

**Standing Rules of the AzDHA General Assembly
As adopted at the 2016 General Assembly**

Proposed additions are in **bold**, deletions are ~~struck through~~ and justification is found in comment box

Preparing for the General Assembly:

1. General Rules: No Smoking. Cell phones must be off or silent during the meeting and assembly.
2. Proposed Resolutions and Proposed Bylaw Amendments may be submitted by a component, committees, director, officer, or any voting member of the Association and must be accompanied by a background statement or justification.
3. Proposed Resolutions and Proposed Bylaw Amendments must be submitted to the president no less than 21 days prior to the General Assembly to ensure they will be included in the General Assembly materials. Any new proposed resolutions or proposed bylaw amendments that arise after the final posting on the website must be presented in writing when called for by the president during the PR/PBY Consideration section of the Assembly by consent of a two-thirds (2/3) vote of the voting members of the Assembly.
4. Participants have prepared for the Assembly prior to the meeting by reading the General Assembly materials provided prior to the General Assembly or printed copies will be made available to the attendees.

Pre-Assembly Session:

5. Table Facilitators will be selected by the General Assembly Task Force. Each table will select a reporter.
6. During open discussion with the entire Assembly, participants wishing to speak will be recognized by the president; each speaker must identify himself/herself before speaking.
7. Open discussion on a question shall be limited to two minutes per speaker. No one shall be granted the floor a second time until all others who wish to speak have spoken.

General Assembly Session:

8. The rules contained in the most recent edition of Roberts Rules of Order Newly Revised shall govern the deliberations of the Assembly in all cases in which they are applicable and not in conflict with the Bylaws of AzDHA.
9. The General Assembly Task Force shall report on the **number of** certified attendees to establish a quorum.
10. Any main motion or amendments presented from the floor must be in writing and presented to the president and secretary following its reading on the floor.
11. Participants shall address the Assembly only through the president and shall not participate in direct conversation at the microphone.
12. Participants will be recognized by the president in order of presentation at a microphone. When recognized the speaker must identify himself/herself before speaking. To ensure complete consideration of all issues, no limit will be placed on the number of times one individual may speak to a question. However, debate shall be limited to two (2) minutes per speaker with no one being granted the floor until all others who wish to speak have spoken. A maximum of 12 minutes per question is allowed.
13. As non-voting members of the Assembly, the student participants cannot engage in debate, make a motion, or second a motion except for those students designated as voting participants per the Bylaws. (Article VIII Section 2.A.2.)
14. No new business shall be introduced following the PR/PBY consideration section of the Assembly unless by unanimous consent of the participants. Action on such new business shall require a unanimous vote for consideration and a unanimous vote for adoption.
15. Certified voting members of the Assembly will be furnished with voting cards and paper ballots to be used to be used for all decisions.

Comment [DK1]: For clarification

Candidate Guidelines, Election Procedures and Results:

16. A call for nominations for elected AzDHA positions shall be announced to the members via appropriate media no later than 60 days prior to the Member General Assembly.

17. Any qualified AzDHA member may declare their candidacy for an elected position at any time until nominations are closed.
18. Candidates shall **be invited to** submit a completed professional summary limited to 200 words and a platform statement limited to 400 words ~~no later than two (2) weeks~~ prior to the Member General Assembly for inclusion in the posted materials. A photo is optional.
19. The Nominations Committee shall read the slate of candidates during the General Assembly. The Nominations Committee shall then call for additional nominations from the floor.
20. Nominations from the floor must be made with the nominee's prior consent. In the event of nominations from the floor, candidates are encouraged to provide copies of their professional summary and platform statement for distribution to the voting members.
21. During the Candidates' Forum each candidate is allowed one speech not to exceed three (3) minutes. After all candidates for a position have spoken, questions/answers from the Assembly will be allowed of all candidates for this position not to exceed 10 minutes. Candidates who cannot be present may submit a pre-recorded speech for the forum.
22. Elections during the Assembly Session will be done by ballot. The ballot will indicate the nominee's name and position or office sought. A write-in area will be provided for nominations from the floor.
23. If an election is postponed to a time following the meeting of the General Assembly, electronic voting will be allowed.
24. Balloting will take place after the convening of the Member General Assembly.
25. Election of officers shall be determined by the members of the Board after the Assembly (Article VI, Section 1).
26. ~~Election of alternate ADHA delegates shall be subsequent to the election of ADHA delegates and by separate ballot. Upon consent, those candidates for delegate not elected shall be automatically placed on the ballot for alternate delegate (Article VII, Section 6)~~
27. The president will appoint 3 non-voting student participants and one non-voting member not seeking re-election or an office to serve as tellers, one to be designated chair. If possible, the students shall be selected from different programs.
28. The tellers shall distribute, collect, and tally the ballots. The chair will report the election results and the secretary record the results.
29. Candidates for the board of directors who have received the majority vote shall be declared elected.
30. ~~In the event of a tie vote a run-off election or when no candidate receives the minimum number of votes necessary for election, a second and subsequent election(s) will be held as soon as practical by any means allowed by the Bylaws and using a ballot with only the names of the tied all-candidates from the first ballot.~~
31. Ballots and tally sheets shall be turned over to the secretary for recording in the minutes. The secretary is directed to destroy them one week following the General Assembly.

Comment [DK2]: It is not really practical at this time to make submission of these items appear mandatory.

Comment [DK3]: The submission deadline should remain flexible.

Comment [DK4]: Rule is now inconsistent with intent of PBY # 1 as passed in 2016. Strike and renumber.

Comment [DK5]: At this time, we have no voting that requires a minimum number of votes (e.g. majority). They are all based on a plurality vote – who got the most votes. Therefore, the added language is unnecessary. However, we do need a procedure for a tie.

Disposition of General Assembly Actions:

32. The minutes of the General Assembly will be reviewed and approved by the Board of Directors at its first monthly meeting following the General Assembly. The minutes shall include a summary of all actions taken by the Assembly. Final approval of the Minutes will be done by the subsequent General Assembly.
33. Board of Directors is responsible for the appropriate disposition of Assembly actions including updating the AzDHA Policy Manual, AzDHA Bylaws, making referrals, or acting on recommendations.