It must pass by a 2/3 majority<sup>2</sup>. **2.** Each side of a motion has 5 minutes, do not waste time making the same point someone else has already stated. **3.** No one person may speak more than twice on a motion<sup>3</sup>. **4.** During debate members of the assembly do not speak to each other when they have the floor, they speak to the chair. This rule exists to help keep things cordial between members<sup>4</sup>.

Respectfully,

Tracy Johnson, Secretary, ACDCA Inc.  
[Secretary@acdca.org](mailto:Secretary@acdca.org)

<sup>1</sup> Roberts Rules of Order Newly Revised (10th Ed.) p. 366-371

<sup>2</sup> Roberts Rules of Order Newly Revised (10th Ed.) p. 183-189, 378-379

<sup>3</sup> Roberts Rules of Order Newly Revised (10th Ed.) p. 375-377

<sup>4</sup> Roberts Rules of Order Newly Revised (10th Ed.) p. 380 l. 16-35