

## STANDING RULES OF THE HOUSE OF DELEGATES

### I. Order of Business

A. The agenda is to be listed in the Delegates' Manual.

B. It is to contain all resolutions, reports of officers, committees, and any business pertinent to the duties of the House.

### II. Rules of Conduct for the House

#### A. Control of the Floor

##### 1. Sergeant at Arms

- a. Appointed by the President
- b. May not be a Delegate or Alternate
- c. May have assistants who are not Delegates or Alternates
- d. Duties:
  - 1) Safeguard the Rules of the House
  - 2) Enforce no-smoking in the House meeting rooms
  - 3) Be present 15 minutes before each meeting to check pages and allow Delegates to be seated
  - 4) Direct the work of the pages and assistants
  - 5) Meet with the Speaker and pages prior to the Opening Session to review duties and procedures
  - 6) For admission to the assembly, and in order to facilitate identification and seating, members shall be required to wear the badge issued by the Credentials Committee upon registration.

##### 2. General

- a. House of Delegates to be separated from the general membership while in session by seating
- b. No smoking
- c. Seating of Alternates
  - 1) Alternates may be seated on the House floor upon compliance with the rules set up for each session.
  - 2) Once an Alternate has been seated, the Delegate cannot be reseated during that portion of the meeting.

## B. Pages

1. Appointed by the President prior to the session
2. Wear distinctive badges for identification
3. Duties:
  - a. Deliver written motions to the Speaker
  - b. Be ready at all times to count a vote of the House
  - c. Deliver messages to Delegates and Officers
  - d. Assist the Sergeant at Arms in any other manner as requested

## III. Parliamentary Procedure Governing Board Sessions

- A. The current edition of Robert's Rules of Order, newly revised, shall govern the Association, except as provided in the bylaws.
- B. The Basic Chart of Motions (as revised) will be used as a reference
- C. Substitution - A substitute motion, if adopted, replaces the main motion. Therefore, no action on the original motion is required.
- D. Privilege of the Floor - The privilege of the floor of the House of Delegates is limited to the elective and appointive officers of the Association and members of the House of Delegates. However, individuals who are not Delegates may speak, if requested to do so, by the House.
- E. Delegates will be furnished with voting cards to be used for all decisions.
- F. To ensure complete consideration of all issues, no limit will be placed on the number of times one individual may speak to a question. However, no person may speak more than once until all others have had the opportunity to speak at least once, without debate. The House may vote at any time to limit debate.

## IV. Preparation for House Actions

- A. Receipt of Reports and Resolutions
  1. All resolutions must be received by the Speaker of the

House when reports are due, or upon two-thirds consent to their consideration, resolutions may be submitted to the first session of the House of Delegates.

- a. Resolutions may be submitted by a Component, Committees, Officer or member of the Association.
- b. Resolutions should be accompanied by a background statement or justification.

2. Delegates' manuals are to be distributed to each Delegate, Alternate, the Board of Trustees and the District Trustee, at least 30 days prior to the first meeting of the House of Delegates.
3. Nominations for each office to be filled by the House of Delegates shall be submitted by the Nominations Committee to the House of Delegates at its first meeting. Elections shall be completed at the second meeting of the House.

#### B. Reference Committee of the House of Delegates\*

1. Composition
  - a. Five\*\* officially certified Delegates, one to be designated Chair, to be appointed by the President prior to the session.
  - b. Officers and Chair of the Committees are to be available for consultation upon request of the Reference Committee.
  - c. No candidate for office may chair the Reference Committee.
2. Duties
  - a. Attend an orientation meeting, chaired by the Speaker with the assistance of the Parliamentarian.
  - b. Review all Reports, Recommendations, and Resolutions referred to them.
  - c. Conduct open hearings.
  - d. Report to the House of Delegates.
3. Procedures
  - a. Hearing is open to all members.
  - b. At the opening of the Hearing, the Chairman will announce the schedule of business open for testimony.

- c. Any member of the Association may submit testimony.
- d. Each speaker must identify himself/herself before testifying.
- e. If the Committee wishes, there may be a question and answer period.

*\*Omit this section if the constituent does not use reference committees.*

*\*\*Can be a smaller number if the constituent prefers.*