

IOWA STATE POLICE ASSOCIATION ANNUAL CONFERENCE

RULES OF ORDER

- I. The conference shall be called to order at the time and place designated by the conference committee and shall remain in session until a motion to adjourn is approved. The time of calling the conference to order may be changed by the approval of a majority of the delegates assembled.
- II. If a delegate, while speaking, is called to order, they shall, at the request of the Chair, take their seat until the question of order is decided and this shall follow by recognition from the Chair.
- III. Should two or more delegates rise to speak at the same time, the Chair shall decide who is entitled to speak.
- IV. No delegate shall interrupt another in their remarks except to call a Point of Order or a Point of Information and they shall state their point.
- V. No delegate shall speak more than twice on one subject without permission of the conference.
- VI. Speakers shall be limited to three minutes but that time may be extended by a majority vote of the delegates. The committee recommends this rule be strictly observed.
- VII. A motion shall not be open for discussion until it has been seconded and so stated by the Chair.
- VIII. When a question is pending before the conference, no motion shall be in order—unless to recess or adjourn, to refer to the previous question, to postpone indefinitely, postpone for a certain time, or to divide or amend. Motions shall have precedence in the order named.
- IX. The report of the committee shall be subjected to amendments and substitutions from the floor of the conference the same as other motions and resolutions.
- X. When a roll call has been taken and all delegates have had the opportunity to cast their ballots, the ballots shall be declared closed. Doors shall be closed during the voting and no delegate shall be permitted to enter or leave the hall without the permission of the Chair.
- XI. It shall take a ten percent showing of hands to call for a “roll call vote”.
- XII. When a roll call ballot has been ordered, no adjournment shall take place until the result has been announced.
- XIII. “Robert’s Rules of Order” shall cover any matters not covered in these Rules of Order.

Parliamentarian: Rick Host, ISPA Past President – 1995
(Subject to change as needed)

(10/13/2026)