**HOD Amendment Process**

Overview

AAPA has established an email address where all proposed amendments need to be sent both leading up to and during the HOD meetings. Delegates who submit an amendment to the Standing Rules or to a resolution in advance of the meeting must still provide testimony during the appropriate meeting/hearing and reference their proposed amendment which has been submitted in writing. Any amendment submitted that is not discussed during the meeting/reference committee hearing will be discarded.

Once all RefCom reports are available on/before Sunday, May 23, delegates are strongly encouraged to draft and submit any amendments to the RefCom recommendations in advance of General Session II on Monday, May 24. Amendments submitted for General Session II will be projected/visible like they would during an in-person meeting of the HOD. Minor amendments can be made “on the fly”, but more significant amendments must be submitted electronically. **We must all be patient with either process to ensure everything is accurate and all delegates fully understand what is being considered**.

Preparing an Amendment for Reference Committee Consideration

1. Download the zip file of all original resolution strips (contains only policy language, no rationale, financial impact, etc.)
2. All proposed amendments must adhere to the following guidelines:
	1. any language being removed must be struck through (~~example~~); and
	2. any language being added must be entered in ALL CAPS;
	3. if the original resolution contains highlighted changes, choose a different light color (green or blue) to highlight the changes you are proposing;
	4. include your name, email, and phone number in case the RefCom has any questions.
3. Only Word (.doc or .docx) files will be accepted.
	1. The file should be titled with the resolution number and your first/last name (A-18 Bob Johnson.docx). If you submit additional amendment(s) to the same resolution based on the testimony, simply add 2, 3, etc. at the end of your name (A-18 Bob Johnson2.docx).
4. All amendments must be submitted to amendments@aapa.org with the resolution number in the subject line.

Preparing an Amendment for General Session II

1. Download the zip files of all original resolution strips (contains only policy language, no rationale, financial impact, etc.) **AND** RefCom Strips (RefCom proposed amendments within their reports). Open the appropriate motion form for the resolution you are proposing an amendment to.
2. All proposed amendments must adhere to the following guidelines:
	1. any language being removed must be struck through (~~example~~); and
	2. any language being added must be entered in ALL CAPS;
	3. if the original resolution contains highlighted changes or the amendment from a RefCom is highlighted, choose a different light color (green or blue) to highlight the changes you are proposing.
3. Only Word (.doc or .docx) files will be accepted.
	1. The file should be titled with the resolution number and your first/last name (A-18 Bob Johnson.docx). If you submit additional amendment(s) to the same resolution based on the testimony, simply add 2, 3, etc. at the end of your name (A-18 Bob Johnson2.docx).
4. If you have a second to your motion, enter the delegate’s name on the document. If you have no second, the Speaker will call for a second prior to opening discussion on the amendment.
5. All amendments must be submitted to amendments@aapa.org with the resolution number in the subject line.
6. When it is your turn to speak, please identify yourself by name and CO and then request your amendment be screenshared.

If you have any questions, please contact Tom Shoemaker.