



**House of
Delegates
Manual**

1. Introduction

The CANP House of Delegates is comprised of delegates and alternate delegates who are elected or appointed by a represent CANP Chapters. The House of Delegates (HOD) is the supreme authoritative policy making body of The Association with respect to association health, practice, professional and external matters and in principle, is the voice of all active CANP members. The HOD and its members are responsible to guide and direct the policy and activities of CANP and the best interest of the NP profession and the public it serves. The HOD has the authority to elect the President, President-Elect, VP of Finance, VP of Corporate Affairs and Speaker of the House; to adopt resolutions and to amend the Bylaws of The Association.

The Board of Directors of CANP is the governing and administrative body of The Association. It has charge of supervision, control and direction of The Association, and implements the policy directives of the House of Delegates. The Board interprets broad policy established by the HOD, and it formulates specific policy for implementation by staff. It recommends matters of policy for approval by the HOD. It acts for and on behalf of the HOD between annual sessions of the House and reports its actions to the House at each annual session.

2. CANP Policy

The Board of Directors and the House of Delegates decide on CANP policy when they act on recommendations or resolutions. CANP policy resolutions require final action by the House of Delegates. Approval of a recommendation or resolution establishes the opinions or actions contained therein as CANP policy. However, disapproval of a recommendation or resolution does not establish policy; it merely rejects the proposal as it was submitted.

3. Delegates and Alternate Delegates

A. Credentials

In the fall of each year, the executive director will send each chapter a request and forms for credentials and reference committee preferences for the delegates and alternate delegates who are to represent the constituent association in the House of Delegates for the coming year. A copy of the request will be provided to the delegates and alternate delegates by electronic mail.

The Board of each chapter must select and certify its delegate(s) and alternate delegate(s) using the specified form, which must be returned to the CANP office by January 1st preceding each Annual Session. The certification document should also identify the reference committee preferences of the delegate and alternate delegate.

If a delegation change becomes necessary prior to the Annual Session, the chapter must send revised credentials to the CANP office. The new delegate or alternate delegate must contact

CANP and present documentation of the change and new credentials signed by an officer of the chapter.

B. Registration

House members and council and officer candidates who registered to the Annual Session can pick up their registration materials at the CANP business desk at the Annual Session.

C. Reminders

Study the Articles of Incorporation and Bylaws of CANP, this manual, the resolution package that will be sent to you electronically and the basic parliamentary information included here so that you will have a good working knowledge of The Association's structure, rules and procedures.

Read all electronic mailings for advance information on resolutions and other matters that are to come before the HOD during the weeks immediately preceding the Annual Session.

Access the CANP website to review rosters and meeting minutes of the executive board and all CANP councils and committees, and participate in the House of Delegates discussion group to share ideas and confer with fellow delegates.

Study all reports, resolutions and recommendations furnished to you prior to the session.

Submit any resolutions that are to be introduced on behalf of your chapter to the CANP executive director no later than 60 days prior to the scheduled meeting to insure that your proposed resolution is included in advanced mailings. The expected cost of implementing the resolution must be included.

Determine the desires of your chapter regarding issues that are to be addressed by the House.

4. Rules of Order

A. General

Cellular telephones and audible pagers will not be used by members of the House or others within the House Chamber while the House is in session. Such equipment will either be turned off or be set on silent mode. In the latter case, the user will not answer an incoming call verbally within the House Chamber, but shall depart the Chamber to conduct any conversation.

All Delegates and Alternate Delegates are expected to attend all meeting of the House, including the meetings of the assigned reference committee.

B. Procedural

Situations that are not specifically covered by the CANP Articles of Incorporation, Bylaws or the HOD Manual will be governed by the principles and procedures prescribed in the latest edition of Alice Sturgis Standard Code of Parliamentary Procedure (Bylaws, Article X)

Alternate Delegates will be accorded the same privileges as delegates, except that voting is the sole privilege of the Delegates. An Alternate Delegate may vote only as instructed during a Delegate's absence.

The House may not take final action on any matter that has a financial impact unless that matter has been reviewed and recommendations concerning the expenditure are made by the Finance Committee (Bylaws, Article 5.13).

Except in special circumstances, the House may not take final action on a matter until a Reference Committee has presented its report.

Reports, resolutions, recommendations and proposed amendments to the Bylaws will be referred to reference committees without discussion. Discussion or debate on the floor of the House is not in order until a reference committee reports its findings and recommendations.

Bylaws amendments are approved or disapproved in the same annual session in which they are introduced.

Amendments to the Bylaws that are approved by the House of Delegates become effective at the close of the Annual Session of the House at which they are approved.

Without objection by a House member, the presiding officer may grant the privileges of the floor to any person who will aid the discussions and deliberations of the House.

Without objection, the presiding officer may recess the House at any time.

C. Voting

When a clear majority is expressed in a voice vote on any question put before the House, the presiding officer may rule on the matter without calling for a roll call vote.

Allowing a voice vote for the presiding officer to determine whether the majority of the House favors or opposes the question, simply expedites business. It does not infringe upon the rights of the members of the House of Delegates.

If in doubt regarding the outcome of a voice vote on a question, the presiding officer will instruct the executive director to call the roll of delegates in alphabetical order.

If a delegate requests a roll call vote, the presiding officer may decide to conduct a roll call vote. Otherwise, he or she will determine, by voice vote, whether the majority of the House favors or opposes the roll call vote.

If the presiding officer believes that a majority voted aye on the question of a roll call vote, then a roll call vote will be conducted. If the presiding officer is certain that a majority voted nay on the question of a roll call vote, the presiding officer should rule that a majority opposes a roll call vote, and none will be conducted. If the presiding officer is uncertain of the outcome of the

voice vote on the roll call question, he or she is best advised to order a roll call vote on the original motion.

If the presiding officer rules that a majority voted nay on the question of a roll call vote, and a delegate disagrees with that decision, the delegate may appeal the decision to the House. The House of Delegates will then decide the matter by roll call vote. For example: a motion is voted on, and the presiding officer declares that the motion has passed. A member of the House questions that decision and requests a roll call vote. The presiding officer conducts a voice vote on the question to hold a roll call vote. The presiding officer determines that the majority voted nay and declares that there will not be a roll call vote. A member of the House disagrees with the presiding officer and moves to appeal the decision. A roll call vote will then determine whether to sustain the decision of the presiding officer and not have a roll call vote or to overturn the decision of the presiding officer and conduct a roll call vote.

D. Consent Agenda

With the exception of recommendations made in regard to proposed amendments to the Bylaws and resolutions, all actions deemed appropriate may be placed on a Consent Agenda by a Reference Committee. An action may be removed from the Consent Agenda by the request of any one delegate. When approving the Consent Agenda by the House of Delegates, all actions included on it shall be considered in total, without debate and without amendment.

Actions may be placed on the Consent Agenda only under the following conditions:

An action was passed unanimously by the Reference Committee and
The Reference Committee agreed, without objection to place it on the Consent Agenda

The Consent Agenda shall be voted on immediately after action has been taken on the resolutions.

E. Order of Business

The following order of business is suggested for the House of Delegates and is published in the official program, but it may be changed at any Session by majority vote.

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Roll call
5. Report of House Advisory Committee (acting as Committee on Rules and Procedures)
6. Presentation of minutes
7. Introduction of and brief greetings from dignitaries
8. Report of the Board of Directors
9. Report of Treasurer
10. Address of President-elect

11. Presentation of reports and resolutions to be acted on by the House of Delegates and their assignment to Reference Committees
12. Nomination and balloting for council and House Advisory Committee positions
13. Recess to convene Reference Committees
14. Nomination and balloting for officers
 - a. Vice President of Finance/Treasurer
 - b. Vice President of Corporate Affairs/Secretary
 - c. President-elect
 - d. President
 - e. Speaker of the House
15. New business
 - a. Reports of Reference Committee
 - b. Action on Resolutions
 - c. Action on Consent Agenda
 - d. Recognition of retiring members of the Board of Directors
 - e. Introduction of newly elected officers
 - f. Invitation to the next Annual Convention
 - g. Adjournment

F. Election Procedures

1. Nomination Process

A vice president of finance, vice president of corporate affairs, speaker of the house, president-elect and president will be elected at each Annual Session of the House of Delegates.

Each candidate must be an active CANP member, provide two references, and meet the stipulations of the job description.

Two or more candidates will be encouraged to seek each elective office.

Officer candidates should conduct their election campaigns in a professional manner and in compliance with rules enacted by the House of Delegates or Board of Directors.

Nomination of officer candidates and election of officers will occur at the beginning of the second meeting of each Annual Session of the House of Delegates. Nominations will be presented by the Nominations Committee.

One nominating speech, not to exceed 5 minutes, and two seconding speeches, not to exceed 2 minutes each, will be permitted for each candidate. Only directors, delegates and alternate delegates may deliver such speeches.

Officer candidates may be nominated from the floor by petition of not less than fifteen (15) delegates, but the Nominating Committee must first have the opportunity to examine each candidate's credentials.

2. Election Process

House of Delegates elections for officers will be conducted by secret, written ballot, using the official ballots that will be distributed by the tellers. Only official ballots will be counted.

To permit assigning the proper number of votes to each weighted ballot, the delegate or alternate delegate must sign the ballot and identify the chapter represented. Unsigned ballots will not be counted.

The ballots will be counted by CANP staff members who are appointed as tellers by the President-elect.

Voting will adhere to the following procedure:

- The candidate who receives a majority of the votes cast is elected.
- If no candidate receives a majority of the votes for a position, the two (2) candidates receiving the greatest number of votes shall be ballot upon again.

3. Election Results

Results of all elections will be posted in a prominent location outside the House of Delegates meeting room and in other locations designated by the presiding officer, as soon as practical after the ballots have been counted.

The posted results will identify the contenders for any run-off elections.

Tellers will maintain strict secrecy regarding the balloting. They will not release the vote counts or the votes cast by any chapter or delegate. However, for a period of 90 days following the election, and in response to a written request signed by the secretary or president of a chapter, the head teller may report to that organization the total votes cast for a specified position or positions and the percentage of votes received by each candidate for those positions. Under similar conditions, the head teller may also report to a chapter the vote cast by that organization for a specified position. Although the vote is by secret ballot, the secrecy accrues to the organization, not just to its delegate. The organization has a right to know how it voted, if a question arises.

Unless a vote is challenged, all ballots, computer voting records, and records of vote tallies will be destroyed 90 days following adjournment of the Annual Session of the House of Delegates. If a vote is challenged, and that action is still pending at the time for destruction, only the ballots and records pertaining to the challenged matter will be retained until the challenge is resolved, and then they, too, will be destroyed.

G. Reference Committees

The reference committees are established by recommendation of the President and speaker of the house, and will vary from year to year based on the needs of the organization and the issues presented.

A member appointed by the president will chair each reference committee.

Prior to each Annual Session, the president, assisted by the CANP staff, will appoint the House members to reference committees. Appointments are made following established protocol to accommodate stated preferences of the delegates and alternate delegates on a first-come, first-served basis. House members may change their reference committee preferences each year to gain experience with all facets of House activity.

Each Reference Committee will convene at the scheduled time. A majority of the reference committee members will constitute a quorum. If reference committees need additional information to help them arrive at conclusions and recommendations, they may summon CANP officers, Board members, council members, or CANP staff members.

Free and open discussion is in order before the reference committees. Reference committees will hear any member of the House, and they may hear any CANP member at the discretion of the committee chairman. Without objection, a reference committee chairman may invite other resource persons to speak.

Reference committee members' work is not finished until the committee report has been approved and signed by its chairman prior to duplication and distribution of the report to the House.

Requirement for Prior Action- Reference committees cannot initiate actions. They may consider only the matters referred to them by the House of Delegates.

Alteration of Documents - Reports and resolutions may be reworded for clarity, but they may not be rewritten to delete or add to the thoughts originally expressed.

Approval, Disapproval, and Referral - Items considered by reference committees should be reported as recommended for approval, disapproval, or referral to the appropriate entity for further study. The Reference Committee may also submit recommended substitute resolutions.

Suggestions - Reference committees may include in their reports suggestions for future actions, such as suggested revisions to disapproved resolutions or suggested Bylaws amendments to implement approved resolutions.

Minority Reports - If a reference committee cannot reach a unanimous decision and a member or members of the reference committee consider it necessary to do so, one or more members of the committee may submit a minority report. The author of a minority report is responsible to prepare, sign, and submit the report just as carefully and in the same format as a reference committee report.

Completed reports of all reference committees will be available to the entire House membership at 7:00 AM on the second day of the Annual Session.

H. Basic Parliamentary Information

To participate effectively in the proceedings of the meeting, each member needs to be familiar with the basic rules of parliamentary procedure. These rules enable you to transact business with expediency and efficiency and in a manner fair to all. The parliamentary authority used by the CANP is Alice Sturgis Standard Code of Parliamentary Procedure. These rules ensure that the majority rules, that the voice of the minority is heard, and that the rights of absentees are protected.

To adopt a motion:

Rise and address the chair. (Mr. /Madam chair...")

Receive recognition. (The chair will speak your name or nod.)

Make the motion. ("I move to..." or "I move that...")

Someone seconds the motion. (Secunder need not rise or address the chair.)

Chair states the motion.

Discussion or debate is opened.

Chair puts the question to vote.

Chair announces the vote and the result. (Adopted or defeated.)

A vote is required to adopt a motion. All actions require a majority vote, unless otherwise specified in the bylaws.

When the Speaker feels everyone is in favor of a motion, the Speaker may say, "If there is no objection, we will" This is called voting by general consent and saves time. If anyone calls "object," the Speaker proceeds to take the vote as though the motion had duly been made, seconded, and stated. Decorum in debate is one of the most important factors in conducting an orderly meeting and facilitating the transaction of business.

All debate must be relevant to the question on the floor. If the pending question is on apples and grapes, it would be out of order to talk about bananas.

Refrain from attacking a member's motives. The matter, not the person, is the subject of debate.

Address all remarks through the Speaker. Members are not allowed to address each other. All remarks must be directed to the Speaker.

Avoid using members' names. Officers should be referred to by their titles except in the case of testimonials by someone. When members refer to each other, they should use expressions such as "the member who spoke last" or some other such designation.

Refrain from speaking adversely on a prior action not under discussion at the time. No one should speak against any prior action not on the floor unless a motion to reconsider, rescind, or amend is pending, or unless the intent is to conclude the remarks by making one of these motions.

Members must refrain from speaking against their own motion. A member is not obliged to speak to the question; but if he does, he must speak favorably. If the member has changed positions after listening to debate, permission may be asked to withdraw the motion. It is permissible for the member to vote against the member's own motion, however.

No one is allowed to read from papers or have the secretary read from papers as part of debate without the permission of the assembly. The Speaker usually asks for general consent. ("If there are no objections...")

If the Speaker stands to make a ruling or otherwise speak the member who is speaking should be seated or step back slightly from the microphone until the Presiding officer is finished. The member can resume speaking unless denied the right or as ruled by the Speaker.

Members must refrain from disturbing the assembly. When there is debate, remarks by the Speaker, or voting, members must not disturb the assembly by whispering, walking across the floor, or in any other way.

Rules of Debate

Until a matter has been brought before the assembly in the form of a motion or a resolution, it is not debatable. A motion must be made, seconded, and stated by the speaker before any debate can legally begin. At the conclusion of stating the motion, the speaker will say, "Are you ready for the question?" or "Is there any discussion?" If the speaker says, "Are you ready for the question?" the proper response is silence unless you wish to debate the question that is before you at that time.

If a member calls "Question" from the floor, it should be ignored by the speaker, as this is not a motion. The motion used to stop debate and take the vote on the question is Previous Question.

The person who made the motion has the right to speak first in debate. As much as possible, those with opposing viewpoints should be called upon alternately.

When debate appears to be over, the speaker may ask, "Is there further discussion?" or "Are you ready for the question?" If, after a reasonable pause, no one rises to claim the floor, the speaker assumes that no member wishes to speak and immediately puts the question to the vote.

Often, in conventions, a special rule is adopted to restrict or liberalize debate. Sometimes the number of times a member may speak is limited, the number of speeches pro and con is

specified, or a time limit may be placed on the specific subject or for each speaker. In the case of a motion that is limited to a certain number of speeches pro and con, the member should preface debate with the words, "I speak for the motion" or "I speak in opposition to the motion." This is always a good idea when speaking in debate on any motion.