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## **APT Committee Operational Rules – 2024**

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### **QUORUM RULE**

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Meetings will only achieve quorum if **at least seven** of the nine committee members are present in the discussion/voting, either in person or through a valid remote form of participation. If the quorum of seven is reached, but one member must abstain, the abstention will count as a valid vote for the purposes of quorum.

### **DISCUSSION RULE**

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Straw votes options shall be: Yes, No, Abstain and Discuss. Exclusive of Abstain votes, any combination of two or more non-Yes votes (2 or more Discuss, 2 or more No, or a combination of 2 or more Discuss and No) straw votes from the committee (straw votes are cast online) trigger an automatic committee discussion of a case. Brief comments must accompany cast Discuss or No straw votes.

### **STRAW VOTE RULE**

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A straw vote resulting in one Discuss or No vote will result in a second and final straw vote upon review by the committee members of the submitted comment. If the Discuss threshold is not met in the second and final straw vote, the committee will conduct a final vote either in the next meeting if there is one or otherwise via the APT website.

### **CLEAN-UP RULE**

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When a straw vote is not unanimous Yes but does not result in a committee discussion (less than 2 non-Yes votes), the committee will conduct a final vote either in the next meeting if there is one or otherwise via the APT website.

### **REVISIONS TO RULES**

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The committee may consider revisions to its adopted rules should circumstances require changes.