Agenda

- What is HOD
- Significance of HOD
- Dates/Times of 2022 HOD *All times EST
- HOD Agenda Items
- Policies and Procedures Manual
- Parliamentary Procedures & Key Terms
- Delegate Apportionment Update
- Delegate Certification Process
- HOD Preparation
- Q&A
What is HOD?

• The House of Delegates or HOD is the term given to represent the collective masses of representation of the entire organization.
Significance of HOD

• “The ultimate governing body of SNMA is the House of Delegates (HOD), which is made up of all active SNMA members. The HOD convenes annually at the SNMA National Convention, held in conjunction with the Annual Medical Education Conference”
Significance of HOD

- Section 1. House of Delegates
  - The House of Delegates shall reflect the Active Members of each SNMA Chapter in proportion to the number of each chapter’s Active Members.
  - The House of Delegates shall transact the business of the SNMA not otherwise specifically provided for in the Constitution and Bylaws and it shall elect the Executive Officers except the Chairperson of the Board of Directors, the National Treasurer and the National Secretary to be elected by the Board Of Directors.
  - The House of Delegates shall receive and have the power to act upon the various reports and recommendations of the Board of Directors, Committees and Officials of the SNMA.
  - The House of Delegates shall have the power to rescind any policy of the Board of Directors upon a two-thirds (2/3) vote of the present voting delegates.
  - The House of Delegates shall have the power to rescind any action of the Board of Directors and Executive Committee upon approval of two-thirds (2/3) of the present voting delegates.
  - A quorum of the HOD shall consist of two-thirds (2/3) of the present voting delegates.
Dates/Times of the HOD

Wednesday, April 13th (Via Zoom)
- HOD Certification: Log-on 6:00pm
- HOD Meeting: 7:00 pm – 10:00 pm

Thursday, April 14th (Orlando, FL)
- HOD Certification: 12:00 pm – 1:00 pm
- HOD Meeting: 3:00 pm – 4:30 pm

Friday, April 15th (Orlando, FL)
- HOD Certification: 7:00 am – 8:00 am
- HOD Meeting: 8:30 am – 11:00 am

Saturday, April 16th (Orlando, FL)
- HOD Meeting: 8:30 am – 11:30 am
HOD Agenda Items

• Greetings from Partner Organizations
• Officer and Special Reports
• HBCU Medical School Annual Reports
• National Future Leadership Presentations
• Visionary Session from Chair of BOD
• Old Business
• New Business
• Elections
  – Chapter Charters
  – Emeritus Status Nominations
  – Hall of Heroes
  – Floor Nominations
  – Candidates Speeches
  – Voting
Parliamentary Procedures

• Based upon the governing documents of the SNMA
  – Constitution and Bylaws
  – Policy and Procedures Manual
• Robert’s Rules of Order
  – https://www.youtube.com/watch?v=96Damodm-ec
# Parliamentary Procedures

**Robert’s Rules Cheat Sheet**

<table>
<thead>
<tr>
<th>To:</th>
<th>Say:</th>
<th>Interrupt Speaker</th>
<th>Second Needed</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Decided by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn</td>
<td>“I move to adjourn.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Recess</td>
<td>“I move to recess for/until...”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Complain about hearing, comfort, etc.</td>
<td>“Point of privilege...”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair</td>
</tr>
<tr>
<td>End debate and vote on question</td>
<td>“I move the previous question.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Suspend further consideration of</td>
<td>“I move to table this matter.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>something</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postpone deciding the question</td>
<td>“I move to postpone this matter</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td></td>
<td>until...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amend a motion</td>
<td>“I move to amend this motion by...”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Introduce business (a main motion)</td>
<td>“I move that...”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
</tbody>
</table>

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed above the pending point may be raised.

<table>
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<tr>
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<th>Amendable</th>
<th>Decided by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redress any violation of the body’s</td>
<td>“Point of order...”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair</td>
</tr>
<tr>
<td>Rules</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request information</td>
<td>“Point of inquiry...”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Verify a recent voice vote by</td>
<td>“I call for division.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>actual count (before next motion only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevent body from considering a</td>
<td>“I object to considering this</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>matter</td>
<td>question...”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider a suspended matter</td>
<td>“I move to take from the table...”</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider a previous motion</td>
<td>“I move to reconsider...”</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Consider something out of schedule</td>
<td>“I move to suspend the rules to</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td></td>
<td>consider...”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vote on the Chair’s decision</td>
<td>“I appeal the Chair’s decision.”</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the three items in gray (motion to adjourn, motion to recess, and point of privilege).
Key Terms

• Quorum
  – Minimum number of delegates needed to make the meeting valid
• “Aye”
  – Yes
• “Nay”
  – No
• “Abstain”
  – Not voting either way
• Open Session
  – Active members of the SNMA
  – Approved Guests
• Closed Session
  – Delegates Only
  – Approved guests
Delegate Number and Apportionment Update

• Membership Committee Chairs
  – Apportionment numbers will be sent out this week
  – Calculation Criteria
    • 1 vote for each established, active SNMA chapter
    • 1 vote for the range of up to 10 national dues paying members, and
    • 1 vote for every multiple of 10 national dues paying members over 10 chapter members. [BOD policy, as of 2003]
    • A single Delegate, from a Chapter whose Active Membership entitles it to at least two (2) Delegates, shall have the right to cast two (2) proxy votes in all business before the HOD, or in its committees. [SNMA Bylaws]
    • Ex: Medical College of Hawaii
      – 13 active SNMA members: 1 delegate, 2 votes
    • Ex: University of Hawaii College of Medicine
      – 30 active SNMA members, 2 delegates, 4 votes
Delegate Certification Process

- **Wednesday April 13th**
  - Log on to zoom at 6:00 pm
  - Change your name on Zoom to include
    - Your Region *(Use Arabic Numerals ex: (1,2,3, etc.))*
    - Your Chapter
    - Your Name
      *Please display the full name of your institution when you register.* Please utilize the formal name of your SNMA chapter/Institution. Do not abbreviate or use the nickname of your chapter
    - ex: “Region 3, University of Arkansas for Medical Sciences, Jocelyn McGill”

- **Thursday April 14th**
  - HOD certification table, obtain ribbon

- **Friday April 15th**
  - HOD certification table, obtain ribbon

- **Saturday April 16th**
  - none
HOD Preparation

1) HOD Workbook
   - Release Date April 4, 2022

2) Schedule Planning
   - Coordinate with fellow chapter members
   - View programming schedule beforehand

3) Voting Strategy
   - Discuss voting preferences Friday for voting Saturday
HOD Preparation

Be on Time.

Be Engaged.

All Power to the People
HOD Fines Policy

• Recommend delegates arrive 15 minutes before scheduled start time.

• "In the event that a quorum is not reached within fifteen minutes after the set time for the HOD meeting, there will be a fine of $1/member missing placed on each region, the proceeds of which go to the National SNMA Treasury"

• "SNMA chapters will be fined $15 for each time a delegate/delegates are not present in the HOD within 10 minutes of the scheduled start of the meeting, having checked in with their regional directors"
Q&A

Thank you for listening and see you in Orlando, FL at AMEC 2022!!!!!!!