

**RULES & GUIDELINES FOR ALA HYBRID COUNCIL MEETINGS**

The following rules will be for adoption for all hybrid Council Meetings. When adopted these rules will govern the conduct of the meeting.

**MEETING FOCUS & AGENDA**

- (1) With potentially more than 150 Council Members in virtual and in-person attendance, the logistical constraints will be substantial. The meetings

quorum. Members of the Council shall be identified by appropriate ribbons affixed to their registration badges which are required for admission to ALA activities at ALA Conferences. Current Council Members must sit in the designated area.

- (9) Non-councilors and Non-members must sit in the audience section of the Council room.

## RECOGNITION

- (10) The Presiding Officer/Moderator will recognize speakers. Upon receiving recognition, Councilors must identify themselves using the following introduction template:  
<First and Last Name>, <Insert type of Councilor>, <state the question or comment>.
- (11) Non-councilors and non-Members who wish to observe the meeting must register as appropriate and are ineligible to speak, unless explicitly invited or authorized to do so by the Presiding Officer or by Council.
- (12) Virtual Participation  
Councilors who wish to ask a question or state a comment including a "Point of Order" shall use only one method, the "Question & Answer" box.

To verbally speak, please insert the request in the Q&A. For example: "I would like to speak pro", "I would like to speak against", "I would like to speak", etc.

Councilors will be virtually muted other than when recognized.

The chat space will be disabled with the exception for participants to chat directly with only the host/panelist for technical assistance.

- (13) In-person Participation  
A Councilor wishing to speak shall approach a microphone and await recognition by the presiding officer.

## MOTIONS

- (14) Secondary motions (such as amend, refer, etc.) must be submitted via this link: <http://www.ala.org/aboutala/governance/council/motionwebform>

## REPORTS & ACTION ITEMS

- (15) Committee reports, including action items, must be submitted at least fourteen (14) calendar days prior to convening of the meeting.
- (16) A committee representative who wishes to report recommendations to Council may move any action item in the Report. No seconding is required.
- (17) Council must receive all relevant analysis (legal, financial, human resources issues, etc.) of the issues it is asked to comment on. It must receive such analysis well in advance of a meeting, so each member can review it and be fully prepared.

## RESOLUTIONS

- (18) Draft resolutions must be provided to the ALA Resolutions Committee ([alaresolutions@ala.org](mailto:alaresolutions@ala.org))

**DEBATE**

(20)

THESE RULES SHALL GOVERN. By general consent, if there be no objections, or by a two-thirds vote, any rule may be suspended.