

RULES AND ORDERS

KSFFA CONFERENCE

Rule No. 1: The conference shall be called to follow the agenda as printed on the conference program as closely as possible. Any changes shall be brought to the attention of the delegates as soon as possible.

Rule No. 2: During all sessions of the conference, a delegate, alternate or guest, when seeking the recognition of the presiding officer or a committee chair, shall raise their hand. Upon being recognized, the person shall stand, state their name, the department they are from, or were from if retired, and state their business.

Rule No. 3: Any delegate, alternate or guest called on a point of order shall, at the request of the presiding officer or committee chair, take their seat and remain silent until the question of order is decided. Then, they shall again be recognized by the chair, unless a resolution of the question in order dictates otherwise.

Rule No. 4: Should two or more persons seek to speak at the same time, the presiding officer or committee chair shall decide who is entitled to speak first.

Rule No. 5: No delegate, alternate or guest may speak more than twice on one subject without permission from the conference.

Rule Number 6: No delegate, alternate or guest may speak for more than five minutes on any single occasion during the general session of the conference.

Rule No. 7: No motion before the conference or before a committee shall be open for discussion until it has been seconded or so stated by the presiding officer or committee chair.

Rule No. 8: All delegates, alternates and guests shall be treated with courtesy, and no delegate, alternate or guest shall interrupt another in their remarks, except to call for a point of order or a point of information, where, when they are recognized, shall briefly state their points.

Rule No. 9: The proceedings of the conference and committee shall be governed by the Robert's Rules of Order, Revised. Any questions regarding procedures shall be resolved by one or more of the parliamentarians appointed by the presiding officer. The rulings of parliamentarians so appointed shall be final.

Rule No. 10: No delegate, alternate or guest shall seek to embarrass, harass, insult or interrupt speakers invited to appear before the conference. Provided the speaker stands for questions and time permits, any question posed to the speaker shall be of general interest to the membership of the entire association. The presiding officer may limit the number of questions for the speaker.

Rule No. 11: No time and place or election material of any nature shall be allowed on the floor of the conference at the time of the election.

Rule No. 12: Any resolutions shall be in the hands of the secretary at the time of the committee's report on Friday. All resolutions shall be read to the delegates at the conference at this time. No resolutions shall be entertained after this date without the consent of two-thirds of the delegates of the conference.

Rule No. 13: Any department wanting to bid for a conference shall present some form of letter of intent to the Time and Place Committee. The Time and Place Committee shall review the letters of intent and present to the conference a list of the departments desiring to host the conference.

Rule No. 14: All cell phones, pagers or other communication devices shall be turned off or put in silent mode during the conference. Firefighters on duty are exempt from this rule.

Rule No. 15: Because of the number of new members attending each year, these rules will be read at the opening of each day's session during the conference.