

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: M-3 Page: 1 of 1 Effective Date: 5/96 Revision Date: 10/99 Review Date: 2/02, 10/06, 10/08, 10/10, 11/12, 2/16
Subject: House of Delegates Standing Rules	
Review Responsibility: House of Delegates Speaker and Vice Speaker	

Policy Statement:

Standing Rules are opened for debate and adopted by the delegates at the 1st House of Delegates meeting to provide rules to follow for meetings.

Focus:

Regional Delegates/ Alternates, House Speaker and Vice-Speaker of the House.

Purpose:

To provide clarification in using the Standing Rules during House of Delegates formal meetings.

Supportive Data:

Standing Rules supersede Robert's Rules of Order for the conduct of business at the House of Delegates formal meetings.

Procedure:

1. Each year the Speaker and Vice-Speaker review the Standing Rules.
2. A copy of the Standing Rules is distributed prior to the House of Delegates sessions to each delegate and alternate.
3. At the 1st House of Delegates session the Standing Rules are opened for debate and adopted.
4. Standing Rules supersede Robert's Rules of Order.