

2020 HOUSE OF DELEGATES

Proposed Standing Rules

The governing body of the Ohio Foot and Ankle Medical Association shall be a House of Delegates. (Bylaws: Article VII, Section B-1). The Bylaws of the Association list the composition, duties, powers, and other pertinent information concerning the House of Delegates. (Section A-F inclusive). The following rules and regulations conform to the provisions of the Bylaws:

A. ASSEMBLY AND DECORUM

- 1. All in-person delegates shall be seated in the places provided for their delegation.**
- 2. Alternates participating in person shall be seated with the component society delegation only when sitting in for a Delegate.**
- 3. In advance of a meeting conducted in full or in part by electronic methods, all members of the deliberative body shall be informed of how and when to access the meeting virtually, including telephone dial-in numbers, passwords, access codes, and Internet links.**
- 4. Delegates who opt to participate remotely are expected to have the necessary equipment and/or computer software to be able to participate. If they do not have such equipment and software, they are expected to contact the assigned staff person in order that a suitable alternative method for participation can be arranged**
- 5. Deliberations of the House of Delegates shall be conducted in accordance with the rules contained in the current edition of**

Robert's Rules of Order – Newly Revised (Eleventh Edition),
when not in conflict with the Bylaws.

6. Proper decorum and parliamentary etiquette shall prevail at all times.
7. The Sergeant of Arms along with the Protocol Officer shall be responsible for maintaining decorum. She or he shall call the attention of the Delegates and Alternates to the rules and regulations pertaining to the seating of Delegates and Alternates. She or he shall perform such other functions related to decorum and security as directed by the Presiding Officer.
8. When roll call is ordered, the Secretary shall poll the Delegates without debate or discussion by the House of Delegates. Members who are participating virtually can confirm their presence by raising their hand or typing their name and the time they logged on in the chat window.
9. No printed matter, such as pamphlets, charts, notes, etc., shall be distributed to the Delegates unless permission has been obtained from the executive director, who shall serve as protocol officer.
10. Any member in good standing of this Association shall be admitted to the sessions of the House of Delegates and may obtain permission to address the House by requesting an accredited Delegate from his component society to obtain such permission from the House of Delegates. A similar request may also be made on behalf of a member, or other person, by the President of this Association.

B. BUSINESS

1. Two-thirds (2/3) of the elected Delegates present and certified by the Secretary shall constitute a quorum.

2. Any resolutions offered from the floor shall be plainly printed. Resolutions shall be submitted to the Executive Director who shall refer them to the proper committee. Any resolution to be considered by the House of Delegates must be offered by a credentialed Delegate.
3. Any amendment must be remitted in legible writing for the benefit of the secretary. The association will have the online amendment form available for all delegates who are participating in person and virtually.
4. A special order of business may be established by a majority vote of the Delegates present and voting.

C. Conflict of Interest

1. Members of the House of Delegates who have a material financial interest or material financial relationship that may be affected by a matter before the House of Delegates must disclose said interest(s) or relationship(s) before speaking on the floor of the House on the matter. Others who may address the House of Delegates also must disclose any financial interests that are in conflict with the matter under consideration by the house before speaking.

D. CREDENTIALS

1. Only members, who are properly accredited by the association's Secretary and verified by the Credentials Committee, may participate as Delegates or Alternates. Any contest with respect to credentials shall be resolved in accordance with Section C of the Bylaws.
2. The Credentials Committee shall report when directed by the Chair.

3. Alternate delegates do not vote unless they are replacing a delegate within their appointed delegation. This must be done through the Secretary immediately. An alternate will not be considered as replacing a delegate or be seated with their delegation without the proper form filed with the Secretary.

E. DISCUSSION AND DEBATE

1. A Delegate wishing to address the Chair will say "Dr. President, give his or her name, and the Academy he or she represents", and wait until recognized by the Presiding Officer, who shall repeat the name and the component society before the Delegate may proceed. This is necessary so the records of these proceedings may be kept accurate.
2. Attendees participating via the virtual meeting platform shall be provided full opportunity to be recognized to speak on any issue under deliberation.
3. It is out of order to rise or be standing for the purpose of obtaining the floor while another person has the floor except for the purpose of making one of the motions, or taking one of the parliamentary steps that can legitimately interrupt at such time.
4. Any Officer of the Association wishing to address the Chair shall rise, give his name and office, and wait until recognized by the Presiding Officer, who shall repeat the name and office before he may proceed. No Delegate may speak more than three (3) minutes at one time and may only speak twice on the same issue. The delegate should state whether he or she is a proponent or opponent (for or against) for the assembly's clarification. Debate may be limited by a 2/3 vote of the House.

F. ELECTION AND VOTING

- 1. Voting, except in an election for office or position, shall be by voice vote or via an electronic voting application. Any one member, or the Chair, may demand a recorded vote via the electronic voting application. A delegate, by proclaiming "*division*" before the chair declares the results of the vote, demands that an electronic vote be conducted.**
- 2. If an Alternate is voting, he or she shall announce his name and Academy, and the name of the Delegate for whom he is voting and remit the credential change immediately to the Secretary.**
- 3. Nominations from the floor for any office must be for that specific office.**
- 4. Nominating speeches shall be limited to three (3) minutes in length and one seconding speech of two (2) minutes in length. Nominations shall not be closed until there is no response from the inquiry by the Chair: "Are there any further nominations?"**
- 5. All contested elections shall be by ballot, and a majority of the votes cast shall be necessary for election. When there are more than three candidates running for the APMA Delegate position, you must vote for two or the vote will not be counted. Any member of the Association in good standing, not otherwise prevented from holding office, may be elected to any office.**