

## **Interested in a AzDHA leadership position? What you need to know . . . .**

### **Board of Directors**

- The Board is composed of seven (7) directors.
- Terms of office are three (3) years in length, staggered so that no more than 3 directors are elected in any given year.
- Subsequent to the election of new directors, the Board will determine its officers: president, vice president, secretary and treasurer to serve in that capacity for one year without term limits.
- Meetings
  - Immediately following the close of General Assembly, the Board meets briefly. The main purpose is to explore interest for officer positions and determine, to the extent possible, a meeting calendar for the year.
  - The Board holds monthly meetings either by phone conference or in person.
  - Board Orientation – this is usually an in-person, all day meeting.
  - The Board may convene in-person “open” meetings for all members to attend. These are usually hosted by our components and may be held in Tucson, Flagstaff, Phoenix, or the East Valley area.
  - Each year, usually in the summer, the Board holds a planning retreat – this is an in-person meeting and may be a day and half in length.
- Each director is expected to accept at least one assignment to oversee a committee or task force (e.g. Membership, Advocacy, Annual Impact Conference, General Assembly, etc.)
- In order to effectively manage the affairs of the organization, it is necessary from time to time for directors to serve on workgroups to address an issue or complete short term projects. For example, currently the Board has formed the following workgroups: File Management and Board Handbook.

### **ADHA Delegates and Alternates**

- The allotted number of delegates is determined by ADHA. Currently we are eligible for four (4) delegates, however, that number may change. There are two delegates completing the 2<sup>nd</sup> year of their term. They are Valerie Ruiz and Win Quartermaine. This year we will elect two additional delegates.
- The number of alternates to elect is determined by the AzDHA Board. While the number has varied from time to time, historically, we have elected one alternate for each delegate. This year, we will elect four alternates.
- Delegates and all alternates should become familiar with the General Guidelines for ADHA delegates as contained in the ADHA Delegates’ Manual. For your convenience, those guidelines are attached.
- Delegates and all alternates should become familiar with both ADHA and AzDHA policies, bylaws, and strategic plans.
- Delegates and all alternates are encouraged to attend BOD meetings.
- All alternates should be prepared to serve if the need arises.
- Prior to the ADHA Annual Conference, preparatory meetings or other assignments are determined by the District XI Trustee and the AzDHA Delegation Chair. To minimize the need to travel, electronic meetings are encouraged.
- Candidates should be willing and able to attend the 2019 ADHA Annual Conference in Louisville, KY held on June 21 – 25, 2019. The business meeting begins on Saturday,

June 22 and concludes on Monday, June 24. Travel on Friday, June 21 is likely in order to attend all required meetings and events.

- AzDHA budgets funds annually to help defray costs related to travel, housing, and meals. This year, we are able to fund all delegates and the 1<sup>st</sup> alternate.
- The voting method is as follows:
  - **All** candidates are running for delegate. There is no separate nomination or election for alternate.
  - Members vote for TWO candidates. A single vote is taken.
  - The two (2) candidates receiving the highest number of votes are elected delegates.
  - From the remaining candidates, the next four (4) top vote getters are declared alternates. They will be rank ordered according to number of votes received to determine 1<sup>st</sup> alternate, 2<sup>nd</sup> alternate, 3<sup>rd</sup> alternate and 4<sup>th</sup> alternate.
  - Delegation chair is determined by the delegation.

# **ADHA GENERAL GUIDELINES FOR DELEGATES**

## **1. Guidelines for Annual Conference**

### **A. Before the Conference**

#### 1) Become familiar with the reference materials:

- a. File of materials from previous delegate.
- b. Transactions of previous year
- c. ADHA Bylaws and Code of Ethics.
- d. ADHA Policy Manual.
- e. Current edition of *ROBERT'S RULES of ORDER, NEWLY REVISED*

#### 2) Suggested Order of Study for Delegates' Manual:

- a. Organization and Operation of the House of Delegates.
- b. Procedures and Standing Rules of the House of Delegates.
- c. Registration and credentialing procedures for delegates.
- d. Nominations and Elections.
- e. Rules of conduct for reference committees
- f. Policy manual
- g. Summary of proposed resolutions and proposed bylaws amendments
- h. Council and committee reports.
- i. Reports of officers, councils, and committees.
- j. Report of the executive director.
- k. Remaining material.

#### 3) Further Suggestions

- a. If there is more than one delegate, it will be helpful to agree on a division of the manual for close study. Make careful notes for exchange of information.
- b. Insert new material as you receive it.
- c. Keep notes in your manual. Arrange all materials for easy reference.
- d. Discuss proposed resolutions and proposed bylaws amendments with those submitting them if possible.
- e. Hold constituent caucus to review material, inform membership and constituents on pertinent issues.
- f. Determine issues and concerns requiring action.
- g. Help write resolutions and bylaws amendments following the format for submitting proposed resolutions and proposed bylaws amendments.
- h. Inform members of the opportunity to submit written testimony to reference committees. Prepare beforehand. Forms and sample testimony are on the delegate resources page of the ADHA website.

### **B. During the Session**

- 1) Attend all appropriate sessions: District, Reference Committees, Forums, House of Delegates.
- 2) Submit testimony to reference committees, forums.

- 3) Consult the speaker of the house or the association parliamentarian when parliamentary questions arise.

## 2. Guidelines for the Year-Round Role of the Delegate

- A. Be well-informed about ADHA and constituent policies and activities and be attentive to members' attitudes, concerns, and questions.
- B. Communicate information regarding issues to ADHA, constituent members, and other delegates.
- C. Maintain a file of relevant information for use by current and succeeding delegates.
- D. Consider whether policy or bylaws amendments are necessary. Use the format for submitting proposed resolutions and bylaws amendments.
  - 1) References for development of resolutions and bylaws amendments.
    - a. District Trustee
    - b. ADHA policy manual, bylaws and code of ethics
    - c. Previous year's delegates' manual
    - d. Constituent material
    - e. Central office material
    - f. File for correspondence
  - 2) Make a preliminary draft of the resolution or bylaws amendment, with background statement. Check these points:
    - a. Has policy in this area already been established? Would amending an established policy be appropriate or will a former house action need to be rescinded?
    - b. Is there projected policy or action in this area? Is it in support of the ADHA vision, mission, and goals?
    - c. Who would be affected by this action? How? When? Are there financial implications?
  - 3) Put the resolution or proposed bylaws amendment in its final form.
    - a. Clearly state the intent. The only subject for debate should be whether or not this will be proper policy for ADHA.
    - b. Complete a justification to explain the intent.
    - c. Anticipate objections and/or questions regarding the solution and answer them in justification.