



AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION (AHIMA)  
STANDING RULES OF THE AHIMA HOUSE OF DELEGATES

The Standing Rules is a governing document by the House of Delegates (HoD) concerning the administration of HoD business. The rules may be adopted without previous notice by a majority vote at any meeting. The Standing Rules establish administrative functions under the umbrella of the AHIMA's bylaws and governs the conduct of business in the House of Delegates.

NO.	SUBJECT	RULE
1.0	DELEGATE	
1.1		The Speaker of the House chairs and presides over the House of Delegates for in-person and electronic business.
1.2		It is the responsibility of the delegate to register for all delegate meetings.
1.3		Delegate representation of at least one (1) delegate from at least one-third (1/3) of the Component State Associations shall constitute a quorum for the House of Delegates.
1.4		Delegate attendance shall be coordinated by the Component State Association.
1.5		During a meeting, discussion guidelines shall be outlined by the Speaker of the House prior to discussion.
1.6		A delegate must introduce himself/herself prior to speaking each time by stating his/her name and Component State Association.
1.7		A delegate or member may state his/her position and respond. However, no delegate or member shall speak a second time to restate the same information. All delegates and members shall have an opportunity to speak.
1.8		When addressing a debate, a delegate or member shall indicate whether the presenting information is for or against a motion.
1.9		Delegates shall be courteous, respectful, and collegial in the conduct of House of Delegates meetings.
1.10		Meetings shall be open to all AHIMA members, except when the Speaker of the House declares a closed session. Members are not permitted to participate except when the Speaker of the House calls upon a member. Delegates shall be recognized to speak before members.
1.11		Agenda and supporting documents shall be developed and distributed to the House of Delegates prior to a meeting or electronic discussion. Delegates shall have an opportunity to recommend future agenda items for meetings.
2.0	DIALOGUE AND DELIBERATION	
2.1		The House of Delegates shall make decisions using the dialogue and deliberation framework.
2.2		The <i>Dialogue and Deliberation</i> process is as follows: 2.2.1 Dialogue to Inform the Issue 2.2.2 Dialogue to Identify & Evaluate Choices 2.2.3 Determine Consensus & Reach a Decision 2.2.4 Craft a Motion, Deliberate & Vote
2.3		Unless otherwise defined in the AHIMA bylaws, motions take a majority of the delegates present and voting shall be necessary for the adoption of any matter.

### 3.0 HOUSE OF DELEGATES MEETING

#### 3.1 VIRTUAL

- 3.1.1 A delegate shall first log online to the virtual meeting using the link and event password provided before dialing in with the audio conference information to properly check in.
- 3.1.2 All delegates except the presenters shall be muted by the administrator upon entry. Delegates are expected to use their mute button appropriately. Do not place the meeting on hold.
- 3.1.3 A delegate shall be recognized to speak soon after the delegate virtually raises his/her hand online. The line shall be un-muted accordingly. Comments are limited to two minutes to allow for other delegates to participate.
- 3.1.4 When appropriate, delegates shall submit their questions via the chat and/or question and answer feature. Debate shall be limited to 150 words per electronic communication and the timeframe for discussion shall be determined before the start of discussion.
- 3.1.5 The meeting shall be recorded and available for a two week time period.

#### 3.2 ONSITE

- 3.2.1 Delegates must check in with the Credentials Committee when meeting onsite. Delegates shall be identified by a name badge or by other security measures deemed appropriate.
- 3.2.2 A delegate or member shall wait for the microphone to speak.
- 3.2.3 Debate shall be limited to two minutes for each delegate on behalf of a CSA.
- 3.2.4 Each topic shall be limited to twenty minutes at the discretion of the Speaker of the House.

### 4.0 HOUSE ACTION ITEMS

#### 4.1 NOTICE

- 4.1.1 Delegates shall make a request for discussion of or action on new business in writing to the Speaker of the House at least thirty (30) days prior to any meeting.
- 4.1.2 In the event new business is presented by a delegate at a meeting without a thirty (30) day notice, the affirmative vote of two-thirds of delegates is required to address the new business.
- 4.1.3 The Board of Directors may propose new business to the House of Delegates without prior notice.
- 4.1.4 In accordance with AHIMA bylaws on providing notice, the Speaker of the House shall provide a thirty (30) day notice for house action items and all bylaw amendments to the House of Delegates at large.
- 4.1.5 Within the notice timeframe, discussion occurs both electronically or in-person. After the thirty (30) day, the voting timeframe is the next seven days (one week) for house action items and bylaw amendments.

#### 4.2 ELECTRONIC VOTING

- 4.2.1 Electronic voting is for decision making and may occur before, during, or after a meeting.
- 4.2.2 Delegates shall have seven days (one week) to vote electronically for house action items and bylaw amendments.
- 4.2.3 Straw polling is an unofficial vote with nonbinding results and may be conducted during the virtual meeting on items if appropriate.

#### 4.3 ONSITE VOTING

- 4.3.1 Motions that generate debate, a standing vote shall be taken. A counted standing vote shall be taken when the results of a verbal vote are not obvious.