



## Special Rules for the Virtual 2021 House of Delegates

Special Rules have been identified for the purpose of conducting a Virtual House of Delegates. These will constitute a temporary amendment to ASDA's Standing Rules of the House of Delegates for 2021 Virtual Annual Session. When adopted by the House of Delegates, these Special Rules will take precedence over other procedures listed in ASDA's Standing Rules of the House of Delegates.

The virtual House of Delegates meeting will be held via Zoom Webinar. The Zoom Webinar will open 15 minutes before the start of each session. Members of the House of Delegates should log into the Zoom Webinar 15 minutes prior to the start of each session to test connectivity and make sure there are no technical problems.

Voting and queuing in the House of Delegates will be managed via Vvoter. Vvoter offers a secure online voting and queuing option for the virtual meeting. Non-voting members will be able to view the meeting via the Zoom webinar link.

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**SPECIAL RULE: Annual Session Access:** Access to the virtual House of Delegates is limited to credentialed delegates, alternate delegates, the Board of Trustees, council chairs, staff and guests.

**SPECIAL RULE: Annual Session House of Delegates Voting Privileges:** Only confirmed first and second delegates will receive login credentials to vote during House of Delegates business meetings.

**SPECIAL RULE: Replacement of Alternate Delegates for Delegates:** There will be no temporary replacement of alternate delegates for delegates during any of the meetings of the House. Permanent substitutions of alternate delegates for delegates must be submitted no later than 5 p.m. (Central Time) on Thursday, February 18.

**SPECIAL RULE: Quorum:** In accordance with ASDA Bylaws, a quorum for the transaction of business at any meeting shall consist of 2/3 the voting members of the House of Delegates. Once a quorum has been established a quorum shall be deemed present for the duration of that meeting.

**SPECIAL RULE: Access to Speaking Queue during House of Delegates Meetings:** Access to the speaking queue is limited to: delegates, the Board of Trustees, council chairs, reference committee members and staff. Alternate delegates and guests do not have access to the speaking queue.

**SPECIAL RULE: Voting on Resolutions:** Voting on all motions related to proposed resolutions will be conducted using Vvoter or the Speaker will ask for "General Consent." Resolutions and any proposed amendments to resolutions will be displayed on Zoom webinar.

The Speaker will offer instructive description to all voting delegates on how to cast their votes before calling the vote. The Speaker will announce when voting is open and shall announce the close of voting. Once voting is closed by the Speaker it may not be reopened.

The Speaker shall announce the result of all votes as soon as practicable after the voting has been closed.



**SPECIAL RULE: Election Voting Procedures:** Voting for Officer Elections will take place in the House of Delegates through electronic voting during the third and fourth business meetings of the House. Only credentialed delegates will be permitted to vote. Any delegate absent from the virtual House meeting during a vote will lose their chance to vote. The Speaker of the House will verify the results and announce the outcome of each ballot. If the electronic balloting system errs, Vvoter will provide an alternate solution. This election report is retained for one year by the secretary of the House (executive director). The election report will be available to any member upon written request to the secretary of the House.

**SPECIAL RULE: Election Procedures:** All candidates must be nominated by a predoctoral member who is not a current or former national leader. Nominators will be allowed 1 minute maximum to record a brief video to nominate and introduce their candidate, including a brief explanation of the candidate's experience and previous ASDA positions held. Guides will not be utilized during virtual annual session. Instead, candidates not speaking will be placed in a virtual waiting room by staff.

Candidate platform statements will be filmed prior to Annual Session and will be played during the House of Delegates Business Meeting II.

Advancing candidate questions will be filmed prior to Annual Session and will be played for candidates advancing to the second ballot during the House of Delegates Business Meeting III. The Executive Committee developed questions for the officers and the Speaker of the House selected the advancing candidate questions.

**SPECIAL RULE: Recognition at House of Delegates Meetings:** At the beginning of the virtual Annual Session of the House of Delegates, the Speaker shall instruct all delegates and members of the House of Delegates with speaking privileges on how to speak using the Vvoter platform during discussion of any motion.

When a member wishes to address the House, the individual should enter the required information to enter the queue, and wait to speak until recognized by the Speaker. The Speaker shall observe the rules for recognition of delegates provided in the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

When recognized by the chair, members shall raise their hand in Zoom, unmute themselves, turn on their microphone, then state his or her name, district, and the purpose of his or her comments (*e.g.*, speaking for or against a motion, presenting a new motion, etc.).

**SPECIAL RULE: Microphone Queuing during House of Delegates Meetings:** To help balance debate during House discussions, the Speaker shall instruct all delegates and members of the House of Delegates with speaking privileges on how to seek recognition using the Vvoter platform. The Speaker shall observe the rules for recognition of delegates provided in the *American Institute of Parliamentarians Standard Code of Parliamentary*.

If an amendment is proposed, the speaking queue will be cleared so discussion can begin on the amendment. Anyone previously in the queue will need to request to speak again through Vvoter.



**SPECIAL RULE: Electronic or Telephonic Connections:** Each individual is responsible for establishing and maintaining their own connection to the electronic meetings. No point of order or appeal shall be recognized if the point of order or appeal is based on failure of electronic or telephonic technology. Each person must have his or her own individual connection to the electronic meeting.

**SPECIAL RULE: Recordings:** Attendees shall not record any session of the Annual Meeting of the House of Delegates, Reference Committee Hearing, or Reference Committee business meetings.

**SPECIAL RULE: Recognition at the Reference Committee Hearing:** At the beginning of the virtual Reference Committee Hearing, the Speaker shall instruct all delegates and alternate delegates how to speak using the Zoom Webinar platform.

When a member wishes to provide testimony during the Reference Committee Hearing, the individual should enter the required information to enter the queue and wait to speak until recognized by the Speaker. When recognized by the chair, members shall raise their hand in Zoom, unmute themselves, turn on their microphone, then state his or her name, district, and the purpose of his or her comments (*e.g.*, speaking for or against a motion, etc.)

**SPECIAL RULE: Microphone Queuing during the Reference Committee Hearing:** To help balance testimony during the Reference Committee Hearing, the Speaker will alternate between pro and con testimony.

**SPECIAL RULE: Speaker Facilitation:** The Speaker of the House will facilitate the discussion during the Reference Committee hearing. The chair of each reference committee chairs will read each resolution.

**Adoption of Special Rules of the 2021 Virtual House:** Special Rules identified throughout this report have been written for the purpose of conducting a Virtual House of Delegates.

**Resolved,** that the Special Rules for the 2021 Virtual Annual Session be adopted.