



House of Delegates Rules of Order

I. PURPOSE

The American College of Allergy, Asthma and Immunology (herein referred to as ACAAI) House of Delegates (HOD) 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.

In an effort to coordinate activities and share information within the College's governance structure, the Advocacy Council chair, House of Delegates speaker and Practice Management Committee chair will prepare and distribute a combined quarterly report to the members of each of these groups. The Advocacy Council chair will coordinate the report.

II. DELEGATES AND ALTERNATE DELEGATES

Each local, state and regional allergy/immunology society and the Fellow-in-Training Members Section shall designate one (1) Delegate and Alternate Delegate to the House of Delegates. Societies with more than one hundred (100) physician members may designate an additional Delegate and Alternate Delegate for every additional one hundred (100) physician members or fraction thereof. For each Delegate designated, an Alternate Delegate also shall be designated.

Delegates and alternate Delegates shall be designated by the local, regional and state Societies. The Delegate and the Alternate Delegate from the Fellow-in-Training Section shall be designated by the Section's Executive Committee.

All Delegates and Alternate Delegates shall be Fellows of the College, except the Delegate and Alternate Delegate designated by the Fellow-in-Training Members Section, who shall be Fellow-in-Training Members.

III. SUPER DELEGATES

Each of the seven distinct regions of the House of Delegates shall have an elected Super Delegate serving as the liaison between the regional societies and HOD leadership, to communicate important issues and concerns, as well as advocate for their regions. Super Delegates shall report directly to the HOD leadership and must support the HOD mission.

The HOD Super Delegate regions are:

- ***International Region*** (Canada, Philippines);
- ***Great Lakes Region*** (Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin);
- ***Southeast Region*** (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico/U.S. Territories, South Carolina, Tennessee, Mid-South Allergy Forum, Southeastern Allergy Association);
- ***Mountain West Region*** (Arizona, Arkansas, Colorado, Idaho, Kansas, Missouri, Montana, Nevada, New Mexico, Oklahoma, Texas, Utah, Wyoming, Intermountain West Allergy Association, Greater Kansas City Allergy Society);
- ***Mid-Atlantic Region*** (Delaware, District of Columbia, Maryland, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia);
- ***New England Region*** (Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, New England Society of Allergy); and
- ***West Coast Region*** (Alaska, California, Hawaii, Oregon, Washington, Western Society of Allergy Asthma & Immunology).

Super Delegates must be Fellows of the College. They serve a two-year renewable (no limit) term. Nominations for Super Delegates are requested from the regional society leaders and/or by self-nomination. HOD's Nominating Committee will review applications and select those who best represent the region's demographics. Nominations are formally approved by ACAAI's Board of Regents. Elections of Super Delegates shall be by written ballot at the annual meeting. The nominations shall be given to all voting members (Delegates and Alternates) no less than thirty (30) days prior to the annual meeting.

IV. OFFICERS

The officers of the House of Delegates shall be a Speaker, a Vice Speaker and a Recording Secretary. 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. Officers shall be elected for one-year terms and need not be Delegates or Alternate Delegates at the time of their election. Upon expiration of his or her term, the Vice Speaker shall automatically succeed to the office of Speaker; the Speaker shall automatically succeed to the office of Immediate Past Speaker. No two offices may be held by the same person.

The Speaker shall serve as the official representative from the House of Delegates to the Board of Regents and the Advocacy Council's Board of Directors. An Officer may serve for a maximum of two (2) years in any one office.

Speaker: The Speaker of the ACAAI House of Delegates shall be the presiding officer at all House of Delegates meetings. 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.

Nominations for Speaker, Vice Speaker and Recording Secretary shall be made by the Nominating Committee and approved by the ACAAI Board of Regents. Elections of HOD officers shall be by written ballot at the annual meeting. The nominations shall be given to all voting members no less than thirty (30) days prior to the annual meeting.

Those elected shall take office immediately after the adjournment of the annual meeting at which they are elected and shall continue in office until their successors are duly elected or until their death, resignation or removal.

V. MEETING

The House of Delegates shall meet annually during the ACAAI Annual Meeting of the College. All members of the College may attend and participate in meetings of the House of Delegates, but only Delegates or Alternate Delegates (sitting for their designated Delegates) may vote on any matter submitted to a vote of the House of Delegates. The time and place of the meeting shall be decided by the Officers of the House of Delegates in conjunction with the chair of the College's Annual Meeting Program Committee.

VI. QUORUM REQUIREMENT

A quorum for any meeting of the House of Delegates shall be composed of ten percent of the delegates from member societies eligible for representation. Only Delegates who are present at the time of the quorum call shall be counted. The act of a majority of the Delegates, or Alternate Delegates acting therefore, present at a duly called meeting at which there is a quorum shall be the act of the House of Delegates. No Delegate or Alternate Delegate may act by proxy on any matter.

VII. 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. The House of Delegates shall have no authority to take action on behalf of the College but may, by resolution, make recommendations to the Board of Regents or present resolutions passed by the House of Delegates to the Annual Business Meeting of the membership.

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.

VIII. 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.

IX. 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. The Chair confirms that a quorum is present.

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 nominate individuals for the offices of Speaker, Vice Speaker, and Recording Secretary. It shall also participate in the vetting of Super Delegate candidates. The Nominating Committee shall consist of the Immediate Past Speaker of the House (who will serve as its Chair), 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.

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