

# Motion Prefiling Procedures for the 2024 House of Delegates

*Adopted by the ATPE Board of Directors, May 2024*

1. Members who have been registered as certified voting delegates may present motions for consideration by the 2024 House of Delegates.
2. All main motions, including resolutions and proposed amendments to the ATPE Legislative Program, shall be made and seconded by certified voting delegates and shall include a brief statement of rationale using a form provided by the ATPE state office.
3. **Original main motions, including resolutions and legislative program changes, that propose substantive business to be considered by the 2024 House of Delegates must be prefiled during the ATPE Summit.**
4. ATPE staff will be available onsite to assist delegates with their motions and accept submissions at a **Prefile Table from 11 a.m. to 2 p.m. CDT Monday, July 8, 2024.** The table will be located inside the Grand Hall at the Sheraton Dallas Hotel. The deadline for prefiling motions is **2 p.m. CDT Monday, July 8.**
5. Prefiling instructions and the location for the Prefile Table will be posted on the ATPE Summit website at least two (2) weeks prior to the 2024 House of Delegates meeting.
6. Upon the expiration of the designated prefiling period, ATPE staff shall place all prefiled motions and corresponding statements of rationale in writing and distribute them to all members of the House of Delegates. These communications will be made electronically using the email address supplied by the delegate through the ATPE Summit registration process and/or by posting them on the ATPE Summit website and mobile app.
7. Main motions and any items of new substantive business that have not been prefiled will be considered out of order during the 2024 House of Delegates meeting.
8. **Incidental, subsidiary, and privileged motions that have not been prefiled may be allowed during the meeting,** including but not limited to a motion to amend a main motion or resolution that is pending on the floor, a motion to reconsider a vote, a motion to recess or adjourn, the previous question, a point of order, and a request for information.



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