

House of Delegates Procedures & Standing Rules

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Table of Contents

PREAMBLE	4
GENERAL GUIDELINES FOR DELEGATES	5
Guidelines for Annual Conference	5
Before the Conference	5
During the Session.....	6
Guidelines for the Year-Round Role of the Delegate	6
Policy and Bylaws Amendments.....	6
ELECTRONIC RULES FOR VIRTUAL HOUSE OF DELEGATES	7
GENERAL RULES OF CONDUCT FOR REFERENCE COMMITTEES	7
Rules of Conduct for Reference Committee Hearings	9
Preparation of Reports to the House of Delegates	10
Presentation of Reference Committee Reports to the House of Delegates	10
Specific Procedures for Reference Committees	11
Composition	11
Duties.....	11
Procedures.....	11
Reports	12
STANDING RULES OF THE HOUSE OF DELEGATES	15
Credentialing of Delegates/Alternates	15
Annual Allocation of Delegates	15
Seating of Alternates	16
Credentialing for Elections	17
House Procedures	17
Agenda	17
Rules of Conduct for the House	17
General	17
Control of the Floor	18
Parliamentary Procedure Governing House Session	19
Preparations for House Actions	20
Resolutions	20
Proposed Bylaws Amendments and Code of Ethics Amendments	21
Reports	21
Guidelines for Nomination and Election	21

Objectives 21
Candidates 22
Nominations 22
Self-Nomination..... **Error! Bookmark not defined.**
Privileges of Slated Candidates..... 23
Responsibilities of Candidates Nominated from the Floor 23
Candidate Campaign Guidelines..... 24
Balloting..... 25

PREAMBLE

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 Committee 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 members to serve on committees established by the House of Delegates.
- g) 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.

GENERAL GUIDELINES FOR DELEGATES

Guidelines for Annual Conference

Before the Conference

A. Become familiar with the following reference materials:

1. File of materials from previous delegate
2. Minutes of past House of Delegates Meetings
3. ADHA Bylaws and Code of Ethics
4. ADHA Policy Manual
5. Current edition of *ROBERT'S RULES of ORDER, NEWLY REVISED*

B. Suggested order of study:

1. Organization and Operation of the House of Delegates
2. Procedures and Standing Rules of the House of Delegates
3. Registration and credentialing procedures for Delegates
4. Nominations and Elections and Candidates Corner
5. Rules of conduct for Reference Committees
6. Policy manual
7. Summary of proposed resolutions and proposed bylaws amendments
8. Council and committee reports
9. Reports of officers, councils, and committees.
10. ADHA Annual Report
11. Remaining material.

C. Further suggestions:

1. 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.
2. Download new material as it is posted on the HOD website.
3. Keep notes in your manual. Arrange all materials for easy reference.
4. Discuss proposed resolutions and proposed bylaws amendments with those submitting them if possible.
5. Hold constituent caucus to review material, inform membership and constituents on pertinent issues.
6. Determine issues and concerns requiring action.
7. Help write resolutions and bylaws amendments following the format for submitting proposed resolutions and proposed bylaws amendments.
8. 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.

GENERAL GUIDELINES FOR DELEGATES

During the Session

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

Guidelines for the Year-Round Role of the Delegate

- Be well-informed about ADHA and constituent policies and activities and be attentive to members' attitudes, concerns, and questions.
- Communicate information regarding issues to ADHA, constituent members, and other delegates.
- Maintain a file of relevant information for use by current and succeeding delegates.
- Consider whether policy or bylaws amendments are necessary.

Policy and Bylaws Amendments

- A. Refer to the following for assistance when making a preliminary draft of the resolution or bylaws amendment:
 1. District Trustee
 2. ADHA policy manual, bylaws and code of ethics
 3. Previous year's delegates' manual
 4. Constituent material
 5. Central office material
 6. File for correspondence
- B. Put the resolution or proposed bylaws amendments in its final form:
 1. Clearly state the intent. The only subject for debate should be whether or not this will be proper policy for ADHA.
 2. Complete a justification to explain the intent
 3. Anticipate objections and/or questions regarding the solution and answer them in justification

ELECTRONIC RULES FOR VIRTUAL HOUSE OF DELEGATES

1. USERNAMES.

- 1.1. VERIFICATION OF IDENTITY. The Sergeant-at-Arms, and individuals working under the direction of the Sergeant-at-Arms, shall verify that each delegate username matches an entry on the list of delegates.
- 1.2. CATEGORIZATION OF PARTICIPANTS. Voting delegates shall be placed in a voting-delegates section (or otherwise identified as voting delegates). This categorization shall represent the current roll of voting members for the House of Delegates. Non-voting delegates shall be placed in a non-voting section (or otherwise identified as non-voting delegates). Guests shall be placed in a guest section (or otherwise identified as guests).
- 1.3. ALTERNATE SUBSTITUTING FOR DELEGATE. For an alternate to substitute for a delegate, the chair of the delegation shall email and submit to the Sergeant-at-Arms at sergeant@adha.net and cc: the delegate and alternate. The email shall include the District, State, name of Delegates being replaced, and the name of the Alternate replacing the Delegate. Upon receiving this email, the Sergeant-at-Arms, or an individual acting under the direction of the Sergeant-at-Arms, shall amend the list of delegates accordingly and shall ensure that the newly established delegate is categorized as such in the meeting. The Sergeant-at-Arms shall reply to the e-mail to acknowledge the substitution. The Sergeant-at-Arms shall notify the House of Delegates of such changes during the meeting.

2. MICROPHONES. Participants shall have their microphones disabled except when speaking. The chair, or an individual acting under the direction of the chair, shall enable the microphone of any individual who has the floor.

3. GROUP SETTING. Individuals participating in the virtual meeting in a group setting (more than 1 device in 1 room) must disable all sound, speakers and microphones on all other devices prior to speaking to reduce feedback and background noise.

4. INDIVIDUAL EQUIPMENT. Individuals participating in the virtual meeting shall be responsible for the functionality of their own personal equipment (e.g., computer, tablet, phone, speakers, microphone, camera, Internet connection, etc.).

4.1. If a participant's equipment causes a hindrance to the meeting (e.g., audio feedback, glitchy images, excessive background noise, etc.), the chair, or an individual acting under the direction of the chair, shall disable or disconnect the distracting component.

4.2. A member's inability to participate in the meeting, if caused by the member's equipment or connection (even an inability to attend or to vote), shall not invalidate the meeting or any of its proceedings.

- 4.3. Any questions or issues with technical difficulties shall be e-mailed to webinars@adha.net

ELECTRONIC RULES FOR VIRTUAL HOUSE OF DELEGATES

5. **SEEKING THE FLOOR.** To seek the floor, a participant shall click the RAISE HAND button (or similar feature as directed by the chair).
6. **VOTING.** During a virtual House of Delegates, the voting (including the election of officers) shall be held electronically by a method selected in advance by the Speaker of the House. If technical issues hinder the performance of the electronic voting, a different electronic method may be used.
- 6.1. **TABULATION.** In an electronic vote, since the votes are not tabulated by hand, tellers are not appointed. When possible, the tally of the votes shall be displayed to the meeting participants. If such display is not possible, the tally shall be read by the chair or another individual under the direction of the chair.
7. **CANDIDATES FORUM.**
- 7.1. **ELECTRONIC FORUM.** Candidates Forum may be held electronically. Any electronic Candidates Forum shall simulate, as closely as practicable, an in-person Candidates Forum, and the rules applicable to an in-person Candidates Forum shall apply to an electronic Candidates Forum as closely as practicable.
8. **ASSISTANTS AND TECHNICIANS.** Before and during the virtual House of Delegates, the Speaker of the House shall appoint assistants and technicians as needed to facilitate the operation of the virtual house.
9. **REFERENCE COMMITTEE HEARINGS.** Reference Committee Meetings and Hearings may be held electronically. Any electronic hearing shall simulate, as closely as practicable, an in-person hearing, and the rules applicable to an in-person Reference Committee Hearing shall apply to an electronic Reference Committee Hearing as closely as practicable.
9. **Live streaming , recording, taking screenshots or screensharing of the ADHA House of Delegates meeting, including social media, is prohibited without the expressed written consent of the Board of Trustees.**

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. Each reference committee 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 committees to consider all reports, recommendations, resolutions and bylaws amendments referred to them, as well as 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.

In a virtual House of Delegates session, the chair of the reference committee shall designate a second member of the committee who shall, in the event the chair is unable to do so, preside at committee meetings and present the committee's report to the HOD.

Rules of Conduct for Reference Committee Hearings

- Reference committee hearings are open to all attendees. 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. Members shall designate their testimony 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. For a virtual House of Delegates, testimony to be heard during open reference committee hearings shall be submitted by the Wednesday prior to the opening of the House of Delegates meeting.
- 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.

GENERAL RULES OF CONDUCT FOR REFERENCE COMMITTEES

- 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. For a virtual House of Delegates, all testimony received after the Wednesday prior to the beginning of the House of Delegates and during open hearings shall be written only and shall be added to reference committee testimony previously submitted.

Preparation of Reports to the 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.

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.

GENERAL RULES OF CONDUCT FOR REFERENCE COMMITTEES

Specific Procedures for Reference Committees

Composition

- The ADHA President shall appoint five officially certified delegates or alternates, including a chairman, at least 30 days prior to the annual conference.
- There shall be a maximum of four (4) reference committees appointed to review reports and resolutions.
- The chairman of the reference committee shall have previously served on an ADHA reference committee.
- Officers, staff and chairs of the councils and committees shall be available for consultation upon request of the reference committee.
- 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.
- No candidate for an ADHA elected office other than candidates for district trustee may chair or be a member of a reference committee.

Duties

- Each reference committee member shall attend an orientation meeting, facilitated by the Speaker of the House with the assistance of the parliamentarian.
- The reference committee shall review all reports, recommendations, resolutions, and proposed bylaws amendments referred to them.
- Report to the House of Delegates on all assigned items after conducting open hearings.

Procedures

- The Committee on Policy & Bylaws will assign the reports to the committees for consideration.
- Hearings are open to all ADHA members.
- Any member of the association may submit testimony.

GENERAL RULES OF CONDUCT FOR REFERENCE COMMITTEES

- Special forms for use in submitting testimony will be available from the chair of the reference committees, trustees, ADHA web site and at the registration desk. In the case of a virtual House of Delegates, testimony forms shall be available under House of Delegates resources on the ADHA website. Testimony may also be submitted electronically to RCTestimony@adha.net by using the electronic testimony form located on the HOD webpage. Delegates should retain copies for presentation at the hearing.
- At the opening of the hearing, the chair will announce the schedule of business and the rules by which the meeting will be conducted.
- Speakers shall state their names before testifying.
- Hearings may be held serially.

Reports

- 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 may be made.
- 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.
- The committee may consider several similar resolutions together and make one resolution.
- 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.
- 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.
- The Speaker of the House will review the reference committee report upon completion to ensure proper formatting. 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.

GENERAL RULES OF CONDUCT FOR CANDIDATES FORUM

- 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.
- 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.
- Contents of the reference committee reports are considered confidential until they are distributed at district meetings.
- The Sergeant-at-Arms will preside. In the event the Sergeant-at-Arms is not available, the Speaker of the House will preside.
- A time clock will be visible to all during the candidate's forum.
- Each candidate must speak on their own behalf and will have five minutes allotted for a speech.
- All ADHA members may attend the forum and question the candidates.
- An ADHA member may direct their question to a candidate of choice. If time permits, candidates may speak to any question whether or not it is directed to them should they so choose.
- Each member may ask only one question at a time and may not ask a second question 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.

- Time for the forum will be established 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.

STANDING RULES OF THE HOUSE OF DELEGATES

- Candidates will have a one-minute timeline to respond to questions.

Credentialing of Delegates/Alternates

Annual Allocation of Delegates

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

STANDING RULES OF THE HOUSE OF DELEGATES

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

Delegate credentialing will be handled by the delegation chair 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.

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.
- F. For a virtual House of Delegates, the chair of the delegation shall fill out the substitution form and submit to the sergeant@adha.net.

STANDING RULES OF THE HOUSE OF DELEGATES

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. For a virtual House of Delegates, the voting feature shall be enabled for participants in accordance with the list of eligible voters.

House Procedures

A 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.

Agenda

To be listed in the House of Delegates manual which is circulated to the delegates 45 days prior to the annual session.

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.

Rules of Conduct for the House

General

- While in session, the House of Delegates will be cordoned off from the general membership.
- Tobacco use and the consumption of alcohol are prohibited in the house and gallery.
- Personal communication devices must be silenced during all meetings of the house and persons must leave the house floor to respond to a call.
- Live streaming of the ADHA House of Delegates meeting, including social media, is prohibited.
- 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.
- 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.
- "Session" means the whole time of doing business; "meeting" means each day's portion.

STANDING RULES OF THE HOUSE OF DELEGATES

- Gifts to officers and members are to be presented after the house has adjourned.
- Any conflict of interest shall be stated before speaking in debate on an issue.
- Unauthorized promotional materials shall not be distributed during any business meetings or sessions of the House of Delegates.

Control of the Floor

Sergeant-at-Arms

- Appointed by the president.
- Must have previously served as an ADHA delegate/alternate, and may not be a candidate for elected position, delegate or alternate.
- May have assistants/pages who are not candidates for elected positions or delegates.
- Duties:
 - Safeguard the Standing Rules of the House of Delegates.
 - 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.
 - Enforce the rules of seating.
 - Direct the work of the pages and assistants.
 - Meet with the Speaker of the House and pages.
 - Enforce the guidelines for election campaigns.
 - In the event the Immediate Past President is not available to chair the Candidates' Forum, the Sergeant-at-Arms will preside.

Minutes Review Committee

- Appointed by the President
- Comprised of three members to include a chair that has previously served on the House of Delegates Minutes Review Committee.
- Minutes shall contain final vote count in the election of officers.
- Minutes of the Board of Trustees and House of Delegates shall follow the same format.
- The Speaker of the House, parliamentarian, and the staff member responsible for recording actions of the House of Delegates shall meet with members of the minutes review committee.
- Minutes Review Committee members cannot be a reference committee member, teller or candidate for elected office.
- Upon receipt of the draft of the House of Delegates actions and assignments, each Minute's Review Committee member shall be given ample time to review

STANDING RULES OF THE HOUSE OF DELEGATES

- the draft minutes. Any discrepancies found should be communicated to the chair.
- The House of Delegates minutes review committee and the secretary of the HOD will prepare the minutes for final approval by the Board of Trustees.

Pages

- Appointed by the President prior to the Annual Conference
- Adequate number of pages will be appointed to facilitate the business of the House
- Duties:
 - Be present one hour prior to the first meeting of the house and 30 minutes before each successive meeting.
 - Meet with the Sergeant-at-Arms for a short debriefing session after each house meeting.
 - Deliver written motions to the Speaker of the House.
 - Relay messages from one part of the house to another.
 - Deliver messages to delegates, officers, district trustees and staff.
 - Distribute printed material which has been provided for the clarification of a subject brought before the house.
 - Assist the Sergeant-at-Arms in any other way as needed.

Parliamentary Procedure Governing House Session

- 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.
- The basic chart of motions (as revised) will be included in the delegates' manual and should be at hand for reference during the meeting.
- 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.
- 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 Committee on Policy and Bylaws will take editorial changes and the Board of Trustees will approve prior to publishing.

STANDING RULES OF THE HOUSE OF DELEGATES

- 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.
- The privilege of debate on the floor of the House of Delegates is limited to the elected officers and district trustees 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.
- The current lists of officially seated delegates/alternates will be prepared in advance and be available for a roll call vote that may be requested by the House of Delegates.
- In his/her credentials, each delegate will be furnished with one voting card to be used for all decisions other than ballot or roll call votes.
- Speakers who testify to a proposal may not seek to end debate at the same time.

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.

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.
- Resolutions may be submitted for consideration at any meeting of the House of Delegates with the approval of 2/3 of the delegates seated. Resolutions submitted at the First or Second House require a majority of the delegates seated to be adopted. Resolutions submitted at the Third House require a 2/3 vote of the delegate seated to be adopted.
- 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, district trustees and the speaker at the maker's expense.
- Resolutions may be submitted by a district, constituent, component, council/committee, officer, Board of Trustees or any voting member of the Association.
- 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.

STANDING RULES OF THE HOUSE OF DELEGATES

- 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.

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.
- Proposed Bylaws and Code of Ethics amendments requires the vote of two thirds of the entire House of Delegates to be adopted. (Bylaws Article XVI Section 2)
- Amendments may be submitted by the Board of Trustees, a constituent, a component or any voting member of the association.
- 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.
- 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.
- Prior to the end of the First House of Delegates, bylaws may be considered for amendment without notice, by a vote of three fourths of the House of Delegates. Adoption of these amendments would require a three fourths vote.

Reports

- 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 45 days prior to the first meeting of the house of delegates.
- Annual reports will be posted upon completion of the committee work for the year up until the first meeting of the House of Delegates.

Guidelines for Nomination and Election

Objectives

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

STANDING RULES OF THE HOUSE OF DELEGATES

Candidates

- All positions shall be elected by the House of Delegates, refer to appropriate bylaws for qualifications.
- Refer to Bylaws, Article VIII, Section 2.A.1 on voting members of this Association.
- Refer to Bylaws, Article VIII, Section 11, for clarification of the rights of voting members.
- Candidates must give strict observance to the Standing Rules of the House of Delegates as they pertain to campaigning.
- 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.
- All candidates must submit an ADHA Candidate for Elected Office bio-data form to the Nominating Committee by the first Monday in February. Only electronic submissions will be accepted.
- The Nominating Committee shall submit a list of candidates. (Article IX, Section 3c.)
- Any member in good standing may be nominated from the floor of the first meeting of the House of Delegates for any available position.

Nominations

- 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.
- Any ADHA member in good standing may declare their candidacy for an elected position to the Nominating Committee by the first Monday of February.
- A completed ADHA Candidate for Elected Office bio-data form with the elected office sought must be submitted to the Nominating Committee by the first Monday of February prior to annual session to be considered for nomination.
- The Chair of the Nominating Committee will read the slate of candidates at the first meeting of the House of Delegates.
- Individuals who submit to the Nominating Committee after the first Monday of February prior to the annual session must be nominated from the floor of the first meeting of the House of Delegates. These applicants will not be considered by the Nominating Committee.
- Delegates may nominate themselves or any member in good standing from the floor at the first meeting of the House of Delegates.

STANDING RULES OF THE HOUSE OF DELEGATES

- No other nominations may be made after the close of the first meeting of the House of Delegates.

Nominations from the floor

- In order to be nominated from the floor, a member must:
 - Be an ADHA Professional Member in good standing
 - Have reviewed the position description and possess the leadership skill sets for the office they intend to seek as outlined by ADHA.
 - Take such action as may be necessary to be nominated from the floor of the applicable House of Delegates in accordance with the House of Delegates Procedures and Standing Rules (see Guidelines for Nomination and Election,)
 - Abide by all requirements of the Standing Rules applicable to nominations from the floor and candidates nominated from the floor (see Guidelines for Nomination and Election)

Privileges of Slated Candidates

- These candidates will be added to the list of persons receiving delegate information and manuals.
- These candidates shall provide professional summaries limited to 200 words and platform statements limited to 400 words (which includes optional photograph) for each elective office. Candidates will be informed of the deadline date to submit these documents and they must be received by central office by that date in order to be included in the Candidates' Corner on-line publication.
- ADHA Central Office will forward the copy of the professional summary and platform statement to the chair of the Committee on Policy & Bylaws for review.

Responsibilities of Candidates Nominated from the Floor

- All candidates nominated at the first house shall participate in Candidates' Forum.
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.

STANDING RULES OF THE HOUSE OF DELEGATES

- 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. In the case of a virtual House of Delegates, all information shall be submitted to the sergeant@adha.net. These items shall be available under the House of Delegates resources on the ADHA website at the conclusion of the first house meeting.

- A delegate nominating a candidate from the floor is allowed one nominating speech, not to exceed two minutes in length.

Candidate Campaign Guidelines

- Questions regarding campaign guidelines will be addressed by the Committee 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.
- Candidates' professional summaries (limited to 200 words) and platform statements (limited to 400 words and which include an optional photo) will be published in the Candidates' Corner publication. Electronic word counters are permissible.
- 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.
- One campaign poster not to exceed 24" X 36" may be used.
- Virtual background image, if desired, to be submitted to the Chair of the Committee on Policy and Bylaws 60 days prior to candidates forum for approval.
- Candidates will be responsible for the easel that will be provided to them by ADHA.
- Posters may be displayed following nomination in the First House of Delegates at the following locations:
 - Entrance to the house
 - Candidates' forum
 - Reference committee
 - General registration area
 - Any ADHA forums
- No material other than the Candidates' Corner publication and poster will be allowed prior to or during annual session.

STANDING RULES OF THE HOUSE OF DELEGATES

- No campaign material will be distributed on the floor of the house.
- No individual candidate campaign receptions, parties or gifts will be allowed.

- 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.
- 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.
- Candidates may verbally campaign.
- Candidates for office are not precluded from participating in annual session activities unless otherwise prohibited by the standing rules or bylaws.

Balloting

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

Tellers

- Prior to 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.

Voting Procedure

- The Speaker of the House, chair of the tellers and parliamentarian will check the ballots for accuracy.
- Voting will be by ballot. Balloting stations will be designated by the chair of the tellers and the secretary of the house. Each delegate will present his/her floor pass and voting credential which will be checked against the tellers' list of eligible voters.
- The tellers will monitor the distribution of ballots.
- 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.
- Two of the tellers shall remain with the ballots at all times until the ballots are tallied and the Speaker declares the candidates elected.

Election Results

- The chair of the tellers 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.
- The Speaker of the House and the chair of the tellers shall review the report for accuracy.

STANDING RULES OF THE HOUSE OF DELEGATES

- The chair of the tellers 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.

- The Speaker of the House shall read the names of the candidates who have received the majority vote and declare them elected.
- 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.
- All ballots, tally sheets and records are delivered to the secretary of the house for recording in the minutes. The tellers' 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.

DISPOSITION OF HOUSE ACTIONS

- The minutes of the House of Delegates will be approved by the Board of Trustees at its fall board meeting.
- 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:
 - Proposed resolutions
 - Proposed bylaws amendments
 - Referrals and recommendation from the HOD.
 - Recommendations and referrals from HOD Reference Committees.
- This summary will appear as an addendum to the HOD minutes and will include the following tracking information, as appropriate:
 - Action
 - Disposition
 - Policy reference
 - Key word
 - Current status