

PROPOSED HSTA-R DELEGATE ASSEMBLY

STANDING RULES

Rule I. Coordinating Committee

A Delegate Assembly Coordinating Committee shall be appointed by the HSTA-R Executive Committee and shall have the following responsibilities:

- A. To present to the Delegate Assembly the rules and procedure for consideration by that body;
- B. To certify delegates and determine questions of eligibility of delegates to be seated and report such findings to the body;
- C. To conduct elections at the Delegate Assembly; and
- D. To assist with the planning and organizing of the Delegate Assembly.

Rule II. Certification of Delegates

- A. The Coordinating Committee shall verify the eligibility of delegates.
- B. Delegates shall wear badges at all times during the meeting.

Rule III. Registration

- A. Registration of delegates shall be from 7:30 to 8:45 a.m. on the day of the Delegate Assembly meeting.
- B. Delegates, staff, and guests shall receive appropriate badges.

Rule IV. Debate

- A. The Delegate Assembly shall be conducted in accordance with the HSTA-R Bylaws and the Standing Rules of the Delegate Assembly. Matters, which are not specifically governed by these documents, shall be governed by the newest edition of Roberts's Rules of Order, Newly Revised.
- B. Delegates with official badges shall be recognized to speak by the Chair.
- C. A delegate, who is recognized by the Chair, shall give his name, district, and position in HSTA-R before speaking.
- D. The Chair shall have the discretion to permit a person who is not a delegate to address the body.

Rule V. Voting

- A. Only certified delegates shall be allowed to vote.
- B. If the vote on any question is in doubt, the Chair may take a standing or counted vote before announcing the results.
- C. When a division is demanded, a standing vote shall be taken.

Rule VI. Nominations

- A. Persons maybe nominated for office in two ways:
 - 1. Submission of a nomination form. Nominations forms must be delivered to the registration desk by the beginning of the First Business Session; or
 - 2. Nominations from the floor of the Delegate Assembly.
- B. Each nominee for office will be permitted one campaign speech of not more that two minutes.

Rule VII. Elections

- A. An area of the meeting site shall be designated as the polling site and a specified time will be designated for polling. Only members of the Elections Committee appointed by the Coordinating Committee shall man the polls.
- B. Each delegate must show his /her badge and sign a voter list in order to receive a ballot.
- C. Voters shall place their ballots into the ballot box at the polling site.
- D. The Elections Committee shall tally the votes and verify the results of the elections.
- E. A plurality of the votes cast shall determine the winner of each election.

Rule VIII. Resolutions and New Business Items

On time resolutions and new business items must be submitted on official forms, which are available upon request, not later than 60 days prior to each Delegate Assembly, so that the appropriate HSTA-R committees can review them and the Board of Directors can recommend adoption or not. Late resolutions and new business items must be introduced not later than the end of the first business session of a Delegate Assembly.

Rule IX. Prohibited Activities

There shall be no smoking, use of alcoholic beverages or personal solicitation of products in the meeting area.