



A Reference Manual for Delegates and Alternates

Updated January 2024

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

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

Checklist for Delegates and Alternates

- ☐ Upon election of Delegates and Alternate Delegates (i.e., Alternates), the President of each state society sends written notification to the AAMA Executive Office.
- ☐ Immediately advise the Speaker of the House of any changes of Delegates or alternates before the opening of the AAMA House of Delegates.
- ☐ Delegates and Alternates must review the entire Delegate Packet *prior to arrival* at the national conference. A printed copy may be requested from the Executive Office if needed.
- ☐ No changes to Delegates or Alternates will be made after due date for submission of Delegates/Alternates. All changes must be made at the Credentials Desk at the AAMA Conference prior to the start of the HOD.

Upon Arrival at the National Conference

- ☐ Check the registration packet/conference program for the location and times the Credentials Desk is open.
 - Credentials table is alphabetized by *state* and not by Delegate names.
 - Any changes that need to be made to a state's delegation must be done at credentials table the day before the House of Delegates. The Speaker of the House and Vice Speaker must be notified of any changes to delegates/alternates.

House of Delegates Attendance

- Arrive no later than 30 minutes prior to the Opening Session of the House of Delegates.
- Check in with the Credentials Desk prior to entering the House. The Credentials Committee will verify that your credentials are in order.
 - Be seated at your designated seat no later than 15 minutes before the Opening of the House.
- A Delegate may not leave and re-enter the House once the House of Delegates is in session.
 - A Delegate may exit if the House is adjourned, in recess, or with special permission from the Speaker.
- If an Alternate replaces a delegate, the change must be made at the Credentials desk and the Speaker of the House and Vice Speaker must be notified.
 - Once an Alternate has replaced a Delegate, they may *not* relinquish their seat back to the Delegate for the remainder of the House.
- After Delegates have checked in and entered the House of Delegates, the Credentials Committee will:
 - Place on the roll of the House of Delegates the names of all Delegates in each session.
 - Verify a quorum and what constitutes a majority, and two-thirds vote to the Speaker of the House and all present at the House of Delegates meeting.

Recess of the House

- Immediately following the opening session of the House, Delegates and Alternates must attend the Meet the Candidates forum. (*Seating by delegation is not required during this forum.*)
- **Delegates and Alternates must attend all Reference Committee Hearings.**
- After the reference committee hearings and before voting, Delegates and Alternates should attend a state caucus (if one is held).

Reconvening of the House of Delegates (Second Session)

- Delegates and Alternates must arrive at least 30 minutes prior to the reconvening of the House and be in their designated seats no later than 15 minutes prior to the opening of the House.
- Delegates and Alternates are to check in with the Credentials Desk (by state society name) prior to being seated for the second session of the House of Delegates.

Delegates and Alternates

Delegates and Alternates are elected by each constituent state society to represent its position on various issues discussed in the AAMA House of Delegates.

Delegates and Alternates are elected in accordance with the bylaws of each state society. The number of Delegates apportioned to each state society (a minimum of two) is determined by the total number of active and associate members of the constituent society as of December 31 of the membership year prior to the date on which the names of Delegates and Alternates are submitted to the Speaker of the House. Each constituent society is allocated two (2) Delegates for the first 100 active/associate members or fraction thereof plus one Delegate for each additional 400 active and associate members or fraction thereof.

Important functions of Delegates are voting on issues brought before the House of Delegates and electing members of the Board of Trustees and the Nominating Committee. The Board of Trustees of the AAMA implements the policies established by the majority vote of Delegates. A Delegate should not be led to vote on an issue simply because “everyone else” is voting on the issue or because there is only one candidate. Voting is your state’s voice in support of or in opposition to the issues presented to the House. Your vote gives direction to the Board of Trustees. *Any member participating in the activities of the House of Delegates as a Delegate, Alternate, or House Committee Member (Credentials, Teller, Page) must be a registrant at the conference.*

Delegate Responsibilities

1. Serve as a Delegate to AAMA House of Delegates for one (1) year (from the opening of the House of Delegates that year, until the next convening of the House of Delegates).
2. Become familiar with the following by reading and discussing:
 - a. Parliamentary Procedures
 - b. *AAMA Bylaws (most current)*

- c. *AAMA Reference Manual for Delegates and Alternates* (most current edition)
 - d. The Delegates Packet
3. State opinions of items on the agenda which will include proposed Bylaw amendments, resolutions, and candidates for national office.
 4. Inform the first delegate if you must withdraw from serving as a Delegate in a timely manner. If the first delegate is the one that must withdraw, they must inform the state leadership and remaining delegates in a timely manner to allow sufficient time to replace with an alternate delegate or proxy vote.
 5. Attend and actively participate in the following:
 - a. All Reference Committee meetings
 - b. All sessions of the House of Delegates
 - c. The Meet the Candidates forum held immediately after the recess of the first session of the House of Delegates
 - d. State society caucus (if any is held) to discuss issues and positions.
 6. Participate in the voting process:
 - a. AAMA policies, guidelines, and rules are established through the vote of the House of Delegates.
 - b. Every Delegate represents the voice of their state society.
 - c. Voting at the House of Delegates should support what is in the best interest of the entire AAMA membership. A Delegate does *not* have to vote according to how their fellow Delegates are voting. A Delegate must decide, for themselves, what is in the best interest of the entire AAMA membership.
 - d. Voting for candidates for AAMA Board of Trustees and Nominating Committee takes place electronically in the second session of the House. The electronic devices are distributed to the Delegates and those with proxy votes after the credentials report. Votes are counted electronically. The Tellers Chair announces the results later in the second session of the House.

Alternate Responsibilities

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

Delegates Packet

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

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

The Delegates Packet includes the following:

- Memorandum to Delegates/Alternates from the Speaker and Vice Speaker of the House
- Preliminary agenda for the House sessions
- Officer and Trustee reports
- Board reports
- Strategy Team/Task Force reports
- Executive Office leadership reports
- Proposed resolutions
- Proposed Bylaw changes and amendments
- Financial reports (for information purposes only)
- MWS Report
- List of Delegates and Alternates (as of the submission due date)
- Any supplemental reports

House of Delegates

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

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

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

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

- Voting members (elected Delegates from each state society)
- Non-voting members
- Elected Alternates from each state society.
- Members of the Board of Trustees
- Past national presidents
- Executive Office leadership
- Any registered person attending the conference with a badge, including:
 - Conference registrants
 - Speakers
 - Guests
 - Exhibitors

House Sessions

The House of Delegates will normally hold two sessions. During each session, the business of the organization is conducted. The tentative agenda for the House of Delegates is sent as part of the Delegates Packet. The following are the usual items:

First Session

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

Recess

Meet the Candidates Forum

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

Reference Committee Hearings

- All Delegates, Alternates and conference registrants should attend and participate in the Reference Committee Hearings. These hearings will allow each individual the time to review reports, issues, and candidates and listen to others' opinions to help them formulate decisions and their votes on the issues which will be decided by the House of Delegates
- Upon conclusion of Reference Committee Hearings, each Reference Committee will adjourn and prepare a report for the House of Delegates.

Further Caucus of Individual States' Delegates, Alternates, and Attending Members after Reference Committee Hearings

Second Session (Reconvene House of Delegates)

- Call to Order
- Report of the Credentials Chair
- Supplemental reports
- Electronic election of officers/trustees/four nominating committee members
- Report of the Tellers

- Report of the Reference Committees (*Recommendations from reports and By-Laws are discussed and voted upon. Recommendations may be accepted, amended, or rejected.*)
 - Officer
 - Trustee
 - Committee
 - Strategy Team
 - Task Forces
 - Executive Office leadership and
 - Board Reports
 - Resolutions and Miscellaneous Business
 - Bylaws
- Unfinished Business
- New Business
- Announcements
- Good and Welfare Statements
- Adjournment

RESPONSIBILITIES OF OFFICIALS OF THE HOUSE

Speaker of the House of Delegates

- 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.
- The Speaker of the House appoints Reference Committee Chairs and members from the list of Delegates.
- The Speaker of the House appoints Tellers, Pages, and Credential Committee Chairs and members for member registrations for the conference. Alternates can be selected to serve as a member (not chair) of the Tellers or Credential Committee, with the understanding should they need to move up into the delegate position they would need to resign from their HOD committee and possibly fill the role on a reference committee.
- The Speaker of the House appoints Ex-Officio's for each House of Delegates Committee from the BOT to serve as advisors.
- The Speaker conducts the business of the House of Delegates.

Vice Speaker of the House of Delegates

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

RESPONSIBILITIES OF THE HOUSE COMMITTEES

Credentials

A. Credentials Chair

- 1) Appointed by the Speaker of the House from the members attending the conference without Delegate/Alternate responsibilities.
- 2) Reports the number of voting Delegates, majority vote and two-thirds vote to the Speaker of the House
- 3) Reports to the Speaker of the House whether a quorum is present at each session of the House.

B. Credentials Committee Members

- 1) Consists of five (5) members selected from conference registrants and alternate delegates
- 2) Verifies the validity of the credentials of all Delegates and Alternates serving from each state society.
- 3) Documents proxy votes assigned to another Delegate from a state (in the event any chartered state is unable to be represented by the full complement of Delegates to which it is entitled and the proxy vote is requested)
 - a) The proxy card is kept by the Delegate as proof of their right to receive more than one vote (or to be counted as more than one vote when a division is called).
- 4) Verifies that a quorum is present at any official session of the AAMA House of Delegates

Tellers

A. Tellers Chair

- 1) Appointed by the Speaker of the House
- 2) Responsible for the following:
 - a) Preparation and delivery of the report of the vote to the Speaker of the House
 - b) Presenting the report to the AAMA House of Delegates as requested by the Speaker of the House. The written report shall include:
 - Number of eligible votes
 - Number of legal votes cast
 - Number required for election
 - Number received by each candidate

B. Tellers Committee Members

- 1) Appointed by the Speaker of the House from the group of registered members and alternates attending the conference without Delegate responsibilities (if assumes Delegate responsibilities must give up committee position)
- 2) Responsible for the following:
 - a) Distributing official electronic voting devices to the voting body
 - b) Verifying the electronic vote
 - c) Assisting with counting standing votes when called for by the Speaker of the House or by a Delegate

Pages

A. Chair of the Pages

- 1) Appointed by the Speaker of the House from the group of registered members attending the conference.
- 2) Responsible for overseeing the function of the Pages

B. Pages Committee Members

- 1) Appointed by the Speaker of the House pages from the group of registered members and alternates attending the conference without Delegate responsibilities (if assumes Delegate responsibilities must give up committee position)
- 2) Responsible for the following:
 - a) Delivering messages on the floor of the House
 - b) Other duties as requested by the Speaker of the House

Reference Committees

- ### A. Reference Committees for the AAMA House of Delegates include the Reference Committee on Bylaws; the Reference Committee on Reports; and the Reference Committee on Resolutions and Miscellaneous Business. Reference Committees function only during the annual meeting.

B. Chairs of the Reference Committees

- 1) Appointed by the Speaker of the House from the list of Delegates
- 2) Responsible for the following:
 - a) Presiding over the Reference Committee Hearings
 - b) Appointing a secretary from the members for that Reference Committee
 - c) Appointing a timekeeper from the members of that Reference Committee
 - d) Conducting an orientation of all present at the Hearings
 - 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
 - f) Conducting discussions of recommendations made by the Officers, Trustees, committees, strategy teams, task forces, Executive Office leadership, and boards
 - g) Allowing all interested members to participate in discussion in an open meeting
 - h) Facilitating orderly proceedings in the House of Delegates by giving members, Delegates, and Alternates an opportunity to be heard at this informally conducted meeting

C. Reference Committees members

- 1) Appointed by the Speaker of the House from the list of Delegates. These committees serve only during the session for which they are appointed.
- 2) Responsible for the following:
 - a) Deliberating in a closed meeting after hearing all debate and determining committee recommendations to the House of Delegates for action.

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

Reference Committee Procedures

Open Session

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

1. No motions are made.
2. As soon as the Chair and the committee feel the attendees have debated the issue sufficiently to come to a decision, the committee moves on to the next issue.
3. The members are allowed to speak after approaching the microphone. Each member has two (2) minutes to speak on an issue. No one person may speak twice on an issue until everyone (wishing to speak) has had a turn. If a virtual session is offered for Reference Committees will be limited to no more than one hour and individuals will be allowed to speak only once on each issue.
4. Each member is asked to give their name, credential, state, and membership status. If a nonmember wishes to speak, permission must be given by the Chairs.
5. If any member requests additional information or clarification of an issue, an officer, trustee, or staff member will be summoned.

Closed Session

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

1. The committee is instructed to review their notes, opinions, and concerns from the hearing.
2. The conclusions must be what are ***best for the association*** and not the opinions of those who were the most vocal.
3. One committee member is chosen to be Secretary. The report should recommend the best course of action to be taken by the House. Using the AAMA template, the report is prepared by the Chairs and typed the BOT Ex-Officio.
 - a) The report may recommend to “file for future reference.” (*Note: Several reports may be grouped.*)
 - b) The report may recommend to adopt or not to adopt. The report may move by striking and inserting, amending, substituting, referring, etc. the proposals as originally referred.
 - c) The reports must be signed by all committee members (unless there is a minority report).
4. Reports from the Reference Committees to the House require three methods of signature.
 - a) Unanimous decision: *all* members sign the report.
 - b) Divided decision: the majority of the members signs the report.

- 397 c) Minority decision: one or two members sign the report. *(It is recommended that*
 398 *the Committee present a unanimous decision by using objectivity and*
 399 *compromise.)*
- 400 5. The Reference Committee Report is always written in the third person and will include:
- 401 a) The name of Reference Committee reporting
- 402 b) The date, time, and place the hearing was held
- 403 c) Approximate numbers attending and the names of committee members and Ex-
 404 Officio present
- 405 d) The date, time, and place of the executive session
- 406 6. The committee report contains only that which has been agreed upon by the majority vote
 407 of the committee members. A quorum must have been present to formulate the report.
 408 The report will identify the proposal, report or resolution by number, title or sponsor.
 409 Testimony and supporting evidence, if necessary, will be given for clarity of the
 410 recommendation. The last paragraph will contain the recommendation or motion. Those
 411 reports which are only for information can be recommended to be filed for future
 412 reference.
- 413 7. This report will not be a final decision. The Delegates will vote on each proposal in the
 414 House.

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

416 At the official session of the House of Delegates, the Chair for each Reference Committee is
 417 called upon to give the Committee's report to the assembled Delegates. Copies of each
 418 committee report are placed at each Delegate's seat and made available to all in attendance. The
 419 Delegates are asked to listen to each Chair give the committee's recommendation or motion.
 420 **Note:** *It is not necessary to second a committee report at any time. More than one person has*
 421 *already agreed to the report, or it would not be presented.*

422 **RESPONSIBILITIES OF OTHER APPOINTEES OF THE HOUSE**

423 **Timekeeper**

- 424
- 425 • The purpose of the Timekeeper is to monitor the amount of time each member is allowed
 - 426 to speak on each question.
 - 427 • Each Delegate is limited to two minutes.
 - 428 • The Timekeeper notifies the Speaker of the House when the allotted time has expired.

429 **Parliamentary Advisor**

- 430 • Appointed by the Speaker of the House
- 431 • The purpose of the Parliamentary Advisor is to advise the Speaker of the House on issues
- 432 concerning parliamentary procedure.

433 **Sergeant at Arms**

- 434 • Appointed by the Speaker of the House
- 435 • The purpose of the Sergeant at Arms is to check Delegates at the entrance to the AAMA
- 436 House of Delegates to ensure they have checked in at the Credentials Desk.

- The Sergeant at Arms will prevent entrance to the House of Delegates by anyone until given permission by the Speaker.

HOUSE OF DELEGATES PROCEDURES

Nominations and Elections

Nominating Committee

The Nominating Committee consists of five members.

- Four members shall be elected by ballot by the AAMA House of Delegates following nominations from the floor, with a plurality vote electing. No two members can be from the same Constituent Society.
- The AAMA Immediate Past President will serve as the Chair.

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

- Nominations must be postmarked by May 1
- Nominating Committee will screen the qualifications to determine eligibility of the members for candidacy.
- Eligibility of candidates for office can be found in the AAMA Bylaws of the American Association of Medical Assistants: Article VIII.

Elections

- Elected by ballot, and a majority of the total voting body shall elect
- If a state of emergency precludes the holding of an annual meeting, the Board of Trustees shall supervise and conduct the election either electronically or by U.S. mail in accordance with Article XV, Section 5.

Reports

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

Resolutions

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

Emergency resolutions must be submitted by noon of the day preceding the opening of the AAMA House of Delegates. Copies should be in the hands of the Speaker of the House, AAMA President, and the Executive Office leadership by noon of the day preceding the opening of the House of Delegates. Emergency resolutions are referred to the reference committee.

- If it is not considered an emergency by the committee, it will not be accepted as business of the House.
- If it is considered an emergency, the matter is put before the House with or without consideration and recommendation from the reference committee.
- Emergency resolutions require a three-fourths affirmative vote of the House of Delegates for approval.

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

How to Propose an Amendment to the Bylaws

- The definition of a bylaw is “a law of application adopted by an organization and established for orderly conduct of business to define purpose, policy, membership duties, etc.” The process of proposing a Bylaw change:
 - The state society wishes to amend an existing Bylaw.
 - The state society submits a proposed change in wording to the Board of Trustees (by the stated deadline) as follows:
 - Submitted By:
 - Current Wording
 - Proposed Wording:
 - Article and Section
 - Rationale: (reason for submission of proposed change)
 - The Board of Trustees discusses the proposed Bylaw amendment and makes a recommendation to the AAMA House of Delegates.
 - Recommend not to adopt the wording Recommend a change in the wording.
 - Make no recommendation.
 - Final decision rests with the House of Delegates.
 - The Delegates will vote on the amendment.
 - A two-thirds vote is necessary to adopt any Bylaw change.

BASIC RULES OF PARLIAMENTARY PROCEDURE

How to Address the Floor

- All comments and discussion must be addressed through the Speaker of the House.
- Delegate should step up to the microphone on the floor.
 - Only one member may stand at the microphone while waiting to be recognized (unless the Speaker indicates more members may be at the microphone).
- When the member is recognized, they should address the Chair by saying “Madam Speaker” or “Mr. Speaker” or “Mx. Speaker” (pronounced “mix”) per their preference.
- Introduce yourself:
 - Give your name, credential, and say state society you represent.

- Present a motion (if that is your intent), ask for “point of reference” or “point of parliamentary inquiry,” or speak to an issue.

How to Offer a Motion

- General Information
- Present motions that are in order.
- Obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.
- Offering a Motion/Seconding a Motion
- Obtain the floor.
- Wait until the last speaker is finished.
- Rise and address the Chair.
 - Say “Madam Speaker” or “Mr. Speaker” or “Mx. Speaker” (pronounced “mix”) per the Speaker’s preference.
 - Introduce yourself (*see above*).
 - Present your motion (a verbal motion must be followed with a written motion). ○ Speak clearly and concisely.
 - State your motion affirmatively.
 - Say “**I move that we ...**” instead of “I move that we do not. ...”
 - Avoid personalities and stay on the subject.
 - Wait for a second to the motion.
 - Another member will say, “I second the motion,” or the Chair will call for a second.
 - If there is no second, your motion will not be considered.
 - The Chair will restate your motion.
 - The Chair must say “It is moved and seconded that we. ...”
 - After this happens, debate or voting can occur. Your motion is now “assembly property,” and you cannot change it without consent of the members.
 - The Chair will call for discussion.
 - The Mover is allowed to speak first.
 - Direct all comments to the Chair.
 - Keep to the time limit for speaking. You may speak again after all other people who are speaking are finished.
 - You may speak a third time by a motion to suspend the rules with a two-thirds vote.

Calling for the Question

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

Amending a Motion

- Say, “**I move to amend the motion by. ...**” The person speaking may not be interrupted.
- A second to the amendment is required.
- The amendment is debatable only if the motion to be amended is debatable.

- An amendment can be amended.
- A majority vote is needed to adopt.
- The amendment is voted on before the main motion

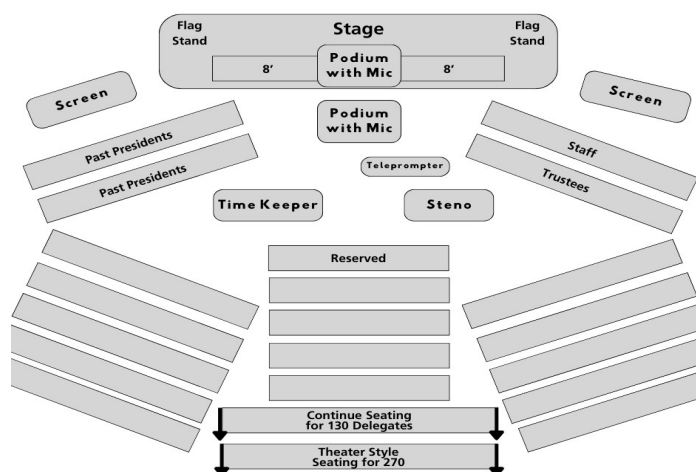
Voting

- Types of Voting
 - Voice vote
 - Show of hands
 - Rising vote
 - Counted rising vote
 - General consent
 - Ballot vote
 - Electronic device vote
- Delegates may abstain from voting.
- The Speaker will announce whether the motion was carried or defeat

Physical Setup for the House of Delegates

- Delegates are seated at tables (in classroom style) according to state designation.
 - State designation signs are posted for seating assignments.
 - On alternating years, state society seating is from A–Z and Z–A. (For example, Alabama would be seated in the front row one year and in the back row the following year).
- Special seating is in front for elected Officers, Trustees, and AAMA Past Presidents.
- Special seating for the Tellers and Credentials Committee is set aside.
- Special seating is for Executive Office leadership and staff.
- Seating must be available for the timekeeper, and other officials conducting business before the House.
- The gallery sits in theater style behind the Delegate seating section.
- Microphones are placed in the Delegate section for easy access.

Suggested Seating for House of Delegate



Revision Date	Speaker	Vice Speaker
January 2024	Sherry Bogar, CMA (AAMA)	Natasha Geno,CMA (AAMA)

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