

STANDING RULES

MEETING OF THE DELEGATES

1. *Credentials.* The President shall instruct the credentialing committee or other officers to certify the credentials of delegates and their alternates, and to verify the identity of guests for admission to a meeting of the delegates in accordance with the provisions and eligibility requirements of the NBCE Bylaws.
2. *Alternate Delegates.* A registered alternate may substitute for a delegate provided the delegate is confirmed by the credentialing authority. Upon confirmation, the alternate shall become the delegate of record and shall have all voting authority and will have access to all voting tools. The initial delegate may resume delegate status by the same process but no such transfer shall take place during a pending question. No transfer of voting rights shall exchange between a credentialed delegate and an alternate until confirmed by the Credentials Committee.
3. *Attendance.* Only delegates and the Board of Directors shall have the right to attend and participate at a meeting of the delegates; participants are requested to arrive at least ten minutes prior to scheduled meeting commencement and to promptly return from any recess.
4. *Meeting Guests.* Members of the chiropractic community, necessary staff, advisors, consultants and alternate delegates may attend a meeting of the delegates. Guests shall have no right to offer motions, debate, or vote but may address the assembly during debate after recognition by the presiding officer.
5. *Presiding.* The President shall preside over the meeting and serve as chair; in the event the President voluntarily or involuntarily vacates the chair the presiding line of succession shall be Vice President, Treasurer, then Secretary; temporary occupants of the chair shall yield upon return of the President.
6. *Quorum Calls.* The Secretary or their representative shall conduct a roll call when required to establish a quorum and as requested by a delegate.
7. *Prohibition on Unauthorized Information Distribution.* The official record of the meeting will be the minutes. Recording or sharing of any type (including, but not limited to audio/video recording or sharing, livestreaming, etc.) is strictly prohibited by any participant unless authorized by the President.
8. *Order of Business.* A proposed business agenda will be prepared by the President, in consultation with the Chief Executive Officer and the Board of Directors. The agenda shall be presented at the beginning of the meeting for adoption by the delegates and shall contain the order of known scheduled actions.

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9. *Presentation of Motions.* All motions made by a delegate or director shall be submitted to the chair and only delegates or members of the Board of Directors may present motions.
10. *Privileged, and Incidental Motions.* A point of order, a question of privilege, orders of the day, a parliamentary inquiry or an appeal shall take priority over motions and debate as appropriate.
11. *Recognition.* Any participant who wishes to address the meeting of delegates must wait to be recognized. When recognized by the chair the speaker shall state their name and state licensing agency or organization as appropriate for identification.
12. *Order of Debate.* Delegates shall have the first right to speak; members of the Board of Directors may speak only after all delegates have spoken; guests may be invited to speak after delegates and directors have had the opportunity to speak unless recognized by the presiding officer.
13. *Limitations in Debate.* No person may speak in debate more than twice on the same question during the meeting, or longer than two (2) minutes minutes per speech, without permission of the delegates granted by a majority vote without debate.
14. *Ballot Voting.* Elections shall be conducted by secret ballot; the order in which elections shall occur will be adopted in the agenda.
15. *Official Timekeeping.* A timekeeper will signal when the speaker has 30 seconds remaining, or other appropriate interval, and when the allotted time has expired. The parliamentarian shall serve as the timekeeper.
16. *Parliamentary Authority.* The rules contained in the latest published edition of *Robert's Rules of Order Newly Revised* shall govern the meeting in all cases to which they are applicable and in which they are not inconsistent with the Texas Business Organizations Code, the bylaws and any special rules of order the National Board of Chiropractic Examiners have adopted.
17. *Decorum.* All participants agree to follow the legitimate instructions of the assembly; guests shall be excused upon direction of the President and any participant shall be excused upon a two-thirds vote for breaches of decorum. The chair shall establish appropriate audio controls necessary to maintain order.