



House of Delegates

Parliamentary Rules and Procedures

Iowa Association of Nursing Students House of Delegates

According to the Bylaws of the Iowa Association of Nursing Students Article XII Parliamentary Rules and Procedures are taken from *Robert's Rules of Order Newly Revised, 12th Edition*.

Article 1. Rules of the House

Section 1. Identification.

- A. All members shall keep name badges in evidence while the house is in session.
- B. All delegates must keep delegate designation in evidence while the house is in session.
- C. When speaking into the microphone, all members shall give their name and their constituency. For example, "John Appleseed from Apple Blossom College".

Section 2. Order of the House

- A. All voting delegates shall sit in the area designated for their constituency.
- B. Voting members may not leave the house floor or be seated in the house while a question is entertained by the chair.
- C. Members seeking admittance to the floor must submit, in writing, their name, signature, and constituency with whom they wish to be seated. Members will not be seated while a question is entertained by the chair.
- D. Members of the gallery may move freely. Members are encouraged to remain in their seats and refrain from moving around the gallery as a question is being entertained by the chair.
- E. A gavel may be used to signal and maintain order in the House:
 - a. One tap notes a completion of a business item, the result of a vote, or a decision by the chair.
 - b. Two taps note the call to order of the meeting.
 - c. Three taps require delegates and non-delegates to stand after the third tap.

- d. The chair may tap the gavel repeatedly until order is established in the house.

Section 3. Time for Debate

- A. Debate on a single issue shall be limited to ten (10) minutes of speaking time. Time is kept by the secretary in aid of the chair.
 - a. A motion for a five (5) minute extension may be proposed once time has been reached.
- B. Delegates are recognized for two (2) minutes without objection by the chair.
- C. Non-delegates are recognized for one (1) minute without objection by the chair.
- D. When the time of a delegate or non-delegate has expired the chair may reclaim the time.
- E. A delegate may not yield the balance of their time to another delegate.
- F. No delegate may speak more than twice to one issue.
 - a. Delegates who wish to speak more than once to an issue must wait until all other delegates have spoken to the issue before they will be recognized by the chair.
- G. Non-delegates may speak only once to an issue and cannot yield the time.

Section 4. Recognition

- A. Members who wish to speak must be recognized by the chair.
 - a. Members will indicate their need for recognition by standing next to the correct microphone and holding the appropriate card.
- B. Members will be recognized in the order in which they appear for recognition.
 - a. The chair will vary debate by recognizing PRO and CON statements as they appear.
 - i. The chair will only hear two statement of like orientation and then debate will be suspended.
 - 1. For example, if two PRO statements appear, each speaker will be recognized. Debate will not continue until a CON statement is presented to the chair. If no CON statement is entertained, the chair may end debate and move for a vote.

Section 5. Courtesy

- A. All members must wear a mask or appropriate face covering while seated on the delegate floor and gallery.
- B. All members may remove a mask or face covering while speaking into a microphone.
- C. While a member is recognized, other members must remain quiet and refrain from applause, noise making, harassment, or other disruptive behaviors.
 - a. Members may applaud or cheer after a motion is settled before a new speaker is recognized or motion is entertained.
- D. Members will address the chair as the following:

- a. Mr./Madam President (when the President is presiding)
- b. Mr./Madam Chair/man/woman/person
- E. All statements made in debate are directed toward to the chair.
 - a. For example, “Madman Chairwoman, I am speaking in favor of this motion.”
- F. Members should refrain from addressing specific members by name.
 - a. If addressing delegates in debate, members will address each other as “Honorable Member”, “Good Friend,” “Friend” or “the Member”.
 - b. For example, “My friend from Apple Blossom College” or “the honorable member from Apple Blossom College”.

Section 6: Officers of the House

- A. President. The President is the presiding member and chair of the assembly. The President may defer and give authority to a new chair, an appointed member to conduct specialized business on their behalf. Discussion of business is directed to the President.
- B. Chair. When recognized by the President, the chair is the presiding authority of the assembly. The chair shall have the authority to conduct business on behalf of the President by hearing discussion and asking the questions.
- C. Vice President. The Vice President or Vice Chair shall serve as a parliamentarian to the President or chairperson. Should the President or Chair be unavailable, the Vice President or Vice Chair may transact business on their behalf.
- D. Secretary. The secretary is the official timekeeper and recorder of the assembly.
- E. Consultant. The consultant shall serve as parliamentarian to the President and Board of Directors.
- F. Clerk. The Clerk is an aid to the secretary and may act on their behalf.
 - a. Two clerks are required to conduct house business.
 - b. Clerks will be selected from the gallery.
 - c. Clerks cannot be members of the house of delegates.

Article II. Actions of the House

Section 1. Main Motions. Main Motions (MM) introduce business to the House of Delegates Floor. Main motions shall be submitted to the chair in writing prior to presentation. All main motions shall be accompanied by a rationale for the motion and estimated costs, if applicable. If a main motion is not submitted in writing prior to presentation, it cannot be entertained by the chair. A main motion:

- A. Introduced by a delegate and restated by the chair.
- B. Must be seconded by any delegate.
- C. Debatable for ten (10) minutes.
- D. Amendable
- E. A majority vote (>50%) is required to carry a main motion.

F. May be reconsidered.

Section 2. Subsidiary Motions. Subsidiary motions (SM) modify or delay actions of a main motion. Subsidiary motions must be submitted to the chair in writing prior to presentation. All subsidiary motions shall be accompanied by a rationale for the motion. If a motion is not submitted in writing prior to presentation, it cannot be entertained by the chair. The following are subsidiary motions:

- A. Postpone Indefinitely: To kill or reject a main motion.
 - a. Second is required.
 - b. Debatable for ten (10) minutes.
 - c. Cannot be amended.
 - d. Passed by simple majority vote.
 - e. Cannot be reconsidered.
- B. Amend or Amendment: To change or modify the main motion at hand.
 - a. Second is required.
 - b. Debatable for ten (10) minutes.
 - c. Amendable.
 - d. Passed by simple majority vote.
 - e. Can be reconsidered.
- C. Commit to Committee: To place in the hands of a few members; send to a committee.
 - a. Second is required.
 - b. Debatable for ten (10) minutes.
 - c. Amendable.
 - d. Passed by simple majority vote.
 - e. Can be reconsidered.
- D. Limit or Extend Debate: To lengthen or shorten the time set for debate over an issue.
 - a. Second is required.
 - b. Cannot be debated.
 - c. Amendable (Amount of Time).
 - d. Passed by a 2/3 majority vote or by unanimous consent.
 - e. Can be reconsidered.
- E. Previous Question: To stop debate and order an immediate vote on the pending question(s) or the motion on the floor.
 - a. Second is required.
 - b. Cannot be debated.
 - c. Cannot be amended.
 - d. Passed by a 2/3 majority vote.
 - e. Can be reconsidered.
- F. Lay on the Table or “Table”: To lay business in such a manner that it may be renewed at a later date or time within the same meeting.
 - a. Second is required.

- b. Cannot be debated.
- c. Cannot be amended.
- d. Passed by a simple majority vote.
- e. Cannot be reconsidered.

Section 3. Motions of Non-Precedence. Motions of non-precedence (NP) can only occur when there is no main or subsidiary motion proposed on the floor. Motions of non-precedence must submit in writing to the chair prior to being entertained. The following are motions of non-precedence:

- A. Take from the table: To reintroduce or consider business that was laid aside at the present meeting or a meeting within the last three months.
 - a. Second is required.
 - b. Debatable if the question is debatable.
 - c. Cannot be amended.
 - d. Passed by a simple majority vote.
 - e. Cannot be reconsidered.
- B. Reconsider: To bring a question that has been settled for discussion and a re-vote.
 - a. Introduced by a member of the prevailing side
 - b. Second is required.
 - c. Debatable if the question is debatable.
 - d. Passed by a majority vote.
- C. Rescind: to annul action previous taken before implementation and when it is too late to reconsider.
 - a. Second is required.
 - b. Debatable for ten (10) minutes.
 - c. Amendable.
 - d. Passed by a 2/3 majority vote.
 - e. A negative vote may be reconsidered.

Section 4. Incidental Motions Incidental motions (IM) are points of privilege granted to delegates. These motions interrupt debate. The following are incidental motions:

- A. Point of Order: To call attention to a breach of rules.
 - a. When recognized by the chair, the delegate must state their point of order.
- B. Appeal a Decision of the Chair: To contest a decision made by the chair.
 - a. Second is required.
 - b. Debatable only if the pending question is debatable.
 - c. A simple majority vote or tie sustains the ruling by the chair.
 - d. Decisions made by the assembly cannot be appealed, only reconsidered.
- C. Division of the Assembly: to assess the accuracy of the vote.
 - a. The motion must be made immediately following a vote before a new motion is introduced.
 - b. Division would call for a counted-standing vote.

- D. Parliamentary Inquiry: To ask a question about a type of motion required to transact business by a delegate.
- E. Request for Information: To seek clarification or information pertinent to the pending business.
 - a. “I rise for information: [state inquiry]” when addressing the chair.
 - b. “I rise for information. Mr. Chairman, would the member [name] clarify [state point].”

Section 5. Microphone Cards. In accordance with Article 1 Section 4.A.a, delegates and non-delegates who seek recognition by the chair must use microphone cards to designate their intentions to make a main, subsidiary, non-precedence or privileged motion, or express a viewpoint on a proposed business item.

- A. Cards are placed at each of the four (4) microphones within the house of delegates floor and the one (1) microphone within the gallery.
- B. The following colors shall be used to designate intention to the chair:
 - a. Blue Card: Propose a main motion, subsidiary motion, or motion of non-precedence.
 - b. Red Card: Make an Incidental Motion
 - c. Pro Card: Express support or agreement to the question
 - d. Con Card: Express dissent or opposition to the question

Section 6. Voting.

- A. According to Article 1 Section 2.B.: Delegates may not leave the floor while a vote is being entertained.
- B. The chair shall call for a voice vote once debate has concluded or time for debate has expired.
 - a. To vote in the affirmative, the delegate must say *aye*.
 - b. To vote in the negative, the delegate must say *no*.
- C. A majority vote is defined as greater than fifty percent (50%) of the votes cast. A majority vote is required to pass a business item.
- D. A 2/3 majority vote is defined as greater than or equal to sixty-six percent (66%) of the votes cast.
- E. In the event of division, a standing vote will be called by the chair.
 - a. The chair shall read the tally of the vote to the house.
- F. Should a motion require a 2/3 majority vote, a standing vote will be called.
- G. In the event of a tie, the chair shall cast a vote.
 - a. If the vote entertained is by voice, the chair shall state whether they vote affirmative or negative to the question.
 - b. If the vote entertained is by standing, the chair shall state whether they vote affirmative or negative to the question.

Article III. Rules of the Resolution Hearing

Section 1. Rules of the House. The Rules of the House as stated in Article 1 shall apply without exception and serve as guidance for the resolutions hearing.

Section 2. Actions of the House. The Actions of the House as stated in Article 2 shall apply without exception and serve as guidance for the resolutions hearing.

Section 3. Presentation.

- A. A docket shall be prepared prior to the hearing of the resolutions listing the corresponding number, title, author, and school of submission.
- B. Whereas statements and resolved statements shall be read aloud by the chair.
- C. The author(s) of the resolution will be recognized without objection for two (2) minutes to speak to the character of the resolution. Authors will make this appeal before debate may start. This time is not a part of the debate time.

Section 4. Debate.

- A. Time. Debate for resolutions shall remain at ten (10) minutes for each resolution.
- B. Titles of Resolutions
 - a. Titles of Resolutions are not debatable.
 - b. Titles of Resolutions are not amendable.
- C. Whereas Statements
 - a. Whereas Statements are not debatable.
 - b. Whereas Statements are not amendable.
- D. Resolved Statements
 - a. Resolved Statements are debatable for ten (10) minutes.
 - b. Resolved Statements are amendable.
 - c. Resolved statements can be reconsidered.

Section 5. Adoption. According to the Article XIV of the Bylaws of the Iowa Association of Nursing Students, a simple majority vote is required for the adoption of a resolution.

Resolution

Whereas, the Iowa Association of Nursing Students require a concise and amenable way to conduct business on behalf of the organization, and

Whereas, according to Article XII of the Iowa Association of Nursing Students Bylaws, the parliamentary authority shall be *Robert's Rules of Order Newly Revised, 12th Edition*, therefore be it,

Resolved, the Iowa Association of Nursing Students House of Delegates has adopted the Parliamentary Rules and Procedures this 20th day of September, in the year two-thousand twenty-one, and be it further,

Resolved, the Parliamentary Rules and Procedures for the Iowa Association of Nursing Students House of Delegates to be used for the entirety of the business meeting and resolutions hearing.

Signed Monday, September 20th, 2021

X _____

Marshall Muehlbauer, President and Chair of the Board of Directors

Mount Mercy University; Cedar Rapids, IA

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Alyssa Nahnsen, Legislative and Education Director

University of Iowa; Iowa City, IA



House of Delegates

APPENDIX A: TYPES OF MOTIONS

Motion	Type of Motion	Definition	Second Required	Debate	Amendment	Vote	Reconsider	Card Color
Main Motion	MM	To introduce business to the floor	Yes	Yes	Yes	Majority	Yes	Blue
Postpone Indefinitely	SM	To kill or reject a main motion	Yes	Yes	No	Majority	No	Blue
Amend	SM	To change or modify the main motion	Yes	Yes	Yes	Majority	Yes	Blue
Commit	SM	To place in the hands of a few; Send to committee	Yes	Yes	Yes	Majority	Yes	Blue
Limit or Extend Debate	SM	To lengthen or shorten the time set for debate	Yes	No	No	2/3 Majority	Yes	Blue
Previous Question	SM	To stop debate and order an immediate vote on the pending question(s) or on the entire motion	Yes	No	No	2/3 Majority	No	Blue
Lay on the Table	SM	To lay aside business in such a manner that it may be renewed at a later date	Yes	No	No	Majority	No	Blue
Take from the Table	NP		Yes	Yes if the question is debatable	No	Majority	No	Blue
Reconsider	NP		Yes					
Rescind	NP		Yes					
Point of Order	IM							
Appeal	IM							

Division	IM							
Inquiry	IM							
Question	IM							



SUBSIDIARY MOTION: AMEND

Iowa Association of Nursing Students House of Delegates

House of Delegates

ITEM NO. DATE TIME

MOTION CONSIDERED:

AMENDMENT TO THE MOTION AS IT IS TO BE READ

IN ACCORDANCE WITH PARLIMENTARY RULES AND PROCEDURES ARTICLE II SECTION 2, SUBSIDIARY MOTIONS MUST BE SUBMITTED IN WRITING TO THE CHAIR BEFORE BEING ENTERTRAINED BY THE ASSEMBLY.

PROPONENT OF THE AMENDMENT

PRINTED NAME
MEMBER SCHOOL

SIGNATURE

SECOND TO THE AMENDMENT

PRINTED NAME
MEMBER SCHOOL

SIGNATURE