

HOUSE OF DELEGATES

Procedures and Standing Rules



American
Dental
Hygienists'
Association

The House of Delegates consists of one delegate from each constituent plus one hundred delegates. "The Method of Least Proportionate Error" shall be the formula used to calculate the number of delegates allocated annually to each constituent. The delegates are chosen and certified by the constituents. The elected and appointed officers of the association serve as ex-officio members of the house without a vote. The officers of the House of Delegates are the speaker of the house who shall also serve as an ex-officio member of the Council on Policy & Bylaws. The Chief Executive Officer shall delegate the duties associated with the position of secretary and name a person who is not an officer of the association.

The following Article of the ADHA Bylaws applies:

Article VIII. House of Delegates. Section I. Authority and Responsibility.

The House of Delegates shall be the principal body within the Association responsible for establishing policy for the association and providing direction-for matters relating to the practice of dental hygiene. In addition to such other duties set forth in these Bylaws, the House of Delegates shall:

- a. Amend, alter, or repeal the Bylaws in accordance with Article XVI of these Bylaws;
- b. Vote on all matters properly brought before the House of Delegates;
- c. Adopt and amend the code of ethics governing the professional conduct of Association's members;
- d. Solicit, process, and communicate membership needs to the Board of Trustees;
- e. Participate in the Association's strategic planning;
- f. Elect voting members to serve on the Ethics Committee; and
- g. Elect members to serve on committees established by the House of Delegates.
- i. Elect officers of the Association.

In order to fulfill its duties, basic procedures and rules have been established by the House of Delegates. They are in four sections as follows: General Guidelines for Delegates, General Rules of Conduct for Reference Committees, General Rules of Conduct for Candidates Forum and Standing Rules of the House of Delegates.

Although amendments to these standing rules are generally made during the first meeting of the House of Delegates at the annual session, any section may be amended during any meeting of the house by a majority of the delegates present and voting.

Section I

GENERAL GUIDELINES FOR DELEGATES

1. Guidelines for Annual Conference

A. Before the Conference

1) Become familiar with the reference materials:

- a. File of materials from previous delegate.
- b. Transactions of previous year
- c. ADHA Bylaws and Code of Ethics.
- d. ADHA Policy Manual.
- e. Current edition of *ROBERT'S RULES of ORDER, NEWLY REVISED*.

2) Suggested Order of Study for Delegates' Manual:

- a. Organization and Operation of the House of Delegates.
- b. Procedures and Standing Rules of the House of Delegates.
- c. Registration and credentialing procedures for delegates.
- d. Nominations and Elections.
- e. Rules of conduct for reference committees
- f. Policy manual
- g. Summary of proposed resolutions and proposed bylaws amendments
- h. Council and committee reports.
- i. Reports of officers, councils, and committees.
- j. Report of the executive director.
- k. Remaining material.

3) Further Suggestions

- a. If there is more than one delegate, it will be helpful to agree on a division of the manual for close study. Make careful notes for exchange of information.
- b. Insert new material as you receive it.
- c. Keep notes in your manual. Arrange all materials for easy reference.
- d. Discuss proposed resolutions and proposed bylaws amendments with those submitting them if possible.
- e. Hold constituent caucus to review material, inform membership and constituents on pertinent issues.
- f. Determine issues and concerns requiring action.
- g. Help write resolutions and bylaws amendments following the format for submitting proposed resolutions and proposed bylaws amendments.
- h. Inform members of the opportunity to submit written testimony to reference committees. Prepare beforehand. Forms and sample testimony are on the delegate resources page of the ADHA website.

B. During the Session

- 1) Attend all appropriate sessions: District, Reference Committees, Forums, House of Delegates.
- 2) Submit testimony to reference committees, forums.
- 3) Consult the speaker of the house or the association parliamentarian when parliamentary questions arise.

2. **Guidelines for the Year-Round Role of the Delegate**

- A. Be well-informed about ADHA and constituent policies and activities and be attentive to members' attitudes, concerns, and questions.
- B. Communicate information regarding issues to ADHA, constituent members, and other delegates.
- C. Maintain a file of relevant information for use by current and succeeding delegates.
- D. Consider whether policy or bylaws amendments are necessary. Use the format for submitting proposed resolutions and bylaws amendments.
 1. References for development of resolutions and bylaws amendments.
 - a. District Trustee
 - b. ADHA policy manual, bylaws and code of ethics
 - c. Previous year's delegates' manual
 - d. Constituent material
 - e. Central office material
 - f. File for correspondence
 2. Make a preliminary draft of the resolution or bylaws amendment, with background statement. Check these points:
 - a. Has policy in this area already been established? Will a former house action need to be rescinded?
 - b. Is there projected policy or action in this area? Is it in support of the ADHA vision, mission, and goals?
 - c. Who would be affected by this action? How? When? Are there financial implications?
 3. Put the resolution or proposed bylaws amendment in its final form.
 - a. Clearly state the intent. The only subject for debate should be whether or not this will be proper policy for ADHA.
 - b. Complete a justification to explain the intent.
 - c. Anticipate objections and/or questions regarding the solution and answer them in justification.

Section II

GENERAL RULES OF CONDUCT FOR REFERENCE COMMITTEES

Reference committees are appointed by the president of the association in consultation with the speaker of the house at least 30 days in advance of each annual session to allow publication of appointments and assignments of duties in the delegates' manual, and shall consist of five (5) officially certified delegates or alternates, one of who is designated chair. All reference committee personnel shall have attended as a delegate or alternate for at least one previous annual session.

It shall be the duty of the reference committee to consider all reports, recommendations, resolutions and bylaws amendments referred to them; to conduct open hearings; and report their recommendations to the House of Delegates. The chair of the reference committee shall preside at the open hearings and the meeting at which the report is prepared, both of which should be conducted in accordance with parliamentary procedures. The recommendations of the committee shall be formulated in executive session. Committee recommendations shall be based on hearings, testimony, and information from staff or other authority and in consideration of ADHA's best interests. The committee is not required to base its recommendations on the majority view expressed during open hearings. Minority reports are permitted at the request of the minority when the committee is unable to reach full consensus.

1. RULES OF CONDUCT FOR REFERENCE COMMITTEE HEARINGS:

Reference committees are open hearings. Audio taping for personal use is permissible.

Members of the association wishing to testify will submit testimony at least 120 minutes prior to the start of the first House of Delegates. Testimony will be designated as written only or written and verbal. Testimony boxes are placed at the credentialing desk in the registration area. The committee will allot time based on the number of PRs, PBYs and reports assigned to that committee.

Members who have submitted testimony by the deadline will be given priority in speaking at the reference committee hearing, as time permits. The reference committee will review all testimony and recommendations or considerations will be noted in the reference committee report.

Members will be afforded an opportunity to present specific pertinent questions to the reference committee. A member may submit testimony at any time during the hearing. Testimony designated as verbal, received by the chair during the hearing, will be heard as time allows.

2. PREPARATION OF REPORTS TO HOUSE OF DELEGATES:

A reference committee shall recommend to the House of Delegates to adopt, reject, amend, postpone indefinitely, or refer all resolutions and proposed bylaws amendments which have been assigned to it. Reference committees may offer supporting comments on their recommendations if such are necessary for the House of Delegates' understanding.

Reference committee recommendations shall be in standard written form as determined by the Committee on Policy & Bylaws.

3. PRESENTATION OF REFERENCE COMMITTEE REPORTS TO THE HOUSE OF DELEGATES:

The reports of the reference committees shall be presented by the chair or designated member of the committee. The house will act on each recommendation of the committee as it is presented.

In the event of a debate, the chair and members of the reference committee should reply to any questions that come from the floor of the House of Delegates. If the reference committee is unable to reply, the speaker of the House of Delegates may refer the question.

The chair of the reference committee does retain the right to vote on all business while presenting the committee's report to the House of Delegates.

A. Specific Procedures for Reference Committees to the House of Delegates

1) Composition

- a. Five officially certified delegates or alternates, one to be designated chair, to be appointed by ADHA president 30 days prior the annual session. Officers, staff and chair of the councils and committees are to be available for consultation upon request of the reference committee.
- b. Whenever possible, each district shall be represented on at least one reference committee each year and no reference committee shall have more than one delegate or alternate from the same district.
- c. Chair of the reference committee shall have served on a reference committee so that she/he knows the functions and rules of said committee.
- d. No candidate for ADHA elective office other than district trustee including those nominated from the floor may chair or be a member of a reference committee.
- e. There are to be no more than four (4) reference committees to review all reports and resolutions.

2) Duties

- a. Attend an orientation meeting, chaired by the speaker of the house with the assistance of the parliamentarian.
- b. Review all reports, recommendations, resolutions, and proposed bylaws amendments referred to them.
- c. Conduct open hearings.
- d. Report to the House of Delegates.

3) Procedures

- a. The President will assign the reports to the committees for consideration.
- b. Hearings are open to all ADHA members.

- c. The chair of the reference committee shall request anyone other than ADHA members/staff to identify themselves.
- d. Any member of the association may submit testimony.
- e. Special forms to use in submitting testimony will be available from the chair of the reference committees, trustees, ADHA web site and at the registration desk. Delegates making lengthy amendments should consider putting the text on a USB drive for staff. ADHA will provide a computer in the staff office for that purpose. Delegates should retain copies for presentation at the hearing.
- f. At the opening of the hearing, the chair will announce the schedule of business open for consideration and the rules by which the meeting will be conducted.
- g. Speakers shall state their names before testifying.
- h. Hearings may be held serially.

4) Reports

- a. As soon as the hearing is over, the committee is to go into executive session, and work until the report is complete. Central office will furnish special forms to use in preparing the reports. If the committee cannot reach full agreement, a minority report with justification shall be made.
- b. In the event that a reference committee executive session conflicts with the president's luncheon, the reference committee may attend and shall be seated at a separate table. The committee shall proceed with their business immediately following the luncheon.
- c. The speaker of the house shall report to the reference committee at the start of executive session if any resolutions may be considered out of order.
- d. The committee may consider several similar resolutions together and make one resolution. The committee should secure the consent of the maker of each resolution if possible.
- e. The committee may present a substitute resolution which becomes the main motion. The maker of the original resolution has the right to place the original resolution on the floor as an amendment by substitution.
- f. Reference committees shall recommend to the House of Delegates the adoption, rejection, amendment, postponement, referral or substitution of all recommendations, resolutions or proposed bylaws amendments which have been assigned to them. Supporting statements may be made but are not required.
- g. The speaker of the house will review the reference committee report upon completion to ensure the proper form in which the report is prepared.
- h. The report will be reviewed and signed by all committee members. No changes will be made without the permission of the chair, who should be available for consultation.
- i. The chair or a designated committee member, if credentialed as a voting delegate, is to present the report to the house. The house will act on each item as it is presented. The chair or designated committee member retains the right to vote on each item as presented.
- j. Written testimony forms that have been submitted to and reviewed by reference committee are considered part of executive session and are

to be secured by staff until action is taken by the House of Delegates. At the conclusion of the annual session, copies of the testimony will be sent to the board of trustees and appropriate councils or committees for review.

- k. Contents of the reference committee reports are considered confidential until they are distributed at district meetings.

Section III

GENERAL RULES OF CONDUCT FOR CANDIDATES' FORUM

- 1) The immediate past president will preside. In the event the Immediate Past President is not available, the Sergeant-at-Arms will preside.
- 2) Each candidate must speak on their own behalf and will have five minutes allotted for a speech.
- 3) All ADHA members may attend the forum and question the candidates.
- 4) Candidates for each office are to be questioned at one time. Candidates may speak to any question whether or not it is directed to them.
- 5) Each member may ask only one question at one time, and may not ask again during the time for the office under consideration until all others who wish to speak have had a turn. The presiding officer may curtail the question time for each office in order to allow time for all. Any time remaining after all offices have been considered may then be used for general questioning.
- 6) Time for the forum will be established by the Committee on Annual Session within the structure of the program and will be held after the first meeting of the House of Delegates. There will be time allotted at the forum according to the number of candidates running for office.
- 7) Candidates will have a one minute timeline to respond to questions and number accordingly after that.
- 8) In an effort to allow each candidate for office to speak first, candidates for each office will be questioned in a rotating order.

Section IV

STANDING RULES OF THE HOUSE OF DELEGATES

1. CREDENTIALING OF DELEGATES/ALTERNATES

The following formula is the "Method of Least Proportionate Error" and shall be used to determine each constituent's annual allocation of delegates:

- A. Count total voting membership in each constituent as of the last day of the fiscal year preceding annual session.
- B. Count total of all voting members in ADHA as of the last day of fiscal year preceding annual session.
- C. Divide total of all voting members of ADHA into the number of members in each constituent to arrive at a proportion of constituent voting members to total ADHA voting members.
- D. Multiply by the number 100, which is the number of delegates to be allocated to each constituent after each constituent is allocated one delegate. Carry to the fourth decimal. The figure arrived at with this calculation determines the number of delegates to be allocated to each constituent (plus the one delegate already calculated).
- E. Take the whole number from this calculation and assign that number of delegates to that constituent. Example: If Alaska's calculation was 1.0201, using the whole number, Alaska would be assigned 1 additional delegate.
- F. Once all whole numbers have been allocated to constituents, rank four decimal calculations in order from highest to lowest. Allocate the remaining delegates to the constituents with the highest four decimal ranking until all 100 delegates have been allocated. G. Each Constituent, therefore, receives:
 - 1) One delegate
 - 2) Plus the number of delegates resulting from whole number calculations
 - 3) Plus the number of delegates resulting from the decimal calculations

The delegates are chosen and certified by the constituents. The elected and appointed officers of the association serve as non-voting members of the house.

Delegate credentialing will be handled by the chair of your delegation who will issue ribbons, floor passes, attendance cards, voting cards and election credentials to each delegate prior to each meeting of the house. Student delegate credentialing will be handled by the district trustees. Credentialing will be validated from the delegate/alternate delegation lists submitted by the constituents and the student delegate lists submitted by the district trustees. Individuals not on the list will be credentialed only upon presentation of a current membership card and a letter certifying their delegate/alternate status from the president, secretary or executive director of their constituent or the chair of the delegation.

2. SEATING OF ALTERNATES

Substitution of an alternate on the house floor may be arranged by the delegation chair at any time using the following procedure:

- A. The chair of the delegation shall obtain from the delegate his/her floor pass and attendance card.
- B. The chair of the delegation shall note on the attendance card the name of the alternate being substituted.
- C. The chair of the delegation shall give the attendance card and the floor pass to the alternate being substituted.
- D. The alternate being substituted shall give the attendance card to the sergeant-at-arms and show the floor pass for entry into the floor of the house.
- E. Once an alternate has been seated, that delegate may only be reseated during a recess of the house.

3. CREDENTIALING FOR ELECTIONS

A voting credential card will be provided for each delegate. The card will be signed by the delegate or the alternate, and presented along with the floor pass, to be checked against the list of eligible voters.

4. HOUSE PROCEDURES

The floor pass must be signed and worn at all times by the delegate (or the substituted alternate) when on the floor of the house. Alternates not seated on the floor of the house may observe the proceedings of the House of Delegates from a special seating area reserved for them.

5. AGENDA

- A. To be listed in the House of Delegates manual which is circulated to the delegates 30 days prior to the annual session).
- B. To contain under the proper order of business all proposed amendments to the bylaws, resolutions, reports of officers, staff, committees, councils and any business pertinent to the duties of the house.

6. RULES OF CONDUCT FOR THE HOUSE

A. General

- 1) While in session, the House of Delegates will be cordoned off from the general membership.
- 2) Tobacco use and the consumption of alcohol are prohibited in the house and gallery.
- 3) Personal communications devices must be silenced during all meetings of the house and persons must leave the house floor to respond to a call.
- 4) The sessions of the House of Delegates are the professional business meetings of the Association and members of the House of Delegates shall attend/participate in all sessions of the House in business/business casual attire. Members of the House of Delegates shall maintain professionalism and respectful behavior at all times.
- 5) An official timekeeper shall be appointed by the speaker of the house to ensure recess for lunch, dinner, and 15 minute recesses every two hours.
- 6) "Session" means the whole time of doing business; "meeting" means each day's portion.
- 7) Gifts to officers and members are to be presented after the house has adjourned.
- 8) Any conflict of interest shall be stated before speaking in debate on an issue.
- 9) Unauthorized promotional materials shall not be distributed during any business meetings or sessions of the House of Delegates.

B. Control of the Floor

1) Sergeant-at-Arms

- a) Appointed by the president.
- b) Must have previously served as an ADHA delegate/alternate, and may not be a candidate for elected position, delegate or alternate.
- c) May have assistants/pages who are not candidates for elected positions or delegates.
- d) Duties:
 - i. Safeguard the Standing Rules of the House of Delegates.
 - ii. Be present one hour prior to the first meeting of the house and 30 minutes before each successive meeting, to check pages and allow delegates to be seated on time.
 - iii. Enforce the rules of seating.
 - iv. Direct the work of the pages and assistants.
 - v. Meet with the speaker of the house, executive director and pages.
 - vi. Enforce the guidelines for election campaigns.
 - vii. In the event the Immediate Past President is not available to chair the Candidates' Forum, the Sergeant-at-Arms will preside.

2) Pages

- a) Appointed by the President prior to the Annual Session. An adequate number of pages will be appointed to facilitate the business of the House.
- b) Wear special distinctive badges for identification. Badges are to be provided by central office.
- c) Duties:
 - i. Be present one hour prior to the first meeting of the house and 30 minutes before each successive meeting.
 - ii. Meet with the Sergeant-at-Arms for a short debriefing session after each house meeting.
 - iii. Deliver written motions to the speaker of the house.
 - iv. Relay messages from one part of the house to another.

- v. Deliver messages to delegates and officers.
- vi. Distribute printed material which has been provided for the clarification of a subject brought before the house.
- vii. Assist the sergeant-at-arms in any other way as needed.

3) Parliamentary Procedure Governing House Session

- a) The rules contained in the current edition of *ROBERT'S RULES of ORDER, NEWLY REVISED*, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the association may adopt.
- b) The basic chart of motions (as revised) will be included in the delegates' manual and should be at hand for reference during the meeting.
- c) Procedure for considering resolutions: Only one substitute motion may be pending at one time to any main motion. This will be the primary amendment. The substitute may have only one minor amendment applied to it at one time. This will be the secondary amendment. Each of these motions will be considered and voted on separately and in reverse order to their proposal.
- d) Other Procedures to Observe
 - i. When a resolution is presented which amends existing association policy, the entire policy statement shall be open to amendment. However, when a resolution is presented, it is **NOT** necessary to make editorial changes unless the intent of the resolution is changed. The board of trustees may make required editorial changes.
 - ii. Speakers will be limited to three (3) minutes each, but no limit will be placed on the number of times one individual may speak to a question. No person may speak more than once until all others have had the opportunity to speak at least once. The house may vote at any time to limit debate.
 - iii. The privilege of debate on the floor of the House of Delegates is limited to the elected and appointed officers of ADHA and members of the House of

Delegates. Individuals who are not delegates may speak if requested to do so by the house. Only delegates may make or second a motion.

- iv. New business may be introduced into the third house only by unanimous consent of the house. Action on any new business requires a unanimous vote for adoption.
- v. Ballots are to be prepared in advance and be available for any vote requiring unanimous consent, or upon request for a ballot vote from the delegates.
- vi. The current lists of officially seated delegates/alternates will be prepared in advance and be available for a call vote that may be requested by the House of Delegates.
- vii. Each delegate will be furnished in his/her credentials with one voting card to be used for all decisions other than ballot or roll call votes.

7. PREPARATIONS FOR HOUSE ACTIONS

Receipt of resolutions, bylaws amendments, code of ethics amendments, and reports in central office will be confirmed in writing to the makers within 10 days and shall be considered as executive session material until reviewed and action is taken by the Committee on Policy & Bylaws. The ADHA staff may be relied upon as content experts.

- A. Resolutions must be received by 5:00 p.m. CDT on the last Friday of March before the first meeting of the House of Delegates. Resolutions will then be reviewed by the Committee on Policy & Bylaws.
 - i. Resolutions may be submitted for consideration at the First and Second House of Delegates with the approval of 2/3 of the delegates seated and require a simple majority of the delegates seated to be adopted.
 - ii. The maker of the resolution presented from the floor of the House of Delegates must provide a sufficient number of copies of the resolution for delegates, alternates, officers and the speaker at the maker's expense.

- iii. Resolutions may be submitted by a district, constituent, component, council/committee, officer, or Board of Trustees of the association.
 - iv. In a resolution or justification, any agency referred to should be spelled out in full, not identified by initials only. Justifications shall be no more than 250 words and shall be printed in the delegates' manual as approved by the maker.
 - v. Any proposed resolution which is ruled out of order by the speaker of the house shall be subject to appeal. In all cases this appeal will be debatable by the House of Delegates.
- B. Proposed bylaws amendments and code of ethics amendments must be received by 5:00 p.m. CDT on the last Friday of March before the first meeting of the House of Delegates. Amendments will then be reviewed by the Committee on Policy & Bylaws.
- i. Proposed bylaws and code of ethics amendments may be submitted to any meeting of the House of Delegates during the annual session and requires the vote of 2/3 of the entire House of Delegates to be adopted. (Bylaws Article XVI Section 2b)
 - ii. Makers of amendments from the floor of the House of Delegates must provide a sufficient number of copies of the amendment for delegates, alternates, officers and the speaker at the maker's expense.
 - iii. Amendments may be submitted by a district, constituent, component, council/committee, officer, Board of Trustees or any voting member of the association.
 - iv. In an amendment or justification, any agency referred to should be spelled out in full, not identified by initials only. Justifications shall be no more than 250 words and shall be printed in the delegates' manual as approved by the maker.
 - v. Any proposed bylaws amendment not in conflict with the Illinois Not For Profit Act and/or The Articles of Incorporation or Code of Ethics amendment that has been submitted according to the standing rules may not be ruled out of order by the speaker of the house.

- C. All reports, PRs and PBYS to the house of delegates are to be distributed to each delegate, alternate and elected and appointed officers not less than 30 days prior to the first meeting of the house of delegates.
 - i. Supplemental reports may be distributed until the first meeting of the House of Delegates and should be color-coded to indicate their supplemental nature.

8. GUIDELINES FOR NOMINATION AND ELECTION

A. Objectives

- i. Provide a method fair to all candidates.
- ii. Provide useful information to delegates.

B. Candidates

- i. All positions shall be elected by the House of Delegates, refer to appropriate bylaws for qualifications.
 - a. Refer to Bylaws, Article VIII, Section 2.A.1 on voting members of this Association.
 - b. Refer to Bylaws, Article VIII, Section 11, for clarification of the rights of voting members.
- ii. Candidates must give strict observance to the Standing Rules of the House of Delegates as they pertain to campaigning.
- iii. No candidate for ADHA elective office other than district trustee including those nominated from the floor may chair or be a member of a reference committee, or serve as a teller.
- iv. All candidates must submit an ADHA Candidate for Elected Office bio-data form to the Nominating Committee prior to February 1.

v. Only electronic submissions will be accepted.

C. Nominations

- i. A call for Bio Data Forms to be submitted to the Nominating Committee for elected ADHA positions shall be made in ADHA publications immediately following the previous ADHA Annual Session House of Delegates.
- ii. Any qualified ADHA member may declare their candidacy for an elected position to the Nominating Committee by February 1.
- iii. A completed ADHA Candidate for Elected Office bio-data-form with the elected office sought must be submitted to the Nominating Committee by February 1 prior to annual session to be considered for nomination.
- iv. The Chair of the Nominating Committee will read the slate of candidates at the first meeting of the House of Delegates.
- v. Individuals who submit to the Nominating Committee after February 1 prior to the annual session must be nominated from the floor of the first meeting of the House of Delegates. As outlined in Section E, these applicants will not be considered by the Nominating Committee. No other nominations may be made after the close of the first meeting of the House of Delegates.

D. Privileges of Slated Candidates

- i. These candidates will be added to the list of persons receiving delegate information and manuals.
- ii. These candidates shall provide professional summaries and platform statements (which includes optional photograph) for each elective office. These documents must be received by central office by the last Friday in March prior to the annual session to be printed in the *Candidates' Corner* publication.
- iii. ADHA Central Office will forward the copy of the professional summary and platform statement to the chair of the Council on Policy & Bylaws for review.

E. Responsibilities of Candidates Nominated from the Floor

- iv. If a candidate is nominated at the first house, that person's ADHA Bio-Data Form for Candidates for Elected Office must be submitted to the Sergeant-at-Arms prior to the Candidates' Forum.
- v. A candidate must prepare, and submit on a flash drive to the Sergeant-at-Arms, a professional summary limited to 200 words, and a platform statement limited to 400 words. Only professional summaries and platform statements on a flash drive submitted to the Sergeant-at-Arms will be accepted. These items are produced at the candidate's expense and shall include 170 printed copies of each for delegates, trustees and officers. The word count will be verified by the Sergeant-at-Arms. These items will be available at the conclusion of the first house meeting.
- vi. A delegate nominating a candidate from the floor is allowed one nominating speech, not to exceed two minutes in length.

F. Candidate Campaign Guidelines

- i. Questions regarding campaign guidelines will be addressed by the Council on Policy & Bylaws prior to the first meeting of the House of Delegates. After the opening of the first House of Delegates, the sergeant-at-arms will address any questions concerning the campaign guidelines.
- ii. Candidates' professional summaries and platform statements (which include an optional photo) will be published in the *Candidates' Corner* publication. This publication will contain a professional summary limited to 200 words and a platform statement (which includes an optional photo) limited to 400 words. Electronic word counters are permissible.
- iii. Prior to publication, candidates will review and approve their copy-ready professional summary and platform statement. The *Candidates' Corner* publication will be posted on the House of

Delegates page of the Members-Only website 60 days prior to the annual session.

- iv. One campaign poster not to exceed 24" X 36" may be used.
 - a. Candidates will be responsible for the easel that will be provided to them by ADHA.
 - b. Posters may be displayed following nomination in the First House of Delegates:
 - Entrance to the house
 - Candidates' forum
 - Reference committee
 - General registration area
 - Any ADHA forums
- v. No material other than the *Candidates' Corner* publication and poster will be allowed prior to or during annual session.
- vi. No campaign material will be distributed on the floor of the house.
- vii. No individual candidate campaign receptions, parties or gifts will be allowed.
- viii. Candidates may distribute only their own professional summary and platform statement as presented in the *Candidates' Corner* publication via mail, phone, fax or another electronic means within 60 days prior to annual session.
- ix. After the release of the *Candidates' Corner* publication, candidates may contact district trustees to schedule visits to district meetings at annual session and must speak on their own behalf.
- x. Candidates may verbally campaign.
- xi. Candidates for office are not precluded from participating in annual session activities unless otherwise prohibited by the standing rules or bylaws.

9. BALLOTING

A. Refer to Bylaws, Article VI, Section 10 for the proper procedures for election of candidates for ADHA office.

B. Tellers

- i. At the first meeting of the house, the speaker will appoint five delegates to serve as tellers, none of which are candidates for elective office, one to be designated chair.

C. Voting Procedure

- i. The speaker of the house, chair of the tellers and parliamentarian will check the ballots for accuracy.
- ii. Voting will be by ballot. Balloting stations will be designated by the chair of the tellers and the secretary of the house.
- iii. Each delegate will present his/her floor pass and voting credential which will be checked against the tellers' list of eligible voters.
- iv. The tellers will monitor the distribution of ballots.
- v. A secure receptacle will be provided for holding the ballots until such time as they are tallied. Ballots shall be tallied immediately upon the close of the polls.
- vi. Two of the tellers shall remain with the ballots at all times until the ballots are tallied and the results are posted.

D. Election Results

- i. The chair of the tellers committee shall prepare a complete written report consisting of the total number of votes cast for each office, number necessary for election, number received by each candidate and number of illegal votes.

- ii. The speaker of the house and the chair of the tellers committee shall review the report for accuracy.
- iii. The chair of the teller's committee shall read the following information for each position to the House of Delegates when announcing the results of the election: (1) number of votes cast, (2) number of votes necessary for election, (3) number of illegal votes, and (4) number of votes received by the candidate who meets the minimum necessary for election. When no candidate receives the minimum number of votes necessary for election, the chair shall read the number of votes for each candidate.
- iv. The speaker of the house shall read the names of the candidates who have received the majority vote and declare them elected.
- v. Any delegate may move to have the teller's report read in total. Such a request will be adopted by a majority vote of the assembly.
- vi. All ballots, tally sheets and records are delivered to the secretary of the house for recording in the minutes. The teller's written report shall be entered in full in the minutes. The secretary will be directed to destroy the file one week after the annual session.

10. DISPOSITION OF HOUSE ACTIONS

- A. The minutes of the House of Delegates will be approved by the Board of Trustees at its fall board meeting.
- B. All actions of the House of Delegates will be tracked and a summary of all activity made available for review. Actions of the HOD include:
 - i. Proposed resolutions
 - ii. Proposed bylaws amendments
 - iii. Referrals and recommendation from the HOD.
 - iv. Recommendations and referrals from HOD Reference Committees.

C. This summary will appear as an addendum to the HOD minutes and will include the following tracking information, as appropriate:

- i. Action
- ii. Disposition
- iii. Policy reference
- iv. Key word
- v. Current status