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SUMMARY OF HOUSE RULES OF PROCEDURES

INTRODUCTION

This booklet contains a summary of procedures for the House of Delegates. It consolidates relevant sections of the Constitution, Bylaws, and House of Delegates Rules of Procedure, in addition to practical information of use to the delegates. The citations refer to the Constitution, Bylaws, or House of Delegates Rules of Procedure.

January 2014
A. OVERVIEW

1. Powers and Functions

The House of Delegates, the legislative body of the Association, shall formulate policy for the Association. It may adopt rules consistent with the Constitution and Bylaws. It is the ultimate governing body of the Association. It shall elect the officers of the Association and the members of the Board of Governors. It is the judge of the election and qualifications of its members. It has all the powers necessary or incidental to performing those functions, § 6.1.

2. Parliamentary Authority


3. Open Meetings

Meetings of the House are open to all members of the Association, although the House may vote to exclude non-members of the House from a specified session. Representatives of the news media may attend open sessions, § 42.1.

4. Quorum

A quorum of the House is 150 delegates, § 6.11. Absent a quorum, only three motions are in order: to recess, to adjourn, or to direct the Secretary to request the attendance of absent delegates, § 42.5.
5. **Seating**

Members of the House are seated by the state or territory to which their Association membership is accredited, § 42.2. The delegation is chaired by the State Delegate, § 6.2(a)(1).

6. **Voting**

Voting in the House is by voice or electronic vote unless a written ballot or roll call vote is required, or the delegates stand and are counted when a division is requested, § 46.1. Proxy voting is not allowed. Each delegate has only one vote, which must be cast in person, § 6.11. A roll call vote shall be taken at the request of 100 delegates present and voting, § 46.2.

If there is more than one nomination for an office of the Association, for membership on the Board of Governors, or for membership on the Committee on Scope and Correlation of Work, election by written ballot is required, § 46.3.

7. **Tellers**

The Chair of the House appoints at least five members of the House to act as tellers. Tellers are responsible for counting votes on any division, and preparing, distributing, collecting and counting ballots for any contested elections. Balloting for a contested position continues until a candidate has received a majority of the votes cast, § 46.3.
8. **House Roster**

The House Roster is kept at a table in the back of the chamber for delegates to sign as they enter. After the beginning of the session, the Roster is moved to the staff table in the front of the room to the right of the podium.

9. **Supplemental Report Folder**

The blue supplemental report folders, which are placed on each delegate’s desk, contain the final calendar, late reports, amendments and other materials relevant to the meeting.

10. **Calendar**

The final calendar is presented by the Committee on Rules and Calendar for adoption by the delegates. It is a multi-colored document indicating the orders of business:

- Regular Orders are printed on blue paper
- Special Orders are printed on green paper
- The Consent Calendar is printed on yellow paper

The order of business is conducted according to the calendar, §43.1.

Special Orders are agenda items that are scheduled for a time certain, § 43.2.

The Consent Calendar consists of those items, which the Committee on Rules and Calendar believes will not be substantially opposed. All items on the Consent Calendar are moved for approval without debate. A member may submit a written request to the Committee on Rules and Calendar to remove an item from the Consent Calendar and thereby make it subject to debate, § 43.3.
Debate on the removed item is conducted immediately following consideration of the Consent Calendar.

The number of the resolution currently under discussion and the next order of business are projected on a screen to the right and/or left of the podium.

Special Orders are also displayed on the screen.

11. **Daily Journal**

Following each day’s session of the House, the staff prepares a Daily Journal, which reports the day’s action. The Journal is placed on delegates’ desks at the beginning of the House’s next session. After the conclusion of the meeting, a copy of the Journal is sent to each member of the House.

12. **Staff Assistance**

Members of the Division for Policy Administration staff are seated at a table below the podium at the front of the House. Copies of the *Constitution, Bylaws, and House of Delegates Rules of Procedure, Policy and Procedures Handbook, Redbook*, and reimbursement forms are available to the delegates at locations throughout the hall.
B. HOUSE PROCEDURES

1. Privileges of the Floor

The privileges of the floor can be extended to any individual by a two-thirds vote of the delegates present and voting, § 44.1.

Privileges of the floor, without vote, are extended to the following non-delegates:

- Section, Division and Committee Chairs may make motions and speak on issues that relate to their jurisdictions;

- A representative selected by members who have submitted a minority report;

- Any member of the Association who wishes to address a resolution submitted by an Association member who is not a delegate;

- If the Chair approves, the administrative officer appointed by the Board of Governors; and

- Any person for whom a House member has requested the privilege and has been recommended by the Committee on Rules and Calendar and approved by two-thirds of the delegates present and voting § 44.1.

2. Recognition by the Chair

Delegates who wish to address the House should fill out a Salmon Slip and deliver it to a member of the Committee on Rules and Calendar. The Committee sits at a table near the podium and assures that the salmon
slips are in the Chair’s possession when the appropriate calendar item is before the body.

The Salmon Slip is a notice of intent to speak, and requires the following information:

- The resolution number;
- Whether the speaker is the presenter;
- The speaker’s position;
- Whether an amendment is being proposed; and
- The speaker’s representative capacity and state.

Filling out a Salmon Slip, however, does not guarantee recognition by the Chair because debate on an issue may terminate before all persons who have filed forms are recognized.

When the resolution number that a member wishes to address appears on the screen, speakers should come forward and take a seat in the well of the House, which is located in front of the podium.

When addressing the House, a speaker should state his or her name and representative capacity for the record. Floor microphones may be used by delegates to raise a point of order or point of personal privilege.

If a member who has not turned in a Salmon Slip rises to speak, the Chair will inquire as to the purpose for which recognition is sought.

As a matter of courtesy the Chair will decline to grant a motion to close debate before each side has had an adequate opportunity to be heard.
3. Time Limits

An individual who presents a resolution with report or a minority report may speak for not more than ten (10) minutes. A person may not otherwise speak for more than five (5) minutes on the same question. A person who closes debate is limited to five (5) minutes. If there is no opposition to a resolution, at the discretion of the Chair of the House of Delegates, the presenter will have three (3) minutes to present; each subsequent speaker will have a maximum of two (2) minutes; and the presenter may have two (2) minutes to close. On recommendation of the Committee on Rules and Calendar, the House may, by vote of two-thirds of the delegates voting, extend or reduce the time limitations provided for in this section, § 44.2.

A light at the front of the podium assists speakers with time limits. A green light indicates the time to begin, a yellow light illuminates when three (3) minutes of a ten (10) minute or one (1) minute of a five (5) or three (3) minute presentation remain, and a red light signals that time has expired.

Following the adoption of a motion to cut off debate, a presenter may speak for two (2) minutes to close debate, § 44.2.

A person may not address the same question more than once except that an individual who presents a resolution may close debate on it. No member may speak for more than five (5) minutes on the same question, without unanimous consent, § 44.2.

Oral informational reports may be given only on recommendation of the Committee on Rules and Calendar, which also recommends a time limit, § 44.2.
4. Motions to Postpone Indefinitely

No motion to postpone indefinitely House consideration of a resolution to permit further study is in order unless the party seeking postponement has notified the sponsor of the resolution and the Committee on Rules and Calendar of its intention to postpone prior to the conclusion of the last scheduled meeting of that Committee before the meeting of the House at which the resolution is to be considered. This subsection does not apply to a resolution in a late report, § 45.7.

5. Motions to Amend

A motion to amend a resolution must be in writing if it has more than six (6) words. The Chair may require that each House member be provided a copy of the amendment before a vote is taken, § 45.8.

C. REPORTS

1. Resolutions with Reports

Resolutions with Reports may be submitted to the House by delegates, sections, committees, state or local bar associations, affiliated organizations and individual members, § 45.2.

The resolution must be accompanied by a written report that contains a statement of the reason for the resolution. The report must show that it has been approved by the governing body of the sponsoring entity. It may not contain language that commits the Association to policy not set forth in the resolution. If approval of the resolution would cause expenditure, the amount must be shown.
A resolution may propose new policy, change policy, or reaffirm existing policy that has not been approved within the last ten years.

If the resolution addresses specific legislation, it must contain relevant excerpts from the bill and a description of the stage at which the bill has progressed in the legislative process. Five copies of the bill should be provided to the Chair.

The resolution must be clearly distinguished from the accompanying report. Resolutions that are approved by the House of Delegates become Association policy. Reports are not adopted.

Any member of the Association who is not a delegate in the House may submit resolutions pertinent to the purposes of the Association. Resolutions must be submitted in writing to the Secretary. The Secretary shall refer each resolution to the Committee on Rules and Calendar, § 5.1.

2. Late Resolutions

A resolution with report submitted subsequent to the published deadline, cannot be considered by the House unless the Committee on Rules and Calendar recommends a waiver of the filing deadline and the waiver is approved by two-thirds of the members of the House present and voting, § 45.5.

Requests to file a late resolution must be given in writing to the Committee on Rules and Calendar prior to the conclusion of the last scheduled meeting of the Committee, § 45.5.
3. **Minority Reports**

A minority report timely submitted in writing to the Secretary must be printed and attached to the majority report if the proponents so request. The report must contain signatures of the proponents and the views in the minority report must be presented by the time the majority report is adopted, § 45.4.

4. **Resolutions from State and Local Bar Associations**

A resolution with report that a state or local bar association proposes to submit must be presented to the Committee on Rules and Calendar prior to the conclusion of the last scheduled meeting of the Committee before the meeting of the House at which it is to be considered, § 45.6.

5. **Board Transmittal Report**

The Board of Governors, at its option, may send the House of Delegates resolutions of sections and committees with any recommendations or comments that the Board may have, §24.1.

6. **Informational Reports**

Written informational reports from sections and committees may be submitted to the House, which neither approves nor adopts them. The House may, however, authorize distribution of the report to the public, § 45.3.