

**Illinois Pharmacists Association**

**HOUSE OF DELEGATES**

*Rules Governing Procedure for the House of Delegates*

- 1. The minutes of this meeting shall be reviewed by a committee of three (3) members appointed by the Speaker and report back to the next scheduled meeting of the House of Delegates.**
- 2. Voting Delegates shall be required to sit in the section assigned to Delegates.**
- 3. Debate shall be limited to three (3) minutes per Delegate, and no Delegate shall speak more than once on the same question, except when no other Delegate wishes to speak. When addressing an issue**
  - a. State your name,**
  - b. The area from which you represent, and**
  - c. Your position on the issue at hand (i.e. *for* or *against* the motion).**
- 4. Alternates and guests who are not entitled to vote, may speak once on a question and not for more than three (3) minutes, and only when no Delegate desires the floor.**
- 5. Motions shall be submitted in writing to the Speaker, followed by verbal presentation to the House. When making a motion - state your name, the area from which you reside and the motion.**
- 6. Materials may be distributed in the House of Delegates with the approval of the Speaker of the House. Materials to be distributed shall relate to the subject(s) and activities that are proposed for the House action or information.**
- 7. Voting shall be by voice vote. If the Chair is uncertain of a vote, or if a motion for a roll call is made and subsequently receives a majority vote, a visual vote will be taken. The Speaker will first ask all voting affirmatively to raise their hand. It is essential that hands remain raised until the speaker has indicated that the "aye" count is completed. The same procedure will then be followed for counting the negative votes. The total affirmative and negative votes will be announced by the Speaker and recorded by the Secretary.**

Revised 9/2000