



Guide for MPhA Delegates

Tony Olson, Speaker of the House
Alison Knutson, Vice-Speaker of the House
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House Rules

Basic rules: All delegates must sign in. Sign in sheets will be used by the Credentials Committee to determine if there is a quorum. According to the bylaws, *“Not less than ten percent (10%) of the currently appointed Delegates shall constitute a quorum at any annual or special meeting of the House of Delegates.”*

The MPhA House of Delegates follows Robert’s Rules of Order [parliamentary procedure]. Some helpful tips to make motions that are “in order”.

1. To obtain the floor, go to a center isle and wait to be recognized by the speaker.
2. When recognized, state your name and your position in the MPhA House
3. Speak clearly and concisely, obey the rules of the debate, and be courteous
4. Ask for help. The parliamentarian will assist if you have a question on procedures.

Motions

Types of motions: There are three types of motions. The main motion is the resolution brought before the house. Secondary amendments include amendments offered to the main motion, points of privilege (such as adjournment), and incidental amendments which deal with procedures.

Some helpful tips on the order of precedence or “Ladder of Motions” include:

1. No more than two amendments per main motion at any one time
2. Primary and secondary amendments must relate to same issue
3. Order of Voting: secondary→primary→main
4. **ASK** if you are ever confused about what we are voting on!!!
“Friendly” amendments can be made without formal action if accepted by the delegate who introduced the motion.

How to Make/Present a Motion or Amendment

1. Approach the microphone and Wait to be recognized
2. State **NAME and District OR Academy REPRESENTATIVE**
3. Make motion or propose amendment and rationale
4. Discuss ensues and is followed by a vote (three possible “fates” for the motion include: adoption, rejection, or referral to a committee for further work)

Voting: Three types of voting are used in the House of Delegates including voice votes, hand or standing counts if division is called, and ballot voting for elections.

See *Pathway for New Business* document to find out more about what happens to proposals following action by the House of Delegates.