

## Parliamentary Terms and Procedures Often Used in the ASHP House of Delegates (HOD)

To:	You say:	2nd needed	Vote needed	Examples
Be recognized on floor of HOD	"Madam Chair, my name is ____; I am a delegate for ____; and I rise to ____."	N/A	N/A	Delegates and others speaking at HOD must be recognized by Chair before speaking; this is done by approaching microphone to get Chair's attention. Note: No delegate may speak more than twice to same question on the same day, and no delegate may make second speech on same question on same day until every member who desires to speak on it has had opportunity to do so once.
Introduce main motion (proposal)	"I move that..." or "I move to..."	Yes	Majority	Main motion is only motion whose introduction brings business before HOD.
Separate policy from main motion	"I'd like to separate Policy ____ for the purpose of ____."	No	No	To separate item (e.g., policy recommendation) from rest for separate consideration or action (typically used so that amendments to policy recommendation may be offered).
Amend motion	"I move to amend by..."	Yes	Majority	To amend policy recommendations, resolutions, or new business. Notes: 1) You may amend by: (a) inserting word(s) or paragraph; (b) striking word(s) or paragraph; (c) striking word(s) and inserting word(s); or (d) substitute by striking out entire paragraph, section, or article—or complete main motion or resolution—and inserting different paragraph or other unit in its place. 2) Only two proposed amendments may be pending at one time (i.e., amendment to main motion [primary amendment] and amendment to that amendment [secondary amendment]). 3) After motion (e.g., policy recommendation) is amended, it still must be adopted, as amended.
Refer [to Board]	"I move to refer..."	Yes	Majority	To refer an item to the Board of Directors for further consideration.
End debate	"I move the previous question."	Yes	2/3	To have HOD end debate and vote on pending motion(s).
Call upon Chair to enforce rules	"Point of order"	No	Chair rules	Raised when delegate thinks that rules of HOD (i.e., ASHP Bylaws, ASHP Rules of Procedure for HOD, or <i>Robert's Rules of Order Newly Revised</i> ) are being violated, thereby calling upon Chair to rule and enforce regular rules.
Request information	"Request for information"	No	No	Request directed to Chair, or through Chair to another officer or delegate, for information relevant to business at hand but not related to parliamentary procedure.
Reconsider	"I move to reconsider the vote on..."	Yes	2/3	To bring back for further consideration HOD-amended policy on which vote has already been taken.
Limit or extend limits of debate	"I move to limit discussion to two minutes per speaker."	Yes	2/3	Can limit debate by: 1) reducing number or length of speeches permitted; or 2) requiring that, at certain later hour or after debate for specified length of time, debate shall be closed. It can extend limits of debate by allowing more and longer speeches than under regular rules.