## SR-1000 HOUSE OF DELEGATES STANDING RULES

**SR-1100 PHILOSOPHY OF PARLIAMENTARY PROCEDURES AND STANDING RULES**

The purpose of parliamentary procedure is to conduct the orderly transaction of business efficiently and effectively through an orderly democratic process. Embodied in parliamentary procedure are the following fundamental principles:

1. All members have equal rights, privileges, and obligations.
2. The will of the majority always prevails.
3. The rights of the minority must always be observed.
4. Full and free discussion of every proposed resolution is an established right of the members.
5. Every member has the right to equal process to understand the resolution before them and the effect it will have if adopted.
6. All meetings must be characterized by civility, fairness, and good faith.

It is the responsibility of the Speaker to preside over the House of Delegates and to always govern in accordance with the above principles. The Speaker must recognize the right of the House to challenge and reverse any decision made by the Speaker with regard to execution of procedure and the interpretation of its decisions.

The Speaker, in recognizing the will of the House, must govern in a manner that lends credibility to the process of decision-making. The documents of authority which outline this governance are as follows (in order of precedence):

1. North Carolina non-profit law
2. AAPA’s Articles of Incorporation
3. AAPA’s Bylaws
4. Standing rules of the AAPA House of Delegates
5. The Standard Code of Parliamentary Procedure, current edition

The Standing Rules of the House exist to refine its procedural processes to conform to the nature of the House and its operations. Standing Rules are adopted rules of procedure that add to or vary from the accepted parliamentary authority.These rules take precedence over The Standard Code of Parliamentary Procedure and serve as a guide to enhance the efficient operations of the House. These rules are always subject to refinement, modification, or suspension at the will of the House.

The following two types of non-policy documents are utilized to guide AAPA:

1. Procedures: These documents outline the mechanisms and procedures to handle routine business transactions and day-to-day operations. Procedures are matters of form, process, method, and application of other policies.
2. Rules: These are regulations that guide or prescribe everyday conduct. Each functional unit is responsible for establishing its own rules of procedures and conduct (i.e.: House Standing Rules, AAPA Board Manual, AAPA Staff Handbook, etc.)

SR-1150 HOD Guidelines of Decorum

The intention of the HOD is to allow for transparent communication utilizing a deliberative process regarding the policies of AAPA. The deliberative process requires open debate and consideration of information by all delegates following parliamentary procedures. In order to facilitate a deliberative process, HOD participants are expected to maintain decorum in accordance with the following:

* Communication in all formats should always be conducted in a respectful manner.
* Debate should be reserved for the meetings of the House so all delegates may hear and participate in that debate. The information considered during such debate informs the final decisions of the delegates.
* Requesting information from resolution authors is considered valid.
	+ Delegates or reference committees can request clarification or further insight from authors regarding the intent or content of resolutions, but authors/sponsors should not present any unsolicited information.
* All promotional efforts, such as marketing, advertising, or campaigning regarding resolutions are outside the deliberative process of the HOD and are therefore prohibited.

Non-compliance with these principals interferes with the deliberative process and may require intervention by the House Officers.

**SR-1200 POLICY MANUAL**

SR-1205

Responsibility of the annual publication of AAPA’s Policy Manual shall remain solely with the House Officers, who shall, determine its organization, review it for policy conflicts, and classify all policies that have been adopted, amended, and expired. The House Officers shall have the authority to correct typographical, format, and/or grammatical errors if they do not alter the intent of the policy**.**

SR-1210

Terminal policy is defined as policy that either has a set period during which it is in effect or has no current or future policy value. The House of Delegates authorizes the House Officers to delete terminal policies, as they occur. The Speaker shall report on all actions taken on terminal policies in a subsequent Speaker’s Update.

SR-1215

Transitory and/or temporary measures are defined as those to be carried out before the next House meeting. These will not be included in the published AAPA Policy Manual. The Speaker shall report on all actions taken on transition and/or temporary measures in a subsequent Speaker’s Update.

SR-1220

The House of Delegates determines policy that establishes the collective values, philosophies, and principles of the PA profession.

There are two vehicles utilized to articulate AAPA policy.

 (1) **Policy Statement:**

A policy statement is a relatively short, concise statement setting AAPA’s position on a particular topic and is reflective (supportive) of AAPA’s mission, vision, and values. Policy statements may also include philosophical decisions that may affect or recommend allocation of resources, activities, and relationships among the Board, House of Delegates, commissions, work groups, constituent organizations, and staff departments. A policy statement brought to the House for approval or review may be amended on the floor of the House.

1. (2) **Policy Paper:**
2. A policy paper presents a more in-depth examination of AAPA policy on a particular topic and includes current and relevant supporting information and data. It is distinguished from a policy statement by its supporting information citing current data from a variety of sources and may include a bibliography. A policy paper brought to the House for approval or review may be amended on the floor of the House.

When policy statements and policy papers are under consideration, they are termed “draft” and become policy only when the House of Delegates or Board of Directors, as appropriate, approves them.

SR-1225

Policies and policy papers adopted by the House shall expire five years after adoption unless revised, referred, or reaffirmed at a meeting of the HOD during the year of expiration.

# **SR-1300 ANNUAL REPORTS**

SR-1305
The AAPA’s President, President-elect, Secretary/Treasurer, CEO, and commissions, work groups, and task forces, as appropriate, may submit annual reports to the House of Delegates.

SR-1310

Annual reports to be included in the HOD meeting materials must be received by the HOD Staff Advisor by a date determined by the Speaker.

**SR-2000 HOUSE OF DELEGATES - GENERAL**

# **SR-2100 Duties and Responsibilities**

SR-2105

The Members of the House of Delegates are considered fiduciaries of AAPA when they are exercising that authority granted to them in the AAPA Articles of Incorporation and are subject to fiduciary duties with respect to that limited authority.  Further, meetings of the House of Delegates must be treated as Director Meetings as the House of Delegates is acting to enact policies establishing the collective values, philosophies, and principles of the PA profession.

SR-2110

Without prejudice to the duties and responsibilities confirmed by statute, by the Articles of Incorporation, or by the Bylaws, AAPA’s House of Delegates shall be solely responsible for setting policies that establish the collective values, philosophies, and principles of the PA profession. The House of Delegates may: (a) make recommendations to the Board for granting charters to chapters, officially recognizing specialty organizations, and affiliating with special interest groups; (b) make recommendations to the Board for the establishment of AAPA commissions and work groups. In addition, the House of Delegates shall: (a) vote on amendments to the Bylaws; (b) establish such rules of procedure as may be necessary for carrying out the responsibilities of the House; and (c) establish such committees or task forces of the House of Delegates, as necessary, to fulfill its duties.

**SR-2200 Composition**

SR-2205

The voting membership of the House of Delegates shall consist of the immediate past and current House Officers, an apportioned number of delegates elected by fellow members of chapters, one delegate elected by fellow members of each officially recognized specialty organization and each affiliated caucus, and elected Student Academy delegates.

SR-2210

Each chapter shall be entitled to two (2) delegates. Additional delegates for the leadership year from July 1st to June 30th will be apportioned among the chapters according to the number of AAPA fellow members within the jurisdiction of each chapter as of January 31 of each year. When the number of AAPA fellow members within a chapter’s jurisdiction exceeds 220, it will be apportioned a third delegate. An additional delegate will be apportioned for each 300 additional members within a chapter’s jurisdiction thereafter. The Constituent Relations Work Group will recommend to the Board of Directors the definition of a chapter’s jurisdiction. For apportionment purposes, if a fellow member does not indicate their chapter designation, then their mailing address will determine their default chapter affiliation.

SR-2215

The Student Academy shall be entitled to one delegate for the leadership year from July 1st to June 30th for each 850 Student Academy members as of January 31 of each year.

SR-2220

The term of office for delegates to the House shall be July 1 through June 30.

SR-2225

One delegate from each represented body will be designated as chief delegate in a manner prescribed by that organization.

SR-2230
All eligible chapters, caucuses, and specialty organizations shall submit an official notification of delegates elected to the HOD Staff Advisor by July 1 of each year. The process for the identification of delegates shall be established by staff with the approval of the House Officers. Chapters, caucuses, and specialty organizations that fail to meet the July 1 deadline, will not be eligible to participate in meetings of the HOD until they come into compliance and are approved by the House Officers no later than 2 weeks prior to any meeting of the House.

SR-2235
A delegate must be an AAPA fellow member or student member in good standing.

SR-2240

If a constituent organization (CO) of AAPA has had its charter, recognition, or affiliation agreement revoked, the Credentialing Committee will remove that CO from the list of delegations eligible to participate in the HOD. The delegates elected by that CO will be notified that they will not be eligible to participate in any HOD business until their CO is brought into compliance with AAPA policy and their agreement is restored.

SR-2245

Current members of AAPA’s Board of Directors, current chairs (or their designee) of commissions, work groups, and task forces, Past Presidents of AAPA, and Past Speakers of the House of Delegates shall be advisory members of the House of Delegates. As such, they shall have the right to speak and debate during general sessions of the HOD.

SR-2250

Official Observers are representatives from organizations with interests and goals consistent with those of AAPA, who desire a relationship with AAPA’s House of Delegates. The House grants official observer status by approval of a resolution for an organization to become an official observer.  Official Observers are granted the privilege of the floor.  At the discretion of the House Officers, official observers may receive some or all of the published materials of the House as deemed relevant to their interests.

SR-2255

The organizations currently granted Official Observer status in the House of Delegates are the Physician Assistant Education Association (PAEA), the National Commission on the Certification of Physician Assistants (NCCPA), and the Accreditation Review Commission on the Education for the Physician Assistant, Inc. (ARC-PA).

SR-2260

The House Officers may grant Provisional Official Observer status to organizations. Permanent Official Observer status must be ratified by the House.

SR-2265

Official Guestsare the invited visitors of the House Officers or Board of Directors. They do not receive published House materials, nor do they automatically have the privilege of the floor. Official Guests must request the privilege of the floor for consideration by the Speaker.

SR-2270

No members of the media will be permitted to join/view the annual HOD meeting without the prior consent of the Speaker.

**SR-2300 Meetings and Rules of Order**

SR-2305

The House of Delegates shall have an annual meeting. Special meetings of the House of Delegates shall be called by the Speaker upon written request of twenty-five (25) percent or more of the delegates who are apportioned and eligible to vote. Special meetings of the House shall also be called by a two-thirds (2/3) affirmative vote of the Board of Directors or a majority affirmative vote of the House Officers.

SR-2310

The House may meet in an open meeting to which any registered conference attendee, AAPA member or officially recognized visitor or observer may be admitted. Other individuals may be admitted at the discretion of the Speaker. However, no one under 18 years of age will be admitted during any session of the House, formal or informal, except at the discretion of the Speaker of the House. Notice of meetings of the House of Delegates shall be given to each delegate at least 30 days before in-person meetings. By a majority vote of the delegates present and voting, an open meeting may be moved into a closed meeting. A closed meeting shall be restricted to fellow and student members of AAPA and to such persons as the delegates determine. By a two-thirds vote of the delegates present and voting, an open meeting may be moved into an executive meeting. An executive meeting shall be limited to the voting membership of the House.

SR-2315

A general session of the annual HOD meeting is defined as a session when the HOD is in session to conduct business.  During a general session, the floor of the House is closed/sealed for voting by apportioned, seated delegates and/or for testimony by apportioned, seated delegates and other individuals authorized by the Speaker.

SR-2320

Unauthorized recording and/or live streaming of HOD proceedings is prohibited without prior permission of the Speaker.

SR-2325

Each delegate eligible to vote is entitled to one (1) vote. No proxy or absentee votes may be cast.

SR-2330

A majority of the total number of delegates who are apportioned and eligible to vote must be seated to establish a quorum at any meeting of the House of Delegates. Once a quorum has been established, a vote by a majority of the seated delegates shall constitute an action of the House. Any exception to action by a majority vote is specifically delineated in AAPA Bylaws or policy or in the American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

SR-2335

Except as provided for in SR-3010 of these House of Delegates Standing Rules, only seated delegates may introduce business, make motions, or vote.

SR-2340

Debate on a motion and discussion on an issue shall include input from proponents and opponents. The Speaker may limit the length of time allotted for debate on a particular topic. A delegate who has not spoken is privileged over one who has already discussed the motion. Each speaker shall be limited to five minutes on initial presentation, and three minutes on any subsequent presentation. The Speaker may call on individuals to provide information as expert witnesses whose testimony shall be limited to the provision of information.

SR-2345

A motion to vote immediately must be presented formally. When attempting to end the debate, a delegate may not precede the motion to vote immediately with testimony.

SR-2350

A vote using an electronic polling platform shall be equivalent to a standing counted vote. It is not subject to division.

SR-2355

Roll call voting of the House of Delegates will be permitted after an appropriate motion, second, and passage by a three-fourths (3/4) vote of the delegates who are seated. The procedure for a roll call vote will be determined by the Speaker.

SR-2360

The Speaker may extend the privilege to speak to any AAPA member, national office staff member or other non-AAPA members.

SR-2365

Delegates will receive a copy of AAPA Conflict of Interest and Disclosure Policies and shall complete the disclosure form at the start of each leadership year, or prior to beginning service in the HOD if the appointment does not align with the leadership year. Delegates are responsible for updating their disclosure forms as soon as they are aware of any new potential conflict.

At the start of each leadership year, the Credentialing Committee will receive a copy of AAPA’s Conflict of Interest and Disclosure Policies and instruction on implementation of the policy.

The Credentialing Committee, with the aid of governance staff, will evaluate the disclosure forms in accordance with AAPA’s Conflict of Interest and Disclosure Policies and determine whether a particular transaction, relationship or other arrangement may constitute an actual, potential, or perceived conflict of interest, and if so, how to resolve the matter.

Prior to any convening of the HOD, the Credentialing Committee will provide a written report to the Speaker. If there is a delegate who has disclosed a relationship requiring mitigation, the report should contain the name of the delegate(s), the relationship disclosed and the mitigating action. The Speaker may choose to amend the mitigating action. Supplemental reports will be provided as necessary once the HOD meeting convenes.

The Speaker will provide a compliance report to the Board of Directors’ Internal Affairs Committee that will include confirmation that all delegates have submitted a disclosure form and a copy of the Credentialing Committee report, including any Speaker amendments.

SR-2370

Persons who have a potential conflict of interest in the matter under consideration must publicly disclose that information before initially testifying at any hearing or meeting of the House.

A conflict of interest is defined as a financial, commercial, or other interest in the matter under consideration which may in fact, or appearance, call into question the ability of the delegate to act in the best interest of AAPA.

SR-2375

Any persons in attendance at an official meeting of the House of Delegates may be removed from the meeting if they are in violation of the AAPA HOD Standing Rules. The Speaker of the House shall work with the Sergeant-at-Arms to inform the person of the violation. If the violation is not remediated, they will be subject to removal.   Removal of a voting member of the HOD requires a motion to the body with a two-thirds (⅔) majority vote of the delegates present and voting in order to pass.

SR-2380

The Standing Rules of the House of Delegates may be amended or suspended by two-thirds (2/3) vote of seated delegates.

SR-2385

In the absence of any provisions to the contrary in the Bylaws, or Standing Rules, all meetings of the House of Delegates shall be governed by the parliamentary rules and usages contained in the current edition of *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

**SR-2400 Order of Business**

SR-2405

The Speaker shall determine the general order of business and agenda at all meetings of the House of Delegates.

**SR-2500 Officers**

SR-2505

The elected officers of the House of Delegates are: Speaker of the House/Vice President of AAPA; First Vice Speaker/Director; and Second Vice Speaker/Director.

SR-2510

Each House Officer is an HOD delegate-at-large during their term(s) as a House Officer. In addition, they will serve as an HOD delegate-at-large for one additional year as an immediate past House Officer. The delegates-at-large shall be accorded all the rights and privileges of elected delegates.

SR-2515

The Speaker presides at all HOD meetings. The First Vice Speaker assumes the duties of the Speaker in the event of the temporary absence of the Speaker. The Second Vice Speaker assumes the duties of the Speaker in the event of the temporary absence of the Speaker and the First Vice Speaker. The Second Vice Speaker keeps the records of all meetings of the House.

SR-2520

The Speaker shall report all activities and actions of the House of Delegates to the Board of Directors at its next meeting.

SR-2600 **Appointed House Positions**

SR-2605

The Speaker shall appoint a parliamentarian. The parliamentarian answers any questions about parliamentary procedure that arise during House proceedings and advises the presiding officer. The parliamentarian may assist delegates with procedural questions.

SR-2610

The Speaker shall appoint a Sergeant-at-Arms. The Sergeant-at-Arms preserves order during the House of Delegates meeting, maintains security of the floor, and provides support to the House Officers and delegates. During in-person meetings, the Sergeant-at-Arms, in cooperation with the chair of the Tellers Committee, supervises the tellers in controlling access to the floor. The Sergeant-at-Arms is a member of the Standing Rules Committee and chairs the Credentialing Committee.

**SR-2700 House of Delegates Committees**

SR-2705

The Standing Rules Committee shall be appointed annually by the House Officers. Their responsibility is to review the Standing Rules and make recommendations for revision as appropriate to the House of Delegates. The Standing Rules Committee shall be composed of the Sergeant-at-Arms and at least two volunteers with House experience. The Second Vice Speaker shall serve as advisor to the Standing Rules Committee.

SR-2710

The House Elections Committee will be responsible for implementing all elections in the House. The committee will consist of three members: the chair of the Governance Commission (or their designee), one member from the House appointed by the Speaker, and the chair of the Tellers Committee (or their designee). The Governance Commission must approve the procedures for election of House Officers and the Nominating Work Group.

SR-2715

The Credentialing Committee will be responsible for credentialing all delegates under the direction of the First Vice Speaker.

The Credentialing Committee shall be composed of the following: the Sergeant-at-Arms, who shall act as the chair; the staff advisor to the House of Delegates; and at least 3 other fellow or student members appointed by the House Officers.

The duties of the Credentialing Committee shall include:

1. Confirming that each CO is in compliance with officers being AAPA Fellow members.
2. Confirming that each delegate is a current AAPA Fellow or Student member.
3. Notifying delegations or delegates when they are not in compliance and providing information to bring them into compliance.
4. Staffing the credentialing desk during an in-person HOD annual meeting. The committee will be responsible for collecting any delegate change forms which must be signed by the president, secretary, secretary/treasurer, or chief delegate.
5. The committee will verify the names of credentialed delegates and distribute a delegate ribbon and any other materials needed for the meeting.
6. Collecting a disclosure form from each delegate. The committee will review the disclosure forms and notify the Speaker of any potential conflicts of interest.

**SR-2800 Conference Committees**

SR-2805

The Resolutions Review Committee shall be convened as necessary to review late resolutions. The Resolutions Review Committee will consist of the reference committee chairs and at least one House Officer.

SR-2810

The Tellers Committee assists the Sergeant-at-Arms in facilitating the activities of the House of Delegates during in-person meetings. The Tellers Committee chair is appointed by the Speaker of the House. Duties include: 1) securing the House floor; 2) monitoring the activity on the House floor; 3) distributing materials in the House; 4) facilitating votes on the House floor; 5) conducting roll call votes; 6) assisting those not seated in the House to request the privilege to speak.

**SR-2900 Elections**

SR-2905

The procedures for the election of House Officers shall be the responsibility of the Governance Commission. One member of the Governance Commission shall serve on the House Elections Committee to oversee House elections.

SR-2910

At each annual meeting of the House of Delegates, there shall be elected from the House of Delegates a Speaker of the House/Vice President of AAPA, a First Vice Speaker of the House, and a Second Vice Speaker of the House. Each shall be elected by a majority of votes cast. No absentee or proxy vote shall be cast.

SR-2915

In the event that no majority is obtained by a House office candidate, a run-off will be conducted between the two candidates receiving the highest plurality of votes. Write-in candidates are not permitted.

SR-2920

Any candidate for a House Officer position must be a credentialed delegate and must meet all criteria outlined in Article XIII, Section 3 in order to be eligible. While not required, those interested in being a candidate for House Officers are encouraged to seek experience in the House, such as serving on a reference committee or other HOD committee.

SR-2925

The names of candidates for the offices of Speaker of the House/Vice President of AAPA, First Vice Speaker, and Second Vice Speaker shall be read before the House of Delegates. The voting membership of the House of Delegates shall consist of delegates present at the time of elections who are apportioned and eligible to vote.

SR-2930

The House Officers’ terms shall begin July 1, or in the event that the election of the House Officers occurs later than July 1, the new House Officers will take office at the close of the meeting or vote during which they were elected.

SR-2935

In the event of a vacancy in the office of Speaker of the House/Vice President of AAPA, the First Vice Speaker shall assume both the duties and the office of the Speaker. In the event of a vacancy in the office of First Vice Speaker, the Second Vice Speaker shall assume the duties and the office of First Vice Speaker. A vacancy in the office of Second Vice Speaker shall be filled by an electronic vote of eligible delegates who will elect from a list of candidates prepared by the Nominating Work Group. An electronic vote to fill a vacancy in the office of Second Vice Speaker will only be called if the remaining term is greater than three (3) months prior to the Annual Meeting of the HOD, or if there is an additional vacancy in the office of Speaker or First Vice Speaker.

1. Receiving a majority of the votes cast will elect a candidate for House office. In the event that no majority is obtained, a revote will be taken between the top two (2) candidates.
2. The term of office will begin immediately following the special election.

SR-2940

Five (5) members of the seven (7) member Nominating Work Group shall be elected by the House of Delegates at the Annual Meeting. The Board of Directors shall appoint two members. Nominations for this work group shall be made either at the time of call for nominations from the Governance Commission or from the floor of the House of Delegates. Members of the Nominating Work Group shall be fellow members of AAPA and shall meet such eligibility requirements as stated in the Bylaws (Article XI, Section 3). Elections for members of the Nominating Work Group shall be held at the time of election of House Officers. The term of office for elected members of the Nominating Work Group shall be a two (2) year staggered term. Members of the Nominating Work Group shall be elected by a plurality vote. The House of Delegates shall determine procedures for the election of non-Board appointed members to the Nominating Work Group *Bylaws Art XI, Sect 2 & 3.*

SR-2945

If a complete, unopposed slate of candidates is presented for the election of House Officers or Nominating Work Group, a simple majority of delegates seated shall be required to immediately elect the unopposed slate(s) of candidates.

**SR-3000 Resolutions**

SR-3005

Resolutions are proposed to define or amend policy establishing the collective values, philosophies, and principles of the PA Profession. Resolutions may further be defined as proclamations of importance to the profession such as expressions of congratulations, commendation, or condolence.

SR-3010

Non-Bylaws resolutions may be submitted by: (a) the Board of Directors, (b) any commission, work group, or task force, (c) any chapter, (d) officially recognized specialty organizations, (e) any caucus, (f) the Student Academy, or (g) the collective House Officers. Prior to submission, resolutions should be reviewed and approved by the submitting organization’s Board and/or officers.

A proposal for the amendment or repeal of Bylaws or adoption of new Bylaws may be submitted by (a) the Board of Directors, (b) any commission or work group, (c) any chapter, (d) officially recognized specialty organizations, (e) any caucus, (f) the Student Academy, or (g) the collective House Officers.

Constituent Organizations that are not in compliance with AAPA Bylaws and policy will not be eligible to submit resolutions for consideration.

SR-3015

Resolution co-sponsorship must be indicated no later than the resolution submission deadline.

SR-3020

The House Officers shall create guidelines for resolution submission. Resolutions must be submitted in the approved format and completed in their entirety. The House Officers reserve the right to return incomplete resolution submissions to the author or rule them out of order.

SR-3025

Resolutions submitted for consideration by the House shall be numbered and assigned to a reference committee by the Speaker. Until the resolution is accepted by the House of Delegates, it may be withdrawn by the sponsor. If there are no objections by delegates or the House Officers to considering the resolutions, they are accepted. Once accepted, they will be placed on the consent agenda or referred to the appropriate reference committee. Objections to accepting a resolution can be based only on whether the resolution is in order and not on the content.

Resolutions brought to the House by a body receiving a referral from a previous House cannot be objected to or withdrawn.

After acceptance of the resolutions, they become the property of the House of Delegates and must be acted upon by the body.

SR-3030

The general consent agenda contains policies from the five-year review process under the jurisdiction of the House of Delegates, as well as any properly submitted resolutions. The Speaker has the ability to remove any resolution(s) from the consent agenda in advance of the meeting if they believe the resolution should be discussed in a reference committee hearing. Any objection from the floor to the placement of an item on the general consent agenda will result in the item being referred to a reference committee.

SR-3035

The House Officers may include relevant information, such as additional financial impact or related AAPA policies, to resolution submissions that may provide further insight to the delegates for consideration.

SR-3040

Resolutions calling for changes in the Bylaws must comply with Bylaws Article XIV. Amendments to the Bylaws to be considered at the annual HOD meeting must be received in the national office at least three (3) months prior to the convening of the House of Delegates. Amendments to the Bylaws to be considered for virtual vote must be received 150 days or greater prior to the convening of the House of Delegates.Other resolutions must be received in the national office at a time to be determined and published by the House Officers.

SR-3045

Late resolutions shall be defined as those resolutions submitted after the deadline established by the House Officers, but prior to the convening of the House.  Sponsors who wish to submit a late resolution must notify the Speaker of their desire to do so in writing and include the resolution.  This notification must occur prior to the opening session.   The Resolutions Review Committee will review each late resolution and recommend to the House whether or not it believes each late resolution should be accepted for consideration.  If there is no opposition to the recommendation from a seated delegate, the recommendation stands.  If the recommendation is to consider the resolution, it will be assigned to a reference committee.  If there is any objection to the recommendation from the floor, a two-thirds (⅔) vote of the delegates present and voting is required to accept the late resolution for consideration.

Any resolution to amend the Bylaws must comply with Article XIV of the Bylaws, as such, bylaws resolutions are not eligible for submission as a late resolution.

SR-3050

Emergency resolutions shall be defined as those resolutions submitted after the annual HOD meeting is called to order.  Emergency resolutions are to be submitted under “additional new business” and distributed to the delegates for review.  Emergency resolutions require an 80 percent vote of delegates present and voting for consideration.

Any resolution to amend the Bylaws must comply with Article XIV of the Bylaws, as such, bylaws resolutions are not eligible for submission as an emergency resolution.

SR-3055

A resolution may be referred for further study. A resolution referred for study will become the property of the receiving body. That body will report back at the next House of Delegates meeting. The report shall contain one of the following actions:

* A recommendation to accept or reject, or
* An amended or substitution resolution, as long as the resolution proposed deals substantially with the intent of the original resolution, or
* A progress report if the work of the body requires additional study.

Resolutions brought back to the House of Delegates as a result of a referral will be considered “new business”, and the receiving body will be considered the sponsor.

SR-3060

The chairpersons (or designee(s)) of all commissions, work groups, and task forces of AAPA shall have the privilege to make the following motions regarding any resolution their respective commission, work group, or task force has sponsored:

* Amend
* Postpone definitely (to a specific time)
* Table (at the end of the meeting, the resolution dies without a direct vote)
* Refer
* Divide
* Withdraw
* Make a parliamentary inquiry

SR-3065

Policy resolutions adopted by the House of Delegates that are expressions of philosophy shall become official AAPA policy.

SR-3070

Resolutions of Condolence

Resolutions of condolence should be submitted prior to the convening of the House. Resolutions of condolence submitted prior to the House will be included with the Speaker’s report. Once the House convenes, all resolutions of condolence must be given to the Sergeant-at-Arms prior to the final general session. Resolutions of condolence shall automatically be accepted by the House without further comment, debate or vote. At the end of the House, the names will be read, and they will be honored with a moment of silence. The House Officers will ensure that AAPA maintains an appropriate historical archive of these resolutions. Resolutions of condolence will not be considered by the House as emergency resolutions.

SR-3075

Special Resolutions

Special resolutions of congratulations, recognition, or other special resolutions deemed appropriate by the House Officers shall be introduced as a part of the Speaker’s report. Upon inclusion in the Speaker’s report, these resolutions shall automatically be accepted by the House without further comment, debate, or vote. The House Officers will ensure that AAPA maintains an appropriate historical archive of these resolutions.

SR-3080

Delegates are encouraged to review, discuss, and evaluate each resolution before the opening of AAPA’s House of Delegates.

**SR-3100 House Awards**

SR-3105

The House of Delegates may present an award for outstanding service annually. The House Officers shall determine the criteria, award, and recipient.

**SR-3200 Reference Committees**

SR-3205

Reference committees may be used to conduct hearings during meetings of the House of Delegates for the purpose of receiving testimony on resolutions that have been accepted for consideration by the House.

SR-3210

At the conclusion of reference committee hearings each committee shall write and submit to the House a report containing a summary of the testimony, any reference committee research on each resolution, and a recommendation for House action on each resolution.

SR-3215

Any motion offered by a reference committee does not require a second.

SR-3220

Reference committee chairs and members are appointed by the House Officers. Each reference committee shall be composed of at least five AAPA fellow/student members. The chair of each reference committee shall be a credentialed delegate, but reference committee members are not required to be delegates.

SR-3225

The House Officers shall publish reference committee guidelines which outline the processes and procedures for conducting their work.

SR-3230

Reference committee reports will proceed as follows:

* All recommendations of the reference committee will be placed on the reference committee consent agenda.
* The Speaker will entertain requests to extract individual resolutions from the reference committee consent agenda. A resolution will be extracted upon the request of any seated delegate.
* The House will vote immediately to accept the reference committee consent agenda once all requests for extraction have been heard.
* A vote to accept the reference committee consent agenda will be a vote to accept the recommendations of the reference committee on each resolution that remained on the consent agenda.
* Extracted resolutions will then be reported out by the reference committee, considered and voted upon individually.
* Amendments recommended in reference committee reports will be considered first order amendments and will not require a second.
* When a resolution with a proposed reference committee amendment is extracted, second order amendments will not be allowed.

**SR-4000 RULES SPECIFIC TO IN-PERSON MEETINGS**

**SR-4100 In-Person Meeting General**

SR-4105

During general sessions of the HOD meeting, the Sergeant-at-Arms and tellers shall assist persons not seated in the House of Delegates in requesting the privilege to speak and confirm the membership status or conference registration of those individuals not wearing a badge.

SR-4110

The chair of the Tellers Committee and the Sergeant-at-Arms will coordinate the activities of tellers during the House of Delegates. All materials and other handouts must be approved by the Speaker or their designee.

SR-4115

All communication devices shall be placed on mute. No cell phone conversations or video conferencing will be conducted in the HOD meeting room.

**SR-5000 ELECTRONIC VOTE SEPARATE FROM A MEETING/VIRTUAL MEETING GENERAL RULES**

SR-5005

Any action taken by an electronic vote separate from a meeting or during a virtual meeting of the House shall have the same authority as any action taken during an in-person meeting.

SR-5010

Virtual meetings and/or electronicvotes separate from a meeting of the House of Delegates will be permitted for any House business subject to the requirements of the North Carolina Nonprofit Corporation Act. Virtual meetings and/or electronic votes separate from a meeting will be called for by the Speaker of the House when directed by (1) a majority of the House Officers; 2) a two-thirds affirmative vote of the Board of Directors; or 3) a call from twenty-five (25) percent of the delegates who are apportioned and eligible to vote.

SR-5015

The House Officers and AAPA staff shall determine the procedures for voting during virtual meetings or an electronic vote separate from a meeting of the House, subject to the requirements of the North Carolina Nonprofit Corporation Act.

**SR-5100 Rules Specific to an Electronic Vote Occurring Separate from a HOD**

**Meeting**

SR-5105

Notice of House of Delegates electronic votes separate from a meeting of the House shall be given to each delegate at least 5 days in advance of the scheduled vote.

SR-5110

If twenty-five (25) percent of delegates eligible to vote object to an electronic vote separate from a meeting of the House on a particular issue, it will be deferred to a meeting of the House of Delegates.

SR-5115

The options for an electronic vote will be yes or no.

SR-5120

1. For an electronic vote, receiving responses from a majority of delegates who are apportioned eligible to vote shall constitute a quorum.
2. A resolution requiring an electronic vote shall be decided by a majority of the votes cast. Except for a resolution to amend the Bylaws, which requires a 2/3 vote to pass.

## SR-5125

The procedure for voting will be outlined by the House Officers.

SR-5130

Any delegate submissions or changes to the order of delegates must be submitted at least 48 hours prior to the time of the scheduled electronic vote.

**SR-5200 Rules Specific to a Virtual Meeting**

SR-5205

A seated delegate during a virtual meeting is defined as a delegate fulfilling the criteria outlined in SR-2205 and must be an apportioned delegate designated in the virtual voting platform during a specified general session of the HOD meeting.

SR-5210

Identification of the seated, apportioned delegates for general sessions of the HOD meeting must be completed by the date stated in the pre-published meeting materials.

SR-5215

For each general session of the HOD meeting, eligible delegates will be provided access to one of their delegation’s apportioned seats utilizing the designated virtual voting platform.

SR-5220

Delegates must complete the credentialing process, including submission of a Conflict of Interest Form by the date determined by the Speaker.

SR-5225

The House Officers and AAPA staff will communicate the process for accessing the virtual voting platform at least 30 days prior to the virtual meeting.

SR-5230

The presence of a quorum shall be established by the Sergeant-at-Arms according to utilizing the number of verified, apportioned delegates present in the virtual voting platform.

SR-5235

The House Officers will determine and communicate, through the pre-published meeting materials, the process for assigning the privilege of the floor.

SR-5240

The process for interrupting a speaker will be determined and communicated by the House Officers.  This process will be communicated through the pre-published meeting materials.  Interruption of speakers will only be allowed according to the rules in our parliamentary authority.

SR-5245

Each member is responsible for their respective audio and internet connections during a virtual meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented/impeded their participation during the meeting.