

DECORUM FOR MEMBERS

1. Give full attention to chair on rap of gavel.
2. Address chair to gain recognition.
3. Obtain floor before addressing.
4. Observe willingly all rules of debate. To speak on any item, there must be a motion to put business on the floor. The only alternative would be (a) point of order, (b) point of information, (c) call for question, etc. (per Roberts Rules of Order).
5. Confine remarks to merit of pending question.
6. Refrain from attacking motives of others.
7. Address all remarks through the chair.
8. Avoid use of members' names in debate.
9. Refrain from speaking about action or matters not actually or officially before the assembly.
10. Do not read from book or make lengthy quotation without permission of assembly.
11. Do not speak against own motion.
12. Speak to chair as Mr. or Madame President (proper title).
13. Speak of the presiding officer as "THE CHAIR".
14. Address President-Elect when in chair as Mr. or Madame President. Address others in chair as Mr. or Madame Chair.
15. Refrain from calling out a motion to adjourn or "Question!" when another has the floor.
16. Make no effort to "explain vote" during voting.
17. Abstain from voting on a question of direct personal interest.
18. Obey all legitimate orders of the presiding officer.
19. Avoid walking between the chair and the assembly.
20. Refrain from disturbing assembly and presiding officer through whispering and restless behavior.
21. Be seated when the floor is assigned to another.
22. Accept appointments and carry out assignments graciously or formally request permission to be excused from that duty.

October, 2004

Adopted from the National Association of School Nurses, Inc. Operating Guidelines, 1997