

**AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS
CONGRESS OF DELEGATES
RULES AND ORDER OF BUSINESS**

1. Reports shall not be read verbatim to the Congress, except by consent of two-thirds of the members present and voting. These reports and Committee Chairpersons will be included in the official Congress Minutes.
2. Members of the Congress of Delegates who wish to secure the floor for any purpose shall address the Chair and identify themselves by name and delegation.
3. One-fourth of the accredited Delegates of the Congress shall constitute a quorum.
4. The meetings of the Congress of Delegates and of all other bodies of this College shall be governed by Robert's Rules of Order Newly Revised, except in such instances as are specifically provided for in the Constitution and Bylaws of the College or in the order of business which may be adopted from time to time. The order of business and any special rules adopted at the beginning of the meeting shall govern the procedure unless unanimously suspended.
5. The order of procedure shall be as printed in the agenda of the Congress of Delegates and in these Rules and Order of Business.
6. Nominations of officers and governors shall be a regular order of business during the Congress of Delegates.
7. Election of officers and governors shall be a special order of business during the regular session of the Congress of Delegates.
8. No appropriation shall be made by the Congress of Delegates except upon recommendation of the Finance Committee, and all resolutions, motions or otherwise, having for their purpose the appropriation of funds, or direct fiscal impact, shall first be referred without discussion to the Finance Committee.

An adverse ruling on such motions may be overruled by a three-fourths vote of the Congress of Delegates.
9. Insofar as space permits, the following persons shall, during all but executive sessions, be permitted to sit in the Congress, without voice or vote (in space reserved for them):
 1. Members of the College and their spouses.
 2. Executive Directors of ACOFP Divisional Societies (or their representatives, unless they are delegates).
 3. Legal representatives.
 4. Employees of the ACOFP.
 5. Students of Osteopathic Colleges.
 6. Officers of the ACOFP Auxiliary.
10. The Executive Director shall be the Secretary of the meeting.
11. All resolutions to be acted on by the Congress of Delegates shall be presented to the Secretary of the Congress by an accredited delegate of the respective divisional society so that proper procedures may be followed.
12. All resolutions to be acted on by the Congress of Delegates shall be received by the Secretary of the Congress at least thirty days before the first session of Congress. Any resolutions submitted after the deadline may only be accepted by the approval of the Speaker or by consent of two-thirds of the Congress Delegates, provided two-thirds of the credentialed Delegates are in attendance.
13. The Speaker shall have the power to refer any resolution to a special committee, or the Congress may recommend the appointment of a special committee.