

**MANUAL**  
**OF THE**  
**HOUSE OF DELEGATES**  
**2018**  
**TENNESSEE DENTAL ASSOCIATION**



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## INTRODUCTION

The House of Delegates, as the legislative and governing body, is the supreme authority of the Tennessee Dental Association. As such, it speaks for more than 2,450 members of the Association. This booklet has been prepared so that all who participate in the annual sessions of the House of Delegates may have a better understanding of the procedures and rules under which it operates.

The 104 members of the House of Delegates are designated by the nine component societies which constitute the Association plus two dental students, one from each Tennessee dental school. The allocation of delegates to the component societies is made proportionately based on membership as set forth in the *Constitution and Bylaws*.

The members of the House of Delegates have the duty of considering not only the wishes of their societies and their geographical regions, but also the welfare of the public, the Association and the dental profession.

Since the House of Delegates meets only once a year, it is obvious that many important issues must be considered and decisions made at the annual session. The volume and complexity of the issues which are placed before the House of Delegates make it impossible to handle them without having a well-established routine for the conduct of business. This routine demands the close cooperation of the members of the House, the officers and members of the Board of Trustees, and the Executive Office staff.

The following pages contain information relating generally to the organization and operation of the House of Delegates. A careful reading of this material will give every member of the House of Delegates a more informed view of the activities which lead to the establishment of policy and enactment of legislation for the Tennessee Dental Association.

## **GENERAL INFORMATION FOR DELEGATES AND ALTERNATES**

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**Registration for Delegates and Alternates:** Each delegate and alternate has been verified from their component society and the executive office as eligible to represent their district at the House of Delegates.

**Admittance for Delegates:** Each delegate must present their Annual Session registration badge, which has been coded with their House of Delegates credentials, to be scanned for admittance to the House of Delegates floor.

**Seating of Alternate Delegates:** If a delegate cannot attend a meeting of the House of Delegates, that delegate should instruct an alternate delegate from their district to attend in their place and brief that person of pertinent issues.

**Seating of Substitute Delegates:** If a delegate is absent from a specific meeting due to an emergency and no alternate delegate is available, the President of that component society may submit the name of a substitute delegate to the Committee on Credentials and Rules and Order which will report the substitute request to the House of Delegates. The House must approve certification at the beginning of that specific meeting. A substitute must meet the *Bylaws* requirements for a delegate. The *Bylaws* state that a delegate must be a member in good standing of the ADA, the TDA, and of his or her component society. The President and the substitute must be present no later than fifteen minutes prior to the House session. The members of the Committee on Credentials and Rules and Order will be present at the doorkeeper's desk at least thirty minutes prior to the meeting and will provide the form necessary for the President of a society to make this substitution.

**Access to Floor:** Access to the floor of the House of Delegates is limited to officers and members of the House of Delegates, each student delegate and/or alternate, elective and appointive officers of the Association, past presidents, past speakers of the House, members of the Board of Trustees, chairpersons of councils/committees, members of councils/committees when requested by chairpersons, secretaries of component societies and members of the Executive Office staff.

Alternate delegates, who are not duly seated with their delegations on the floor, do not have the privilege of access to the floor but may be seated in the visitors section.

**Visitors at House Meetings:** Anyone may attend meetings of the House of Delegates as a visitor upon display of an Annual Session badge. Visitors are not permitted access to the floor of the House but may be seated in the section reserved for visitors.

**Schedule of House Meetings:** Meetings of the House will be held at the convention center. Special sessions of the House of Delegates may be called in accordance with Chapter III, Section 100 of the *Bylaws*. Hearings of the Reference Committees will be held at a time and place designated by the Board of Trustees. All members of the Association are privileged to attend the hearings of the reference committees.

## **OPERATION OF THE HOUSE OF DELEGATES**

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**Officers:** The officers of the House shall be the Speaker of the House of Delegates and the Secretary of the House of Delegates. The Speaker of the House of Delegates shall be elected by the delegates from the active membership of the Association at each annual session of the House prior to his installation. The Secretary of this Association shall serve as Secretary of the House of Delegates. In the absence of the Speaker, the Board of Trustees shall appoint a Speaker Pro Tem. In the absence of the Secretary, the President shall appoint a Secretary Pro Tem.

The Speaker presides at all meetings, and the Secretary serves as the recording officer and custodian of the records.

**Duties of the House of Delegates and Board of Trustees:** The House of Delegates serves as the legislative agency of the Association while the Board of Trustees serves as the administrative agency. The duties of both are clearly defined in the *Bylaws*.

The powers and duties of the House of Delegates, as defined in Chapter III, Sections 60 and 70 of the *Bylaws*, make it the supreme authoritative body of the Association. As such it can enact legislation, determine policies, enact, amend and repeal the *Constitution and Bylaws* and the *Principles of Ethics*, elect honorary and associate members, create special committees, approve the annual budget and approve memorials in the name of the Association. The House of Delegates also has the duty of electing:

- Elective Officers
- Delegates and Alternate Delegates to ADA
- Elective Members of Councils and Committees
- Chairpersons of Councils and Committees

The powers and duties of the Board of Trustees, as defined in Chapter IV, Sections 60 and 70 of the *Bylaws*, make it the administrative body of the Association with full powers to conduct all business. In general, the Board of Trustees carries out the policies of the House of Delegates and has the power to establish ad interim policies when the House of Delegates is not in session and when such policies are essential to the management of the Association. Such policies must be presented to the next session of the House of Delegates for review and consideration.

The Board of Trustees also provides for the purchase, sale, mortgage, maintenance and supervision of the Executive Office and all other property or offices owned or operated by this Association; appoints the Executive Director and Editor; prepares the annual budget; supervises financial affairs; nominates the chairpersons of councils; selects the dates and sites of the annual session; and reviews all reports and makes recommendations on them to the House of Delegates.

**Recommendations to the House of Delegates:** Recommendations which involve Association policy come to the House of Delegates from several different sources: the President of the Association, the Secretary, the Treasurer, the Editor, the Board of Trustees, the councils, the committees, the component societies, individual delegates, and occasionally from other organizations.

The President and the Treasurer are charged by the *Bylaws* with making an annual report to the House of Delegates. In these reports they may make recommendations dealing with the Association's programs or with issues concerning the dental profession.

The Board of Trustees reports annually to the House of Delegates on its activities during the past year. The Board will present reports dealing with:

- Association affairs
- Administration resolutions relating to such matters as nominations to councils and committees
- Comments on the reports of councils and committees
- Recommendations on council and component society resolutions to the House of Delegates
- Resolutions proposed or transmitted by the Board of Trustees
- Financial affairs which include the proposed budget for the ensuing fiscal year.

The councils of the Association are charged in the *Bylaws*, Chapter IX, Section 120, with making recommendations to the House on the matters under their jurisdiction.

The component societies may direct resolutions on the establishment of policy to the House of Delegates.

Occasionally, the House of Delegates will receive a recommendation on policy from an outside organization, such as a specialty group in the field of dentistry or from a civic or philanthropic organization. Acceptance of such resolutions for consideration by the House of Delegates will be determined by the Speaker subject to the approval of the House.

The employed staff of the Association may also make recommendations to the House of Delegates but only through an appropriate agency such as the Board of Trustees or an individual council/committee.

In these ways, the House of Delegates receives many recommendations for consideration each year, and its task is to act on them in the best way to meet the changing needs of the Association and of the profession.

All of the reports to be considered by the House of Delegates are presented in the following manner: (1) *Reports of Officers and Councils* contains reports of officers, councils and committees; resolutions from component societies; and a list of the delegates and alternates. Such Reports are posted on the TDA website at least two weeks prior to the Reference Committee hearings. (2) Material which is received too late for inclusion in the published Reports is presented to the House in typewritten form during the meeting of the House.

Delegates and alternates are requested to bring their personal copies of Reports to the meetings of the House of Delegates. A thorough advance study of the various reports and resolutions will provide an essential background for a full understanding of activities as they occur in the House of Delegates.

**Distribution of Materials in House of Delegates:** No material may be distributed in the House of Delegates without obtaining permission from the Secretary of the House. Material to be distributed must relate to subjects and activities that are proposed for House action or information.

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## **RULES OF THE HOUSE OF DELEGATES**

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The following constitute the standing rules of the House of Delegates:

**Seating of Delegations:** The Secretary shall designate orderly seating of delegations in the House of Delegates in accordance with the following formula:

The delegations shall be seated in accordance with the number assigned to their component district by the Secretary, provided that in each successive year, the delegations at the head of the list will be returned to the end of the list for the next annual session.

The Trustee and Secretary of a component society may be seated with the component delegations on the floor of the House of Delegates even though they are not official delegates.

**Speaking Privileges:** The right to speak to issues before the House of Delegates is held — in addition to component delegates/duly seated alternates and student delegates and/or alternates — by: elective and appointive officers of the Association; past presidents; members of the Board of Trustees; chairpersons of councils/committees; members of councils/committees when requested by chairpersons; secretaries of component societies; and members of the Executive Office staff.

**Rules of Order:** The rules contained in the *Standard Code of Parliamentary Procedure*, current edition, govern the deliberations of the House of Delegates in all cases in which they are applicable and are not in conflict with the standing rules of the *Bylaws*.

**Reports:** All reports of elective officers, councils and committees, except supplemental reports, are available to each delegate and alternate delegate at least 14 days prior to the Reference Committee hearings. All supplemental reports are distributed to each delegate before such reports are considered by the House.

**Referral of Reports and Resolutions:** Prior to the Reference Committee hearing, the Speaker and Secretary of the House shall prepare a list of recommended referrals to the Reference Committee.

**Resolutions Proposing Appropriation of Funds:** Any resolution proposing an appropriation of funds, except those relating to the annual budget, shall be referred to the Board of Trustees for a report on the availability of funds for the purpose specified.

**Resolutions Proposing New Programs:** Any resolutions submitted to the House of Delegates which propose new programs, special committees, or studies must contain estimates of the

financial impact upon the Association as well as identification of potential sources of funds. The Executive Director shall provide assistance in the determination of cost estimates for proposing new programs.

**Consideration of the Budget:** The proposed annual budget shall be submitted to the House of Delegates prior to the Reference Committee hearings. In the event the proposed budget as submitted is not approved, all recommendations for changes adopted by the House of Delegates shall be referred to the Board of Trustees for preparation and presentation of a revised budget.

House approval of any recommendations for changes automatically returns the proposed budget to the Board of Trustees for revision and subsequent resubmission to the House of Delegates for approval or further recommendations for modification. This procedure shall be repeated until a budget for the ensuing fiscal year shall be adopted.

If a preliminary budget is not adopted by the House of Delegates at the annual session, the Board of Trustees shall (1) submit an amended budget to the delegates to be voted on by a mailed or emailed ballot or (2) submit the amended budget to a Special Session of the House of Delegates as provided in Chapter III, Sections 100 and 110.

**Introduction of New Business:** Once the agenda has been approved by the House, no new business shall be introduced into the House of Delegates except when such new business is submitted by a component society and is permitted to be introduced by a two-thirds (2/3) vote of the House of Delegates. The motion introducing such new business shall not be debatable. Approval of such new business shall require a majority vote, except new business introduced that would require a *Bylaws* amendment cannot be adopted at such meeting. Reference Committee recommendations shall not be deemed new business.

**Presentation of Resolutions and Other Items of Business:** It is customary, though not mandatory, that items of business be presented on behalf of a component society. Such items of business must be presented as far in advance as possible to the Secretary of the House of Delegates so that copies may be made available to members of the House.

**Actions on Motions Recommended by Reference Committees:** A reference committee request for action on an item of business (resolution) shall be brought to the floor of the House for debate in the form of a main motion. The main motion may be positive, e.g., to adopt, or negative, e.g., to reject, so that it precisely reflects the recommendation of the reference committee on that particular resolution. House of Delegates procedure requires the Reference Committee chairperson to make the appropriate main motion immediately following the reading of the resolution and the portion of the reference committee report related to that resolution. (It should be noted that the content of the resolution is actually part of the main motion.)

Thus, the main motion may be to adopt the resolution, reject, refer or any other action deemed appropriate. This is in contrast to the method used by some other organizations, such as legislative bodies, which have a complex series of screenings to evaluate the merit of any proposed legislation. Therefore, any resolution or proposal able to survive the screening mechanism of these organizations is always presented in a favorable manner, since it takes a majority of those involved in the screening process to bring the legislation to the floor for vote.

Reference Committees are the only screening mechanism in the legislative process of the TDA House of Delegates. Reference Committees cannot "pigeon hole" any resolution presented to them even though that resolution has the support of only a single delegate. Therefore, to aid the House in its deliberations, the main motion should reflect the majority opinion of the members of the Reference Committee.

Following the presentation of a main motion by the chairperson of the Reference Committee (whether that be to adopt, reject, refer or any other), the motion is subject to all the specified rules which govern main motions as outlined in the parliamentary authority of the House of Delegates.

After any main motion regarding a resolution is presented, debate is opened and any subsidiary motion, including motions to amend (or substitute), may be applied to it in order of precedence as outlined in the *Standard Code of Parliamentary Procedure*.

To avoid confusion, it may be emphasized that motions usually considered to be subsidiary may be, and are in fact, main motions when presented by Reference Committee chairpersons in cases such as those outlined in the previous paragraphs. Otherwise, those motions are subsidiary motions when presented from the floor and are subject to the particular rules which commonly apply to them.

If a main motion to adopt a resolution passes or fails, the vote of the House disposes of the resolution.

If a main motion other than to adopt is presented and it passes, the resolution is disposed of in the manner presented (rejected, referred to a committee or whatever).

If a main motion other than to adopt is presented (e.g., a motion to reject) and it fails, a motion to adopt the resolution is then in order and is usually made by a delegate who favors adoption of the resolution. This resolution is now before the House for debate, amendment and action.

**Amendments to Constitution and Bylaws:** The Constitution may be amended by a two-thirds (2/3) affirmative vote of the House of Delegates at any session, provided that written notice of each proposed amendment has been mailed by the Secretary of the Association to each member of the House of Delegates at least ninety (90) days prior to such session, or provided that each proposed amendment has been presented in writing to the House of Delegates at a previous session.

The *Bylaws* may be amended at any session of the House of Delegates by a two-thirds (2/3) affirmative vote of the members present and voting.

A *Bylaws* amendment effecting a change in the dues of members or affecting the procedure for changing the dues of members may be adopted by the House only if the proposed amendment has been submitted in writing at least thirty (30) days prior to the House of Delegates session at which it is to be considered. In addition, notice of such a resolution shall be sent to each component society, delegate and alternate delegate not less than thirty (30) days before such session and shall be announced to the general membership in an official publication of the



Association at least thirty (30) days in advance of the annual session. Amendments affecting dues may be adopted by a three-fourth (3/4) affirmative vote of the members present and voting, provided that the proposed amendment has been submitted in writing at least thirty (30) days prior to the meeting of the House of Delegates.

**Voting Procedures:** The method of voting in the House of Delegates is usually determined by the Speaker of the House who may call for a voice vote, show of hands, show of voting cards, standing vote or roll call of the delegations.

If the result of a vote is uncertain or if a division is called for, such as to verify a voice vote, the Speaker will first ask all voting affirmatively to stand. The count will be made by tellers appointed by the Speaker and reported to the Secretary. It is essential that voters remain standing until the Speaker had indicated that the count is completed. The same procedure is then followed for recording the negative vote.

The Committee on Credentials is charged with supervising the count of votes in the House of Delegates.

**Nomination Procedures:** The House of Delegates shall nominate the elective officers of this Association. Nominations for the elective officers shall be made in accordance with the order of business. Nominating speeches shall not exceed three (3) minutes in length. One (1) endorsement statement, not to exceed one (1) minute in length, shall be allowed, however is not necessary.

The Board of Trustees shall nominate members to serve on the various Councils of this Association in accordance with Chapter IX, Section 20 of the *Bylaws*.

Delegates and alternate delegates to the House of Delegates of the American Dental Association shall be nominated by the House of Delegates in accordance with Chapter XI, Section 20 of the *Bylaws*.

**Election Procedures:** Only properly certified delegates are permitted to participate in the elections of the House of Delegates. Contested elections are held under the supervision of the Committee on Credentials.

Elective officers of this Association shall be elected by the House of Delegates in accordance with Chapter VII, Sections 30 and 40 of the *Bylaws*.

The House of Delegates shall elect members to serve on the various councils of the Association in accordance with Chapter IX, Sections 20 and 50 of the *Bylaws*.

Delegates and alternate delegates to the House of Delegates of the American Dental Association shall be elected by the TDA House in accordance with Chapter XI, Section 20 of the *Bylaws*.

**Installation of Elective Officers:** The elective officers shall be installed in their respective offices at the House of Delegates at which they were elected. The President-Elect shall be installed in the office of President at the annual session next following his/her election. The

outgoing President shall preside until the close of the annual session.

**Standing Committees of the House of Delegates:** In order to conduct its business, the House of Delegates employs three standing committees: (1) Committee on Constitution and Bylaws; (2) Committee on Credentials and Rules and Order; (3) Reference Committee(s). The Reference and Credentials and Rules and Order Committees are appointed by the President.

**Committee on Constitution and Bylaws:** The Association's Committee on Constitution and Bylaws shall serve as the House of Delegates' Committee on Constitution and Bylaws. It shall be the duty of the committee to draft or approve amendments to the *Constitution and Bylaws* and to consider other matters referred to it, to hold hearings thereon and to report its findings and recommendations to the House of Delegates.

**Committee on Credentials and Rules and Order:** The Committee on Credentials and Rules and Order shall consist of five (5) officially certified delegates of this Association. It shall be the duty of the Committee on Credentials and Rules and Order to: determine and record at each meeting of the House the roll of the delegates and report such to the Speaker at the beginning of each meeting; conduct a hearing on any contest regarding the certification of a delegate or alternate delegate and to report its recommendation to the House of Delegates; provide the facilities for the elections of the elective officers; prepare a report in consultation with the Speaker and Secretary of the House of Delegates on matters relating to the order of business and special rules of order; and consider all matters referred to it and report its recommendations to the House of Delegates.

**Reference Committee:** A Reference Committee shall consist of five (5) fully privileged members of this Association. The chairperson and at least one other member of the committee shall be delegates. It shall be the duty of a Reference Committee to consider reports referred to it, to conduct open hearings and to report its recommendations to the House of Delegates.

**Special Committees:** The Speaker, with the consent of the House of Delegates, shall appoint Special Committees to perform duties not otherwise assigned by the *Bylaws*. The term of all members of special committees shall expire at the annual session following their appointment or when their assigned duties have been completed.

## **REFERENCE COMMITTEES OF THE HOUSE OF DELEGATES**

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**Reference Committees:** A Reference Committee shall consist of five (5) fully privileged members of this Association. The chairperson and at least one other member shall be officially certified delegates. The number of Reference Committees varies from year to year depending on the issues which are before the House of Delegates. It shall be the duty of a Reference Committee to consider reports referred to it; to conduct open hearings; and to report its recommendations to the House of Delegates. The primary duty of a Reference Committee is to recommend to the House of Delegates an appropriate course of action on matters which have

been placed before it. This duty can best be discharged by evaluating all resolutions which it has received from the councils, the Board of Trustees, component societies and other agencies, by basing its recommendations on the best information and advice which is available and by making its decision in the best interests of the public, the Association and the dental profession.

It is not the duty of the Reference Committee to attempt to prevent the House of Delegates from taking action on any matter which has been presented. Nor is it the committee's duty to accept automatically and without deliberation the opinions of its own members or, on the other hand, the opinions of those who have testified.

The Reference Committee fulfills its duty when it takes into consideration all of these factors and advises the House of Delegates to adopt, amend, refer, or reject a resolution which has been placed before it.

The Reference Committee has the final duty of taking action on all matters assigned to it. A Reference Committee may not "pigeon-hole" any item but must refer it to the House of Delegates for final disposition. Reference Committees are the only screening mechanism in the legislative process of the TDA House of Delegates.

**Authority:** Reference Committees have significant authority but must act within the standing rules of the House of Delegates and within the framework of the *Bylaws*. The Reference Committees may not only act on resolutions before them, but they may also propose resolutions on their own initiative dealing with matters placed before it. They may call upon the officers, members of the Board of Trustees, councils and members of the staff when they desire to gain information. They may make an explanation of the committee's decision before recommending to the House of Delegates that a resolution be adopted, rejected, amended, or replaced by a substitute resolution or referred.

In order to provide a proper and appropriate opportunity for debate and discussion, the Reference Committees are requested not to put forward a motion "to table" but, alternatively, to initiate a motion "to reject." This motion has the same purpose as a motion "to table" but, significantly, a motion to "reject" opens the main question to debate (*Standard Code of Parliamentary Procedure*). By following this procedure, the House of Delegates is assured of an opportunity to debate a question and not be confronted by an initial motion "to table" which does not permit debate.

**Referral of Items of Business to Reference Committees:** The Reference Committees receive items of business for consideration by referral from the Speaker and the Secretary of the House. The list of referrals will be made available prior to the Reference Committee hearings so that the committees will have opportune access for perusal of all material under consideration.

Following transmittal of the list of referrals to the delegates and alternates, other items of business may be referred to a Reference Committee by the Speaker of the House.

**Clerical Assistance:** The Executive Director will be responsible for providing necessary clerical assistance to each Reference Committee. Those responsible for such assistance shall not participate in the substantive deliberations of the committee.

Verbatim minutes shall not be required since there is inadequate time for transcription. The current uniform format for the report should be followed precisely by each Reference Committee.

Those assigned to provide clerical assistance shall be instructed by the Executive Director to hold all committee deliberations in the strictest confidence.

**Conduct of Hearings:** The primary duty of a Reference Committee is to receive and evaluate information and opinions so that it may present a well-informed recommendation to the House of Delegates. Information and opinions are received during the open hearing which is conducted by the Reference Committee and later evaluated in an executive meeting at which the committee's decisions are made.

The chairperson of the Reference Committee should preside at both the hearing and the executive meeting. The chairperson should carry out the usual duties of a chairperson in maintaining order, facilitating the transaction of business and in ruling on length and pertinence of discussion.

The chairperson should not permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not make inappropriate decisions which would encumber the Reference Committee in its subsequent deliberations. The chairperson should ensure that all qualified participants are afforded opportunity for reasonable debate or presentation of pertinent information without encroachment upon due recognition of other participants.

All members of the Tennessee Dental Association have the right to attend Reference Committee hearings and participate in the discussion whether or not they are members of the House of Delegates. Nonmembers of the Association may participate in the discussion at hearings only at the invitation of a majority of the Reference Committee. Participants should be aware that members of news media may attend Reference Committee hearings.

The Reference Committee is expected to be available during the announced hours of a hearing.

**Conduct of Executive Session:** After evidence and information has been received at the open hearing, the committee shall retire to an executive session to reach its decisions. The report shall be prepared only on the basis of materials dictated by the committee and the committee is solely responsible for the report.

The Executive Director shall designate members of staff to assist the Reference Committee to the degree that the committee shall request such assistance. Such staff may be at executive sessions at the pleasure of the committee.

The committee is empowered to invite others into the executive session to provide resource information under such conditions as it may set, if such invitations are, in the view of the committee, necessary for the proper discharge of its duties.

When it wishes, the committee may exclude from executive session everyone except its members.

**Amendments to Bylaws:** The Reference Committee may be asked to consider amendments of the *Bylaws*. The Chairperson of the Reference Committee should first discuss proposed resolutions which may involve amendments to the *Bylaws* with the Secretary, the Speaker of the House of Delegates or the Executive Director. The determination of whether or not the policy involved in the proposed amendment is desirable must be made by the Reference Committee.

**Effecting Adopted Bylaws Amendments:** It shall be the duty of the following, in consultation with the TDA Attorney, to effect adopted *Bylaws* amendments:

Speaker of the House of Delegates	Secretary of the House of Delegates
Chairperson of the Standing Committee on Bylaws	Executive Director

**Preparation of the Report:** The report of the Reference Committee to the House of Delegates is nothing more than the comment and the recommendation of the committee on the material which it has had under consideration.

All recommendations to the House of Delegates must be placed in the standard resolution form. The use of preliminary and explanatory "whereas" clauses are not permitted except in very unusual cases. The committee should place this prefatory material in its comment on the resolution in the general text of its report.

Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House of Delegates can vote intelligently on a single question. The design and content of a resolution is most important since clarity and appropriate form enhance understanding and comprehension of the intent of a resolution.

If the report of a council contains no resolutions, the Reference Committee should merely state that it has noted the report and make such comments as it may desire. It is not proper to recommend that the report be "received," "approved" or "adopted." If the Reference Committee wishes to adopt or approve some item in the report, it must draft a suitable resolution. The report should be as brief as possible. Long sections of material which the delegates already have before them should not be repeated.

Any resolution containing a proposed *Bylaws* amendment should be designated as such in the Reference Committee report by the statement "(*Bylaws* amendment - requires \_\_\_ majority vote for adoption)."

**Majority and Minority Reports:** Every effort should be made by the members of the Reference Committee to reach unanimous agreement. If this is not possible, majority and minority reports may be presented. The report receiving the most support from members of the committee is presented as the "majority report."

**Signature of Report:** One copy of the report in its final form must be signed by all members of

the committee, except in the case of a minority report, and presented to the Secretary of the House of Delegates or to the Executive Director before it is presented to the House of Delegates.

**Advance Copies of Reports:** Copies of the Reference Committee reports will be made available to members of the House of Delegates prior to the next session. One copy of the Reference Committee report will be forwarded to the chairperson of each component society delegation as soon as it is available.

**Presentation of Reports to House of Delegates:** The report of the Reference Committee shall be presented by the committee chairperson. The report is considered as published in the agenda. The report should be read slowly and distinctly. The House will act on the report section by section, and the Speaker will indicate when the chairperson should continue with the next section of the report. Page numbers and other citations are considered extraneous for inclusion in the Reference Committee report.

In the event of debate or discussion, the chairperson and members of the Reference Committee are free to reply to any question or to comment. If the chairperson desires, he/she may, by request through the Speaker, petition members of councils, officers, members of the Board of Trustees or staff to provide the requested information.

# House of Delegates Motions

Order of Precedence	Debatable?	Amendable?	Vote Required
<b>Privileged Motions</b>			
1. Adjourn...	No	No	M
2. Recess...	R	R	M
3. Question of privilege...	No	No	None
<b>Subsidiary Motions</b>			
4. Vote immediately...	No	No	2/3
5. Limit debate...	R	R	2/3
6. Postpone definitely...	R	R	M
7. Refer to committee...	R	R	M
8. Amend...	Yes	Yes	M
<b>Main Motions</b>			
9. a. The main motion...	Yes	Yes	M
b. Specific main motions			
Reconsider...	R	No	M
Rescind...	Yes	No	M
<b>Incidental Motions</b>			
Appeal...	Yes	No	M
Suspend...	No	No	2/3
Consider informally...	No	No	M
<b>Requests</b>			
Point of order...	No	No	None
Parliamentary inquiry...	No	No	None
Withdraw a motion...	No	No	None
Division of question...	No	No	None
Division of assembly...	No	No	None

R = Restricted    M = Majority