

POLICY NUMBER: 3013
POLICY TITLE: House of Delegates Meeting
CLASSIFICATION: Executive

DATE(S) AMMENDED/APPROVED: August 17, 2015; January 16, 2018, January 14, 2025
NEXT REVIEW DATE: 2027

PURPOSE:

To detail the procedures in conducting CAHIP's Annual House of Delegates Meeting.

POLICY:

CAHU's Annual House of Delegates meeting will be conducted with the following procedures so that the elections processed will be conducted ethically and fairly for all CAHIP members.

PROCEDURE(S):

Delegates will have been sent ballots by mail prior to the election according to the Election Time Lines. (detailed in Policy 3012)

1. Any submitted ballots received by the communicated deadline are brought to the floor of the House of Delegates by the Executive Director unopened.
2. Delegates and Alternate Delegates will be asked to sign in and receive different colored name tags according to their Delegate status.
3. All Delegates will be seated at the front of the room.
4. All Alternate Delegates, other members and guests will be seated at the rear of the room behind an aisle.
5. Once all have signed in. CAHIP Staff will inform President whether quorum has been established (1/3 of Delegates representing 50% of chapters)
6. President will open meeting and announce whether quorum has been established.
7. President will ask for motion to approve prior year's meeting minutes
8. President will make further remarks contained in his report.
9. Immediate Past President will announce the nominees and briefly recap the Nominations Committee meeting dates and the subsequent report by January 15th to the Board of the slate presented in accordance with CAHIP's Bylaws and will verify all nominees meet the criteria of being current active members of CAHIP and other criteria unique for each of their positions as required by Bylaws.
10. IPP will call for motion from the floor to accept the nominees as approved by CAHIP Board.
11. IPP will call for any additional nominations from the floor
12. If no nominations are made IPP announces that nominations are closed.
13. Nominations from the floor must be made on behalf of a Chapter.
14. The membership status of nominee must be confirmed or verified along with all related qualifications met.
15. Motion from floor has to be made and seconded to approve nomination.
16. President shall grant nominees in now contested races a minimum of 5 minutes or equal time at the podium for a verbal campaign statement consisting of:
 - Business Background

- Association History at the Local, State and National Level
 - Qualifications for Office
 - Goals that they hope to achieve if elected
17. Candidates are allowed to comment on other matters that they think delegates should consider in making their selection.
 18. However, candidates are prohibited from making any openly derogatory, inflammatory or slanderous remarks. In order to avoid the appearance of such remarks, candidates are strongly urged to make no direct reference to their opponents.
 19. Upon conclusion of any candidate statements Voting will commence.
 20. Delegates will be called by chapter to submit ballots or confirm the receipt of ballots mailed in previously. If mailed ballot was not received they will be given a floor ballot to submit for counting.
 21. After that process has been completed the VP of Finance, Executive Director and Immediate Past President will open and record the ballot count. If either the Past President and/or the Treasurer are candidates for election, they are required to recuse themselves from ballot counting. The President will appoint a non-partisan replacement as agreed to by the candidates.
 22. No additional people are permitted to be in the area in which ballots are counted.
 23. According to Bylaws, the President's ballot is to be withheld and submitted last in the event of a tie.
 24. Depending on the situation, this counting process can either take place in the room or this Election Committee can be excused to another room to count the ballots depending on the situation.
 25. As long as quorum is maintained WITH the absence of the Election Committee members, during this time New Business on the HOD agenda may be presented to the members for action.
 26. Once that is concluded the Secretary (VP of Finance) will announce the ballot count and certify the results of the election of the incoming Board by announcing the names and titles of those Board members.
 27. In the case of a contested vote the ballot count for each contestant will be announced.
 28. After certification and no further discussion, the President will call for a motion to adjourn the House of Delegates Meeting.
 29. Once seconded the meeting will be adjourned.
 30. All incoming new officers will take their seats on the board effective July 1.

FINANCIAL IMPACT:

None.