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A Reference Manual for Delegates and Alternates

6

Revised 2022

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41	All documents for the American Association of Medical Assistants® (AAMA) have been developed in accordance with policies	
42	established by the AAMA Board of Trustees. Any discrepancies in policy statements inconsistent with current policies should be	
43	brought to the attention of the AAMA Executive Office and the Board of Trustees. The AAMA Board of Trustees apologizes for	
44	any inconvenience this may cause.	

45 **IT IS THE RESPONSIBILITY OF THE STATE**
46 **LEADERSHIP TO ENSURE YOUR DELEGATION IS**
47 **FAMILIAR WITH AND ADHERES TO THE**
48 **INFORMATION PROVIDED IN THIS DOCUMENT.**
49

50 Checklist for Delegates and Alternates

- 51 Upon election of Delegates and Alternate Delegates (i.e., Alternates), the President of each
52 state society sends written notification to the AAMA Executive Office.
- 53 Immediately advise the Speaker of the House of any changes of Delegates or alternates
54 before the opening of the AAMA House of Delegates.
- 55 Delegates and Alternates must review the entire Delegate Packet *prior to arrival* at the
56 national conference. A printed copy may be requested from the Executive Office if needed.
- 57 If advance notice is given of a Delegate's inability to serve, replacement with an Alternate
58 may be done prior to arrival at the conference by notifying the Speaker of the House, Vice
59 Speaker of the House, and the Executive Office leadership.

60 Upon Arrival at the National Conference

- 61 Check the registration packet/conference program for the location and times the
62 Credentials Desk is open.
- 63
 - Credentials table is alphabetized by *state* and not by Delegate names.
- 64
 - If a Delegate must be replaced with an Alternate, do so at this time and after
65 notifying the Speaker of the House.

66

67 House of Delegates Attendance

- 68
 - Arrive no later than 30 minutes prior to the Opening Session of the House of Delegates.
- 69
 - Check in with the Credentials Desk prior to entering the House. The Credentials Committee
70 will verify that your credentials are in order.
- 71
 - Be seated at your designated seat no later than 15 minutes before the Opening of
72 the House.
- 73
 - A Delegate may not leave and re-enter the House once the House of Delegates is in session.
- 74
 - A Delegate may exit if the House is adjourned, in recess, or with special permission
75 from the Speaker.
- 76
 - An Alternate may replace a Delegate with the approval of the Credentials Committee and
77 the Speaker of the House
- 78
 - Once an Alternate has replaced a Delegate, they may *not* relinquish their seat back
79 to the Delegate for the remainder of the House.
- 80
- 81
 - After Delegates have checked in and entered the House of Delegates, the Credentials
82 Committee will:

117 *Any member participating in the activities of the House of Delegates as a Delegate, Alternate, or House*
 118 *Committee Member (Credentials, Teller, Page) must be a registrant at the conference.*

119

120

Delegate Responsibilities

121 1. Serve as a Delegate to AAMA House of Delegates for one (1) year (from the opening of
 122 the House of Delegates that year, until the next convening of the House of Delegates).

123 2. Become familiar with the following by reading and discussing:

124 a. Parliamentary Procedures

125 b. *AAMA Bylaws*

126 c. *AAMA Reference Manual for Delegates and Alternates*

127 d. The Delegates Packet

128 3. State opinions of items on the agenda which will include proposed Bylaw amendments,
 129 resolutions, and candidates for national office.

130 4. Inform the first delegate if you must withdraw from serving as a Delegate (this allows
 131 sufficient time to replace you with an Alternate or a proxy vote).

132 5. Attend and actively participate in the following:

133 a. All Reference Committee meetings

134 b. All sessions of the House of Delegates

135 c. The Meet the Candidates forum held immediately after the recess of the first session
 136 of the House of Delegates

137 d. State society caucus (if any is held) to discuss issues and positions

138 6. Participate in the voting process:

139 a. AAMA policies, guidelines, and rules are established through the vote of the House
 140 of Delegates.

141 b. Every Delegate represents the voice of their state society.

142 c. Voting at the House of Delegates should support what is in the best interest of the
 143 entire AAMA membership. A Delegate does *not* have to vote according to how
 144 their fellow Delegates are voting. A Delegate must decide, for themselves, what is in
 145 the best interest of the entire AAMA membership.

146 d. Voting for candidates for AAMA Board of Trustees and Nominating Committee
 147 takes place electronically in the second session of the House. The electronic devices
 148 are distributed to the Delegates and those with proxy votes after the credentials

149 report. Votes are counted electronically. The Tellers Chair announces the results
150 later in the second session of the House.

151

152 **Alternate Responsibilities**

- 153 1. The responsibilities of an Alternate are the same as a Delegate.
- 154 2. The Alternate must be available to represent their state if one of the Delegates is unable to
155 attend or must withdraw from the AAMA House of Delegates. Once a Delegate is replaced
156 by an Alternate, the Alternate serves as the Delegate for the remaining sessions of the
157 House.

158

159 **Delegates Packet**

160 Every Delegate and Alternate to the AAMA House of Delegates will receive a Delegates Packet
161 and *AAMA Reference Manual for Delegates and Alternates* prior to the opening of the House of
162 Delegates. This packet contains information concerning issues to be discussed by the House of
163 Delegates. Delegate Packets are also sent to the AAMA Officers, Trustees, past national
164 presidents, and provider advisors.

165 Any proposed Bylaw changes or proposed resolutions must be submitted in writing to the
166 elected Delegates to the House of Delegates no later than forty-five (45) days prior to the House
167 of Delegates. (*Consult the document "Guidelines for the AAMA Bylaws and Resolutions
168 Committee" for rules on how to submit these items.*) A two-thirds vote of those present and voting
169 is required for the adoption of any Bylaw amendment.

170 The Delegates Packet includes the following:

- 171 • Memorandum to Delegates/Alternates from the Speaker and Vice Speaker of the House
- 172 • *AAMA Reference Manual for Delegates and Alternates*
- 173 • Preliminary agenda for the House sessions
- 174 • Officer and Trustee reports
- 175 • Board reports
- 176 • Strategy Team/Task Force reports
- 177 • Executive Office leadership reports
- 178 • Proposed resolutions
- 179 • Proposed Bylaw changes and amendments
- 180 • Financial reports (for information purposes only)

- 181 • Endowment report
- 182 • List of Delegates and Alternates

183

184

House of Delegates

185 The purpose and objectives of the AAMA House of Delegates are stated in the AAMA Bylaws of
186 the (Article XV—House of Delegates):

187 It shall determine the policies of AAMA, amend the Bylaws, conduct the election of officers and
188 act upon such other business as may come before it.

189 This includes the acceptance or rejection of proposed Bylaw amendments, resolutions, and reports
190 of the Officers, Trustees, committees, strategy teams, task forces, Executive Office leadership, and
191 boards.

192 Attendance to the House of Delegates will be granted to those listed below:

- 193 • Voting members (elected Delegates from each state society)
- 194 • Non-voting members
 - 195 ○ Elected Alternates from each state society
 - 196 ○ Members of the Board of Trustees
 - 197 ○ Past national presidents
 - 198 ○ Executive Office leadership
 - 199 ○ Any registered person attending the conference with a badge, including:
 - 200 ▪ Conference registrants
 - 201 ▪ Executive Office staff
 - 202 ▪ Speakers
 - 203 ▪ Guests
 - 204 ▪ Exhibitors
 - 205 ▪ Current AAMA members

206

207 **House Sessions**

208 The House of Delegates will normally hold two sessions. During each session, the business of the
209 organization is conducted. The tentative agenda for the House of Delegates is sent as part of the
210 Delegates Packet.

211 The following are the usual items:

212 **First Session**

- 213 • Opening ceremonies
- 214 • Call to order
- 215 • National anthem and pledge of allegiance
- 216 • Introduction of honored members, guests, and staff
- 217 • Report of Credentials Chair
- 218 • Orientation of Delegates (House rules)
- 219 • House committee appointments are announced
- 220 • Nominating Committee presents the slate of officers.
 - 221 ○ Three trustees (2-year terms) are elected in even years
 - 222 ○ Four trustees (2-year terms) are elected in odd years
 - 223 ○ Secretary-Treasurer (2-year term) is elected in even years
 - 224 ○ Speaker of the House (2-year term) and Vice Speaker of the House (2-year term)
 - 225 are elected in odd years
 - 226 ○ Vice President (1-year term) is elected every year
- 227 • Nomination of candidates for the following year's Nominating Committee; four candidates
- 228 to be elected (only one member of the Nominating Committee per state society)

229 **Recess**

230 **Meet the Candidates Forum**

231 **Caucus of Individual States' Delegates, Alternates, and Attending Members**

232 **Reference Committee Hearings**

- 233 • All Delegates, Alternates and conference registrants should attend and participate in the
- 234 Reference Committee Hearings to review reports and issues which will be decided by the
- 235 House of Delegates
- 236 • Upon conclusion of Reference Committee Hearings, each Reference Committee will
- 237 adjourn and prepare a report for the House of Delegates.

238 **Further Caucus of Individual States' Delegates, Alternates, and Attending Members**

239 **after Reference Committee Hearings**

240 **Second Session (Reconvene House of Delegates)**

- 241 • Call to Order

- 242 • Report of the Credentials Chair
- 243 • Supplemental reports
- 244 • Electronic election of officers/trustees/four nominating committee members
- 245 • Report of the Tellers
- 246 • Report of the Reference Committees (*Recommendations from reports are discussed and*
247 *voted upon. Recommendations may be accepted, amended, or rejected.*)
- 248 • Officer, Trustee, committee, strategy team, task forces, Executive Office leadership and
249 board reports
- 250 • Resolutions and Miscellaneous Business
- 251 • Bylaws
- 252 • Unfinished Business
- 253 • New Business
- 254 • Announcements
- 255 • Good and Welfare Statements
- 256 • Adjournment
- 257

258

RESPONSIBILITIES OF OFFICIALS OF THE HOUSE

259

Speaker of the House of Delegates

260

261

262

- The Speaker of the House appoints such committees as are necessary to perform the business of the AAMA House of Delegates. These committees include but are not limited to Reference Committees, the Credentials Committee, Tellers, and Pages.

263

264

- The Speaker of the House appoints Reference Committee Chairs and members from the list of Delegates.

265

266

- The Speaker of the House appoints Tellers, Pages, and Credential Committee Chairs and members from the member registrants to the conference.

267

268

- The Speaker of the House appoints Ex-Officio members to all committees to serve as advisors.

269

- The Speaker conducts the business of the House of Delegates.

270

271

Vice Speaker of the House of Delegates

272

273

274

- The Vice Speaker must be as knowledgeable as the Speaker of the House regarding House functions. The Vice Speaker will replace the Speaker if the Speaker is unable to perform their duties.

275

- The Vice Speaker performs the duties requested by the Speaker.

276

277

RESPONSIBILITIES OF THE HOUSE COMMITTEES

278

Credentials

279

A. Credentials Chair

280

281

- 1) Appointed by the Speaker of the House from the members attending the conference without Delegate/Alternate responsibilities

282

283

- 2) Reports the number of voting Delegates, majority vote and two-thirds vote to the Speaker of the House

284

285

- 3) Reports to the Speaker of the House whether a quorum is present at each session of the House

286

B. Credentials Committee

287

- 1) Consists of the Chair and five (5) members

- 288 2) Verifies the validity of the credentials of all Delegates and Alternates serving from
289 each state society
- 290 3) Documents proxy votes assigned to another Delegate from a state (in the event any
291 chartered state is unable to be represented by the full complement of Delegates to
292 which it is entitled)
- 293 a) The proxy card is kept by the Delegate as proof of their right to receive more
294 than one vote (or to be counted as more than one vote when a division is
295 called).
- 296 4) Verifies that a quorum is present at any official session of the AAMA House of
297 Delegates

298
299

Tellers

A. Tellers Chair

- 301 1) Appointed by the Speaker of the House
- 302 2) Responsible for the following:
- 303 a) Preparation and delivery of the report of the vote to the Speaker of the House
- 304 b) Presenting the report to the AAMA House of Delegates as requested by the
305 Speaker of the House

306 The written report shall include:

- 307 • Number of eligible votes
- 308 • Number of legal votes cast
- 309 • Number required for election
- 310 • Number received by each candidate

B. Tellers

- 312 1) Appointed by the Speaker of the House from the group of registered members attending
313 the conference without Delegate/Alternate responsibilities
- 314 2) Responsible for the following:
- 315 a) Distributing official electronic voting devices to the voting body
- 316 b) Verifying the electronic vote
- 317 c) Assisting with counting standing votes when called for by the Speaker of the
318 House or by a Delegate

319

320

Pages

321

A. Chair of the Pages

322

- 1) Appointed by the Speaker of the House from the group of registered members attending the conference

323

324

- 2) Responsible for overseeing the function of the Pages

325

B. Pages

326

- 1) Appointed by the Speaker of the House pages from the group of registered members attending the conference

327

328

- 2) Responsible for the following:

329

- a) Delivering messages on the floor of the House

330

- b) Other duties as requested by the Speaker of the House

331

332

Reference Committees

333

- ### A. Reference Committees for the AAMA House of Delegates include the Reference Committee on Bylaws; the Reference Committee on Officer, Trustee, Committee, Strategy Team, Task Force, Executive Office Leadership, and Board Reports; and the Reference Committee on Resolutions and Miscellaneous Business. Reference Committees function only during the annual meeting.

334

335

336

337

338

B. Chairs of the Reference Committees

339

- 1) Appointed by the Speaker of the House from the list of Delegates

340

- 2) Responsible for the following:

341

- a) Presiding over the Reference Committee Hearings

342

- b) Appointing a secretary from the members for that Reference Committee

343

- c) Appointing a timekeeper from the members of that Reference Committee

344

- d) Conducting an orientation of all present at the Hearings

345

- e) Conducting discussions of annual reports made by the Officers, Trustees, committees, strategy teams, task forces, Executive Office leadership and boards; proposed Bylaw amendments; and proposed resolutions and Miscellaneous Business

346

347

348

349

- f) Conducting discussions of recommendations made by the Officers, Trustees, committees, strategy teams, task forces, Executive Office leadership, and boards

350

- 351 g) Allowing all interested members to participate in discussion in an open meeting
 352 h) Facilitating orderly proceedings in the House of Delegates by giving members,
 353 Delegates, and Alternates an opportunity to be heard at this informally conducted
 354 meeting

355 C. Reference Committees members

356 1) Appointed by the Speaker of the House from the list of Delegates. These committees serve
 357 only during the session for which they are appointed

358 2) Responsible for the following:

359 a) Deliberating in a closed meeting after hearing all debate and determining
 360 committee recommendations to the House of Delegates for action.

361 b) Recommending to the House of Delegates through the Chair of the Reference
 362 Committee approval, disapproval, or amended changes to the recommendations,
 363 resolutions, and/or Bylaws amendments proposed.

364

365 **Reference Committee Procedures**

366 **Open Session**

367 Reference Committee Hearings are held to allow for the informal discussion of issues to be
 368 considered by the House of Delegates. The hearings are held to encourage participation by all
 369 members so that the committee may know the opinions of the membership and the consensus
 370 of the membership and assist the committee in concluding what will be most advantageous for
 371 the association.

372 1. No motions are made.

373 2. As soon as the Chair and the committee feel the attendees have debated the issue
 374 sufficiently to come to a decision, the committee moves on to the next issue.

375 3. The members are allowed to speak after approaching the microphone. Each member has
 376 two (2) minutes to speak on an issue. No one person may speak twice on an issue until
 377 everyone (wishing to speak) has had a turn.

378 4. Each member is asked to give their name, credential, state, and membership status. If a
 379 nonmember wishes to speak, permission must be given by the Chairs.

380 5. If any member requests additional information or clarification of an issue, an officer,
 381 trustee, or staff member will be summoned.

382

383 **Closed Session**

384 At the conclusion of the discussions, the committee adjourns the meeting and goes into closed
385 session to come to a definite decision on their recommendations.

386 1. The committee is instructed to review their notes, opinions, and concerns from the
387 hearing.

388 2. The conclusions must be what are *best for the association* and not the opinions of those
389 who were the most vocal.

390 3. One committee member is chosen to be Secretary. The report should recommend the best
391 course of action to be taken by the House. Using the AAMA template, the report is
392 prepared by the Chairs and typed by a staff member.

393 a) The report may recommend to “file for future reference.” (*Note: Several reports*
394 *may be grouped.*)

395 b) The report may recommend to adopt or not adopt. The report may move by
396 striking and inserting, amending, substituting, referring, etc. the proposals as
397 originally referred.

398 c) The reports must be signed by all committee members (unless there is a minority
399 report).

400 4. Reports from the Reference Committees to the House require three methods of signature.

401 a) Unanimous decision: *all* members sign the report.

402 b) Divided decision: the majority of the members signs the report.

403 c) Minority decision: one or two members sign the report.

404 (*It is recommended that the Committee present a unanimous decision by using*
405 *objectivity and compromise.*)

406 5. The Reference Committee Report is always written in the third person and will include:

407 a) The name of Reference Committee reporting

408 b) The date, time, and place the hearing was held

409 c) Approximate numbers attending and the names of committee members and ex-
410 officio present

411 d) The date, time, and place of the executive session

412 6. The committee report contains only that which has been agreed upon by the majority vote
413 of the committee members. A quorum must have been present to formulate the report.
414 The report will identify the proposal, report or resolution by number, title or sponsor.
415 Testimony and supporting evidence, if necessary, will be given for clarity of the
416 recommendation. The last paragraph will contain the recommendation or motion. Those

417 reports which are only for information can be recommended to be filed for future
418 reference.

419 7. This report will not be a final decision. The Delegates will vote on each proposal in the
420 House.

421

422 **House of Delegates (Second Session)**

423 At the official session of the House of Delegates, the Chair for each Reference Committee is called
424 upon to give the Committee's report to the assembled Delegates. Copies of each committee report
425 are placed at each Delegate's seat and made available to all in attendance. The Delegates are asked
426 to listen to each Chair give the committee's recommendation or motion.

427 *Note: It is not necessary to second a committee report at any time. More than one person has*
428 *already agreed to the report, or it would not be presented.*

429

430 **RESPONSIBILITIES OF OTHER APPOINTEES OF THE HOUSE**

431 **Timekeeper**

- 432 • The purpose of the Timekeeper is to monitor the amount of time each member is allowed
433 to speak on each question.
- 434 • Each Delegate is limited to two minutes.
- 435 • The Timekeeper notifies the Speaker of the House when the allotted time has expired.

436

437 **Parliamentary Advisor**

- 438 • Appointed by the Speaker of the House
- 439 • The purpose of the Parliamentary Advisor is to advise the Speaker of the House on issues
440 concerning parliamentary procedure.

441

442 **Sergeant at Arms**

- 443 • Appointed by the Speaker of the House
- 444 • The purpose of the Sergeant at Arms is to check Delegates at the entrance to the AAMA
445 House of Delegates to ensure they have checked in at the Credentials Desk.
- 446 • The Sergeant at Arms will prevent entrance to the House of Delegates by anyone until
447 given permission by the Speaker.

448

449

HOUSE OF DELEGATES PROCEDURES

450

Nominations and Elections

451 **Nominating Committee**

452 The Nominating Committee consists of five members.

453 • Four members shall be elected by ballot by the AAMA House of Delegates following
454 nominations from the floor, with a plurality vote electing. No two members can be from
455 the same Constituent Society.

456 • The AAMA Immediate Past President will serve as the Chair.

457 The Nominating Committee is responsible for soliciting, screening, and presenting a slate of
458 nominees for officer and trustee positions in accordance with the Bylaws.

459 • Nominations must be postmarked by May 1

460 • Nominating Committee will screen the qualifications to determine eligibility of the
461 members for candidacy.

462 • Eligibility of candidates for office can be found in the AAMA Bylaws of the American
463 Association of Medical Assistants: Article VIII.

464

465 **Elections**

466 • Elected by ballot, and a majority of the total voting body shall elect

467 • If a state of emergency precludes the holding of an annual meeting, the Board of Trustees
468 shall supervise and conduct the election either electronically or by U.S. mail in
469 accordance with Article XV, Section 5.

470

471

Reports

472 Reports are routinely received as business of the House when they come from the Board of
473 Trustees, Reference Committees of the House and certain officials of the association. Except
474 under special circumstances, such reports are referred to appropriate Reference Committees so
475 that hearings may be held on the substance thereof.

476

477

478

Resolutions

479 Business is introduced into the House through the presentation of resolutions by voting
 480 Delegates, state societies, or the Board of Trustees. Resolutions submitted to the AAMA by
 481 state societies must pertain to business of the AAMA and not the state society. Resolutions are
 482 submitted to the Board of Trustees, included in the AAMA Annual Meeting agenda, and are
 483 referred to the Reference Committee on Resolutions and Miscellaneous Business. Resolutions
 484 must be submitted by the required deadline established annually.

485 Emergency resolutions must be submitted by noon of the day preceding the opening of
 486 the AAMA House of Delegates. Copies should be in the hands of the Speaker of the House,
 487 AAMA President, and the Executive Office leadership by noon of the day preceding the opening
 488 of the House of Delegates. Emergency resolutions are referred to the reference committee. If it
 489 is not considered an emergency by the committee, it will not be accepted as business of the
 490 House. If it is considered an emergency, the matter is put before the House with or without
 491 consideration and recommendation from the reference committee. Emergency resolutions
 492 require a three-fourths affirmative vote of the House of Delegates for approval.

493 State societies wishing to submit a resolution should refer to the *Guidelines on Submitting*
 494 *a Resolution to the AAMA House of Delegates* for the proper procedure.

495

496

How to Propose an Amendment to the Bylaws

497 The definition of a bylaw is “a law of application adopted by an organization and established for
 498 orderly conduct of business to define purpose, policy, membership duties, etc.”

499 The process of proposing a Bylaw change:

- 500 • The state society wishes to amend an existing Bylaw.
- 501 • The state society submits a proposed change in wording to the Board of Trustees (by the
 502 stated deadline) as follows:

503

Submitted By:

Current Wording:

Proposed Wording:

Article:

Article:

Section:

Section:

504

Rationale: *(reason for submission of proposed change)*

- 505 • The Board of Trustees discusses the proposed Bylaw amendment and makes a
 506 recommendation to the AAMA House of Delegates.

507

- Recommend not to adopt the wording.

- 508 ○ Recommend a change in the wording.
- 509 ○ Make no recommendation.
- 510 • Final decision rests with the House of Delegates.
- 511 ○ The Delegates will vote on the amendment.
- 512 ○ A two-thirds vote is necessary to adopt any Bylaw change.
- 513

514

BASIC RULES OF PARLIAMENTARY PROCEDURE

515

How to Address the Floor

- 516 • All comments and discussion must be addressed through the Speaker of the House.
- 517 • Delegate should step up to the microphone on the floor.
 - 518 ○ Only one member may stand at the microphone while waiting to be recognized
 - 519 ○ (unless the Speaker indicates more members may be at the microphone).
- 520 • When the member is recognized, they should address the Chair by saying “Madam
- 521 Speaker” or “Mr. Speaker” or “Mx. Speaker” (pronounced “mix”) per their preference.
- 522 • Introduce yourself:
 - 523 ○ Give your name, credential, and say state society you represent.
 - 524 ○ Present a motion (if that is your intent), ask for “point of reference” or “point of
 - 525 ○ parliamentary inquiry,” or speak to an issue.

526

527

How to Offer a Motion

- 528 • General Information
 - 529 ○ Present motions that are in order.
 - 530 ○ Obtain the floor properly.
 - 531 ○ Speak clearly and concisely.
 - 532 ○ Obey the rules of debate.
- 533 • Offering a Motion/Seconding a Motion
 - 534 ○ Obtain the floor.
 - 535 ○ Wait until the last speaker is finished.
 - 536 ○ Rise and address the Chair.
 - 537 ○ Say “Madam Speaker” or “Mr. Speaker” or “Mx. Speaker” (pronounced “mix”) per
 - 538 ○ the Speaker’s preference.
 - 539 ○ Introduce yourself (*see above*).
 - 540 ○ Present your motion (a verbal motion must be followed with a written motion).
 - 541 ○ Speak clearly and concisely.
 - 542 ○ State your motion affirmatively.

- 543 ○ Say “**I move that we ...**” instead of “I move that we do not. ...”
- 544 ○ Avoid personalities and stay on the subject.
- 545 ○ Wait for a second to the motion.
- 546 ▪ Another member will say, “I second the motion,” or the Chair will call for
- 547 a second.
- 548 ▪ If there is no second, your motion will not be considered.
- 549 ○ The Chair will restate your motion.
- 550 ▪ The Chair must say “It is moved and seconded that we. ...”
- 551 ▪ After this happens, debate or voting can occur. Your motion is now
- 552 “assembly property,” and you cannot change it without consent of the
- 553 members.
- 554 ○ The Chair will call for discussion.
- 555 ○ The Mover is allowed to speak first.
- 556 ○ Direct all comments to the Chair.
- 557 ○ Keep to the time limit for speaking.
- 558 ○ You may speak again after all other people who are speaking are finished.
- 559 ○ You may speak a third time by a motion to suspend the rules with a two-thirds vote.

560

561 **Calling for the Question**

- 562 • The Chair asks, “Are you ready for the question?”
- 563 • If there is no more discussion, the vote is taken. The Chair announces the results.
- 564 • Or a motion to call for the question may be adopted.

565

566 **Amending a Motion**

- 567 • Say, “**I move to amend the motion by. ...**” The person speaking may not be interrupted.
- 568 • A second to the amendment is required.
- 569 • The amendment is debatable only if the motion to be amended is debatable.
- 570 • An amendment can be amended.
- 571 • A majority vote is needed to adopt.

- 572 • The amendment is voted on before the main motion

573

574 **Voting**

- 575 • Types of Voting

576 ○ Voice vote

577 ○ Show of hands

578 ○ Rising vote

579 ○ Counted rising vote

580 ○ General consent

581 ○ Ballot vote

582 ○ Electronic device vote

- 583 • Delegates may abstain from voting.

- 584 • The Speaker will announce whether the motion was carried or defeated.

585

586 **Physical Setup for the House of Delegates**

- 587 • Delegates are seated at tables (in classroom style) according to state designation.

588 ○ State designation signs are posted for seating assignments.

589 ○ On alternating years, state society seating is from A–Z and Z–A. (For example,
590 Alabama would be seated in the front row one year and in the back row the
591 following year).

- 592 • Special seating is in front for elected Officers, Trustees, and AAMA Past Presidents.

- 593 • Special seating for the Tellers and Credentials Committee behind the Delegates

- 594 • Special seating is for Executive Office leadership and staff.

- 595 • Seating must be available for the stenographer, timekeeper, and other officials conducting
596 business before the House.

- 597 • The gallery sits in theater style behind the Delegate seating section.

- 598 • Microphones are placed in the Delegate section for easy access.

