



Society of Gastroenterology Nurses and Associates, Inc.

## House of Delegates Parliamentary Procedure - Tips

### How to Address the Floor:

1. The Delegate shall rise.
2. Proceed to the microphone.
3. Wait to be recognized.
4. Identify themselves by name and regional society.
5. Wait to be recognized.
6. Once recognized by the Speaker or Vice-Speaker, the Delegate must indicate if they are **For** or **Against** the issue.
7. Delegate may state their position on the issue.

### How to Debate:

1. Each speaker is limited to 2 minutes per resolution.
2. Time will be officially kept by the designated timer.
3. Debate on each resolution is limited to a 10 minute total.
4. A Delegate may only speak once per resolution until everyone has spoken and then they are only allowed to speak one final time.
5. A Delegate may move to extend the 10 minute time frame.

### How to Amend a Resolution:

Some Delegates may want to propose a change to a resolution that is on the floor. This is an acceptable practice but resolutions can only be amended following a certain format. Only one amendment can be open on the floor at a time. So the House must first approve or deny the proposed amendment before another Delegate proposes a different amendment.

Below are the 3 ways you can amend a resolution and an example of each:

1. Add words/phrases
2. Strike out words/phrases
3. Strike out and insert words/phrases

Original Resolution	Type of Amendment	Proposed Amended Resolution	Justification
SGNA will hold the Annual Course in January.	Add words/phrases	SGNA will hold the Annual Course in January <b>on the east coast</b> .	The Delegate is adding "on the east coast."
SGNA will hold the Annual Course in January.	Strike out words/phrases	SGNA will hold the Annual Course.	The Delegate is striking out "January."
SGNA will hold the Annual Course in January.	Strike out and insert words/phrases	SGNA will hold the Annual Course <b>in the winter</b> .	The Delegate is striking out "January" and inserting "in the winter."