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## CHAPTER 9: RULE CHANGE PROCEDURES

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All AHA programs and events deadlines must be met as specified, whether submitted by postal service, fax, e-mail, internet or other electronic means.

### ARTICLE 901. RESOLUTIONS.

1. Resolutions and proposals may be submitted by any Member Organization (voting affiliate members only), any standing or Ad Hoc Committee of AHA, by a Regional Board of Delegates or by the Board of Directors of AHA. (Res. 40-75) Resolutions submitted by these entities must have received a majority number of affirmative votes (either in person, by phone, by facsimile, by mail or by hand delivery), and must be accompanied by an actual tally of the votes received, a statement of which body voted (Member Organization members, Member Organization board of directors, regional board, etc.), how the vote was taken (at a meeting, by phone, by facsimile, by mail or by hand delivery), and where the vote is recorded (Member Organization minutes, Member Organization board minutes, regional board minutes, etc.). Resolutions may also be submitted by the President of AHA.

2. Form and Content of Resolutions:

According to Robert's Rules of Order, Newly Revised, (AHA Article XIII) only the Resolved portions of resolutions are voted upon, and, if passed, included in the AHA Handbook (or submitted to USAE/EC). The Whereas provisions are optional and considered informational only; they are not a portion of the enacted resolution. Therefore, the Resolved must be self-explanatory, self-contained and unambiguous.

- a. Each resolution shall be submitted in writing, in the form in which action is desired.
- b. Each resolution must contain a viable effective date (taking into consideration time requirements dictated by such things as USAE/EC rules, AHA rules, budgeting time frames, legal requirements, etc.).
- c. Resolutions, which change, amend, or add to the AHA Handbook or USAE/EC Rules must refer to the specific chapter affected.
- d. The Whereas section, if used, must contain accurate statements of relevant facts or premises.
- e. Any resolution, which requires AHA expenditures, must contain a detailed financial impact statement based on accurate premises. The AHA office may be contacted by proponents for assistance in obtaining and presenting accurate financial information.
- f. Any resolution passed by the Convention Delegates must be self-supporting, or it will be held for the next year's fiscal budget that commences in July. (Res. 9-91)
- g. Each resolution must list the name and phone number of a contact person who, by definition, has the authority to change, withdraw, and/or amend the resolution on behalf of the submitting organization. The contact person should attend convention.
- h. The AHA impact statement for each resolution shall list a contact person. A departmental designation may not be substituted for a person. The contact person and a telephone number, or a designated substitute, shall either be at the convention or available for consultation during the normal operating hours of the convention. (Res. 52-96)

3. Resolutions must be submitted as follows:

- a. To the AHA office to be postmarked/electronic transaction dated (Res. 7-93) not later than 90 days prior to the opening date of the next Annual Convention and that all resolutions be printed and returned to Member Organizations within 45 days. Changes to proposed resolutions shall be accepted no later than 7 days after the resolution submission deadline, except:
  1. At the request of the Agenda and Resolutions Committee to comply with Article 901. submission requirements;
  2. After the resolutions have been printed for mailing, as an amendment to the resolution pursuant to the Standing Rules of Order and Robert's Rules of Order, Newly Revised.

b. Any resolution not submitted to the AHA office by the deadline required, must have signatures of 25 Delegates registered to be at that Convention and the name of the Member Organization each is representing, and must be submitted to the AHA office for review by the Agenda and Resolutions Committee postmarked/electronic transaction dated not later than twenty days before the first day of Convention. (Res. 7-97)

1. It shall be the responsibility of the Agenda and Resolutions Committee to determine whether such resolution meets the criteria necessary to recommend it as an extraordinary matter. (Res. 7-97)

a. To qualify for consideration as an Extraordinary Resolution, the proposed Resolution must meet the following criteria:

1. The resolution meets all the criteria for form and content of resolutions (Refer to Article 901.2).
2. The resolution affects the health, safety or well being of the horse and/or rider; and/or
3. The resolution affects the financial well being of AHA; and/or
4. The resolution involves other compelling circumstances, clearly specified; and
5. The resolution contains an additional description outlining the basis upon which the resolution involves one or more of the "extraordinary circumstances" (as defined in Article 901.) meriting it for consideration as an "Extraordinary Resolution".

2. Any such resolution determined by the Agenda and Resolutions Committee to be an extraordinary matter shall be forwarded to the delegates for consideration at that Convention. Any resolution not determined to be extraordinary shall be considered at the Convention the following year. (Res. 72-71) (Res. 9-87) (Res. 7-97)

c. By a Selected Voting Delegate on the floor of the Convention, provided, however, that such resolution shall be an amendment of or substitution for a resolution which has been placed on the floor of the Convention in the regular course of business.

d. By a Selected Voting Delegate on the floor of the Convention after adoption, by a majority vote of the Convention, or special order of business permitting the same.

4. After resolutions are submitted to the AHA office, the Agenda and Resolutions Committee will review them.

a. The Committee will adjust the effective date, if necessary, to make it viable. (Refer to Article 901.2.b.)

b. The Committee will strongly urge proponents to withdraw or combine resolutions with comparable intent.

c. The Committee will reject resolutions for any of the following reasons:

1. Resolutions which do not conform to the requirements set forth in this chapter,
2. Resolutions which are recommendations; and/or
3. Resolutions which conflict with Robert's Rules of Order, Newly Revised.

Note: The AHA office may be contacted for assistance in assuring that resolutions conform to the requirements set forth in this chapter.

d. The Committee will designate the order in which the resolutions will be presented on the Convention floor.

e. The Committee will make referrals of acceptable proposed resolutions to committees on the Convention agenda.

5. Amending and withdrawing resolutions:

a. Subject to the time limits set forth in Article 901.3., if the proponent desires to change, amend, withdraw, or combine the resolution, an authorization must be signed and submitted (faxed, mailed, hand delivered) to the AHA office by the designated contact person.

- b. Proponents should consult Robert's Rules of Order, Newly Revised for provisions regarding amending and withdrawing resolutions after resolutions are printed for mailing.
- c. Any Committee, Commission or Board that studies a resolution that has been referred to it by the Convention Delegates and wants to return that resolution the following year or thereafter, in the same, amended or changed form must meet the requirements of the date deadlines and follow the rules for submitting resolutions.

#### **ARTICLE 902. PROCEDURES FOR BOARD MOTIONS.**

Motions to the Board may be presented by Committees, Commissions, Boards, Panels, Ad Hoc Committees and AHA staff.

1. No Committee, Commission, Board, or Panel Chair on behalf of a Committee, Commission or Board shall make a recommendation to the Board of Directors without first having received the required number of votes of that Committee, Commission, Board or Panel on any item of business either in person, mail or other forms of communication, and all recommendations shall be accompanied by an actual tally of the votes received, (Res. 41-74) and a financial impact.

#### **EFFECTIVE DATE OF BOARD MOTIONS AND RULE CHANGES**

2. Motions regarding rules and other actions which affect the AHA Handbook should become effective in the next year when included in the Handbook.
3. Motions affecting policies, practices, and procedures become effective at the close of the Board meeting subsequent to when they were passed.
4. Motions which concern acknowledgements of accomplishments, direction to staff or committees, position statements and other similar motions which do not affect policies or the Handbook should be effective when passed.
5. If 2/3 of the Board feel a motion is extraordinary it may be passed with an immediate effective date.
6. Beginning in 1999, the August Board meeting will be the last meeting for rule changes, unless deemed extraordinary, that are passed by the Board of Directors to be incorporated in the following year's AHA Handbook.