AMERICAN MEDICAL STUDENT ASSOCIATION

HOUSE OF DELEGATES 2014

INTRODUCED BY:	**Deborah Hall,** National Vice President for Internal Affairs/Chair of the House of Delegates**; Kelly Thibert,** National Secretary of the Board of Trustees/Vice Chair of the House of Delegates; **Britani Kessler,** National President-Elect/Second Vice Chair of the House of Delegates; **Nida Degesys,** National President
SCHOOL:	University of Connecticut SOM; University of Medicine and Health Sciences; Nova Southeastern University, College of Osteopathic Medicine; Northeast Ohio Medical University
SUBJECT:	Report of the Rules Committee
TYPE:	For Approval

This report contains the information required by Article VIII, Section 13, Subsection A, of the *Constitution & Bylaws* of the American Medical Student Association. This section requires that the rules governing the 2014 House of Delegates be put forth in a report from the Rules Committee. These constitute the working rules for the 2014 Business Session of the AMSA House of Delegates.

THEREFORE, BE IT RESOLVED THAT the rules for the 2014 House of Delegates are set as follows:

1. Method of Delegate Registration

Each **medical** and **international** chapter of the Association shall have a number of delegates equal to at least one delegate, one for the first 250 active members, and one for each additional 250 members or majority fraction thereof, as determined by membership seventy-five (75) days prior to the Annual Meeting. Delegate counts are as follows:

1-375 members:	1 delegate
376-625 members:	2 delegates
626-875 members:	3 delegates

The Graduate Caucus is entitled to ten (10) at-large votes in the HOD. Medical students who have successfully matched and will be entering internship are not considered Graduate Members and may not vote as such in the HOD.

The Premedical Caucus is entitled to five (5) at-large votes in the HOD.

The delegate(s) from each chapter and/or caucus is/are required to be credentialed prior to entering the floor of the House. Credentialing shall be carried out by the members of the Credentials Committee, who shall assure that no more than the allotted number of delegates for each chapter or caucus is on the floor. Once a delegate is checked in, s/he shall carry a credentialing tag while s/he sits on the floor. Voting by delegates shall be as specified in the *Constitution & Bylaws* and *Internal Affairs*.

At the beginning of each session of the HOD, the calls for quorum shall be answered by the Chair of the Credentials Committee. If applicable, subsequent calls for quorum may be answered by report of the Chair of the Credentials Committee or his or her designee.

2. Seating of the Delegates

Delegates are seated by chapters. The seating chart is available with the Credentials Committee.

3. Ex-Officio Members of the House of Delegates

Persons included in this category include resolution authors, members of the Board of Trustees, Regional Directors, members of the Executive Board of the Action Committees and Teams, the Student Office Fellows, the Chair and Vice Chairs of the HOD, the Past Presidents of the Association, and the Chairs of the committees of the House of Delegates (or their designees, Chairs of the Advisory Boards of the organization, Chairs of the Campaigns of the Organization, and the Secretary General of the IFMSA Advisory Council. Ex-officio members of the HOD may participate in debate and make motions but may not vote unless they are appointed delegates of their chapter or caucus.

4. Use of Proxy Voting During the House of Delegates Business Sessions

During the absence of a delegate from the floor of the House, his/her vote shall be vested in a duly credentialed alternate from said chapter. Delegate and alternate delegates must be present to vote.

Any chapter prevented from participating in the House of Delegates because of publicly stated religious convictions of their schools, may vote by leaving a written proxy vote with the Chair of the House. This vote shall count towards only those resolutions not amended in the Reference Committees or on the floor of the House. No other proxy votes of any nature shall be allowed.

5. Time Limits for Debate within the HOD

A delegate may speak on any given motion for a maximum of 60 seconds. Like other rules, this rule may be suspended by a 2/3 majority of the House of Delegates.

6. Procedure for Introducing Motions and Resolutions for Consideration

The 2014 House of Delegates will utilize the method of resolution extraction. Reference Committees convene the day before the opening session of the HOD to hear testimony from all regions, members, national leaders, and other interested parties. After synthesizing the testimony heard, Reference Committees become the authors of the resolutions and will propose an extraction sheet at the beginning of the business session. Thereafter, resolutions must be extracted to be discussed by the full HOD; otherwise, the extraction sheet, as synthesized by the reference committee, will be approved by the HOD. Resolution extraction occurs in the House of Delegates and can only be done by a delegate or ex-officio delegate. Resolution extraction must occur before the report of the Reference Committee to which that resolution is assigned, as outlined below.

All other rules regarding debate shall be determined by the Chair with the oversight of the House.

7. Regarding Amendments to Our *Constitution & Bylaws* and *Internal Affairs*

Changes to the *Constitution & Bylaws* or the *Internal Affairs* shall become effective at the adjournment of the House of Delegates, 2014 Session.

As resolutions may aim to amend our *Constitution & Bylaws* or *Internal Affairs* and refer to portions of these governing documents previously amended or moved within this Session of the HOD, the House will assume the targets of these resolutions to be the currently published version. Therefore, the Chairs will not require amending resolutions targeting sections of the governing

documents that may have changed with passage of previous resolutions. The Vice President for Internal Affairs and Secretary will incorporate all successful amendments to AMSA's governing documents into the next version of those documents within 60 days of the close of the 2014 House of Delegates.

8. Order of Business in the House of Delegates

It is the prerogative of the Chair of the House of Delegates to determine the Order of Business during the HOD business session. Times outlined here are approximate and may vary with discussion of each resolution and Reference Committee. The Chair has determined the Order of Business and approximate times to be the following:

BUSINESS SESSION AND NATIONAL ELECTIONS: Saturday, March 8th, 2014

11:00 – 11:30 AM	Credentialing
11:30 AM -1:30 PM	National Elections, Reports from the Executive Director, National President, President-Elect, and Invited Guests (lunch will be served in the HOD for all seated delegates)
1:30 – 2:00 PM	Introduction to HOD voting/parliamentary procedure, Practice Vote
2:00	Final Extraction for Reference Committee A*
2:00 – 3:10 PM	Reference Committee A report and debate
3:10 PM	Final Extraction for Reference Committee B*
3:10 – 4:20 PM	Reference Committee B report and debate
4:20 PM	Final Extraction for Reference Committee C*
4:20-5:40 PM	Reference Committee C report and debate
5:50	ADJOURNMENT of the 2014 House of Delegates

* Final extraction will be done at the beginning of each Reference Committee report. Any delegate or ex-officio delegate may extract any number of resolutions from the reference committee report. Extraction times are approximate. Should the House of Delegates conclude debate on all of a Reference Committee's resolutions before the time set for extraction of the subsequent Reference Committee, extraction for the subsequent Reference Committee shall occur immediately. Delegates are encouraged to check frequently with the House regarding the flow of resolutions.

Delegates may also extract resolutions ahead of time by submitting, in writing, their name and resolution they wish to extract. A box for this purpose will be located at the front of the House of Delegates. Such written submissions will be accepted until the beginning of hearing that Reference Committee's report.

8. Special Rules of the House of Delegates

The Chair of the House has the prerogative to suspend the reading of long preambles by the Reference Committee and will accept motions from the floor only when members wish a preamble to be read.

Any rules not specifically defined herein are subject to interpretation and action as decided by the Chair of the House of Delegates. Decisions of this kind will be made with reference to the customary procedures used by this body and *Robert's Rules of Order, Newly Revised, 11th Edition.*