



---

## **RULES FOR THE VIRTUAL HOUSE OF DELEGATES**

### **INTRODUCTION**

This document has been prepared so that all who participate in the virtual House of Delegates (HOD or House) may understand the methods and rules under which the HOD will operate virtually.

Members of the HOD have the duty of considering not only the wishes of their societies and their geographical regions, but also the welfare of the Association and the osteopathic profession as a whole.

At each HOD meeting, the House of Delegates ratifies the official method of procedure when it adopts the Report of the Committee on Rules and Order of Business. In the event of apparent conflict between these rules and an AOA Bylaw or policy, the text of the Bylaw or policy shall prevail.

### **GENERAL INFORMATION FOR DELEGATES AND ALTERNATES**

It is the prerogative of the Speaker to determine the order of business at any meeting and may vary the order if it will expedite the business of the House, subject to any objections sustained by the House. The HOD, by majority vote, may change the order of business at any meeting.

The introduction of business to the AOA House is through the presentation of resolutions on behalf of their delegation. Reports from the Board of Trustees and AOA Bureaus, Councils and Committees on topics of interest to physicians or in response to previously adopted or referred resolutions also are routinely received as business.

Resolutions submitted for action by the House are referred to a reference committee for consideration. A reference committee is a special committee that serves to expedite the business of the House and is the venue at which delegates, alternate delegates and others can support, oppose, voice concern or articulate their point of view on resolutions under consideration. Although this is the forum for the receipt of testimony, motions, such as those to amend a resolution, are not part of these proceedings.

Following the testimony received in open session, the reference committee deliberates in executive session and prepares a report with recommendations to the full House. After the reference committees present their reports to the full House, delegates have the opportunity to testify and vote on the recommendations of the reference committee for action. It is the HOD that ultimately acts on all items of business.

Alternate delegates do not have the privilege to address the House but may view the proceedings of the meeting. Because alternate delegates technically are not HOD members, they cannot introduce resolutions or vote. However, a dually credentialed alternate enjoys the full rights, privileges and obligations of a delegate when seated as a delegate.

### **Registration:**

The special session of the House of Delegates will convene on a virtual platform July 16 – July 18, 2021 beginning at 9 a.m. (CT) on July 16 and July 18 and 10 a.m. (CT) on July 17. To facilitate the verification process, delegates, alternate delegates, and other meeting participants are requested to join the virtual platform between 7:45 – 8:45 a.m. and 8:45 – 9:45 a.m. respectively.



### Addressing the House:

Members of the House of Delegates who wish to address the body for any purpose shall address the Speaker and identify themselves by name and by their delegation. For the virtual HOD, to address the body, a delegate will follow the following two-step process:

- **Step #1: Hand Raise**
  - To raise hand in Zoom, open the participant list, select your name and choose the “More” option.
  - From the list of options select “hand raise or raise hand.”
- **Step #2: Unmute**
  - When called upon by the Speaker to speak, you will be asked to unmute yourself.
  - At the conclusion of your remarks please place yourself back on mute.

Note: If you wish to be recognized for consideration of point of order or point of information, please unmute and asked to be recognized (This should be used sparingly to avoid disruption of House business).

Access to address the House of Delegates meeting is limited to the officers and properly certified delegates of the HOD, elected and appointed officers of the AOA; past presidents; and when requested by the Speaker, the chairs of AOA departments, bureaus, committees and councils; reference committee secretaries, executive directors or CEO's of AOA affiliated groups with a seat in the House; and members of the AOA staff.

### Schedule of House Meetings:

The special sessions of the House of Delegates are as follows:

- Friday, July 19, 2021: The House of Delegates will convene at 9 a.m. (CT). Matters relating to the organization of the House, presentation of reports of the president, CEO, the A.T. Still Lecturer, the Award Presentations, the Presidential Citations and nominations of the AOA Board of Trustees and House of Delegates Officers. Reference Committee open sessions will take place from 3 – 5 p.m., followed by Reference Committee Executive Sessions.
- Saturday, July 18, 2021: The House of Delegates will convene at 10 a.m. (CT). Reports of the reference committees of the House of Delegates will be given followed by the installation of the 2021-2022 AOA President.
- Sunday, July 17, 2021: The House of Delegates will convene at 9 a.m. (CT). The election of the AOA Board of Trustees will take place followed by the continuation of the reports of the reference committees of the House of Delegates.

## **OPERATION OF THE HOUSE OF DELEGATES**

Officers: The Speaker of the House of Delegates is the presiding officer. The Vice speaker presides over the House in the absence of or at the request of the Speaker and assumes all duties of the Speaker. The Speaker and Vice speaker are members of the HOD, with all the associated rights and privileges. The CEO of the AOA serves as the Secretary of the House.

Duties of House of Delegates: The House of Delegates serves as the legislative body of the Association while the AOA Board of Trustees serves as the administrative body. The duties of both are defined in the Bylaws of the AOA.

The powers and duties of the House as defined in Article VI of the Constitution and Article V of the Bylaws, make it the authoritative body of the Association. The House can determine policies, enact, amend and repeal the AOA's Constitution and Bylaws and the Code of Ethics, create special committees and nominate and elect officers and Members of the Board of Trustees.



---

Resolutions and Communications to House of Delegates: Resolutions and communications involving AOA policy come to the House of Delegates from several different sources: the President of the AOA, the Board of Trustees and its bureaus and committees, the divisional societies and affiliated organizations.

Business of the AOA House of Delegates is made available in downloadable form on the Annual Business Meeting of the AOA webpage located on the AOA website. Resolutions are available prior to the meeting of the HOD and are available in two versions – one all-inclusive document or by series of the reference committee. These documents will be password protected. Other meeting materials available via the Annual Business Meeting of the AOA webpage include the meeting agenda, supplemental reports and proposed amendments to the AOA Constitution and Bylaws.

### **RULES OF THE HOUSE OF DELEGATES**

Seating of Delegates: Only individuals credentialed and verified by the Credentials Committee will be seated as delegates. As per the AOA Bylaws (Section 4-Seating of Delegates “A delegate having been seated shall remain the accredited delegate throughout the meeting. In the event that an accredited delegate has failed to qualify and assume their seat when the House convenes on the second day of the meeting, their accredited alternate may be seated. If a delegate, having been seated, finds their unable to be present on account of physical disability or other cause acceptable to the House, their alternate may be seated for that roll call period and shall continue as the delegate until the previously seated delegate shall return for duty at a subsequent roll call. In that case the alternate delegate who has been seated may, by direction of the House, be dropped from the roll and the previously seated delegate shall return to their seat in the House.”

Quorum: One-half of the accredited delegates of the House shall constitute a quorum.

Rules of Order: The meetings of the House of Delegates and of all other bodies of the AOA are governed by *Robert's Rules of Order Newly Revised*, except in such instances as are specifically provided for in the Constitution and Bylaws of the Association or in the order of business that may be adopted from time to time. The order of business and any special rules adopted at the beginning of the meeting will govern the procedure unless unanimously suspended. Any special order of business must be submitted to the Committee on Rules and Order of Business for approval.

Introduction of New Business on Last Meeting Day: No new business shall be introduced on the last day of the House of Delegates meeting except by a two-thirds consent of those members present, provided two-thirds of the seated delegates are in attendance.

Presentation of Resolutions and Other Items of Business: Within the limitation of the rule on the presentation of new business on the last meeting day of the House of Delegates, any delegate may present an item of business from the floor. Resolutions and other items of business should be presented on behalf of bureaus, committees, councils, or AOA affiliated organizations by an accredited delegate. These items must be presented as far in advance as possible and provided to the Secretary of the House so that the information can be made available to House members.

Amendments to Bylaws and the Code of Ethics: The Bylaws may be amended by the House at any annual or special meeting by a two-thirds vote of the total number of delegates accredited for voting, provided that the amendment shall have been filed with the CEO at least two months before the meeting at which the amendment is to be deliberated. At this meeting, the Board of Trustees may revise the proposed amendment if necessary to secure conformity to the Constitution and Bylaws and then refer it to the House for final action no later than the day prior to the end of the meeting.



Voting: The method of voting in the House of Delegates is usually determined by the Speaker of the House. When the House meeting is convened on a virtual platform, delegates will be instructed to by the Speaker of the House to either provide their vote by a simple yea or no; or cast their vote using the ElectionBuddy online voting tool and election software.

If the result of a vote is uncertain or if a division is called for, the Speaker has the option to provide the vote count as indicated via ElectionBuddy software.

Per the discretion of the presiding officer, motions may be accepted, without a formal vote if no opposition to doing so has been expressed.

Conflict of Interest: Members of the House of Delegates who have a substantial financial interest in a commercial enterprise, which interest will be materially affected by a matter before the House of Delegates, must publicly disclose that interest before testifying at a reference committee on the matter or addressing the House of Delegates on the matter.

Conduct of Business by the House of Delegates: Each member of the House of Delegates and the AOA Officers resolutely affirm a commitment to be courteous, respectful, and collegial in the conduct of House of Delegate actions.