

**American College of Allergy,
Asthma & Immunology**

Articles of Incorporation

Bylaws

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House of Delegates Rules of Order

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Revised (Not Approved) March 2001

House of Delegates

Rules of Order

I. PURPOSES

The American College of Allergy, Asthma and Immunology (herein referred to as ACAAI) House of Delegates shall serve as a forum for the discussion of issues and dissemination of information among allergists and provide a mechanism for the official input of local, state and regional allergy societies to the ACAAI Board of Regents.

II. COMPOSITION

The ACAAI House of Delegates shall be composed of Delegates and Alternate Delegates from each recognized local, state and regional allergy (LSR) society. The ACAAI Fellows-in-Training Section shall also be entitled to one Delegate and Alternate Delegate.

III. DELEGATES AND ALTERNATE DELEGATES

Each local, state and regional allergy society shall be entitled to at least one Delegate and Alternate Delegate. Societies with more than one hundred (100) physician members shall be entitled to one additional Delegate and Alternate Delegate per one hundred physician members (100 or fewer physician members, one Delegate and Alternate Delegate; 101-200 physicians, two Delegates and Alternate Delegates; etc.).

Delegates and Alternate Delegates shall be designated by the LSR society.

The Delegate and the Alternate Delegate from the Fellows-in-Training Section shall be designated by the Section's Executive Committee.

All Delegates and Alternate Delegates must be Fellows of ACAAI. The only exception to this shall be Fellows-in-Training representatives, who must be members of ACAAI.

IV. QUORUM REQUIREMENT

A quorum for any meeting of the House of Delegates shall be composed of one-third of the societies eligible for representation. Only Delegates who are present at the time of the quorum call shall be counted.

V. OFFICERS

The officers of the House of Delegates shall be composed of the Speaker, Vice-Speaker and the Recording Secretary. The officers must be Fellows of ACAAI but need not be Delegates or Alternate Delegates at the time of their election.

Speaker: The Speaker of the ACAAI House of Delegates shall be the presiding officer at all House of Delegates meetings, and official liaison between the House of Delegates and the Board of Regents. This includes presenting resolutions passed by the House of Delegates to the Board of Regents at the next regularly scheduled meeting of the Board after the conclusion of the House of Delegates meeting. The Speaker shall also be responsible for conducting the affairs of the House of Delegates between meetings. The Speaker shall vote only in case of a tie.

Vice-Speaker: The Vice-Speaker shall preside in the absence or at the discretion of the Speaker and shall assist in conducting the affairs of the House of Delegates.

Recording Secretary: The Recording Secretary shall be responsible for the preparation of all meeting minutes and shall oversee the transmission of resolutions from the House of Delegates to the Board of Regents.

Officers shall serve a one-year term, and shall assume office at the conclusion of the House of Delegates meeting at which they were elected.

An Officer may serve for a maximum of two (2) years in any one office.

VI. RESOLUTIONS AND AMENDMENTS

All meetings of the House of Delegates shall be conducted by standard rules of parliamentary procedure as described in *Robert's Rules of Order*. The Speaker may appoint a Parliamentarian to assist in the proceedings of the House.

Any Delegate may submit a resolution for consideration by the House of Delegates. Resolutions must be submitted in writing to the ACAAI Executive Office no less than thirty (30) days prior to the meeting of the House of Delegates. Any resolutions submitted after the deadline will be reviewed by the officers of the House of Delegates, who will determine whether

or not the resolution will be discussed at the upcoming meeting or held until the following meeting.

Resolutions and their amendments must receive a majority vote of the Delegates present to be approved. Resolutions which amend the House of Delegates Rules of Order must be approved by two-thirds vote of those present and then approved by the Board of Regents.

VII. VOTING PRIVILEGES AND PROCEDURES

All members of ACAAI may address the House of Delegates at the discretion of the Speaker. Only Delegates or Alternate Delegates sitting for their designated Delegate may vote for resolutions or for officer elections.

No proxy votes will be accepted.

Voting on resolutions shall be by voice vote. The Speaker may conduct votes by counting raised hands or by written lot in questionable situations.

Elections of officers shall be by written ballot, unless there is only one candidate and the Speaker wishes to conduct election by acclamation of the House of Delegates.

VIII. MEETING

The House of Delegates shall meet annually at the ACAAI Annual Congress. The time and place of the meeting shall be decided by the Officers of the House of Delegates in conjunction with the Program Chairman of that Annual Congress.

VIII. COMMITTEES OF THE HOUSE OF DELEGATES

Credentials Committee: A Credentials Committee of three (3) Delegates or Alternate Delegates shall be appointed by the officers prior to the annual meeting of the House of Delegates, and shall review the credentials of the Delegates and Alternate Delegates. A member of the Credentials Committee must be available on the floor whenever the House is in session.

Reference Committees: At the discretion of the Speaker, reference committees may be appointed to facilitate the conduct of the business of the House. Each committee shall have no fewer than three (3) or greater than five (5) members, who may be Delegates or Alternate Delegates. Each committee shall conduct open hearings on resolutions referred to it by the Speaker. Any

member of ACAAI may be heard during reference committee hearings.

Nominating Committee: The Nominating Committee shall consist of the Immediate Past Speaker of the House, ACAAI Immediate Past President, ACAAI President-elect; a former Speaker of the House of Delegates designated by the Committee Chair, and a member of the Board of Regents to be designated by the President. The Chairman shall be the Immediate Past Speaker of the House.

Each committee shall meet with the officers prior to the opening of the House of Delegates.

Revised: 11/6/98