



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS®

A Reference Guide for Delegates and Alternates

Updated June 2026

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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 verifies the eligibility of each Delegate and Alternate then submits written notification to the AAMA Executive Office.
- ☐ Immediately advise the Speaker of the House of any Delegate or Alternate changes before the opening of the AAMA House of Delegates.
- ☐ It is the responsibility of each Delegate and Alternate to thoroughly review the entire Delegate Packet *prior to arrival* at the national conference. A printed copy may be requested from the Executive Office if needed. A limited number of copies will be available on site.
- ☐ Changes of submitted Delegates or Alternates after the deadline can only 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 verification of the location and time the Credentials Desk is open on Tuesday morning.
 - The credentials desk tables are alphabetized by state, not by Delegate name.
 - Any changes that need to be made to a state delegation must be made at the credentials desk before the opening of the House of Delegates. The Speaker of the House and Vice Speaker must be notified of any delegate or alternate change after the opening of the House.
 - All state representatives must check in and make changes to submitted information with Credentials on Tuesday morning. Delegate and Alternate designation ribbons will be distributed at that time.

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 and provide you with your ribbon and proxy card(s).
 - Be seated in your designated seat no later than 15 minutes before the Opening of the House.
 - Alternates will be seated in the gallery.
- 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.
 - Should a delegate need to leave the room, the credentials committee is obligated to present an amended report to the House.
- If an Alternate replaces a delegate, the change must be made at the Credentials desk, and the Speaker of the House and Vice Speaker will then be notified.
 - Once an Alternate has replaced a Delegate, they may *not* relinquish their seat back to the Delegate.

- 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, 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

Delegates and Alternates should plan to attend the Meet the Candidates session and Reference Committee Hearings. All other conference attendees are encouraged to attend. *(Seating by delegation is not required during this forum.)*

- After the reference committee hearings and before voting, Delegates and Alternates should confer with fellow society members attending the conference.

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 of how “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 directions 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 the 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. The Delegates Packet
 - b. *AAMA Reference Manual for Delegates and Alternates (most current edition)*
 - c. Parliamentary Procedures
 - d. *AAMA Bylaws (most current)*
3. State opinions on agenda items 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 must withdraw, they must inform the state leadership and remaining delegates in a timely manner to allow sufficient time to be replaced with an alternate delegate or proxy vote.
5. Attend and actively participate in the following:
 - a. Attend at least one virtual Delegate and Alternate orientation session.
 - b. Attend all virtual “Meet the Candidate” sessions
 - c. If assigned to a Reference Committee, attend the virtual orientation session
 - d. All sessions of the House of Delegates
 - e. All Reference Committee hearings
 - f. The Meet the Candidates forum held following the recess of the first session of the House of Delegates
 - g. 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 before adjournment of 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, the AAMA Bylaws 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 amendment or proposed resolution(s) 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. A two-thirds vote of the voting members present 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)
- Maxine Williams Scholarship 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 (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 at the House of Delegates will be granted to those listed below:

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

- Guests
- Exhibitors
- Staff

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 the Credentials Chair
- Orientation of Delegates (House rules)
- House committee appointments are announced.
- The 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 (2-year term) is elected in even years
 - Speaker of the House (2-year term) elected in odd years
 - Vice Speaker of the House (2-year term) 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 everyone the time to review reports, issues, candidates and listen to others' opinions to help them formulate decisions and how they will vote on the issues 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 Reference Committees (*Recommendations from reports, Resolutions and Bylaws are discussed and voted upon. Recommendations may be accepted, amended, or rejected.*)
 - Officer and Board Reports
 - Officer
 - Trustees
 - Committees
 - Strategy Teams
 - Task Forces
 - Executive Office leadership
 - Board Reports
 - Resolutions and Miscellaneous Business
 - Bylaws
- Report of the Tellers
- 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 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. Appointees are usually first Delegates.
- The Speaker of the House appoints Tellers, Pages, and Credential Committee Chairs and members needed to assist in conducting the House. Alternates may be selected to serve as a Page, 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. Tellers may not be a member of a society with a candidate for office.
- The Speaker of the House appoints Ex-Officio BOT members for each House of Delegates Committee to serve as advisors.
- The Speaker conducts the business of the House of Delegates with the assistance of the Vice Speaker of the House.

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 assists the Speaker in conducting the business of the House.
- 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 those members attending the conference without Delegate/Alternate responsibilities.
- 2) Reports the possible voting power of the House, Registered and proxy votes, majority vote and two-thirds vote to the House
- 3) Reports to 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 non-delegate/alternate conference registrants
- 2) Verifies the attendance 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. Not a member of a society with a candidate for office.
- 2) Provides orientation for committee members.
- 3) Responsible for the following:
 - a) Preparation and delivery of the report of the vote to the Speaker of the House and Parliamentary Advisor.
 - 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. Teller 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 an Alternate assumes Delegate responsibilities, must give up committee position) and not a member of a constituent society with a candidate for office.
- 2) Responsible for the following:
 - a) Distributing and collection of 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 non-delegate registered members attending the conference.
- 2) Provides orientation for Pages.
- 3) Responsible for overseeing the function of the Pages

B. Pages Committee Members

- 1) Appointed by the Speaker of the House from the group of non-delegate/alternate registered members attending the conference without Delegate responsibilities (if an Alternate assumes Delegate responsibilities, must give up committee position)
- 2) Responsible for the following:
 - a) Delivering messages on the floor of the House
 - b) Monitoring use of electronic devices
 - c) 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 First Delegates. Must have served as a Delegate the previous year.
- 2) Responsible for the following:
 - a) Presiding over the Reference Committee Hearings
 - b) Appoint a secretary from the members for that Reference Committee
 - c) Appoint a timekeeper from the members of that Reference Committee
 - d) Conduct an orientation for all present at the Hearing
 - e) Conduct 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) Conduct discussions of recommendations made by the Officers, Trustees, committees, strategy teams, task forces, Executive Office leadership, and boards

- g) Allow all interested members to participate in discussion in an open meeting
- h) Facilitate orderly proceedings in the House of Delegates by giving attendees 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 first Delegates. Should not be from the same state society. These committees serve only during the session for which they are appointed.
- 2) Responsible for the following:
 - a) Deliberation in a closed meeting after consideration of ~~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 for 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 an informal discussion of issues presented to 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 to 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, it 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 full name, medical assisting credential, state, and membership status. If a non-member wishes to speak, permission must be given by the Chair.
- 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. This may occur at the conclusion of all Reference Committee hearings.

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

House of Delegates (Second Session)

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

RESPONSIBILITIES OF OTHER APPOINTEES OF THE HOUSE

Timekeeper

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

Parliamentary Advisor

- Appointed by the Speaker of the House
- The purpose of the Parliamentary Advisor is to advise the Speaker of the House on issues concerning parliamentary procedures.

Sergeant at Arms

- Appointed by the Speaker of the House
- The purpose of the Sergeant at Arms is to check Delegates at the entrance to the AAMA 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.
- The Sergeant at Arms will monitor individuals leaving the room to ensure the Credential Committee's report is not affected.

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
- The Nominating Committee will screen for candidate qualifications to determine eligibility.
- 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 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

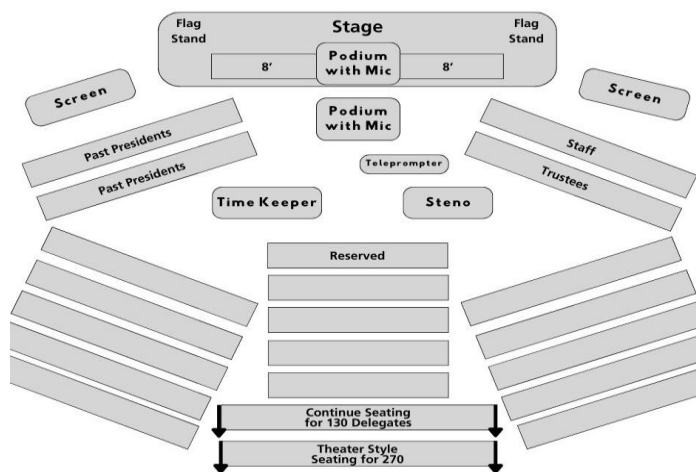
Business is introduced into the House through the presentation of resolutions by Delegates, state societies, or the Board of Trustees. Resolutions submitted to the AAMA by state societies must pertain to business of the AAMA and not the state society. Resolutions are submitted to the Board of Trustees, 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.

Resolutions require a majority vote of the House of Delegates for approval.

SUGGESTED SEATING FOR THE HOUSE OF DELEGATES



Revision Date	Speaker	Vice Speaker
July 2026	Jane Seelig, CMA-A (AAMA)	Aimee Quinn, BHA, CMA (AAMA)