



## **STANDING RULES AND PROCEDURES OF THE INDIANA DENTAL HYGIENISTS' ASSOCIATION GENERAL ASSEMBLY**

### **I. ORDER OF BUSINESS**

#### A. Agenda

1. To contain under the proper order of business all resolutions, reports of officers, staff, committees, and any business pertinent to the duties of the General Assembly.
2. To be posted on the IDHA website (within the *Members only* section) at least twenty (20) days in advance of the opening session. Notification of when General Assembly materials are posted online for review shall be sent electronically to all voting members.

### **II. RULES OF CONDUCT FOR THE GENERAL ASSEMBLY**

#### A. Control of the Floor

##### 1. Sergeant-at-arms

A. Appointed by the Speaker of the General Assembly.

B. May not be a candidate for elected position.

C. Duties:

1. Safeguard the Standing Rules of the General Assembly.
2. Enforce the rules of seating as needed.
3. Direct the work of the Credentials Committee.
4. Assist Speaker in maintaining order.
5. Certify satisfaction of a quorum at the beginning of each session.
6. Direct all electronic devices be either turned off or put on silent mode.

##### 2. Credentials Committee

A. Appointed by the Speaker of the General Assembly.

B. Duties:

1. Certify voting members.
2. Appoint pages from members and student members, as needed.

#### B. General Conduct

1. There are no restrictions on who may attend the General Assembly, however only voting members as defined in Article VIII, Section 2 of the IDHA Bylaws shall have the right to vote.
2. All electronic devices must be either turned off or put on silent mode.
3. Livestreaming/recording of the General Assembly, including via social media platforms, is strictly prohibited.

### **III. PARLIAMENTARY PROCEDURE GOVERNING GENERAL ASSEMBLY PROCEEDINGS**

- A. The Speaker determines the order of business.
- B. The Parliamentarian shall assist the Speaker in maintaining proper procedure.
- C. Robert's Rules of Order, current edition, shall govern the Association.
- D. Procedure for Considering Resolutions:
  - 1. Only one substitute motion may be pending at one time to any main motion. This will be the primary amendment. The substitute may have only one minor amendment applied to it at one time. This will be the secondary amendment. Each of these motions will be considered and voted on separately and in reverse order to their proposal.
  - 2. When a resolution is presented which amends existing association policy, it is NOT necessary to make editorial changes unless the intent of the resolution is changed. The IDHA Board of Directors will ensure editorial changes prior to publishing.
  - 3. No person may speak more than once until all others have had the opportunity to speak at least once. The General Assembly may vote at any time to limit debate.
  - 4. The privilege of the floor of the General Assembly is limited to the elective and appointed officers of IDHA and voting members of the General Assembly. However, non-voting members may speak if invited to do so by the Speaker.
  - 5. No new business may be introduced at Business Session II, whether in the form of resolution, memorial or otherwise, except by unanimous consent of the General Assembly. Action on any such new business requires a unanimous vote for adoption.

### **IV. PREPARATIONS FOR GENERAL ASSEMBLY ACTIONS**

- A. Receipt of Reports and Resolutions
  - 1. Any resolution submitted by an association member or Component must be sent (no phone calls accepted) in written form to the President and Secretary not less than five (5) days prior to the Business Session I of the General Assembly.
  - 2. Annual committee reports will be posted in the *Members Only* section of the IDHA website and should be accessible to members at least 15 days in advance of the annual meeting of the General Assembly.
- B. Bylaws Committee
  - 1. Duties
    - A. Review all reports, recommendations and resolutions submitted and determine if these documents are appropriate for General Assembly consideration.
    - B. Report to the Board of Directors with recommendations.
- C. IDHA Board of Directors
  - 1. Duties
    - A. The IDHA Board of Directors shall review the Bylaws Committee report and shall recommend to the General Assembly adoption, rejection, amendment, postponement, referral, or

B. substitution of all recommendations, reports or resolutions at least 15 days in advance of the annual meeting of the General Assembly.

D. Procedures

1. Meetings open to all IDHA members.
2. Any member of the Association may submit testimony.

E. Candidate for Office

1. Refer to Bylaws (Article VI. Sections 2-9) for qualifications.
2. Nominations and Seconding Speeches
  - A. The Chair of the Nominating Committee will read the official slate of candidates at the Business Session I of the General Assembly.
  - B. Additional nominations can be made from the floor of the General Assembly for each office at this time.
  - C. Two seconding speeches, not to exceed one (1) minute each, can be made for each candidate presented by the Nominating Committee.
  - D. If there are nominations from the floor for elective offices, nominating speeches should be limited to three (3) minutes, seconding speeches one (1) minute with a limitation of two (2) seconding speeches.
3. Guidelines for Election Campaigns
  - A. Candidates are to give strict observance to the Standing Rules of the General Assembly as they pertain to campaigning.
  - B. Candidates are urged to make the best possible use of literature; spend time and effort on a good statement.
4. Campaign Material
  - A. Literature presented to members may not carry the official IDHA emblem or letterhead.
  - B. Candidates are urged to mail campaign material to members and Components prior to the General Assembly.
5. Election Committee—in the case of a contested race.
  - A. Appointed by the Speaker of the General Assembly.
  - B. Consists of three (3) members that are not serving on the IDHA Board of Directors.
  - C. Duties:
    1. Distribute ballots.
    2. Count votes and report to the Speaker of the General Assembly.
6. Election Results
  - A. The Chair of the Election Committee shall read the results and report only the name of the candidate receiving the most votes.
  - B. All ballots, tally sheets and records of votes are delivered to the Secretary for recording in the minutes. The Secretary will be directed by the Board of Directors to destroy the file one week after the Annual Conference Session.

## **V. DISPOSITION OF GENERAL ASSEMBLY ACTIONS**

- A. The minutes of the General Assembly will be approved by the General Assembly at the following IDHA annual meeting.
- B. All actions of the General Assembly will be tracked, and a summary of all activity made available for review. Actions of the General Assembly include:
  - 1. Proposed resolutions.
  - 2. Proposed bylaws amendments.
  - 3. Referrals and recommendation from the General Assembly.