



2008-2009 AAPA Policy Manual

SR-1000.00 HOUSE OF DELEGATES STANDING RULES

SR-1050.00 PHILOSOPHY OF PARLIAMENTARY PROCEDURES AND STANDING RULES

The purpose of parliamentary procedure is to facilitate the orderly transaction of business and promote cooperation and harmony in deliberative bodies. Embodied in parliamentary law are the fundamental principles that:

- 1) All members have equal rights, privileges, and obligations
- 2) The will of the majority always prevails,
- 3) The rights of the minority must always be observed
- 4) Full and free discussion of every proposition is an established right of the members
- 5) Every member has the right to know the meaning of what is before them and the effect it will have if adopted, and
- 6) All meetings must be characterized by fairness and good faith.

It is the obligation of the Speaker to preside over the house and to always govern in accordance with the above principles. Attaining the will of the majority of the house must always be the ultimate goal of the Speaker. In that process, the house shall recognize that the motive should outweigh the form by which it is achieved. The Speaker must recognize the right of the house to challenge and reverse any decision made by the Speaker with regards to execution of procedure and the interpretation of its decisions.

The Speaker, in sensing the will of the House, must govern in a manner that lends credibility to the process of decision-making. The documents of authority which outline this governance are as follows (in order of precedence):

1. Bylaws of the Academy
2. Standing rules of the House of Delegates
3. The desires of the delegates to the House
4. The Standard Code of Parliamentary Procedure, current edition

The standing rules of the House exist to refine its procedural processes to conform to the unique nature of the House and its operations. Standing rules are adopted rules of procedure that add to or vary from the accepted parliamentary authority. These rules take precedence over the standard code and serve as a guide to enhance the efficient operations of the House. These rules are always subject to refinement, modification, or suspension at the will of the House.

SR-1100.00 POLICY MANUAL

SR-1100.1

Jurisdiction of the yearly publication of the Policy Manual shall remain solely with the House Officers, who shall, on an annual basis, determine the Policy Manual's organization, review the manual for policy conflicts, and classify all policies adopted, amended, and rescinded by the House of Delegates. The House Officers shall have the authority to correct typographical, format, and/or grammatical errors as long as they do not alter the intent of the policy.

SR-1100.2

Terminal policy is defined as policies that either have a set period during which they are in effect, or have no current or future policy value. The House of Delegates authorizes the House Officers to delete terminal policies, as they occur. The Speaker shall give an accounting of all terminal policies, so removed from the Policy Manual, in the Speaker's Annual Report.

SR-1100.3

Transitory and/or temporary measures (i.e., those to be carried out before the next House meeting) will not be included in the published Policy Manual.

SR-1100.4

The AAPA adopts an ongoing mechanism for the review of all AAPA policies including position papers on a five-year cycle. Each policy will undergo five-year review starting from the time it was first adopted or from the time it was last amended, whichever is later. The House Officers will report to the House of Delegates their recommendations for each policy reviewed. House Officers shall have the authority to change typographical, grammatical, and format changes as needed, as long as such changes do not alter the intent of the policy or standing rule. When non-controversial errors are corrected, changes need not be brought to the House of Delegates for reaffirmation. The House Officers and/or the appropriate committee/council will introduce policies for amendment as resolutions.

Position papers will undergo informal review annually for relevance and accuracy by the appropriate committee/council. When no changes are required, this shall be noted in the committee or council chair's report to the Speaker of the House. When non-controversial items are updated (i.e., statistics), changes need not be brought to the House of Delegates for reaffirmation. In the case of major revisions (i.e., content), the paper will be introduced as a resolution by the House Officers and/or the appropriate committee/council

Policies recommended for expiration will be placed on the consent agenda. If there are no objections to these recommendations, they will remain on the consent agenda with the result being these policies will expire at the end of the House of Delegates. Any objection from the floor to the placement of an item to be expired on the consent agenda will result in the item being assigned a resolution number and being referred to a reference committee. Testimony will be heard during the reference committee hearing on the reasons for the original recommendation and then the reason for the objection. The reference committee will report on its recommendation, which will be considered in the usual manner.

SR-1100.5

AAPA Policy Definitions

There are two vehicles utilized to articulate policy:

1. Policy statement
2. Position paper

When policy statements and position papers are under consideration, they are termed "draft" and become policy only when the House of Delegates or Board of Directors approves them, as appropriate.

(1) **Policy Statement**, Definition

A policy statement is a relatively short, concise statement setting forth Academy policy on a particular topic. Policy statements cover fundamental issues of mission, typically involving questions of Academy direction, values, priorities and philosophies/principles that guide other decisions. Policies may also include philosophical decisions that may affect allocation of resources, activities, and relationships among the Board, House of Delegates, councils, committees, constituent chapters, and staff departments. The House of Delegates determines policy.

(2) **Position Paper**, Definition

A position paper presents Academy policy and supporting information on a particular topic. The supporting information cites facts and figures from a variety of sources and may even include a bibliography. The House of Delegates approves position papers. A position paper brought to the House floor for approval or review may be amended on the floor of the House.

In addition to those documents noted above, the following two types of non-policy documents are utilized to guide the Academy and its components:

- (1) Procedure
- (2) Rules

Procedure: These documents outline the mechanisms and procedures to handle routine transactions and normal operations. Procedures are matters of form, process, method and application of other policies. The Board of Directors, House Officers, councils, committees and staff are responsible for determining procedure.

Rules: Regulations that guide or prescribe everyday conduct. Each functional unit is responsible for establishing its own rules of conduct (i.e., House Standing Rules, Board Rules and Procedures, Staff Handbook).

SR-1200.00 ANNUAL REPORTS

SR-1200.1

Academy officers, councils and committees shall submit annual reports to the House of Delegates, which may contain resolutions for consideration by the House.

SR-1200.2

Annual reports must be received in the national office at least 60 days prior to the convening of the House of Delegates and will be printed in the House of Delegate Handbook. Addenda to annual reports must be presented in advance of the convening of the House of Delegates at a time prescribed by the Speaker.

SR-1300.00 STANDING COMMITTEES

SR-1300.1

The House of Delegates shall establish standing committees and councils of the Academy. Appointing standing committee and council chairs and members, establishing subcommittees, and appointing subcommittee chairs, and members shall be governed by policies and procedures established by the Board of Directors. All committee and subcommittee members who are also physician assistants shall be members of a constituent organization.

SR-1400.00 HOUSE OF DELEGATES

SR-1400.1.0 Duties and Responsibilities

SR-1400.1.1

Without prejudice to the duties and responsibilities confirmed by statute, by the Articles of Incorporation, or by these Bylaws, the House of Delegates of the Academy shall be responsible for the setting of policies that establish Academy vision, mission, goals, values, priorities, philosophies, and principles. It is expressly declared that the House of Delegates shall have the following duties and responsibilities: a) to establish the policies of the Academy through the process of legislation; b) to act as the judicial body of the Academy; c) to charter constituent chapters; d) to grant official recognition to specialty physician assistant organizations and caucuses; and e) to establish the standing committees of the Academy and such committees as necessary to fulfill its duties.

SR-1400.1.2

The power to amend bylaws shall be vested solely in the House of Delegates.

SR-1400.2.0 Composition

SR-1400.2.1

The voting membership of the House of Delegates shall consist of delegates elected by fellow members of chartered constituent chapters, delegates elected by fellow members of officially recognized specialty PA organizations, delegates elected by the Student Academy of the American Academy of Physician Assistants; a delegate elected by the Physician Assistant Education Association, and a delegate elected by fellow members of the Caucus Congress, and the immediate past and current House Officers.

SR-1400.2.2

Current members of the Academy's Board of Directors, current chairs of standing committees and councils, past presidents of the AAPA, and past speakers of the House of Delegates shall be advisory members of the House of Delegates and shall have the right to speak and debate.

SR-1400.2.3

Each constituent chapter shall be entitled to two (2) delegates. Additional delegates will be apportioned among the chapters according to the number of the Academy fellow membership within the jurisdiction of each constituent chapter as of January 31 of each year. When the number of fellow members within a chapter's jurisdiction exceeds 220, the chapter will be apportioned a third delegate. An additional delegate will be apportioned for each 300 additional members within a chapter's jurisdiction thereafter. The Constituent Relations Committee of the House of Delegates will define such jurisdiction. For apportionment purposes, each AAPA member shall be required to signify annually in which constituent chapter s/he wishes to be counted (Bylaws, Article XII, Section 3).

SR-1400.2.4

The Student Academy shall be entitled to one delegate for each 600 Student Academy members as of January 31 of each year.

SR-1400.2.5

The term of delegates to the House shall begin July 15, with the exception of those delegates representing the Student Academy who will be identified by December 1.

SR-1400.2.6

One delegate from each constituent chapter will be designated as chief delegate for that constituent chapter in a manner prescribed by that chapter. The Student Academy will select a chief delegate.

SR-1400.2.7

Each constituent chapter, each officially recognized specialty PA organization, the Student Academy, congresses, and PAEA may select alternate delegates who may be credentialed and seated by the sergeant at arms in the event that a regular delegate is not present. Seated alternate delegates are accorded all the privileges of a seated regular delegate.

SR-1400.2.8

Each constituent chapter, each officially recognized specialty PA organization, the Student Academy, the Caucus Congress, and PAEA shall submit an official notification of delegates selected to the sergeant at arms of the House by July 1 of the year the delegate/alternate delegate takes office. An officer of the chapter, specialty organization, Student Academy, Caucus Congress, or PAEA must sign any written notification. Subject to verification, delegates may be identified via the form on the AAPA Website. Changes to the delegates may be made at any time up to the date of publication of the House of Delegates materials by the same means. If there are any changes in the designated delegates or alternates after the publication of the House materials, the new delegates and alternates must submit to the sergeant at arms of the House during the credentialing process, before being seated at the House meeting, a notification signed by the president, secretary, or chief delegate of the chapter, specialty organization, Student Academy, Caucus Congress, or PAEA, stating their delegate or alternate status and whom they are replacing. A delegate or alternate delegate can be credentialed to only one delegation per House term.

SR-1400.2.9

No delegate shall be seated who is not a fellow member or student member in good standing of the Academy.

SR-1400.2.10

Upon notification from the appropriate body of the AAPA that a constituency of the House of Delegates has been suspended, or had its chapter or recognition revoked, the Credentials Committee will remove that constituency from the list of eligible delegations and any delegates credentialed to that delegation will be notified that they will not be seated until their constituency is brought into compliance with AAPA policy.

SR-1400.3.0 Meetings and Rules of Order

SR-1400.3.1

The House of Delegates shall hold an annual meeting. Special meetings of the House of Delegates shall be called by the Speaker upon written request of twenty-five (25) percent or more of the delegates. Special meetings of the House shall also be called by a two-thirds (2/3) affirmative vote of the Board of Directors.

SR-1400.3.2

A majority of the total number of credentialed delegates shall constitute a quorum at any meeting of the House of Delegates. Unless otherwise stated an affirmative vote by a majority of the delegates present and voting shall constitute action of the House.

SR-1400.3.3

Each seated delegate or seated alternate delegate is entitled to one (1) vote. No proxy or absentee votes may be cast.

SR-1400.3.4

Except as provided for in SR-1400.7.0 and SR-1400.3.19 of these House of Delegates Standing Rules, only seated delegates of the House may introduce business, make motions, or vote.

SR-1400.3.5

Official observers are representatives from organizations with interests and goals consistent with those of the AAPA, who desire regular communication with the AAPA House of Delegates. Official observers are recognized by the House. Official visitors are the invited guests of the House or board. Observers and visitors may testify or speak in reference committees or the house floor in accordance with SR-1400.3.7.

SR-1400.3.6

The House may meet in an open meeting to which any registered conference attendee, Academy member or officially recognized visitor or observer may be admitted. Other individuals may be admitted at the discretion of the sergeant at arms of the House. However, no one under 18 years of age will be admitted during any session of the House, formal or informal, except at the discretion of the Speaker of the House. By a majority vote of the delegates present and voting, an open meeting may be moved into a closed meeting. By a two-thirds vote of the delegates present and voting, an open meeting may be moved into an executive meeting. A closed meeting shall be restricted to fellow and student members of the Academy and to such persons as the delegates determine. An executive meeting shall be limited to the voting membership of the House.

SR-1400.3.7

The Speaker may extend the privilege to speak to any Academy member, national office staff member or with prior advanced recognition of the Speaker, an officially recognized visitor or observer. The privilege to speak may be extended to other Academy nonmembers by a majority vote of the delegates voting. The sergeant at arms and tellers shall assist persons not seated in the House of Delegates in requesting the privilege to speak.

SR-1400.3.8

In the absence of any provisions to the contrary in the bylaws, or Standing Rules, all meetings of the House of Delegates shall be governed by the parliamentary rules and usages contained in the current edition of *The Standard Code of Parliamentary Procedure*.

SR-1400.3.9

Debate on a motion and discussion on an issue shall include input from proponents and opponents. The Speaker may limit the length of time allotted for debate on a particular topic. A delegate who has not spoken is privileged over one who has already discussed the motion. Each speaker shall be limited to five minutes on his first presentation, and three minutes on any subsequent presentation. The Speaker may call on individuals to provide information as expert witnesses whose testimony shall be limited to the provision of information. A motion to vote immediately must be presented formally. When attempting to end the debate, a delegate may not precede the motion to vote immediately with testimony.

SR-1400.3.10

A resolution may be referred for further study. A resolution referred for study, will become the property of the receiving body. That body will report back to the House of Delegates.

- The referred resolution with a recommendation to accept or reject, or
- With an amended or substitution resolution, as long as the resolution proposed deals substantially with the intent of the original resolution.

Resolutions, whether intact or modified, brought back to the House of Delegates as a result of a referral will be considered “new business.” And the receiving body will be considered the sponsor.

SR-1400.3.11

The Speaker shall appoint a parliamentarian and a sergeant at arms. The parliamentarian answers any questions about parliamentary procedure that arise during House proceedings and advises the presiding officer. The sergeant at arms preserves order during the House of Delegates meeting, maintains security of the floor and in cooperation with the chair of the Teller Subcommittee, supervises the tellers in controlling access to the floor, and providing support to House Officers and delegates. The sergeant at arms is a member of the Standing Rules Committee and chairs the Credentials Committee.

SR-1400.3.12

The chair of the Teller Subcommittee and the sergeant at arms will coordinate the activities of tellers during the House of Delegates. All paper materials and other handouts must be approved by the Speaker or his/her designee, and will be passed to the delegates from the sergeant-at-arms desk. All paper materials must be three holed punched.

SR-1400.3.13

The Standing Rules of the House of Delegates may be amended by two-thirds (2/3) vote of delegates present and voting. The Standing Rules may be suspended by two-thirds (2/3) vote of the delegates present and voting.

SR-1400.3.14

Alternative means of voting in the House of Delegates will be permitted for any House business other than business requiring Bylaws changes. Alternative means of voting could include but are not limited to mail or electronic. These alternative means of voting will be called for by the Speaker of the House when directed by (1) a simple majority of the House Officers; 2) a two-thirds affirmative vote of the Board of Directors; or 3) a call from twenty-five (25) percent of the currently credentialed delegates. An issue requiring an alternative ballot shall be decided by a simple majority of the ballots returned. The procedures for the actual voting will be the responsibility of the Elections Committee.

SR-1400.3.15

Roll call voting of the House of Delegates will be permitted after appropriate motion, second, and passage by a three-fourths (3/4) vote of the seated delegates. The Tellers Subcommittee chair will conduct roll call votes. Each delegation shall be presented a form, which the delegation will complete to indicate the delegation name, the name of each seated delegate, and the vote of each delegate. Completed forms shall be returned to the Teller Subcommittee chair or designee who shall read the names of the delegations and the number of votes for, against, or abstaining. The name and vote of each delegate seated shall be entered into the records of the House of Delegates.

SR-1400.3.16

“Friendly” amendments to a motion may be accepted by the Speaker, provided there is no objection from the floor. If any objections are raised to the “friendly” amendment, the Speaker shall rule the amendment out of order and a formal amendment with an appropriate second shall be required.

SR-1400.3.17

In order to conduct the business of the House of Delegates with clarity and good order, beepers and other communications devices should not be audible in the House of Delegates room. Placing these devices in a quiet mode is acceptable with the caveat that any cell phone conversations be conducted outside the doors of House of Delegates during House of Delegates activities.

SR-1400.3.18

Persons who have a conflict of interest in the matter under consideration must publicly disclose that interest before initially testifying at a reference committee about that resolution and before initially speaking on the floor of the House of Delegates about that resolution.

A conflict of interest is defined as a financial, commercial, or other interest in the matter under consideration that is not readily available to other PAs and AAPA members.

SR-1400.3.19

The chairpersons of all standing committees and councils of the AAPA shall have the privilege to make the following motions regarding any resolution upon which their respective committee/council is the sponsor or co-sponsor:

- Amend
- Postpone to a certain time (postpone definitely)
- Postpone temporarily
- Refer to committee
- Division of a question
- Withdraw a motion
- Make a parliamentary inquiry

SR-1400.4.0 Order of Business

SR-1400.4.1

The Speaker shall determine the general order of business at all meetings of the House of Delegates.

SR-1400.4.2

The agenda for annual meetings of the House of Delegates may include the following items:

1. Call to order by the Speaker
2. Credentialing report
3. Report on rules and order of business
4. Reports of Academy officers
5. General consent agenda
6. New business – introduction of resolutions
7. Introduction and acceptance of pre-published resolutions
8. Introduction and acceptance of late resolutions
9. Referral of resolutions to Reference Committees
10. Reference Committee hearings
11. Nominations
12. Reports of the Reference Committees
13. Elections
14. Additional new business

SR-1400.5.0 Officers

SR-1400.5.1

The elected officers of the House of Delegates are a Speaker of the House, who shall serve as vice president of the Academy, a first vice speaker, and a second vice speaker.

SR-1400.5.2

Each House Officer elected will become a delegate at large during the term(s) as a House Officer, plus one additional year as an immediate past House Officer. The delegates at large shall be accorded all the rights and privileges of elected delegates.

SR-1400.5.3

The Speaker presides at all business meetings. The first vice speaker assumes the duties of the Speaker in the event of the temporary absence of the Speaker. The second vice speaker assumes the duties of the Speaker in the event of the temporary absence of the Speaker and the first vice speaker. The second vice speaker keeps the records of all meetings of the House. The sergeant at arms, with the oversight of the second vice speaker, is responsible for the verification of the credentials of delegates and alternate delegates.

SR-1400.5.4

The Speaker shall report all activities and actions of the House of Delegates to the Board of Directors at its next meeting.

SR-1400.6.0 Elections

SR-1400.6.1

At each annual meeting of the House of Delegates, there shall be elected from the House of Delegates a Speaker of the House who shall also serve as vice president of the Academy, a first vice speaker of the House, and a second vice speaker of the House. Each shall be elected by a majority of votes cast. No absentee or proxy vote shall be cast.

SR-1400.6.2

The names of candidates for the offices of Speaker, first vice speaker, and second vice speaker shall be placed in nomination either at the time of call for nominations from the Elections Committee or from the floor of the House of Delegates during the annual meeting. The call for nominations from the floor shall take place at a time designated by the Elections Committee.

SR-1400.6.3

All candidates for office must be seated delegates or alternates and must be fellow members. It is highly recommended that candidates have recent AAPA House of Delegates, Board of Directors, committee, or council experience.

SR-1400.6.4

The names of candidates for the offices of Speaker, first vice speaker, and second vice speaker shall be read before the House of Delegates. All candidates whose names are placed in nomination must consent to such nomination in person or in writing. The voting membership of the House of Delegates shall consist of credentialed delegates present at the time of elections.

SR-1400.6.5

The term of office of the House Officers shall begin June 10 or in the event that the election of the House of Delegates Officers occurs later than June 10, the new House Officers will take office at the close of the meeting during which they were elected.

SR-1400.6.6

In the event of a vacancy in the office of Speaker, the first vice speaker shall assume both the duties and the office of the Speaker. In the event of a vacancy in the office of first vice speaker, the second vice speaker shall assume the duties and the office of first vice speaker. A vacancy in the office of second vice speaker shall be filled by the delegates currently credentialed who will elect from a list of candidates prepared by the Nominating Committee.

SR-1400.6.7

The procedures for the election of House Officers shall be the responsibility of the Elections Committee.

SR-1400.6.8

The Elections Committee is charged with coordinating teller functions for all votes within the House of Delegates. The chair of the Teller Subcommittee will monitor floor activity, facilitate correct voting procedure on the floor and conduct roll call votes when they occur.

SR-1400.6.9

Five (5) members of a six (6) member Nominating Committee shall be elected by the House of Delegates at the annual meeting. The Board of Directors shall appoint the sixth member. Nominations for this committee shall be made either at the time of call for nominations from the Elections Committee or from the floor of the House of Delegates. Nominees to the Nominating Committee shall be fellow members of the Academy and shall meet such eligibility requirements as determined by the House of Delegates. Elections for members of the Nominating Committee shall be held at the time of election of House of Delegates officers. The term of office for elected members of the Nominating Committee shall be a three (3) year staggered term. The voting membership of the House of Delegates shall consist of credentialed delegates present at the time of elections. Members shall be elected by a plurality vote. The Elections Committee shall determine the procedures for the election of members to the Nominating Committee. *Bylaws Art VI, Sect 5.*

SR-1400.6.10

A simple majority of delegates seated shall be required to immediately elect a slate of candidates.

SR-1400.7.0 Resolutions

SR-1400.7.1

Resolutions are defined as expressions of philosophy or policy governing the Academy. Resolutions may further be defined as proclamations of importance to the profession such as expressions of congratulations, commendation, or condolence.

SR-1400.7.2

Resolutions, except resolutions which propose bylaws amendments, may be submitted by constituent chapters, the Student Academy, officially recognized specialty PA organizations, Caucus Congress, the Physician Assistant Education Association, standing committees, councils, House ad hoc committees, the Board of Directors, Academy and House Officers. The official minutes of constituent chapters, the Student Academy, officially recognized specialty PA organizations, committees, councils, and the Board of Directors should record the vote on each resolution submitted for consideration by the House.

A proposal for the amendment or repeal of bylaws or adoption of new bylaws shall be initiated by (a) the Board of Directors, (b) any standing committee or council (c) the Caucus Congress (d) any constituent chapter, (e) officially recognized specialty PA organizations, (f) the Student Academy, (g) the Physician Assistant Education Association, or (h) the collective House Officers.

SR-1400.7.3

The House Officers shall promulgate guidelines for resolution submission. Resolutions must be submitted in the approved format. Sponsors of resolutions are urged to submit estimated costs associated with proposed resolutions.

SR-1400.7.4

Resolutions submitted by a constituent chapter or specialty organization must be on chapter or specialty organization letterhead stationery, dated and signed by the chapter or specialty organization secretary. Resolutions submitted by the Student Academy, committees, councils, the Board of Directors, and House Officers, must be on Academy stationery, dated and signed by the student Academy (secretary) president, the committee or council chair, the AAPA secretary, or the House second vice speaker. Resolutions submitted by the Caucus Congress must be dated and signed by the Caucus Congress delegate. In the event that the above noted signatories are unable to sign the resolution, the signature of a duly appointed replacement or interim officer fulfilling those duties may be substituted.

SR-1400.7.5

Resolutions may be cosponsored.

SR-1400.7.6

Resolutions calling for changes in the Bylaws must comply with Bylaws Article XVIII and, be received in the national office at least three (3) months prior to the convening of the House of Delegates. Other resolutions must be received in the national office at least 75 days prior to the convening of the House.

SR-1400.7.7

Late resolutions shall be defined as those resolutions that have been submitted after the deadline for printing in the Delegate Handbook, but prior to the convening of the House. Sponsors who wish to submit late resolutions must notify the Speaker of their desire to do so prior to the opening session. The sponsors of late resolutions are responsible for providing sufficient quantities of the resolutions for distribution to the delegates. A late resolution shall be proposed from the floor as an item of new business and read to the delegates. A Resolutions Review Committee consisting of the reference committee chairs and at least one House Officer will have reviewed each late resolution. The review will have taken into account the importance and timeliness necessitating a late resolution. The Resolutions Review Committee will report to the House whether or not it believes each late resolution should be accepted for consideration. If there is any objection from the floor, a two-thirds (2/3) vote of the delegates present and voting is necessary to accept the late resolution for consideration.

Resolutions contained within the annual reports of officers of the Academy received after the above noted deadline will be accepted for consideration by the House without the review of the Resolutions Review Committee and the vote of the delegates outlined above. Resolutions submitted via the exemptions discussed in this paragraph must comply with all other provisions governing resolutions contained within the bylaws, Academy policies, and Standing Rules.

Any resolution to amend the Bylaws must comply with Article XVIII of the Bylaws.

Emergency resolutions shall be defined as those resolutions submitted after the convening of the House. Emergency resolutions are to be submitted under “additional new business” and read to the delegates. Emergency resolutions require an 80 percent vote of delegates present and voting for consideration.

SR-1400.7.8

Resolutions submitted for consideration by the House shall be numbered and assigned to a reference committee or the consent agenda by the Speaker. Until the resolution is accepted by the House of Delegates, it may be withdrawn by the sponsor. The resolutions will be introduced to the House in the opening session. If there are no objections to considering the resolutions, they will be referred to the appropriate reference committee or placed on the consent agenda. Objections to a resolution can only be based on whether the resolution is in order. Resolutions brought to the House by a body receiving a referral from a previous House cannot be objected to or withdrawn. After acceptance of the resolution they become the property of the House of Delegates which then has the sole right to any action on the resolutions. The House of Delegates may take any action on a resolution that it deems appropriate.

SR-1400.7.9

The general consent agenda shall contain: the policies from the five-year review process recommended to expire, as well as any properly submitted resolutions selected by the Speaker. Any objection from the floor to the placement of an item on the general consent agenda will result in the item being assigned a resolution number and being referred to a reference committee. Once all objections to general consent agenda items have been heard, and those items removed from the general consent agenda, an immediate vote will be taken to approve the agenda. When the Speaker chooses to use the process of extraction during reference committee reports, there will be additional consent agendas, each specific to the reference committee where the process of extraction is utilized. Votes on these additional consent agendas will take place as specified in the process of extraction.

SR-1400.7.10

Resolutions adopted by the House of Delegates that are expressions of philosophy or policy governing the Academy shall become official Academy policy.

SR-1400.7.11

Resolutions of Condolence

Resolutions of condolence will be introduced as part of the Speaker’s report and will not require introduction as a part of the standard resolution process. Upon inclusion in the Speaker’s report, these resolutions shall automatically be accepted by the House without further comment, debate, or vote. The House Officers will insure that the Academy maintains an appropriate historical archive of these resolutions.

Special Resolutions

Special resolutions of congratulations, recognition, or other special resolutions deemed appropriate by the House Officers shall be introduced as a part of the Speaker’s report and will not require introduction as a part of the standard resolution process. Upon inclusion in the Speaker’s report, these resolutions shall automatically be accepted by the House without further comment, debate, or vote. The House Officers will insure that the Academy maintains an appropriate historical archive of these resolutions.

SR-1400.7.12

Delegates are encouraged to review, discuss and evaluate each resolution before the opening of the AAPA House of Delegates. AAPA resources (member lists, email addresses, etc) shall not be used to facilitate these discussions with the exception of publication of the reports, resolutions, and rationales.

SR-1400.8.0 Reference Committees

SR-1400.8.1

Reference committees shall conduct hearings during the annual meeting of the House of Delegates for the purpose of hearing testimony on resolutions that have been accepted for consideration by the House.

SR-1400.8.2

At the conclusion of reference committee hearings each committee shall write and submit to the House a report containing a summary of the testimony and reference committee research on each resolution and a recommendation for House action on each resolution. House Officers and the reference committee shall have the authority to change typographical, grammatical, and format errors as needed, as long as such changes do not alter the intent of the resolution. Upon presentation of this report to the House, it is the Speaker's privilege to determine if lengthy resolved portions are to be read. The Speaker may choose to present the reference committee reports either traditionally, by having each item read and voted upon individually or through the process of extraction.

SR-1400.8.3

No second is needed for a reference committee motion offered by the reference committee chair.

SR-1400.8.4

Reference committees are appointed by the House Officers. Each reference committee shall be composed of at least five Academy members from those membership classes eligible to sit in the House of Delegates. The chair of each reference committee shall be a credentialed delegate or alternate.

SR-1400.8.5

The House Officers shall promulgate guidelines for reference committee function.

SR-1400.8.6

Reference committee reports presented by extraction will proceed as follows:

- All recommendations of the reference committee will be placed on the reference committee consent agenda.
- The Speaker will entertain requests for extraction of individual resolutions from the reference committee consent agenda. A resolution will be extracted upon the request of a seated delegate.
- The House will vote immediately to accept the reference committee consent agenda once all requests for extraction have been heard.
- A vote to accept the reference committee consent agenda will be a vote to accept the recommendations of the reference committee on each consent agenda resolution.
- Extracted resolutions will then be reported out by the reference committee, considered and voted upon individually.

SR-1400.9.0 Conference Committees

SR-1400.9.1

The Resolutions Review Committee shall be convened as necessary to review late or emergency resolutions as provided in SR-1400.7.7.

SR-1400.9.2

Under the direction of the second vice speaker, the Credentials Committee works with the sergeant at arms of the House of Delegates at the annual conference registration desk to credential delegates and alternates at the House of Delegates meeting. Any conference attendee may serve on the committee. Duties include:
1) receiving the certificate signed by the President, the secretary or the chief delegate of the chapter, Caucus Congress, specialty organization, PAEA or Student Academy when there is a change in the delegate from the original form submitted; 2) verifying delegate's name against lists prepared prior to the meeting from forms submitted by the delegations formally designating their delegates and alternates; and 3) giving a ribbon and all appropriate materials to the delegates and alternates.

SR-1400.9.3

The Standing Rules Committee shall be convened annually to review the standing rules and make recommendations concerning the standing rules to the House of Delegates. The Standing Rules Committee shall be composed of, the sergeant at arms, and at least two volunteers with House experience. The second vice speaker shall serve as advisor to the Standing Rules Committee.

SR-1400.9.4

Members of the Teller Subcommittee work under the direction of the Teller Subcommittee chair, and assist the sergeant at arms to facilitate the activities of the House of Delegates. The Tellers Subcommittee chair is selected in accordance with AAPA policy.

SR-1400.9.5

The House of Delegates will present an award for outstanding service annually. The House Officers shall determine the criteria, award, and recipient.