

1 AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION

2
3 STANDING RULES OF THE HOUSE OF DELEGATES OF AHIMA

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5 NO.	SUBJECT	RULE
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8 1.0	MEMBERS OF THE HOUSE:	
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10 1.0.0	A component state association which fails to incorporate into its Bylaws provisions made	
11	mandatory by the House of Delegates of AHIMA and fails to have an approved copy of said	
12	Bylaws filed in the Executive Office by June 30 of the second year following adoption of the	
13	mandatory provision shall not be permitted to seat delegates in the House of Delegates. (H.D.	
14	October 1962)	
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16 1.0.1	Members of the House of Delegates shall be identified by delegate badge, when meeting face-to-	
17	face or by other security measures deemed appropriate for the type of meeting (B.C. October	
18	1952)	
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20 1.0.2	Members of the Board of Directors shall not serve as delegates of component state associations.	
21	(H.D. May 1957)	
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23 1.0.3	The alphabetical seating by Component State Associations will be sequentially rotated, when	
24	meeting face to face. (H.D. October 1971)	
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26 2.0	RULES GOVERNING THE CONDUCT OF BUSINESS IN THE HOUSE OF DELEGATES	
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28 2.0.0	The House of Delegates shall be governed by the latest edition of <i>Robert's Rules of Order</i> .	
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30 2.0.1	When meeting face-to-face and addressing the Chair, a delegate or member shall wait for the	
31	microphone, then give name and the state association represented. When meeting electronically;	
32	addressing the House of Delegates shall be through discussion during timeframes as presented.	
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34 2.0.2	When addressing a debate, a delegate or member shall indicate whether presenting information for	
35	or against the motion.	
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37 2.0.3	Delegates shall be recognized to speak, before members.	
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39 2.0.4	When meeting face-to-face; debate shall be limited to two minutes for each speaker. Debate shall	
40	be limited to 20 minutes per topic. When meeting electronically; debate shall be limited to 150	
41	words per electronic communication and the timeframe for discussion will be determined before	
42	the start of discussion.	
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44 2.0.5	When meeting face-to-face; a delegate or member may not speak a second time on the same	
45	question if another who has not spoken asks for the floor, and no delegate or member shall speak	
46	more than twice on the same questions unless the House of Delegates grants permission by a two-	
47	thirds vote. When meeting electronically; any limitations will be outlined by the Chair prior to	
48	electronic discussion.	
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50 2.0.6	All main motions of a lengthy nature shall be written in triplicate, or in electronic communication,	
51	authenticated by the mover, and two copies or e-mail forwarded to the presiding officer.	
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53 2.0.7	When meeting face-to-face; on all motions that generate debate a standing vote shall be taken. A	
54	counted standing vote shall be taken when the results are not obvious.	
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AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION
STANDING RULES OF THE HOUSE OF DELEGATES OF AHIMA (cont.)

NO.	SUBJECT	RULE
2.0.8	The meetings of the House of Delegates shall be open to non-HOD members, except when the Chair declares a closed session. Such non-HOD members shall be designated to a specific area and not permitted the privilege of the floor except when the presiding officer calls upon a member. (H.D. October 1993). In electronic discussion, members will be identified and allowed to participate unless the Chair declares a closed discussion.	
2.0.9	Delegates' information shall be provided to delegates prior to meetings or electronic discussion. (H.D. October 1966 and 1993)	