

# Virtual Meeting

## Standing Rules of the HOUSE of DELEGATES

The following rules of procedure are established to facilitate the House of Delegates in carrying out its rights and duties. These rules will stand from one Virtual Annual Meeting of the House to the next – at which time they may be amended by the House as placed on the agenda. All rules are not to be in conflict with the Bylaws governing this body. It is intended that these rules will also help to inform all MDHA members how the House functions during its Annual Meeting and assist members in preparing during the year for each Annual Meeting of the House.

### I. PROTOCOL

- A. Speaker of the House
  - 1. Presides and directs all proceedings of the House.
  - 2. Recognizes individuals who wish to address the House. All comments are to be addressed to the Speaker as the representative of the House.
  - 3. Appoints timekeeper to notify if recess time is required.
  - 4. In absence of the secretary, the Speaker of House will appoint a Secretary of the House Pro-tem.
  
- B. Secretary of the House of Delegates
  - 1. Association Administrator serves as Secretary.
  - 2. Supervises credentialing system
  - 3. Serves as recording officer and provides minutes of the meeting.
  
- C. House Members – Each component must file with the Secretary of the House-the names and addresses of elected Delegates and Alternate Delegates and Trustees that will be seated on the House Floor 45 days prior to the Annual Meeting of the House
  - 1. Delegates may speak to all issues and vote on all issues when on the floor of the House.
  - 2. MDHA Officers may speak to all issues, but may not vote on any issue
  - 3. MDHA Trustees may speak to all issues but may not vote on any issue.
  - 4. Student Delegates may speak to all issues but may not vote on any issue.
  
- D. Parliamentarian
  - Assists Speaker to keep proceedings within parliamentary rule

- E. Council Chairmen and Consultants may be called to the House floor by the House to provide information either by no objection or majority vote of the House.
  
- F. Addressing the Assembly
  - 1. Raising your hand (via Zoom)
  - 2. Recognized by the Speaker
  - 3. Address Speaker
    - a. Name and Component name
    - b. Comment or statement you wish to make
  - 4. Procedure
    - a. Limit 3 minutes each speaker
    - b. A person can only speak once until all others have had an opportunity to speak
    - c. House may vote to limit debate at any time
  
- G. Voting
  - 1. Delegates on the Floor Saturday will be verified by the Sergeant at Arms to vote
  - 2. "Division" may be called out by a delegate if an exact count is desired to clarify a vote.
  
- H. Challenge of procedure – if you are in question of the order of business at hand or that correct parliamentary procedure is being applied:
  - 1. Raise your hand and state "point of information", your name and your component name.
  - 2. State your point/concern in question form to the Speaker after being recognized.
  
- I. Recess
  - 1. 15 minutes every two (2) hours.
  
- J. Motions
  - 1. Presented by "Addressing the Assembly" procedure.
  - 2. Only Delegates can make motions.
  
- K. Absence from House Session
  - 1. Alternate Delegates may be seated in the House upon compliance with Registration and Credential Procedure (see page I-C-1 of this manual).

2. If all available Alternates are being utilized, a Delegate who has been replaced by an Alternate may replace another Alternate within a given component according to procedure.
- L. Leaving the House Floor
1. A Delegate who leaves for recess or when they leave a meeting that is not recessed will need to notify the Sergeant-at-Arms, via a private message via Zoom.
  2. An Alternate Delegate who leaves for recess or when they leave a meeting that is not recessed will need to notify the Sergeant-at-Arms, via a private message via Zoom.
- M. Cell phones – must be turned off or set to vibrate only. Anyone receiving or making a call must leave the meeting room.
- N. Audio or video recording during this meeting may only occur with prior approval of the House of Delegates.

## **II. SUPPORT PERSONNEL**

- A. Sergeant-at-Arms
1. Appointed by President.
  2. Not a Delegate or Alternate Delegate.
  3. May have assistants who are not Delegates or Alternate Delegate.
  4. Duties:
    - a. Assist in implementing the Rules of the House (i.e., seating, no cell phones, campaign materials, etc.)
    - b. Meet with the Secretary of the House prior to Opening Session to review duties and procedures.
    - c. Arrive 15 minutes before each meeting to verify Delegates are seated in time.
    - d. Enforce the rules of seating.
    - e. Prepare voter eligibility list to be used by teller committee with assistance of the Secretary of the House (Note: Delegates eligible to vote in the election are those delegates seated at the first session of the House.)
- B. Minutes Review Committee
1. Appointed by Speaker of the House.
  2. Composition: chairman and two members. Speaker of the HOD and Parliamentarian serve as advisory members.

3. Qualification: Trustee, Alternate Delegate or member in good standing who has previously served as an MDHA or ADHA delegate.
  4. Duties:
    - a. Take precise notes during the house session.
    - b. Meet immediately after the second session with all subcommittee members, the Parliamentarian and Secretary of the House share email addresses and telephone numbers.
    - c. Review initial draft minutes prepared by Secretary of the House and submit corrections to the Secretary by the deadlines established by the Secretary of the House.
    - d. Review corrected minutes until final draft is compiled (within 60 days of adjournment of the House).
- C. Timekeeper
1. Appointed by Speaker of House
  2. Qualification MDHA officer
  3. Duties:
    - a. Inform Speaker of House of recess (see Protocol K)
    - b. Inform Speaker of House of 3-minute time limit per speaker (See Protocol F. 4 Procedure)

### **III. AGENDA**

- A. Finalized by Speaker and Secretary of the House.
- B. Published in Delegates' Manual with supportive materials.
  1. Secretary of the House distributes to delegates within ten (10) business days following the final BOT meeting prior to the Annual Meeting date.
  2. All materials not submitted in time will be distributed at Delegates' registration at the meeting.
  3. Supportive materials arranged in manual according to agenda.

### **IV. ROLL CALL**

- A. Quorum
  1. 2/3 of the total number of delegates required to conduct business.
  2. Sergeant-at-Arms maintains the count of voting members on House Floor and informs Speaker.
  3. Speaker will announce number present and quorum at the beginning of each session.

4. Speaker will announce any significant changes in quorum resulting during a session.

B. Vote – Resolution of Action

1. Proposed Resolutions requires majority of those Delegates present and voting.
2. Proposed Bylaws requires 2/3 of those Delegates present and voting.
3. New Business, not listed, requires unanimous consent to be introduced at the first or last session.

**V. PARLIAMENTARY ORDER**

- A. The current edition of Robert’s Rules of Order will be the parliamentary authority for the House deliberations.

- B. Parliamentary Guide will be provided at or before the House of Delegates meeting to assist assembly with basic motion procedures.

C. Motion Procedure

1. One motion will be considered at a time.
2. Must be presented verbally to the Speaker & emailed to Secretary in writing.
3. A primary and secondary amendment will be accepted.
4. Amendments and motion will be considered and voted on separately and in reverse order to their proposal:
  - a. Secondary amendment
  - b. Primary amendment
  - c. Original/amended main motion

D. Resolution Procedure

1. The Reference Committee will present each Resolution/Bylaw.
2. The Reference Committee may present a substitute or amended resolution which then becomes the main motion and is handled as above (Section V – C3 and C4)

- E. Voting – division in question – See I. Protocol G. Page II-B-2

- F. Challenge of Procedure – See I. Protocol H. Page II-B-2

## **VI. REPORTS**

Reading these reports assists in understanding submitted resolutions.

- A. General
  - 1. Submitted by Officers, Councils, Board of Trustees and Consultants.
  - 2. Content – member names, trustee representative name, chair name, projections for year, completed activities, recommendations, and resolutions.
  - 3. Published under direction of Association Administrator.
- B. Sent to Trustees of the House within ten (10) business days following the final BOT meeting prior to opening of Annual Meeting.
- C. Supplemental Reports – Those reports not available to distribute by central office 20 days prior to the annual meeting shall become the responsibility of the author to distribute to the delegates at least 3 days prior to the opening of the House of Delegates. This may be done in any of these forms: 1) printed and mailed; or 2) sent electronically to the delegates via e-mail; or 3) mailed to the delegates on computer disk. Copy presented to Secretary of the House for recording.
- D. Board of Trustees Report includes the Board's recommended action for each resolution being considered by the House.

## **VII. RESOLUTIONS and BYLAWS**

- A. Source
  - 1. Council Chair, officers etc, usually in their Annual Reports.
  - 2. Component members, officers, committee chair, etc., in writing to President and Secretary of the House not less than 20 days prior to the Annual Meeting of the House with delegates being notified not less than ten (10) days prior to the House of Delegates.
- B. Format – the following is recommended to assist House in understanding content.
  - 1. Provide background information regarding subject.
  - 2. Do not use abbreviations.
  - 3. State justification for any action.
  - 4. Include contact persons names.

## **VIII. ELECTION PROCEDURES**

- A. Nominations

1. The Chair of the Nomination Task Force will read the official slate of candidates at the first session of the House.
  2. Additional nominations from the House Floor are accepted.
  3. Nominations closed.
  4. One nominating speech is called for by the Speaker for each candidate, not to exceed two minutes in length.
  5. Positions may include:
    - A. MDHA Delegates to ADHA
    - B. MDHA Officers
    - C. Speaker of the House of Delegates
    - D. Treasurer
    - E. Component Trustee Pro-Tem
- B. Campaign Material
1. The Nominating Committee shall have Bio Data forms on all candidates submitted to the Nominations Committee Chair to be included in the Delegates Manual.
  2. Literature and/or brochures are not to exceed standard 8" x 11" printed material.
  3. The official MDHA emblem or letterhead may not be used
  4. Campaign mailings prior to HOD are permissible at the expense of the candidate. Campaign material may be sent via email or other electronic means to members of the HOD who have provided their email address to MDHA for such use.
- C. Candidates' Forum – held after first session of House
1. Immediate Past President presides.
  2. Candidates will have time allotted for speeches on issues pertinent to MDHA. They may express their philosophies at this time.
  3. All candidates speak before questions are asked from the floor.
  4. All MDHA members may attend the Forum and question the candidates.
  5. Candidates for office are questioned one at a time.
  6. Candidates may speak to any question, whether or not it is directed to them.
  7. Each member may ask only one question at a 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.

8. The presiding officer may curtail the question time for each office in order to allow time for all.
9. Any time remaining after all offices have been considered may then be used for general questioning.
10. All delegates, alternate delegates and student delegates are strongly urged to attend the candidates' forum.

D. Voting

1. Delegates must present themselves at the election polls.
2. One ballot per name will be allowed.
3. Mark ballot and return Via Google Form.

E. Tellers

1. The Speaker President Elect, Parliamentarian, Secretary of the House, and one delegate/alternate delegate will serve as tellers. The delegate/alternate delegate will be designated chair.
2. Procedures for Tellers:
  - a) Monitor the results via Google Forms
  - b) Do not adjourn until tally verified by Speaker.
3. Tally criteria will be conducted by Google Forms. Election results will be emailed to Trustees right after they are verified by the Speaker. Votes casted and winners will be announced during the second session of the House.
4. Meet with the Speaker and Parliamentarian 15 minutes prior to polls opening.

F. Election Results

1. During the Second Session of the House meeting the Chair of the Tellers reads the results: candidate name and number of votes.
2. Speaker reads names of candidates who have received the majority vote and declares them elected.

**IX. REFERENCE COMMITTEES** – Conduct Hearing Proceedings to allow all members an opportunity to address the resolutions, recommendations of issues and concerns of the Association.

A. Composition

1. There shall be at least two (2) members and one (1) chair who shall be appointed by the MDHA President in consultation with the Speaker of the House.



- a. The Reference Committee shall not have more than one member from the same component.
  - b. Certified delegate or alternate delegate for MDHA
  - c. Majority of personnel shall have served as a delegate or alternate delegate for MDHA/ADHA.
  - d. One member will be timekeeper.
  - e. Recommended to have these positions filled 10 days prior to Annual Meeting.
2. Chair appointed by MDHA President (in consultation with the Speaker).
    - a. Certified delegate or alternate delegate for MDHA.
    - b. Shall have served on a Reference Committee or as an MDHA/ADHA Delegate
- B. Assignments
1. Reports, Resolutions, Bylaws, and Recommendations will be assigned by Speaker of House.
  2. Hearings may be held serially.
  3. Officers, Council Chair and Staff are to be available for consultation upon request.
  4. Delegates, Alternate Delegates, Trustees and Student Delegates/Alternates are to attend Hearing proceedings to become informed on the issues that concern the membership.
- C. Duties
1. Consider all Reports, Resolutions, Bylaws, and Recommendations referred to them.
  2. Conduct open Hearing proceeding – Chair presides.
  3. Report recommendations to the House.
  4. All members of the Reference Committee must be available until the entire report is prepared for reproduction.
  5. The final report must be typed.
- D. Hearing Proceedings – Parliamentary procedure shall rule.  
 Conducted to provide general membership opportunity to discuss Resolutions as a whole body and with delegates before considered by House
1. Open to all MDHA members.
  2. Chair of Reference Committee presides.
  3. Chair announces schedule of business open for consideration.

4. Testimony presented – any MDHA member may submit testimony.
  - a. Must be written form provided in delegates' manual, and on MDHAtoday.org website.
  - b. Submit to designated committee chair and Speaker of House via email 1 (one) week prior to HOD.
  - c. Testimony may include facts, opinions, concerns, and questions.
  - d. Testimony turned in at the time of the Reference Committee meeting will be received by the Chair and, if time permits, heard during the proceedings, or considered during Executive Session.
5. Chair calls speakers by testimony received.
  - a. Pro and Con testimony received alternately.
  - b. Speakers give name and component then read testimony from form.
  - c. Speakers testify once on any given issue until all persons who wish to speak to that subject have spoken or unless Reference Committee decides that further comment is necessary.
  - d. Limit 3 minutes each speaker, unless 2/3 of attendees agree to allow the speaker to continue talking.
6. Committee may allow a question and answer period, if time permits, and if in the judgment of the Committee, additional information gathering is necessary for its final determination.
7. Testimony on recommendations may be received, and, if time permits, heard during the proceedings.

- E. Executive Session – Parliamentary procedure shall rule
1. Immediately after Hearing proceedings, Committee goes into Executive Session.
    - a. Chair conducts.
    - b. Prepares report using forms provided by Central Office
    - 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 Speaker of the House and the Parliamentarian will be available to answer any question the Committee may have.
    - e. The Committee may call on any person they desire (with discretion) to answer a question they may have.

- f. If voting for elections is in progress during the Executive Session, those members of the Committee who are eligible to vote may be excused to do so and then return with no business being transacted in their absence.
  - g. No Alcohol will be allowed during the session.
2. Report will recommend adoption, rejection, postpone indefinitely or refer for each resolution reviewed by the Committee. Supporting statements will accompany the report. Incorporation laws, Bylaws and Policy and Procedure Manual of the Association will be supporting documents.
  3. Report should reflect the majority opinion of the Hearing and/or the needs of the Association. Incorporation laws, Bylaws and Policy and Procedure Manual of the Association are supporting documents.
  4. Majority of committee must be in agreement.
  5. Committee members sign report.
  6. Minority opinion signatures are permitted if a minority report, with justification, is filed with the Committee's report, when the Committee is unable to reach full consensus.
  7. Several similar resolutions may be considered together, and one resolution formed embodying the intent of several resolutions.
    - a. Consent of the maker of each resolution should be secured.
    - b. Maker of the original resolution has the right to place the original resolution on the floor for adoption by amendment or substitution if there are objections to the form as presented by the Reference Committee.
  8. No changes can be made without the permission of the Chair, who should be available for consultation.
  9. The Speaker of the House, Parliamentarian and Secretary will review the Reference Committee report upon completion, and before the end of Executive Session, to ensure the report is prepared in the proper form.
  10. Reports will be made available to House members as soon as possible. One member from each delegation shall be provided with copies of reports for their delegation.

- F. Report to House
1. Chair or designated committee member will present report upon Speaker's request.
  2. Chair will state the committee's recommendation as adoption, rejection, postponement, or referral, for one resolution at a time.
  3. House acts on each item as it is presented.
  4. Chair may vote when presenting report if a seated delegate.
  5. The committee may present a substitute reference that then 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. (See also IX Reference Committees, E.7, above)

**X. BUDGET/FUNDING**

- A. Annual budget
1. Assigned to the Finance Council for review of income vs. expenses
  2. Proposed budget submitted by Finance Council to the Board of Trustees recommending approval at Pre-HOD meeting
  3. Final budget adopted by Board of Trustees at Pre-HOD meeting
    - a. Testimony accepted for Reference Committee hearings at House
    - b. Testimony received will be referred to the Finance Council for consideration
- B. Appropriation of Funds
1. Any recommendation or resolution considered by House proposing an appropriation of funds other than Annual Budget, shall be referred (without debate) to Treasurer for report on availability of funds.

**XI. NEW BUSINESS**

Must be placed on the Agenda during the first session of House when Agenda is discussed.

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