

**Standing Rules of the AzDHA General Assembly**  
**Adopted October 2019**

**Preparing for the General Assembly:**

1. General Rules: No Smoking or vaping. Cell phones must be off or silent during the meeting and assembly.
2. Proposed Resolutions and Proposed Bylaw Amendments may be submitted by a component, committees, director, officer, or any voting member of the Association and must be accompanied by a background statement or justification.
3. Proposed Resolutions and Proposed Bylaw Amendments must be submitted to the president no less than 35 days prior to the General Assembly to ensure they will be included in the General Assembly materials and to comply with Article XV Section 3 of the Bylaws relevant to amending the Bylaws. Any new proposed resolutions that arise after the final posting online must be presented in writing when called for by the president during the PR/PBY Consideration section of the Assembly by consent of a two-thirds (2/3) vote of the voting members of the Assembly.
4. Participants will prepare for the Assembly prior to the meeting by reading the General Assembly materials provided online. Printed copies of some materials/resources may be available at the meeting.

**Pre-Assembly Session:**

5. During open discussion with the entire Assembly, participants wishing to speak will be recognized by the president; each speaker must identify himself/herself before speaking.
6. Open discussion on a question shall be limited to two minutes per speaker. No one shall be granted the floor a second time until all others who wish to speak have spoken.

**General Assembly Session:**

7. The rules contained in the most recent edition of Roberts Rules of Order Newly Revised shall govern the deliberations of the Assembly in all cases in which they are applicable and not in conflict with the Bylaws of AzDHA.
8. The voting status of all those registered will be verified according to the most current ADHA alpha roster. The General Assembly Task Force shall report on the number of verified voting members in attendance. A majority of registered voting members in attendance shall constitute a quorum. (Article IV Section 7)
9. Any main motion or amendments presented from the floor must be in writing and presented to the president and secretary following its reading on the floor.
10. Participants shall address the Assembly only through the president and shall not participate in direct conversation with other members of the assembly.
11. Participants wishing to speak should stand to be recognized by the president. When recognized, the speaker must identify himself/herself before speaking. To ensure complete consideration of all issues, no limit will be placed on the number of times one individual may speak to a question. However, debate shall be limited to two (2) minutes per speaker with no one being granted the floor until all others who wish to speak have spoken. A maximum of 12 minutes per question is allowed.
12. As non-voting members of the Assembly, the student participants cannot engage in debate, make a motion, or second a motion except for those students designated as voting participants per the Bylaws. (Article IV Section 3.B.)
13. No new business shall be introduced following the PR/PBY consideration section of the Assembly unless by unanimous consent of the participants. Action on such new business shall require a unanimous vote for consideration. Adoption shall require a majority vote for PRs and two-thirds vote for PBYs.

14. Voting members of the Assembly will be furnished with voting cards.

**Candidate Guidelines, Election Procedures and Results:**

15. A call for nominations for elected AzDHA positions shall be announced to the members via appropriate media no later than 60 days prior to the General Assembly.
16. Any qualified AzDHA member may declare their candidacy for an elected position at any time until nominations are closed.
17. Candidates shall be invited to submit a completed professional summary limited to 200 words and a platform statement limited to 400 words prior to the General Assembly for inclusion in the posted materials. A photo is optional.
18. A member of the Board of Directors shall read the slate of candidates during the General Assembly and then call for additional nominations from the floor.
19. Nominations from the floor must be made with the nominee's prior consent. In the event of nominations from the floor, candidates are encouraged to provide copies of their professional summary and platform statement for distribution to the voting members.
20. During the Candidates' Forum each candidate is allowed one speech not to exceed three (3) minutes. After all candidates for a position have spoken, questions/answers from the Assembly will be allowed of all candidates for this position not to exceed 10 minutes. Candidates who cannot be present may submit a pre-recorded speech for the forum.
21. Elections during the General Assembly will be done by ballot. The ballot will indicate the nominee's name and position, or office sought. A write-in area will be provided for nominations from the floor.
22. If an election is postponed to a time following the meeting of the General Assembly, asynchronous electronic voting will be allowed.
23. Selection of officers shall be determined by the members of the Board after the Assembly (Article VI, Section 1).
24. The president will appoint 2-3 non-voting student participants and one voting member not seeking election to serve as tellers, one to be designated chair. If possible, the students shall be selected from different programs.
25. The tellers shall distribute, collect, and tally the ballots. The chair will report the election results and the secretary record the results.
26. In the event of a tie vote a run-off election will be held as soon as practical by any means allowed by the Bylaws and using a ballot with only the names of the tied candidates.
27. Ballots and tally sheets shall be turned over to the secretary for recording in the minutes. The secretary is directed to destroy them one week following the General Assembly.

**Disposition of General Assembly Actions:**

28. The minutes of the General Assembly will be reviewed and approved by the Board of Directors at its first monthly meeting following the General Assembly. The minutes shall include a summary of all actions taken by the Assembly.
29. Board of Directors is responsible for the appropriate disposition of Assembly actions including updating the AzDHA Policy Manual, AzDHA Bylaws, making referrals, or acting on recommendations.
30. The secretary is authorized to make technical, grammatical, punctuation, and conforming corrections as needed and that reflect the intent of the members of the general assembly in connection to revisions and amendments to the AzDHA Bylaws and Policy Manual.

## Electronic Rules for a Virtual General Assembly

### 1. USERNAMES.

1.1. VERIFICATION OF IDENTITY. The Treasurer, and individuals working under the direction of the Treasurer, shall verify that each member username matches an entry on the list of attendees.

1.2. CATEGORIZATION OF PARTICIPANTS. Identified voting members shall be placed in a section dedicated to voting members, including those students that have been designated as voting participants. These identified voting participants shall represent the current roll for voting members. Nonvoting members shall be placed in a non-voting section. Guests shall be placed in a guest section (or otherwise identified as guests).

2. INDIVIDUAL EQUIPMENT. Individuals participating in the virtual meeting shall be responsible for the functionality of their own personal equipment (e.g., computer, tablet, phone, speakers, microphone, camera, Internet connection, etc.).

2.1. If a participant's equipment causes a hindrance to the meeting (e.g., audio feedback, glitchy images, excessive background noise, etc.), the chair, or an individual acting under the direction of the chair, shall disable or disconnect the distracting component.

2.2. A member's inability to participate in the meeting, if caused by the member's equipment or connection (even an inability to attend or to vote), shall not invalidate the meeting or any of its proceedings.

2.3. Any questions or issues with technical difficulties shall be e-mailed to [info@azdha.org](mailto:info@azdha.org).

3. SEEKING THE FLOOR. To seek the floor, a participant shall click the RAISE HAND button (or similar feature as directed by the chair).

4. VOTING. During General Assembly, the voting (including the election of board members and ADHA delegates) shall be held electronically by a method selected in advance by the Chair. If technical issues hinder the performance of the electronic voting, a different electronic method may be used.

4.1. TABULATION. In an electronic vote, since the votes are not tabulated by hand, tellers are not appointed. When possible, the tally of the votes shall be displayed to the meeting participants. If such display is not possible, the tally shall be read by the chair or another individual under the direction of the chair.

### 5. CANDIDATES FORUM.

5.1. ELECTRONIC FORUM. Candidates Forum may be held electronically. Any electronic Candidates Forum shall simulate, as closely as practicable, an in-person Candidates Forum, and the rules applicable to an in-person Candidates Forum shall apply to an electronic Candidates Forum as closely as practicable.

6. ASSISTANTS AND TECHNICIANS. Before and during the virtual General Assembly, the Chair shall appoint assistants and technicians as needed to facilitate the operation of the virtual General Assembly.

### 7. PROPER ETIQUETTE.

7.1 VIDEO. If or when video is activated, be cognitive of your surroundings:

7.1.1 There should not be any artwork that isn't safe or appropriate for work.

7.1.2 Please no pets in the video with you.

7.1.3 No messy or cluttered dark rooms. Make sure to be in a well-lit room.

7.2 MICROPHONES. Participants shall have their microphones disabled except when speaking. The chair, or an individual acting under the direction of the chair, shall enable the microphone of any individual who has the floor.