

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: M-4 Page: 1 of 2 Effective Date: 5/96 Revision Date: 10/99, 11/12 Review Date: 2/02, 10/06, 10/08, 10/10, 11/12, 2/16
<b>Subject:</b> House of Delegates Reference Hearings/Reference Committees	
<b>Review Responsibility:</b> House of Delegates Speaker	

**Policy Statement:**

Resolutions submitted to the House of Delegates are openly debated prior to vote.

**Focus:**

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

**Purpose:**

To establish a protocol for the debate of resolutions at the House of Delegates.

**Procedure:**

1. Reference Hearings are informal sessions open to all SGNA members for discussion of the resolutions before the House of Delegates.
2. Reference Committees are established by the Vice-Speaker of the House.
  - 2.1 The number of Reference Committees will be at the discretion of the Vice-Speaker and Speaker of the House.
3. A Reference Committee member must be a regional delegate.
4. Reference Committees are composed of, but not limited to, Chair, Recorder and Timer.
5. The Chair presents the resolutions and opens debate.
6. The Timer monitors the time to ensure each resolution is given equal time in which members can voice their concerns.
  - 6.1 Debate on each resolution shall be limited to 10 minutes.
  - 6.2 Additional time may be requested with a motion from the floor.
  - 6.3 Debate is limited to 2 minutes per individual.
  - 6.4 An individual may have additional time to speak, once everyone else has spoken.
7. The Recorder(s) make notations regarding the general consensus of those speaking and whether they are speaking for or against the resolutions.
  - 7.1 These notations are maintained to guide the Reference Committee to recommend adoption or rejection for each resolution.
8. The Reference Committee responsibilities include:
  - 8.1 Present the proposed resolutions.

- 8.2 Facilitate discussion of the issues.
  - 8.3 Summarize the debate discussion to reflect the majority opinion.
  - 8.4 Make recommendations based on the majority opinion for immediate vote following the close of debate on each resolution.
- 9. Reference Committee responsibilities are limited to the House of Delegates to which they have been appointed Committee membership.
  - 9.1 The committee composition is determined annually.