



**CALIFORNIA HEALTH INFORMATION ASSOCIATION**  
**2017 HOUSE OF DELEGATES**  
**SUNDAY, JUNE 11, 2017**  
 12:45 – 5:30 PM (ending time approximate)  
 Hyatt Sacramento  
 ROOM: Capitol View Room

12:45 – 1:15 PM	<b>DELEGATE CHECK IN AND CREDENTIALING</b>	Credentials Committee
1:15 PM	<b>CALL TO ORDER</b> Welcome Review of Agenda Adoption of Credentials Committee Report Adoption of Consent Agenda: Standing Rules Governing the House Meeting Agenda Appointment of Committee to Approve Minutes	Deborah Collier Deborah Collier Deborah Collier Credentials Committee Deborah Collier
	<b>INTRODUCTIONS</b> House of Delegate Resources CEO/Executive Director Time Keeper Credentials Committee 2016-2017 Board of Directors	Deborah Collier Sharon Lewis Sally Gibbs Daisy Stanton, Sally Gibbs Deborah Collier
	<b>CHIA Bylaws Revisions – None</b>	Deborah Collier
1:30 PM	<b>CHIA 2017 ANNUAL REPORT</b> 2016-2017 Committee Chairs 2016-17 Nominating Committee Chair / Members 2016-17 Committee Chairs	Deborah Collier and Sharon Lewis
1:55 PM	<b>STRATEGIC PLANNING</b> Instructions for Discussion Tables	Brian Faust
2:45 PM	<b>STRATEGIC PLANNING REPORT OUT &amp; RANKING</b>	Brian Faust
3:15 PM	<b>BREAK</b>	
3:30 PM	<b>CHIA GOVERNANCE STRUCTURE</b> Introduction Task Force Recommendation Instructions for Discussion Tables	Deborah Collier Roberta Baranda/Amy Henderson Deborah Collier
3:50 PM	<b>CHIA GOVERNANCE STRUCTURE – DISCUSSION</b>	Deborah Collier
	(Discussion of pros, cons, suggested enhancements for each model)	
4:45 PM	<b>GOVERNANCE STRUCTURE REPORT OUT &amp; RATING</b>	Deborah Collier
5:15 PM	<b>ANNOUNCEMENTS</b> 2017-18 AHIMA Delegates Introduction of 2017-18 CHIA President Introduction of 2017-18 CHIA Board Introduction of 2017-18 Nominating Committee Chair	Deborah Collier
5:25 PM	<b>OTHER BUSINESS TO COME BEFORE THE HOUSE</b>	Deborah Collier
5:30 PM	<b>HOUSE OF DELEGATES CLOSURE</b> Motion to Adjourn	

# CALIFORNIA HEALTH INFORMATION ASSOCIATION

## House of Delegates Standing Rules Governing the House of Delegates

1. Delegates shall report their presence to the staff taking registration to ensure they are a member in good standing before being seated as a Delegate.
2. A Delegate, or member, shall not be entitled to the floor until the Delegate rises, addresses the presiding officer, provides their name, identifies their local affiliation and obtains recognition from the Chair.
3. Each Delegate, or member, speaking in debate shall indicate whether they are speaking for or against the motion.
4. Delegates or members may not speak a second time on the same question if one who has not spoken asks for the floor and no Delegate shall speak more than twice on the same question.
5. Debate shall be limited to two minutes for each speaker for each topic or issue debated. (This time limit does not apply to reports to the HOD wherein the timeframe for the report is set by the agenda.)
6. The meetings of the House of Delegates shall be open to all members, including non-Delegates. Non-Delegates will be allowed to address the assembly only when no Delegate is asking for the floor at that time. There is no registration fee to attend the CHIA House of Delegates.
7. All motions shall be in writing, signed by the mover and given to the presiding officer.
8. Voice vote shall be taken on all business. If the Chair is uncertain of the results, a standing vote count may be called by the Chair.
9. A roll call vote by Delegates may be taken. The procedure shall be: Credential Chairman will call the names of the Delegate; the Delegate shall answer "YES" OR "NO". Credentials staff members will record the voting and inform the House of the total votes for and against the issue(s).
10. All Delegates presenting a motion, or anyone speaking to a motion shall speak through the microphone.
11. Rules for bringing New Business to the House of Delegates without prior notice.

Prior notice is defined as written notice by a member of the House of Delegates (HOD) or by a Component Local Association to all Members of the HOD which is provided at least 45 days prior to the meeting of the HOD. Notice may be by personal delivery, first-class mail, and telephone (including a voice messaging system), or by other systems or technologies designed to record and communicate messages (including facsimile, electronic mail, or other electronic means).

An affirmative vote by a majority of the delegates present and voting shall be required to pass new business with prior notice.

The affirmative vote of two-thirds of the delegates present and voting shall be required to consider new business without prior notice.

Without prior notice, the affirmative vote of ninety percent of the delegates present and voting shall be required to pass new business.

The term “new business” in this rule does not apply to proposed Bylaw amendments. Rules for amending Bylaws, and notices required, may be found in Article XV of the CHIA Bylaws

12. Meeting Materials

CHIA Executive Office will distribute appropriate meeting materials to Delegates at least 45 days prior to the date of a scheduled meeting of the House of Delegates.

- 13 A committee consisting of the CHIA President, President-Elect and Executive Director shall review and approve the minutes of the House of Delegates. This review and approval shall be completed within 30 days of the House of Delegates meeting. (Mar 24, 2006 BOD)

Previously adopted: 5/31/92

Revised CHIA BOD 1/2002

## HOUSE OF DELEGATES PARLIAMENTARY INSTRUCTIONS FOR DELEGATES

As a member of the House of Delegates it is desirable to understand the purpose of parliamentary law, even if its intricacies cannot be grasped in so short an experience. Its entire aim is to ensure the orderly conduct of business, to assure each individual a courteous hearing and at the same time to prevent any individual from needlessly wasting the time of the assembly.

It is the responsibility of the President, with guidance from the Parliamentarian, to make certain that all actions of the House are in accord with parliamentary law. Since most Delegates will be unfamiliar with parliamentary detail, correction by the Chair will however, give a measure of confidence, as well as speed the business of the House, if each Delegate becomes familiar with the following accepted forms for conducting business:

**TO OBTAIN THE FLOOR** (this is a necessary formality in an assembly)

Stand and address the Chair: "Mr. President or Madam President"

Identify yourself: "Mary Doe, Delegate from ( \_\_\_CLA\_\_\_ )  
or "Mary Doe, ( \_\_\_\_\_ ) CLA"

Wait for Chair's recognition "The Chair recognizes Mary Doe, Delegate from ( \_\_\_\_\_)"

Continue with one of the following:

**TO MAKE A MOTION:**

"I move that ( \_\_\_\_\_insert motion\_\_\_\_\_ )."

Read any long or involved motion, and then hand a written copy of it to the Chair/President.

**TO AMEND A MOTION (OR AN AMENDMENT):**

"I move to amend the motion (or amendment) by striking out the words after (or before) the following words ( insert words ).

(or) by inserting (or adding) the words after (or before) the words"

(or) by striking out the words \_\_\_\_\_ and inserting the words \_\_\_\_\_ after (or before) the words \_\_\_\_\_"

(or) by substituting for the paragraph beginning \_\_\_\_\_, this paragraph \_\_\_\_\_.

**TO DEBATE:**

"I wish to speak in favor of (or against) the motion \_\_\_\_\_,

Refer to officers or members by title (the President, the Bylaws Committee Chair, the Delegate from \_\_\_\_\_) rather than by name.

TO CLOSE DEBATE:

"I move the previous question."

TO RECONSIDER VOTE ALREADY TAKEN:

"I move that we reconsider the vote on the motion." (Only someone who voted on the prevailing side can do this.)

TO REPEAL ACTION ALREADY TAKEN:

"I move that we rescind the motion (standing rule) \_\_\_\_\_."

Although to do the following, it is not necessary to wait for the Chair's recognition, always stand and address the Chair, never another member directly.

TO SECOND THE MOTION:

"Second" (no need to rise or address the Chair for this...)

TO WITHDRAW OR ALTER YOUR OWN MOTION (BEFORE A VOTE):

"Madam President, I should like to withdraw my motion."  
"Madam President, I should like to restate my motion. I move that \_\_\_\_\_."  
"Madam President, I accept the amendment to my motion."

TO ASK A QUESTION:

"Madam President, I rise to a point of information"  
"Madam President, I rise to a point in order."  
"Madam President, I should like to ask the Delegate from (\_\_\_\_\_) a question"

TO ANSWER A QUESTION:

"Madam President, I nominate ( \_\_\_\_\_)."

WANT MORE INFORMATION ON PARLIAMENTARY PROCEDURE?

The following books are suggested:

Robert's Rules of Order Revised  
Robert's Parliamentary Law

MOTION PROPOSAL FORM

I MOVE TO:

Lined area for writing the motion proposal.

RATIONALE (does the motion support the CHIA mission? How does it impact the profession, existing programs or CSA's? Does the motion generate expense and/or revenue?)

Lined area for writing the rationale for the motion proposal.

Date: \_\_\_\_\_ CLA: \_\_\_\_\_

Signature(s) \_\_\_\_\_

(Make copies if additional blank forms are needed)