HANDBOOK
FOR
DELEGATES AND ALTERNATES
2018
“What touches all shall be decided by all”

Edward I, King of England
Parliament of 1295
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* American Institute of Parliamentarians Standard Code of Parliamentary Procedure

** Manual of the House of Delegates, AAOMS Governing Rules and Regulations
I. Introduction and Purpose:

A. To introduce new delegates and alternates to the procedures of the AAOMS House of Delegates.

B. To present basic parliamentary rules as found in the American Institute of Parliamentarians Standard Code of Parliamentary Procedure and their effect on the AAOMS House.

C. To assist all AAOMS delegates and alternates, and all interested fellows and members, to participate in other deliberative bodies:
   1. Hospital Medical Staff
   2. American Dental Association
   3. Local and state professional societies
   4. Other: business, civic, social and church groups

II. Fundamental Principles of Parliamentary Law:

A. Purpose of Parliamentary Law: The purpose of parliamentary rules is to assist the members of an assembly to conduct the business of the organization with efficiency, fairness and harmony.

B. Equality of Rights: All members have equal rights and, unless the Bylaws provide otherwise, all members have equal privileges and obligations.

C. Majority Rule: The decision of the majority (more than half) of the members is binding on the entire membership; and all members should accept and abide by this decision.

D. Minority Rights: The rights of individual members and of the minority must be protected.

E. Right to Notice and Information: Each member has the right to be sent notice of meetings and important proposals; and each member has the right to know the meaning of any proposal before the assembly, and what its effect would be.

F. Right to Discussion: Each member has the basic right to discuss any item of business before the assembly freely and without interference, provided the rules adopted by the assembly are observed.

G. Fairness and Good Faith: The use of parliamentary rules and procedures should be constructive, i.e., to promote fairness and good faith in the conduct of business in the assembly, rather than destructive, i.e., to gain an unfair advantage over other members through trickery, deceit or dilatory tactics.

III. Sources of Parliamentary Rules:

A. Law
   1. Constitutional and statutory law
   2. Common parliamentary law and court decisions

B. Charter
1. Articles of Incorporation
2. Charter issued by parent or superior organization

C. Governing Rules and Regulations
1. Constitution
2. Bylaws
3. Standing Rules of Procedure
   a. Administrative Standing Rules -- Policies
      (1) Parliamentary standing rules
      (2) Ordinary standing rules
   c. Committee Standing Rules
4. Custom and Precedent


E. Other
1. Majority vote of the assembly
2. Rulings by the presiding officer

IV. Duties of Delegates and Alternates:

A delegate is one who is chosen to represent the members of his state oral and maxillofacial surgery society in the House of Delegates of the AAOMS.

The duties of a delegate are:

1. to attend the annual meeting and all business sessions and caucuses before and during the annual meeting;

2. to be informed regarding the issues proposed for action during the annual meeting;

3. to be informed regarding the rules of procedure, conduct and decorum in the business sessions of the annual meeting;

4. to vote for what he believes is best for the AAOMS as a whole, except as he might have been instructed by the state society he represents;

5. to be prepared to report to his state society after the annual meeting on the business that was transacted during the annual meeting.

An alternate is one who is chosen to act as a substitute for a delegate. An alternate can either be paired with a specific delegate or he can be chosen according to a numerical rank (1st alternate, 2nd alternate, etc.).

The duties of an alternate are:

1. to be available to perform the duties of a delegate for the entire annual meeting, or any portion thereof, should the delegate be required to withdraw;

2. to register with the House Committee on Credentials and to obtain the proper delegate credentials prior to assuming the delegate’s duties;

3. to fulfill the responsibilities of a delegate should he be required to do so.
V. **AAOMS House of Delegates:**

A. General Assembly — 1918-1961

B. House of Delegates — 1961-present

   1. Presiding Officer
      a. President — 1961-1972
      b. Speaker, House of Delegates — 1972-present

   2. Officers — Speaker and Secretary

   3. Composition
      a. Delegates — 102 voting members (includes 2 Resident Delegates)
      b. Alternates — 102 non-voting members
      c. Officers and Trustees — ex-officio — non-voting
      d. Past Presidents — ex-officio — non-voting, unless a delegate

   4. Committees
      a. Constitution and Bylaws — 3 fellows or life fellows (standing committee of the Association)
      b. Credentials — 3 delegates
      c. Rules and Procedure — 3 delegates
      d. Tellers — 3 delegates
      e. Reference Committees — 2x7 delegates each
      f. Recorder — 1 delegate
      g. Consent Agenda Committee — 14 delegates, Speaker and Secretary of House
      h. Special Committees

VI. **Presentation of Motions:**

A. Delegate stands, addresses the chair, and obtains recognition.

B. Delegate presents a motion.

C. Another delegate seconds the motion; except motions presented by a committee are automatically seconded.

D. Presiding officer states the motion, thereby placing it before the assembly for action.

E. Debate, amendments and/or other subsidiary motions.

F. Presiding officer re-states the motion before calling for the vote.

G. Vote is taken — majority, 2/3, 3/4, general consent (voice vote, hands, voting cards, standing and counted, ballot, roll call).

H. Presiding officer announces the results of the vote — and its effect.

VII. **Rules of Debate:**

A. The right of every delegate to participate in the discussion of any matter of business is one of the fundamental principles of parliamentary law.
B. Debate is regulated by parliamentary rules adopted by the House to assure every delegate a reasonable and equal opportunity to be heard.

C. Motions are classified as:
   1. Fully debatable — main motions, amendments to debatable motions, rescind, and appeal.
   2. Debatable with restrictions — recess, limit debate, postpone definitely, refer to committee, reconsider.
   3. Non-debatable — all others.

D. Length and number of speeches:
   1. No limit, except as provided by motion or standing rule.
   2. A member should not seek recognition to speak a second time until all who wish to speak have had the opportunity to speak at least once.
   3. No member should monopolize the debate.
   4. Irrelevant debate and dilatory tactics should be ruled out of order by the chair.

E. Conduct during debate:
   1. Debate must be fundamentally impersonal.
   2. Ideas may be attacked, but not the motives, character or personality of a member.
   3. All discussion is addressed to the chair, not to any individual.

VIII. Motions - American Institute of Parliamentarians Standard Code of Parliamentary Procedure:

A. Classification:
   1. Main Motions:
      a. The main motion.
      b. Specific (restorative) main motions.
   2. Secondary Motions: *
      a. Privileged motions.
      b. Subsidiary motions.
      c. Incidental motions.

• (Secondary motions can be classified as main motions if proposed when no main motion is pending.)

B. Order of Precedence — Ranked 10-1

C. Interrupt Business? — question of privilege, reconsider, appeal, requests (except division of question)
D. Second Required?

1. All motions require a second except:
   a. Committee reports are automatically seconded.
   b. Seconds are not required in committee meetings.
2. Requests do not require a second.

E. Debatable?

1. Fully Debatable — main motions, amendments to debatable motions, rescind, appeal.
2. Restricted Debate — recess, limit debate, postpone definitely, refer to committee, reconsider.
3. Non-debatable — all others.

F. Amendable?

1. Amendable — main motions, primary amendments.
2. Restricted Amendment — recess, limit debate, postpone definitely, refer to committee.
3. Non-amendable — all others.

G. Vote Required:

1. Majority vote for all motions — except:
   a. 2/3 vote for motions that deprive a member of a basic right: table, close debate, limit debate, suspend the rules
   b. General consent — for non-controversial procedures and issues
2. Requests are decided by the chair.
3. Division of the assembly — request by one member.

H. Reconsider:

1. Only the vote on main motions may be reconsidered.
2. Any member may move to reconsider regardless of how he voted.
3. Reconsideration in the House of Delegates is limited to the same annual meeting.
4. Reconsideration in a committee may be moved any time.

IX. General Consent

Routine or non-controversial matters often can be decided by general consent without taking a formal vote, thereby saving time and expediting business. General consent, also known as “unanimous consent”, means that there is no opposition to approving an action.

Should any member object to deciding an issue by general consent, he may call out “I object”, without being recognized. In such a case it would be obvious to all that consent was not unanimous, and it would be necessary for the chair to submit the question to the assembly for a formal vote.
A member who objects to the use of general consent to decide an issue might not necessarily be opposed to the issue itself, but might prefer, instead, to have a formal vote taken on the subject.

Examples of business that can be decided by general consent include correction and approval of minutes, closing debate, suspension of the rules, closing nominations, taking a recess and adjournment.

X. What Motion Should I Use? *

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>To present a substantive idea for consideration and action</td>
<td>• Resolution</td>
</tr>
<tr>
<td></td>
<td>• Main motion</td>
</tr>
<tr>
<td></td>
<td>• Consider informally</td>
</tr>
<tr>
<td>To improve a pending motion</td>
<td>• Amend</td>
</tr>
<tr>
<td></td>
<td>• Division of the question</td>
</tr>
<tr>
<td>To regulate or cut off debate and amendments</td>
<td>• Limit or extend debate</td>
</tr>
<tr>
<td></td>
<td>• Close debate</td>
</tr>
<tr>
<td>To delay a decision</td>
<td>• Refer to a committee Postpone</td>
</tr>
<tr>
<td></td>
<td>• definitely Postpone temporarily</td>
</tr>
<tr>
<td></td>
<td>• Recess</td>
</tr>
<tr>
<td>To suppress a proposal</td>
<td>• Table</td>
</tr>
<tr>
<td></td>
<td>• Withdraw a motion</td>
</tr>
<tr>
<td>To meet an emergency</td>
<td>• Question of privilege</td>
</tr>
<tr>
<td></td>
<td>• Suspend the rules</td>
</tr>
<tr>
<td>To acquire information on a pending motion or procedure</td>
<td>• Parliamentary inquiry</td>
</tr>
<tr>
<td></td>
<td>• Request for information</td>
</tr>
<tr>
<td></td>
<td>• Request to ask a member a question</td>
</tr>
<tr>
<td></td>
<td>• Question of privilege</td>
</tr>
<tr>
<td>To question the decision of the presiding officer</td>
<td>• Point of order</td>
</tr>
<tr>
<td></td>
<td>• Appeal from the decision of the chair</td>
</tr>
<tr>
<td>To enforce rights and privileges</td>
<td>• Division of the assembly</td>
</tr>
<tr>
<td></td>
<td>• Parliamentary inquiry Point of order</td>
</tr>
<tr>
<td></td>
<td>• Appeal from the decision of the chair</td>
</tr>
<tr>
<td>To consider a question again</td>
<td>• Reconsider</td>
</tr>
<tr>
<td></td>
<td>• Rescind</td>
</tr>
<tr>
<td></td>
<td>• Resume consideration</td>
</tr>
<tr>
<td>To change an action previously taken</td>
<td>• Reconsider</td>
</tr>
<tr>
<td></td>
<td>• Rescind</td>
</tr>
<tr>
<td></td>
<td>• Amend by a new motion</td>
</tr>
<tr>
<td>To terminate a meeting</td>
<td>• Recess</td>
</tr>
<tr>
<td></td>
<td>• Adjourn</td>
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XI. Table of Motions:

<table>
<thead>
<tr>
<th>Privileged Motions</th>
<th>Can Interrupt</th>
<th>Requires Second</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>9. Recess</td>
<td>No</td>
<td>Yes</td>
<td>Restricted</td>
<td>Restricted</td>
<td>Majority</td>
</tr>
<tr>
<td>8. Question of Privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Determines</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Subsidiary Motions</th>
<th>Can Interrupt</th>
<th>Requires Second</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Postpone Temporarily (Table)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority* 2/3 vote to table (to kill)</td>
</tr>
<tr>
<td>6. Close Debate (Previous Question)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>5. Limit/Extend Debate</td>
<td>No</td>
<td>Yes</td>
<td>Restricted</td>
<td>Restricted</td>
<td>Majority</td>
</tr>
<tr>
<td>4. Postpone Definitely</td>
<td>No</td>
<td>Yes</td>
<td>Restricted</td>
<td>Restricted</td>
<td>Majority</td>
</tr>
<tr>
<td>3. Refer</td>
<td>No</td>
<td>Yes</td>
<td>Restricted</td>
<td>Restricted</td>
<td>Majority</td>
</tr>
<tr>
<td>2. Amend</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Main Motions</th>
<th>Can Interrupt</th>
<th>Requires Second</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Main Motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
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</table>

Specific Main Motions (Restorative Motions)
- Reconsider: Yes Yes
- Rescind: Yes No
- Resume Consideration: No Yes

<table>
<thead>
<tr>
<th>Incidental Motions</th>
<th>Can Interrupt</th>
<th>Requires Second</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority (-)</td>
</tr>
<tr>
<td>Suspend Rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Consider Informally</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requests</th>
<th>Can Interrupt</th>
<th>Requires Second</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Decides</td>
</tr>
<tr>
<td>Parliamentary Inquiry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Decides</td>
</tr>
<tr>
<td>Withdraw Motion</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Decides</td>
</tr>
<tr>
<td>Division of Question</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Decides</td>
</tr>
<tr>
<td>Division of Assembly</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>One Member</td>
</tr>
</tbody>
</table>

XII. Main Motions and Resolutions:

Resolutions are main motions which are submitted in writing and which begin with the words "RESOLVED, that ...". Resolutions and all main motions must be seconded (except in committee reports); they are debatable, and they can be amended; they are adopted by a majority vote (unless the Bylaws require a higher vote, e.g., an
amendment to the Bylaws); and they can be reconsidered during the same convention (with appropriate notice, if required).

XIII. Amendments:

The subsidiary motion "Amend" is used to modify a main motion, a primary amendment, and certain other secondary motions: refer, postpone to a specified time, limit or extend debate, recess. Amendments must be germane, i.e., they must be closely related to the subject of the pending motion.

Amendments to debatable motions are debatable. Primary amendments may be amended (secondary amendments), but secondary amendments may not be amended (no tertiary amendments). Only one primary amendment and one secondary amendment may be pending at any time.

Amendments are voted on in reverse order, i.e., the secondary amendment first, then the primary amendment, then, finally, the main motion. Amendments are adopted by a majority vote regardless of the vote required to adopt the main motion.

There are three methods of amending a motion:

1. Insert (between) or add (at the end) words or a paragraph.
2. Strike out or delete words or a paragraph.
3. Strike out and insert words or substitute a paragraph, or a new main motion or resolution.

XIV. Limiting Debate:

Every delegate has the basic parliamentary right to full and free discussion of every resolution presented for action. Also, every delegate has the basic parliamentary right to be able to transact the business of the House efficiently and with harmony. Debate is regulated by parliamentary rules to assure every delegate a reasonable and equal opportunity to be heard, without unnecessarily delaying the business to the detriment of the other delegates.

The presiding officer cannot, by himself, limit or close debate, unless the assembly has previously adopted a standing rule or a motion to limit debate, or a motion to close debate at a specific time.

On the other hand, members of the House of Delegates have several methods by which the length of debate can be controlled:

1. The House can assign routine and non-controversial resolutions to a "consent agenda" and then adopt the entire list of resolutions without debate by a single unanimous vote, instead of by individual votes on each item.

2. The House can adopt, by a two-thirds (2/3) vote, motions to limit debate:
   a. to limit the number of speeches per delegate, or the length of time allotted to each delegate speaking in debate;
b. to limit the number of delegates who would speak pro and con on each motion or resolution;

c. to limit the total length of time for debate on a specific motion or resolution.

3. The House can adopt, by a two-thirds (2/3) vote, a motion to close debate on the immediately pending motion, or on all pending motions.

4. The House can adopt a permanent standing rule whereby limitation of debate would be imposed on the members of the House on all issues. Such a standing rule could be suspended by a two-thirds (2/3) vote whenever necessary.

XV. Consent Agenda (waiver-of-debate agenda):

In the AAOMS House of Delegates routine items of business often can be assigned to a consent agenda, also known as a consent calendar or a unanimous consent agenda, which is a list of matters which are expected to be non-controversial and on which no debate is anticipated. The consent agenda is prepared in advance by a special committee and is submitted to the House for approval. Any delegate has the right to object to the inclusion of any item on the consent agenda that he wishes to debate or oppose. Items removed from the consent agenda are transferred to the regular agenda for separate consideration and vote. The remaining items then are approved en bloc without discussion by a single unanimous vote.

The AAOMS Consent Agenda Committee is composed of the six (6) Caucus Chairs, six (6) Caucus Secretaries, two (2) reference committee Chairs and the Speaker and Secretary of the House of Delegates.

XVI. Priority Agenda:

A priority agenda is a list of all the resolutions from the reference committees and the recommended sequence of their consideration by the House of Delegates. The priority agenda is prepared by the Consent Agenda Committee and is submitted to the House for approval before consideration of the reference committee reports.

XVII. Previous Notice:

Important proposals such as bylaw amendments, changes in dues, assessments, etc. require advance notice before they can be adopted. In the AAOMS House of Delegates notice can be given at the previous annual meeting; it can be published in the Reports of Board of Trustees and Committees 30 days prior to the annual or special meeting; or it can be given at one session of the House for action at a subsequent session at the same annual or special meeting.

When an action has been taken that required previous notice, any motion that would void or change that action also requires previous notice.

Since the right to receive notice is a basic individual right of membership in a deliberative assembly, the requirement for previous notice can be waived only by a unanimous vote.
American Association of Oral and Maxillofacial Surgeons
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Rosemont, Illinois 60018-5701
(847) 678-6200 or 1-800-822-6637
Fax (847) 678-4302