

VIII. Indiana Association for Healthcare Quality

House of Delegates

- A. Purpose - The primary responsibility of the House of Delegates, refer to ARTICLE IX of the InAHQ Bylaws, is to determine the direction of InAHQ based on business presented in the House of Delegates through Presentation(s) of resolution(s) by voting delegates.
- B. Duties and responsibilities of the Delegate
 - 1. Attend the House of Delegates meeting during the InAHQ Annual Meeting.
 - 2. Register prior to the meeting as a Delegate and receive a special badge.
 - 3. Review and become familiar with any changes in the Bylaws that will be voted on at the Annual Meeting.
 - 4. Sit in the House of Delegates area designated for your region.
 - 5. Vote as a representative of your region on issues coming before the House reflecting the views of your region.
- C. Delegate Eligibility - Must be a member in good standing as defined in ARTICLE IV, SECTION 3 of the InAHQ Bylaws.

IX. Standing Rules of the InAHQ House of Delegates

- A. Purpose - To assure that the proceedings of the House of Delegates at the Annual Meeting are conducted in uniform and orderly fashion.
- B. General Procedures
 - 1. Delegates and alternates shall be required to wear the badge issued upon registration and must wear it at all meetings of the House of Delegates.
 - 2. A member registered as an alternate may, upon proper clearance by the Credentials Team, become the delegate at any time during the continuance of the business meetings.
 - 3. The Credentials Team Leader, after roll call by regions, shall report the number of delegates and alternates registered as present with proper credentials at each House of Delegates meeting.
 - 4. All reports and material for the permanent record shall be typed and immediately sent to the Secretary after presentation.
 - 5. Notices of the announcement to the House shall be in writing, signed by the person (or proper representative) under whose authority the announcement is issued, and sent to the Secretary.
 - 6. Smoking shall not be permitted in meeting rooms.
- C. Resolutions
 - 1. All new business shall be introduced through resolutions that must include a fiscal note if they necessitate and expenditure of funds.
 - 2. Late resolutions, received by the President after the 30-day deadline, and before noon of the day before the House of Delegates convenes, require a two-thirds (2/3) vote of approval by the delegates for consideration.
 - 3. All resolutions will be assigned to the Credentials Team for discussion at an open hearing before final action by the House.
 - 4. Emergency resolutions received the final day of the convention shall be referred to an appropriate Team to determine its emergency nature and, if legitimate, then require a two-thirds (2/3) vote of approval by the House of Delegates for consideration.
 - 5. Motions - Motions offered by an individual member shall be in writing, signed by the maker who shall be a voting member of the house, and shall be sent directly to the presiding officer.

6. Debate

- a. To be entitled to the floor, a member must go to a microphone, address the Leader and give her/his name and affiliation (region).
- b. A delegate shall speak no more than two minutes to a motion with consent of the House.
- c. A delegate may speak more than once to the same question only after all who wish to speak have done so. Permission of the House must be granted.
- d. A non-delegate may speak once to an issue for two minutes after all interested delegates have spoken.
- e. A timekeeper will signal when allotted time has expired.