



American Association for Respiratory Care

House of Delegates Policy and Guide Manual

The AARC Bylaws and the House Rules continue to be the official documents concerning the function of the AARC and the House of Delegates. This Policy and Guide Manual will assist you in your orientation to the House of Delegates. Information has been consolidated to a format that is easy to read. The Guide is presented as a reference for information only. The Policies are meant to accompany and structure the rules.

Approved on: 7/24/2019

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Disclaimer

This handbook is created for members of the American Association for Respiratory Care's House of Delegates. The information contained in this document is for the private and confidential use of Delegates who are duly elected by the members of their Chartered Affiliates. All information contained herein is for the express purpose of the intended recipient.

Sanctions

If the conduct of any member shall appear to be in violation of the Articles of Incorporation, Bylaws, standing rules, code of ethics, or other regulations, policies, or procedures adopted by the Association, or shall appear to be prejudicial to the Association's interests, such member may be reprimanded, suspended, expelled, or have their membership status reclassified in accordance with the procedures set forth in the Association's policies and procedures (AARC Bylaws, November 2015. Article III, Section 9).

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Introduction

Welcome to the American Association of Respiratory Care (Association) House of Delegates (House)! You are about to embark on one of the most exciting and challenging tasks of your professional career. The House brings together some of the most creative and motivated professionals that the Respiratory Care Profession offers. Twice a year the House meets to work toward accomplishing its stated mission to... “Serve as a representative body of the general membership and the representative body of the affiliate societies”, and to... “Participate in the establishment of the goals and objectives for the Association and participate in the governance of the Association”. As you can well imagine, getting approximately 100 professionals together for such purposes poses a tremendous challenge indeed. How do we, as members of the House who have been charged with the above stated mission, accomplish such a task? Prerequisite to even attempting such a task is having a basic working knowledge of “the system”. To help acquaint you with the structure of the House and some of the key processes by which the House functions, House members have compiled this guide. It is intended that this guide will be a fluid document, with frequent revisions occurring as we learn what works and what doesn’t in helping the House carry out its mission.

The biggest challenge you will encounter as a member of the House is to fully comprehend and execute its mission. As a Delegate, you accept that the House “participates in the establishment of the goals and objectives” and the “governance of the Association”. While pursuing this mission with vigor and enthusiasm, you need to always remember that the fiduciary responsibility of carrying out the goals and objectives of the Association are the responsibility of the at-large elected officers of the Association, the Board of Directors. One of your biggest challenges as a Delegate is to accept that the House can and does participate in the governance of the Association without having ultimate authority to implement all House recommendations. Your real challenge is to ensure that the recommendations of the House are so well thought out, so on target, that the wisdom of their implementation will be self-evident. By passing on of such quality ideas, many actions of the House have resulted in improvement and changes in the operation of our Association.

As a starting point, it is essential that you become extremely familiar with the House Rules. This is essential for understanding the operation of the House and hence Delegates must be quite familiar with them. This guide is designed to familiarize you with the House structure, resolutions process, Association budget process, Association Strategic Plan, House orientation process. A glossary of terms you will likely encounter in your tenure in the House completes the book.

Welcome to the House of Delegates. We hope the following guide assists you with carrying out your mission to serve the membership who elected you.

Terms and Acronyms

This glossary is intended as a reference to members of the House of Delegates (HOD). Several terms are included for completeness and their inclusion does not imply that a new member of the House would not be familiar with them. This glossary is also intended as references for affiliate leaders, members and non-members of the Association and profession. House members are encouraged to copy this glossary and share it with the members of their affiliate boards.

Terms

AARC

1. Board of Directors (BOD): The executive governance of this Association shall be vested in a board of at least seventeen (17) active members consisting of five officers, at least six Directors-at-Large, and a Section Director from each Specialty Section of at least 1000 active members of the Association. Members of the Board shall not concurrently be members of national respiratory care credentialing or national respiratory care accreditation bodies.
2. Board of Medical Advisors (BOMA): A group of no fewer than 12 physicians who have a role in respiratory care. Members of BOMA are appointed by the 3 sponsoring physician organizations of the AARC and other physician professional organizations. They serve a four-year term and elect their own officers. The chair of BOMA attends all meetings of the AARC Board of Directors (BOD) with the privilege of voice but not vote. The Board may consult with BOMA on any matter, but BOMA must approve all matters regarding medical policy. See Article VIII of the AARC Bylaws for more information.
3. AARC Sponsoring Organizations: Three physician professional organizations are sponsors of the AARC. Each organization appoints 4 members to BOMA. The sponsors are the American College of Chest Physicians (ACCP), the American Thoracic Society (ATS), and the American Society of Anesthesiologists (ASA).
4. AARC Executive Committee: The officers of the Association, the Chair of BOMA, and the Immediate Past Speaker of the House of Delegates. The Executive Committee has the power to act for the Board between meetings subject to ratification by the Board at its next meeting. See Article XII, Section 2 of the AARC Bylaws.
5. AARC Officers: The President, Immediate Past President, Vice President for Internal Affairs, Vice President for External Affairs, Secretary-Treasurer, and in alternate years President-Elect. See Article IV of the AARC Bylaws for duties.
6. Annual Business Meeting: Held during the Annual Convention. The purpose of this meeting is to conduct formal business of the Association, including installation of officers and directors, the Treasurer's report, and other committee reports. See Article VI of the AARC Bylaws. Delegates are responsible for attending the Annual Business Meeting to represent the Active Members of the AARC employed within their Chartered Affiliate. See Article VII, Section 3c2 of the AARC Bylaws.
7. Executive Director: A business counsel employed by the Board to manage the [Executive Office](#) and conduct the business of the AARC. The Board governs the activities of the Executive Director. See Article V, Section 3b & 3c of the AARC Bylaws.

8. Presidents Council: A committee consisting of all Past Presidents of the AARC. It is responsible for awarding life and honorary memberships.
9. Specialty Sections: Membership sections representing areas of interest within respiratory care. Each specialty section has a chair and chair-elect elected by the Active members of each Specialty Section. See Article III, Section 7 of the AARC Bylaws.
10. Tripartite: Means a three-part consortium; in this case, it is the consortium that is composed of representatives of the AARC, the National Board for Respiratory Care (NBRC), and the Commission on Accreditation for Respiratory Care (CoARC). It usually consists of the Presidents of the AARC and NBRC and the Chair of CoARC and the Executive Directors of each organization. The primary goal of this consortium is to maintain open and effective lines of communication among the three organizations.

Chartered Affiliate Terms

1. Charter: The document that confers affiliation with the AARC on a state or international respiratory care society.
2. Chartered Affiliates: The Bylaws designation for a state or international respiratory care society that is affiliated with the AARC. See Article X of the AARC Bylaws. The Policy and Delegate Guide Manual will refer to the societies as Chartered Affiliates.
3. Chartered Affiliates Committee (CAC): The House standing committee that confirms and attests chartered affiliate membership requirements and deals with the activities of the chartered affiliates and the Association.
4. Credentialed Delegate: Individuals who are seated in the House as Delegates having been appropriately elected by the active AARC members of their affiliate, appropriately designated or credentialed by their affiliate as those individuals whom the affiliate would like to have represent them, and appropriately oriented to the function of the House and the relationship of the House to other organizations within the AARC and related respiratory care organizations.

House of Delegates

1. First Reading (of Resolutions): This is the first presentation of resolutions to the House at each meeting, by the House Secretary or the Resolutions Committee chair. No action is taken at this juncture. This reading makes these resolutions official and they will be acted upon by the House later during the meeting.
2. House Rules: The official rules under which the House operates.
3. Second Reading (of Resolutions): The last reading of resolutions, prior to action being taken. In the Agenda Book, the second reading will be listed as “consideration of resolutions.” The maker(s) or author(s) of a resolution bring the resolution in question to the floor of the House by making a motion to address the specific resolution, which must be seconded for debate to occur and action to be taken.
4. White Paper: A study commissioned by an organization to determine the present status of some specific issue related to the organization. Completion of the study (a descriptive research) is accomplished with a drafted document as to the findings.

5. Executive Session: Any meeting or part of a meeting where the proceedings are to be kept secret. Per House Rules, “on motion duly made and carried, the House may go into Executive Session at which only members of the House shall be present with the exception of those persons the House Speaker deems necessary for the conduct of business. All matters discussed shall be held by all as strictly confidential and nothing of the proceedings shall be made known to others.”
6. Open Microphone Format: A dialogue on issues pertinent to respiratory care during regularly scheduled House meetings. This discourse format is used when issues require informal discussion prior to introduction of resolutions or floor motions.

Acronyms

Chartered Affiliates

1. ASRC: Alabama, Alaska, and Arkansas Societies for Respiratory Care
2. AzSRC: Arizona Society for Respiratory Care
3. CSRC: California, and Colorado Societies for Respiratory Care
4. CTSRC: Connecticut Society for Respiratory Care
5. DSRC: Delaware Society for Respiratory Care
6. FSRC: Florida Society for Respiratory Care
7. GSRC: Georgia Society for Respiratory Care
8. HSRC: Hawaii Society for Respiratory Care
9. ISRC: Idaho, Illinois, and Indiana, Societies for Respiratory Care
10. IaSRC: Iowa Society for Respiratory Care
11. KRCS: Kansas Respiratory Care Society
12. KSRC: Kentucky Society for Respiratory Care
13. LSRC: Louisiana Society for Respiratory Care
14. MD/DCSRC: Maryland / District of Columbia Society for Respiratory Care
15. MeSRC: Maine Society for Respiratory Care
16. MSRC: Massachusetts, Michigan, Minnesota, Mississippi, Missouri, and Montana Societies for Respiratory Care
17. NSRC: Nebraska and Nevada Societies for Respiratory Care
18. NJSRC: New Jersey Society for Respiratory Care
19. NMSRC: New Mexico Society for Respiratory Care

20. NYSSRC: New York State Society for Respiratory Care
21. NCSRC: North Carolina Society for Respiratory Care
22. NDSRC: North Dakota Society for Respiratory Care
23. OSRC: Ohio, Oklahoma, and Oregon Societies for Respiratory Care
24. PRSRC: Puerto Rico Society for Respiratory Care
25. PSRC: Pennsylvania Society for Respiratory Care
26. RCSW: Respiratory Care Society of Washington
27. RISRC: Rhode Island Society for Respiratory Care
28. SCSRC: South Carolina Society for Respiratory Care
29. SDSRC: South Dakota Society for Respiratory Care
30. TSRC: Tennessee and Texas Societies for Respiratory Care
31. USRC: Utah Society for Respiratory Care
32. VT/NHSRC: Vermont / New Hampshire Society for Respiratory Care
33. VSRC: Virginia Society for Respiratory Care
34. WSRC: Wisconsin and Wyoming Societies for Respiratory Care
35. WVSRC: West Virginia Society for Respiratory Care

Related Organizations

1. AAAAI: American Academy of Allergy, Asthma and Immunologists
2. AACVPR: American Association of Cardiovascular and Pulmonary Rehabilitation
3. AAP: American Academy of Pediatrics
4. AARCPAC: American Association for Respiratory Care Political Action Committee
5. ACCP: American College of Chest Physicians
6. AHA: American Heart Association, American Hospital Association
7. ALA: American Lung Association
8. ARCF: American Respiratory Care Foundation
9. ASA: American Society of Anesthesiologists
10. ASAHP: Association of Schools of Allied Health Professions

11. ASTM: American Society for Testing and Materials
12. ATS: American Thoracic Society
13. CCI: Cardiovascular Credentialing Incorporated
14. COPS: College of Physicians and Surgeons
15. CAAMTS: Commission on the Accreditation of Air Medical Transport Services
16. CoARC: Commission on Accreditation for Respiratory Care
17. TJC: The Joint Commission
18. NAEP: National Asthma Education & Prevention Program
19. NAMDR: National Association of Medical Directors of Respiratory Care
20. NBRC: National Board for Respiratory Care
21. NCCLS: National Committee for Clinical Laboratory Standards
22. PTAC: Professional Technical Advisory Committee
23. SCCM: Society of Critical Care Medicine

Governmental Terms and Acronyms

1. AHRQ: Agency for Healthcare Research & Quality – An agency within the Department of Health and Human Services (DHHS), AHRQ supports research that helps people make more informed healthcare decisions and improve healthcare quality.
2. CBO: Congressional Budget Office – The primary US congressional agency charged with reviewing legislative initiative with budgetary implications.
3. CDC: Centers for Disease Control and Prevention – This is another agency of HHS whose main function is to keep track of communicable diseases like AIDS and TB.
4. CHEA: Council for Higher Education Accreditation – Agency of the U.S. Department of Education which regulates the accreditation of educational programs.
5. CLEAR: Council on Licensure Enforcement and Regulation – A Lexington, Kentucky based organization that represents the interests of state licensing bodies.
6. CLIA'88: Clinical Laboratory Improvement Amendments of 1988 – The law which overhauled the clinical laboratory regulations which include blood gas laboratories.
7. CMS: Centers for Medicare and Medicaid Services – An agency that oversees the Medicare, Medicaid and the Children's Health Insurance Programs.
8. CSG: Council of State Governments – A Lexington, Kentucky based organization with a Washington, DC office that represents state governments.

9. DHHS: Department of Health and Human Services – The health department of the federal government. The secretary is also a member of the Presidents’ cabinet.
10. LA: Legislative Assistant – Staff employed by a member of Congress to specialize in an area, i.e., Health LA.
11. NCSL: National Conference of State Legislatures – An organization that provides research, technical assistance, and opportunities for policy makers to exchange ideas on various issues.
12. NGA: National Governors Association – An organization that is the collective voice of governors.
13. NIOSH: National Institute for Occupational Safety and Health – The federal agency responsible for scientific research for work related injury and illness.
14. SNF: Skilled Nursing Facility – Term used by Medicare and Medicaid to refer to an approved nursing home.

AARC Mission Statement

The AARC is the foremost professional association promoting respiratory therapists.

AARC Vision Statement

The AARC advances professional excellence and science in the practice of respiratory therapy, serving the profession, patients, caregivers and the public.

AARC Horizon Goals (2019–2020)

The AARC Board of Directors in December, 2018 approved the following [HORIZON GOALS](#) for the Association the core component of its strategic plan:

1. **Advocacy:** Respiratory care provided by respiratory therapists is recognized and supported in all health care settings.
2. **Communications/marketing:** AARC consistently delivers the right message, to the right audience, at the right time, through the right channel.
3. **Education/professional development:** AARC offers engaging, valuable professional education that advances the professional practice of respiratory therapy and supports advancement of the profession.
4. **Events/Meetings:** The AARC is recognized as the #1 provider of engaging, high-quality world-class educational and research conferences that attract respiratory therapists and inter-professional audiences.
5. **Membership:** AARC has an engaged, diverse membership comprised of the majority of practicing respiratory therapists.
6. **Revenue and finance:** The AARC produces ample revenues from diverse sources, which are managed to the highest standards.

Policy HD001 – Association Mission and Vision

Adopted: July 1985

Reviewed: May 2017

Revised: July 2015

Purpose: Confirm the House of Delegates purpose is consistent with the mission and vision of the Association.

Policy Statement: The House of Delegates shall observe the American Association for Respiratory Care Mission and Vision.

Mission Statement: “The AARC will continue to be the leading national and international professional association for respiratory care.”

Vision Statement: “The AARC will encourage and promote professional excellence, advance the science and practice of respiratory care, and serve as an advocate for patients, their families, the public, the profession and the respiratory therapist.”

References: AARC Bylaws, October 2017. Article II, Section 1 and Article VII, Section 2

Responsibilities:

- **AARC Executive Office / Management** – Adhere to and observe the American Association for Respiratory Care Mission Statement.
- **AARC Executive Board** – Adhere to and observe the American Association for Respiratory Care Mission Statement.
- **AARC House Officers** – Adhere to and observe the American Association for Respiratory Care Mission Statement.
- **AARC House of Delegates Membership** – Adhere to and observe the American Association for Respiratory Care Mission Statement.

Specific Policy Information:

The House shall participate in the establishment of the goals and objectives for the Association and participate in the governance of the Association.

In addition, the mission of the House of Delegates, consistent with the mission and purpose of the Association, is to guide and influence the activities of the Association by providing communication from and among Chartered Affiliates to the [Executive Office](#) and Board of Directors to determine and achieve the strategic goals and objectives of the Association.

Examples of methods undertaken by House members in pursuing the House Mission are as follows:

1. Advise the Board of Directors (BOD) of the Association.
2. Act as a liaison between the Board and the membership of the Chartered Affiliate.

3. Act as a liaison between the Chartered Affiliate's Board of Directors and the Association Board via the resolutions process, committee reports, communication with House officers, committee chairs, or on the House floor regarding any matter of interest to the membership.
4. Coordinate data collection (as requested) for the Association at the membership and Chartered Affiliate levels.
5. Evaluate for approval the annual budget of the Association.
6. Evaluate for approval the slate of nominees for officer and director positions.
7. Elect members and chairs of the Elections (3 Active members including the chair) and Bylaws (4 Active members of the Association including the chair) Committees.
8. Participate in projects and activities aimed at realizing strategic plan and objectives of the Association.

House of Delegates Information

Immediately prior to each meeting of the House of Delegates, an orientation session is held for all newly elected Delegates. Seasoned Delegates who are interested in refreshing their memory are also encouraged to attend. Per House Rules, any Delegate-who has not attended one of the previous two meetings of the House must attend an orientation session to be credentialed to sit and function in the House. If you are unable to attend an orientation session, you will be allowed to attend the House meeting, though you will be allowed neither voice (you may not address the House) nor vote and you will not be allowed to attend the [Executive Session](#) with the Board.

The goal of the orientation session is to maximize the function of new Delegates, as this is of utmost importance in maximizing the efficacy of the House. The topics discussed in the orientation session are determined by the orientation committee and should reflect House information, including but not limited to the resolution process, parliamentary procedure, house rules, and duties of the House Officers.

The Orientation Committee sends a packet of information to each new Delegate to assist with preparation for your first House meeting. This orientation packet contains a copy of the AARC Bylaws, minutes of the prior House of Delegates meeting, and how to access information posted online. As a new Delegate, it is extremely important for you to thoroughly read and study the information provided prior to attending the orientation session.

As you become involved in the activities of the House, you will find that the more homework you do...the better you will be able to function during each meeting. Just as preparation for your orientation session is important, preparation for each meeting that you attend is also important. A thorough review of the House agenda book will be essential to your preparation and will help you to represent your Affiliate to the best of your ability.

House of Delegates orientation materials and information are available on the AARC House of Delegates webpage at: http://c.aarc.org/state_society/aarc_hod/.

Policy HD002 – Composition and Powers

Adopted: July 1985

Reviewed: June 2018

Revised: December 2014

Purpose: Define the composition and powers of delegates.

Policy Statement: The House of Delegates shall consist of at least one and no more than three delegates, elected from the membership of each Chartered Affiliate of the Association and the officers of the House.

The House shall elect such officers, appoint liaisons, standing and special committees, and adopt such rules as it deems necessary to accomplish its duties as specified in the Association Bylaws.

References: AARC Bylaws, October 2017. Article VII, Section 1, 2, 5.

Responsibilities:

- **AARC Executive Office / Management** – Adhere to and observe the AARC Bylaws related to the composition and powers of the House of Delegates.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to the composition and powers of the House of Delegates.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to the composition and powers of the House of Delegates.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to the composition and powers of the House of Delegates.

Specific Policy Information:

1. Each Chartered Affiliate's delegation shall be elected only by those Affiliate's Association's active and life members.
2. The House shall have the power to declare an office vacant, by a two-thirds (2/3) vote, upon refusal or neglect of any House officer to perform the duties of office, or for any conduct deemed prejudicial to the Association or the House of Delegates. Written notice shall be given to the holder of that office that the office has been declared vacant.
3. The House shall meet prior to the Association's Annual Business meeting and at one other time during the year.
 - a. Reports to the House of Delegates are requested not less than fifty-six (56) days before each House of Delegates meeting.
 - b. All reports are due to the AARC Executive Office not less than twenty-eight (28) days before each House of Delegates meeting.

4. Not less than fourteen (14) days prior to each House meeting, the Executive Office shall make available the agenda books. The Executive Office will determine the method of distribution.
5. Activity Reports included in the House agenda book shall follow the AARC Activity Report Format. The House Speaker will set the deadline when reports will need to be received by the Executive Office.

Policy HD003 – Delegations

Adopted: July 1985

Reviewed: May 2017

Revised: June 2016

Purpose: Define a process for delegates to participate as Chartered Affiliate representatives in House meetings.

Policy Statement: Each Chartered Affiliate’s President is responsible for filling out the Delegate credentialing forms and returning them to the Credentials Committee, via the [Executive Office](#), by the deadlines established by the committee.

References: AARC Bylaws, October 2017. Article VII, Section 1, b.; Section 3, a. and c.; Section 4; Section 5; and, Section 6.a.

Responsibilities:

- **AARC Executive Office / Management** – Adhere to and observe the AARC Bylaws related to the Delegation.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to the Delegation.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to the Delegation.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to the Delegation.

Specific Policy Information:

1. Individuals who are seated in the House as delegates shall be appropriately elected by the Active Association members of their affiliate, appropriately designated or credentialed by their affiliate as those individuals whom the affiliate would like to have represent them, and appropriately oriented to the function of the House and the relationship of the House to other organizations within the Association and related respiratory care organizations.
2. The Chartered Affiliate delegate that fail to return the credentialing form(s) by the deadline will be allowed to attend the House meeting but will be denied voice and vote.
3. A delegate attending the House for the first time and any delegate who has not attended two successive House of Delegates meetings must attend an orientation session. A delegate who fails to attend a required orientation will be allowed to attend the meeting but will be denied voice and vote.
4. The role of each delegation shall include the following:
 - a. Represent the Chartered Affiliate’s membership to the leadership of the Association.
 - b. Represent a Chartered Affiliate’s Board of Directors to the leadership of the Association.

- c. Conduct themselves in accordance with House Policies and Procedures.
- d. Attend all House meetings and report the activities to their Chartered Affiliate.
- e. Attend and represent their Chartered Affiliate membership at the Association's Annual Business Meeting.
- f. Serve on or chair House committees as appointed and directed by the House Speaker.
- g. Elect individuals to serve as House officers.
- h. Furnish the Elections Committee with the names of qualified members for nomination as Director-at-Large.
- i. At the direction of their respective Chartered Affiliates, present proposed amendments to the Bylaws Committee.
- j. Attend all Chartered Affiliate board of director meetings.
- k. Report to their Chartered Affiliate, on a timely basis, the deliberations and activities of the House.
- l. Comply with official requests for forms, surveys, and reports within stated deadlines.
- m. Perform such other duties of office as may be necessary or required.

Voting:

Unless excused by the House, each delegation present must vote on a question put before the House. Any delegation absent from the House when a vote is taken, but coming in before the final vote's announcement on any question, may vote immediately, if permitted by the House Speaker.

1. Voice Vote – All matters that come up during House deliberations shall be determined by voice vote. This method shall be the regular voting method on any motion that does not require more than a majority for adoption. Each delegation shall have one vote.
2. Placard Vote – All voice votes that result in close or questionable counts will be recalled and counted by raising the delegations' placard. Any House Officer, the House Parliamentarian, or delegate that doubts the results of a voice vote can request a placard vote. Each delegation shall have one vote.
3. Poll Vote – A poll vote may be taken on any matter directly concerning the Association membership. A poll vote will be taken on any matter if called for by any delegate. A delegation shall have one (1) vote for each Active Member within their Chartered Affiliate.
4. E-Vote – Whenever it is necessary to present any business to the delegations prior to the next House meeting, the e-vote process may be followed as outlined in Policy HD015. Results are tallied by following the placard method.

Membership:

1. Delegations may be composed of one to three members.
2. The President of the Chartered Affiliate may serve as one of the members of the delegation, but this must be specified in the Chartered Affiliate's bylaws.
3. The bylaws of the Chartered Affiliate must also specify that the president, as a member of the delegation, is elected by the AARC Life and Active members of that Chartered Affiliate.
4. The Immediate Past Speaker will confirm that the Chartered Affiliate's bylaws conform to numbers 2 and 3 above.
5. In the event a Chartered Affiliate Delegate position is vacant or if an elected delegate is unable to attend a House meeting or if an elected delegate is serving as a House Officer, the Affiliate may send a substitute delegate. The substitute delegate will have all the privileges of an elected Delegate provided:
 - a. The substitute delegate must be an Association Active or Life member of the Chartered Affiliate, appointed by its president and approved by its board of directors.
 - b. The Chartered Affiliate President must complete a "Substitute for Delegate" form.
 - c. The appointed individual must complete the House Orientation unless they have completed the orientation within the prior two meetings.
 - d. Substitute delegates who are seated in the House will have the privileges of voice and vote.

Policy HD009 – Rules of Order

Adopted: December 1999

Reviewed: May 2017

Revised: May 2012

Purpose: Define the development of policies and Rules of Order to conduct House business and define House Rules and Parliamentary Authority.

Policy Statement: The House of Delegates shall develop, within the framework of the Association bylaws, policies, and Rules of Order to conduct House business.

The House Rules shall remain in force in subsequent House sessions unless they are amended or repealed. The House may amend, repeal or suspend these rules upon a two-thirds (2/3) vote of the delegations.

References: AARC Bylaws, October 2017. Article VII, Section 3 a. and b.

Responsibilities:

- **AARC Executive Office / Management** – Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.

Specific Policy Information:

1. Except when in conflict with the AARC Bylaws, or any approved House rule, the latest edition of Robert’s Rules of Order shall govern the interpretation of the House policies and the procedure to be followed.
2. Each delegation shall be provided identification badges and ribbons which shall serve as proof of office and shall admit members of each delegation to all meetings of the House. In addition, members of each delegation are required to wear their “delegate” identification ribbon while attending the Association Annual Business meeting.
3. The proponent must write all resolutions using the appropriate House form, prior to its introduction into discussion. (See the [Resolutions Committee policy and procedure](#)).
 - a. The House, by a majority vote, can deem a resolution emergency in nature and have it brought immediately to the floor.
 - b.

- c. The House, by a majority vote, can suspend referral of any resolution to the Resolutions Committee and can immediately consider such resolution.
4. While the [Speaker](#) or their designee shall occupy the chair, no member shall address the House or make any motion until after recognition by the Speaker, except to make a parliamentary inquiry, a point of order, or a motion not requiring recognition.
 - a. No member shall address the [Speaker](#) while any other member has the floor, except to present a parliamentary inquiry, a point of order, or a question of privilege regarding the character of the House or of one or more of its members.
 - b. When any member is about to speak or to deliver any matter to the House, the member shall, with all due respect, address the [Speaker](#), state their name and their Chartered Affiliate, and confine themselves strictly to the point of debate.
 - c. While the [Speaker](#) is putting any question to the floor, the members shall remain in their seats and shall not hold any private discussions.
5. No delegation shall speak more than twice on the same motion nor longer than five (5) minutes at any one time unless the House approves a motion to extend debate.
6. All officers and the chairs of committees shall submit written reports in time to be included in the agenda and report book provided to the delegations and officers.
7. The presentation of verbal reports shall be limited to five (5) minutes, unless the Speaker approves a longer time period.
8. The House [Secretary](#) shall call the delegations roll at the beginning of each House session. Each delegation is to respond to the Secretary's call, indicating their presence. If a delegation enters the meeting after the roll has been called, the delegation is to inform the Secretary, in writing, of their presence. A newly elected House officer, who is a delegate at the time of election, may answer the roll call for the delegation until the end of that House meeting, provided that the Chartered Affiliate's other representative was not credentialed for that meeting or was credentialed, but was unable to attend.
9. Joint Session of the Board of Directors with the House of Delegates shall be planned and conducted by the president.
10. On a motion duly made and carried, the House may go into [Executive Session](#) at which only House members shall be present except for those persons the House Speaker deems necessary for conducting business. All matters discussed shall be held by all as strictly confidential and nothing of the proceedings shall be made known to others. Any House member who is suspected of violating this policy may be subject to having a formal complaint filed with the Judicial Committee. A member found to be in violation of [Executive Session](#) policy will be denied seating in the House and the member's status shall be reported to the President of their Chartered Affiliate.

House of Delegates – Officers

Speaker

The Speaker of the House is the presiding officer at all House meetings and the liaison between the House and the Board of Directors. The Speaker prepares the agenda for each meeting based upon consultation with the president, the committee chairs, and the [Executive Office](#). The Speaker appoints the chair and members of all House committees and is also an ex-officio member of each House committee. The Speaker also has the authority to remove chairs and members. It is the Speaker's responsibility to plan and coordinate the activities of the House. It is also their responsibility to assure that business is conducted in a professional atmosphere and to guarantee that each member has an equal opportunity to express their views. The Speaker appoints a Parliamentarian to assist in ensuring that the activities progress in an orderly fashion. The Speaker's instillation is to coincide with the Association President's instillation.

Speaker-elect

The Speaker-elect automatically becomes the Speaker at the conclusion of the Speaker's term of office. She/he also becomes the acting Speaker, assuming all of the duties but not the office of the Speaker, in the event of the Speaker's absence, disability or resignation. The Speaker-elect also performs any other duties the Speaker may assign. The major task for the Speaker-elect is to plan the activities for the following year. This includes determining the goals for the year, committee charges and committee members. The Speaker-elect also serves on the Association Finance Committee and as chair of the Association Audit Subcommittee. A Speaker-elect is elected every two years, serving a two-year term prior to becoming Speaker.

Immediate Past Speaker

The Immediate Past Speaker serves, in the absence of the Speaker, as the liaison between the House and the Executive Board of Directors (the Board). The Immediate Past Speaker is a member of the Board and a member of the House and is the only person within the organization who serves on both bodies. The Immediate Past Speaker has the responsibility with the Executive Office to assure that those individuals who are seated in the House as Delegates have been appropriately elected by the active Association members of their affiliate, appropriately designated or credentialed by their affiliate as those individuals whom the affiliate would like to have represent them, and appropriately oriented to the function of the House and the relationship of the House to other organizations within the Association and related respiratory care organizations.

The Immediate Past Speaker is also required to perform any additional duties the Speaker or the President may assign. This could mean that the Immediate Past Speaker may be required to serve on other House or Association committees if requested. The Immediate Past Speaker attends as much of the House meeting as possible and the entire Board meeting. One very important duty of the Immediate Past Speaker is to report Board activities to the House; however, this is not the sole responsibility. Other individuals, primarily the President and the Speaker, may also report to the House activities that occurred during a particular Board meeting.

Secretary

The Secretary oversees the minutes of each House meeting, conducting roll calls, tallying poll or e-votes, circulating pertinent correspondence, forwarding copies of the minutes to House Officers and delegations, forwarding attendance records of the Delegates to Chartered Affiliate Presidents, and reporting the results of any mail or electronic elections. The Secretary serves as a member of the

Resolutions Committee. The Secretary is also required to perform any additional duties the Speaker may assign. The Secretary is elected every two years, serving a two-year term and can only serve two consecutive terms.

[Treasurer](#)

The Treasurer is responsible for monitoring the House budget and for preparing the budget for the following year. The Treasurer is a working member of the [Association Finance Committee](#) and the Audit Subcommittee, and, along with the Speaker-elect and Past Speaker, provides input into the Association budget decisions from a House perspective. The Treasurer provides information regarding the status of the House accounts to the Delegates. The Treasurer also prepares an analysis of the financial impact of a resolution when requested by its author or the Resolutions Committee. The Treasurer serves as either the chair or a member of the Delegate Assistance Committee, participates in House orientation, and performs any additional duties assigned by the Speaker. The Treasurer is elected every two years, serving a two-year term and can only serve two consecutive terms.

[Parliamentarian](#)

The Speaker of the House will appoint a Parliamentarian to serve during the Speaker's term. The Parliamentarian attends all meetings of the House and the House Officers' meeting. She or he provides advice on matters of parliamentary procedure. In addition, she/he serves as the House Historian and as a member of the [House Elections Committee](#). The Speaker may also assign additional tasks to the Parliamentarian as deemed necessary. The Parliamentarian assists the House Speaker, at the Speaker's request, to ensure that all personnel providing reports are available when needed so that the House to moves in a timely manner through the agenda. The Parliamentarian may also assist members of the House in developing motions or providing information regarding the best way to accomplish the goal at hand.

[Executive Office Liaison](#)

The Executive Office Liaison is available to members of the House to answer questions that may arise in preparation of resolutions or in identifying resource people or materials. The Liaison attends each House meeting to respond to questions regarding [Executive Office](#) procedures and to provide updates on the Association's projects in the membership and public relations arenas. The Liaison serves as a resource to House officers in completing their charges and activities for the year.

[Office Support Staff](#)

The support staff is usually the first point of contact for questions regarding the House activities. The support staff handles the recording of the House meetings, takes notes, and prepares minutes of the meeting in conjunction with the House Secretary. The staff performs administrative functions necessary to the smooth operation of the House including collecting information for and assembling the House agenda books and resolutions. The support staff is also a resource for House committee chairs to help them organize and perform their functions throughout the year.

Policy HD004 – House Officers

Adopted: December 1999

Reviewed: June 2018

Revised: September 2016

Purpose: Define the term of office, elections, position vacancies, and officer duties for the House of Delegates.

Policy Statement: House officers shall be the: Speaker, Speaker-elect, Immediate Past Speaker, Secretary, and Treasurer.

References: AARC Bylaws, October 2017. Article VII, Section 1; Section 3; and, Section 5.

Responsibilities:

- **AARC Executive Office / Management** - Adhere to and observe the AARC Bylaws related to the House Officers.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to the House Officers.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to the House Officers.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to the House Officers.

Specific Policy Information:

Term of Office

1. All Officers' terms shall be for two (2) years and shall begin immediately following the Annual Business meeting.
2. The Speaker and Speaker-elect shall not serve more than one (1) consecutive term in the same office.
3. The Secretary and Treasurer shall not serve more than two (2) consecutive terms in the same office.
4. If the Immediate Past Speaker cannot fulfill the term, the office will remain vacant.
5. A Chartered Affiliate may have a policy stating their delegate, while serving as a House Officer, may have the Delegate's term suspended and may be reinstated for their remaining term as Delegate once their House Officer duties are complete. A substitute Delegate may be appointed by the Affiliate according to House rules in the interim.
 - a. If a current seated Delegate is elected to a House office, they shall resign their seat as Delegate for the term of office. A Delegate elected as Speaker-Elect would resign their position until their term as Immediate Past-Speaker is completed.

- b. The affiliate president may then appoint a substitute Delegate per Association Bylaws and House policy.
- c. An elected officer can come back to the House as the elected Delegate if:
 - i. A replacement Delegate has not been elected by the affiliate members in a regular or special election and,
 - ii. they are still in their term of election.
- d. As a House Officer, the Officer does not represent or vote as their affiliate's Delegate.

Election of Officers

1. The House Speaker-elect fills the position of Speaker. The position of Speaker- elect, Secretary, and Treasurer are filled by an elected House officer or by election of a person who, at the time of nomination, was a delegate.
2. A House Officer shall not hold a position of authority, paid or voluntary, in any Chartered Affiliate during their office term. Candidates holding such positions must submit in writing a conflict resolution plan prior to consideration by the Election Committee.

Vacancies in Office

1. In the event of a vacancy in the office of House Speaker, the Speaker-elect shall become acting Speaker and serve the unexpired term, as well as the Speaker-elect's own successive term, as Speaker.
2. In the event of a vacancy in the office of Speaker-elect, Secretary, or Treasurer, the House officers shall fill the vacancy by appointment, subject to the approval of the House until the vacancy is filled by election.

Duties of House Officers

1. [Speaker](#) - The Speaker shall:
 - a. Preside at all meetings of the House;
 - b. Prepare an agenda for each meeting and submit it to each delegation at least twenty-three (23) days prior to such meeting;
 - c. Appoint a Parliamentarian and may appoint a Sergeant-at-Arms;
 - d. Appoint the chairs and members of House standing and special committees
 - e. Remove the chairs and members of House standing, special and elected committees;
 - f. Invite persons other than delegates to participate in House activities;
 - g. Be an ex-officio member of all House committees except the Elections Committee;

- h. Forward all House-recommended changes to the AARC Bylaws to the Bylaws Committee for review;
 - i. Serve as Chair of the House Executive Committee;
 - j. Attend a minimum of four meetings a year, House of Delegates summer and winter meetings, and spring and winter Board of Directors meetings;
 - k. Schedule and facilitate House of Delegates officer calls, average three to five a year, and participate in Association conference calls, average two to four a year; and,
 - l. Perform other duties that the House may authorize.
2. [Speaker-elect](#) - The Speaker-elect shall:
- a. Become the Speaker at the conclusion of the Speaker's term of office;
 - b. Become acting Speaker and assume the duties of the Speaker in the event of the Speaker's absence, disability, or resignation;
 - c. Assist the Speaker in determining activities and goals for the following year including committee charges and committee members;
 - d. Assist the House Treasurer with the preparation of the House budget for the following year;
 - e. Serve as a member of the Association Finance Committee and Chair of the Audit Subcommittee;
 - f. Perform other duties that the Speaker of the House may assign;
 - g. Attend a minimum of four meetings a year, House of Delegates summer and winter meetings, and spring and winter Board of Directors meetings;
 - h. Participate in House of Delegates officer calls, average three to five a year, and participate in Association conference calls, average two to four a year; and,
 - i. Review Delegate Guide and Policy Manual for possible revisions and updates.
3. [Immediate Past Speaker](#) - The Immediate Past Speaker shall:
- a. Serve as the liaison between the House of Delegates and the Board of Directors;
 - i. The Immediate Past Speaker is a member of the Board of Directors and a member of the House.
 - ii. The Immediate Past Speaker is the only person within the organization who serves on both bodies.
 - iii. The Immediate Past Speaker reports the activities of the Board of Directors to the House.

- b. Collaborate with the Executive Office to ensure that those individuals who are seated as Delegates have been appropriately elected by the Chartered Affiliates active members, appropriately elected or designated by their Affiliate as those individuals whom the Affiliate would like to have represent them, and appropriately oriented to the function of the House and the relationship of the House to other organizations within the Association and related respiratory care organizations;
 - i. The Immediate Past Speaker ensures that credential forms have been sent by the executive office to Affiliate presidents and ensured the credential forms are those individuals who are seated as Delegates are the same individuals who are appropriately elected or appointed by their Affiliate's board to represent their Affiliate.
 - ii. The Immediate Past Speaker must notify the Speaker at least four weeks prior to each meeting of all Affiliates that have appropriately submitted their credential forms.
 - iii. The Immediate Past Speaker collaborates with the Orientation Committee prior to each House meeting to ensure that all new Delegates have been appropriately oriented and have signed the conflict of interest statement before they are officially seated.
 - c. Provide the House with a verbal report on the Board of Director's actions including those that pertain to resolutions forwarded by the House;
 - d. Collaborates with the Executive Office and ensures that the resolution action and tracking form has been updated within 60 days of prior House meeting;
 - e. Attend a minimum of four meetings a year, House of Delegates summer and winter meetings, and spring and winter AARC Board of Directors meetings;
 - f. Participate in House of Delegates officer calls, average three to five a year, and participate in AARC conference calls, average two to four a year; and,
 - g. Perform such other duties that the Speaker or the House may assign.
4. [Secretary](#) - The Secretary shall:
- a. Keep minutes of each House meeting, including roll call, poll votes, or e-votes;
 - b. Circulate House correspondence;
 - c. Forward an attendance record of each House session to all Chartered Affiliate presidents';
 - d. Attend a minimum of four meetings a year, House of Delegates summer and winter meetings, and spring and winter AARC Board of Directors meetings;
 - e. Participate in House of Delegates officer calls, average three to five a year, and participate in AARC conference calls, average two to four a year;

- f. Conduct and report the results of all House correspondence, e-votes and elections; and,
 - g. Perform such other duties that the Speaker or the House may assign.
5. [Treasurer](#) - The Treasurer shall:
- a. With the assistance of the Speaker-elect, prepare the House budget for the following year;
 - b. Participate in the AARC's budget process, serve as a member of the [AARC Finance Committee](#) and Audit Subcommittee and report the actions of the committee to the House;
 - c. Report the Association's financial status to the House on a regular basis;
 - d. Prepare a financial impact analysis of each resolution considered by the House;
 - e. Attend a minimum of four meetings a year, House of Delegates summer and winter meetings, and spring and winter AARC Board of Directors meetings;
 - f. Participate in House of Delegates officer calls, average three to five a year, and participate in AARC conference calls, average two to four a year; and,
 - g. Perform such other duties that the Speaker or the House may assign.
6. All officers shall sign and submit an AARC Conflict of Interest Statement and AARC Tobacco Free Pledge to the association president.

Policy HD006 – Executive Office

Adopted: December 1999

Reviewed: June 2018

Revised: December 2014

Purpose: Provide assistance and administration services to the House between and during meetings.

Policy Statement: There shall be a House liaison, who is a staff member of the Executive Office, to provide administrative services deemed necessary to execute House responsibilities.

References:

Responsibilities:

- **AARC Executive Office / Management** – Adhere to and observe the AARC Bylaws related to the House of Delegates.
- **AARC Executive Board** – Adhere to and observe the AARC Bylaws related to the House of Delegates.
- **AARC House Officers** – Adhere to and observe the AARC Bylaws related to the House of Delegates.
- **AARC House of Delegates Membership** – Adhere to and observe the AARC Bylaws related to the House of Delegates.

Specific Policy Information:

Such support shall include, but not be limited to providing: fully visible Chartered Affiliate identification signs, identification badges for delegates and House officers, a gavel for the Speaker, a sound and recording system for all House meetings, secretarial services during each House meeting and secretarial services for the House between meetings.

Policy HD008 – Parliamentarian

Adopted: December 1999

Reviewed: June 2018

Revised: December 2014

Purpose: Define the role of Parliamentarian to the House of Delegates.

Policy Statement: The House Speaker shall appoint a Parliamentarian who shall serve during the Speaker's term.

References: AARC Bylaws, October 2017. Article VII, Section 1, b.; Section 3 a. and b.

Responsibilities:

- **AARC Executive Office / Management** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.

Specific Policy Information:

The Parliamentarian shall attend all House and House Executive Committee meetings, advise the House, House officers, and committees on parliamentary law matters, serve as the House historian, and serve as a House Elections Committee liaison. The Speaker may assign additional tasks as deemed necessary.

House of Delegates – Committees

The following is a description of the committees that operate as part of the House of Delegates. These are committees that are designated in the House Rules as standing committees. In addition, the Speaker may choose to appoint one or more special or ad hoc committees to deal with issues under discussion. The various committees may be comprised of additional sub-committees and ad hoc workgroups to align with AARC goals and objectives, as appropriate.

Association Committees

The following committees are Association Committees, that is, they all receive their direction from the Association President, not the Speaker. Because they have significant representation by members of the House, they are included in this guide.

[AARC Finance Committee](#)

The Budget Process

The Association Finance Committee is composed of the Executive Committee of the Board of Directors (see the Glossary of Terms for a listing of members), the House Treasurer, and the Speaker-elect. The Finance Committee monitors and reviews the finances of the Association and makes recommendations for action to the Board of Directors. The Association President chairs this committee.

The guiding philosophy in the preparation of the Association budget is to balance a conservative projection of revenues against a realistic projection of expenses. This enables the Association to maximize the level of service to the membership and the profession while maintaining sufficient capital reserves to assure a sound financial future. Using the rates and volumes, and with the input of the President-elect, Association Secretary-Treasurer, Speaker, Speaker-elect, House Treasurer and others, preliminary revenue and expense budgets are developed.

In order to maintain integrity, the revenues and expenses are developed independently, sharing only the approved rates and volumes. Because they are developed independently, and because the preliminary expenses include a wish list, such as new or expanded projects that we believe would enhance our service to the membership and profession, the revenue and expenses are not balanced at that point. The next step is a close review of all accounts. Priorities are established. Some rates and volumes are revised based on the most recent trends. Justifications for all expense items are reviewed. If the budget is still out of balance after this review, and it usually is, both selective and across-the-board cuts may be necessary to bring the budget into balance. The budget overview is distributed at the fall meeting for review and approval by the Board of Directors and the House of Delegates.

[Relationship of the AARC and Daedalus](#)

Daedalus is a fully owned subsidiary of the AARC. Its purpose was to isolate publishing activities for tax purposes to separate the entity which incurs taxable income. Daedalus and the Association operating budgets are separate, but the consolidated budget is a balanced budget. The House of Delegates approves the annual budgets.

Capital Equipment

Typically, the Association does not require a capital budget; however, each year 4% of the budgeted depreciation is set aside for capital expenditures as needed. Capital equipment is defined as furniture, equipment, building or vehicles with a life of more than one year and which cost more than \$500.

[AARC Bylaws Committee](#)

The Bylaws Committee is the reviewing body for proposed changes in the [Association Bylaws](#). The Bylaws Committee, the House of Delegates, Board of Directors or a chartered affiliate can propose changes. If a proposed change is submitted and not withdrawn, it must be distributed to the House and the Board at least sixty (60) calendar days prior to the meeting at which it will be discussed.

Per Association Chartered Affiliate policies, each affiliate must submit their bylaws for review every five (5) years. The Bylaws Committee reviews the affiliate bylaws, examines them for conflict with the AARC Bylaws, and recommends either changes to them or approval by the Board. See the Chartered Affiliates Handbook and the Bylaws tracking sheet under c.aarc.org/state_society/ for more information. The committee is composed of the Immediate Past-President and four (4) active members elected by the House.

[AARC Election Committee](#)

The Association Elections Committee is empowered by the Association Bylaws “to prepare a slate of eligible nominees for the following year’s election.” The importance of this task cannot be overly stressed, as it will have an impact on our Association and profession for years to come. During its deliberations, the committee must adhere to approved policies, procedures, and processes and the provisions of the Association Bylaws. The committee will assure that all information is appropriately documented, and that strict confidentiality is maintained. The committee consists of five members, three elected by the House of Delegates and one elected by the Board of Directors, and the seated Past-President.

House of Delegates Committees

[Affiliate Best Practice Committee](#)

The primary function of the Affiliate Best Practice Committee is to identify Chartered Affiliates that have been recognized for demonstrating best practices in selected areas such as membership, communications, community service, legislative activities, student recruitment or other topics which the committee identifies as worthy of sharing. The committee will solicit information regarding best practices from the Affiliates and have representatives prepare an information-sharing presentation to the House, with the number of presentations per meeting set at the discretion of the Speaker. The committee may also utilize other methods to communicate best practices such as AARConnect.

[Chartered Affiliates Committee](#)

One of the responsibilities of this committee is to concern itself with the activities of the Chartered Affiliates in their relations with the Association, the public, hospitals, health care institutions, regulatory agencies, and other organizations. The Chartered Affiliates Committee is responsible for confirming and providing necessary formal documentation required for Chartered Affiliate Membership in the Association from each delegation. The committee has the responsibility for evaluating applications for the Summit Award. The Summit Award is presented to the chartered affiliate that has documented their efforts and diligence toward excellence in promoting professionalism, the importance of the respiratory care profession and all the successes achieved through the hard work of the chartered affiliate.

It is also the responsibility of the Chartered Affiliates Committee to nominate to the House of Delegates an active member who is not an Association Board of Directors member, Association Officer, House of Delegates Officer, or Association committee chair to receive the Outstanding Affiliate Contributor Award. This individual is someone who has been adjudged by their affiliate President and Delegate as

having contributed to their affiliate a measure of labor that is of a high degree of quality and quantity.

The committee reviews the nominations and each committee member has the responsibility for voting for the individual whom they determine is most deserving of the award. If there is not a plurality on the first vote, subsequent votes are generally handled by telephone due to the time constraints of determining a nominee in time to submit a report for the agenda book for the summer House of Delegates meeting.

The committee is responsible for presenting their nominee at the summer House meeting for confirmation by a vote of the full House of Delegates. The award is then presented during the AARC International Respiratory Congress. In addition, the committee will be asked to review submitted applications and select the House of Delegates' nominees for Life and Honorary Membership, Hudson Award, etc.

[Delegate Assistance Committee](#)

The primary responsibility of the Delegate Assistance Committee is to review and act on requests from Chartered Affiliates for Delegate travel funds according to House policy. The specific policy may be found in the House Policy ([HD010 - Delegate Travel Assistance and Funding](#)). The purpose of these funds is to provide financial assistance for Delegate travel for Chartered Affiliates that have budgetary constraints or financial difficulty to ensure that they are represented at each House meeting. This committee is chaired by the House Treasurer or a House member with at least one full year of experience on the committee.

[House Elections Committee](#)

The Elections Committee's primary function is to coordinate House elections. Election of House Officers and committee members for the [AARC Bylaws](#) and [AARC Elections Committees](#) are held each winter. Nominations for officers and Committees are received at the summer meeting only, unless a nominee's withdrawal leaves the ballot with fewer than two nominees the ballot will reopen during the annual meeting to fill the vacancy. Officers are determined by a majority vote and committee members by a plurality vote. Biographical information on the officer candidates is collected and compiled by the committee and included in the agenda Book for the winter meeting. For a more complete description of the elections process, refer to [Policy HD007](#).

[Orientation Committee](#)

The Orientation Committee of the House of Delegates presents an overview of House and Delegate function to all new Delegates prior each House meeting. The purpose of these activities is to ensure smooth functioning in the House, provide a continuum of information flow within the House, and provide information as to the relationships between the House Delegates and their constituents, and the Association and its Board of Directors. Finally, this committee evaluates its activities by surveying those completing orientation to ensure that the orientation is effective.

[Progress and Transition Committee](#)

The Progress and Transition Committee's primary function, in conjunction with the Orientation Committee, is to evaluate the outcome and effectiveness of House meetings. The committee provides a bridge between the old and the new, often offering recommendations to facilitate that process. This committee has been active in planning cybernetics sessions, assisting committee chairs with the evaluation of their committee members, and updating historical records. The committee includes the following sub-committees: Strategic Objectives and Affiliate Strengthening

[Resolutions Committee](#)

This committee is chaired by a previous committee member. Its members are appointed by the Speaker for a one-year term. House Officers are ex-officio members of the committee and during a House meeting, function as the committee. The committee's purpose is to review submitted resolutions for compliance with the [resolutions guidelines](#).

It is the committee's responsibility to ensure that resolutions brought to the House floor are clear and contain adequate information for responsible consideration by the body.

[Scrutinizing Committee](#)

The Scrutinizing Committee is composed of at least three (3) members of the House of Delegates. It is the duty of this committee to critically examine the minutes of the summer and winter House of Delegates meetings as well as the annual AARC Business Meeting. This committee certifies the accuracy of the submitted minutes.

[Policy and Guide Committee](#)

This committee is responsible for the maintaining the integrity and providing consistent review and revision to the House Policy Manual and Delegate Guide. The committee will work with House standing committees, the AARC Board and its committees to incorporate specific policies and delegate information into the Policy Manual and Delegate Guide. Any revisions must be brought to the House for approval prior to effectiveness and implementation.

[Student Mentorship Committee](#)

The purpose of the committee is to promote the involvement of respiratory students in the business and activities of the House. A [formal application process](#) ensures all students receive the same information about the House, its role in the Association and its affiliates, and pair's students with a willing mentor or the delegation from their Chartered Affiliate. Responsibilities of the committee include: assessing the impact of the mentoring program; evaluating / reviewing the applications annually; sending informational e-mail and student applications to the Education Section, the House, the Affiliate President listserv and program coordinators from the host and neighboring states; formulating announcements of the program on Students Connect; corresponding with applicants to ensure they have all necessary information; soliciting mentors; updating the data base of program participants; and, conducting follow up surveys of participants.

[Professional Volunteerism Committee](#)

The function of this committee is to identify and promote opportunities for volunteerism and mentorship available for respiratory care professionals. Volunteerism is intended to promote good or improve human quality of life. The committee will examine volunteer opportunities for leveraging the specialized skills and talents of respiratory care professionals in support of the Association's mission and goals and improving healthy outcomes in local communities.

Policy HD005 – Committees

Adopted: December 1999

Reviewed: May 2018

Revised: July 2018

Purpose: Define the policies governing House Committees, the composition and duties.

Policy Statement: The standing committees of the House shall be: Affiliate Best Practices, Chartered Affiliates, Delegate Assistance, Elections, Executive, Orientation, Policy and Guide Committee, Professional Volunteerism, Progress & Transition, Resolutions, Student Mentorship, and Scrutinizing. These committees shall report to the House Speaker. The House has responsibility for electing members to the following Association committees: Bylaws, Elections, and Finance.

Special committees may be appointed by the House Speaker. These committees shall report to the House Speaker.

References: AARC Bylaws, October 2017. Article VII, Section 3 and 6.

Responsibilities:

- **AARC Executive Office / Management** - Adhere to and observe the AARC Bylaws related to the House committees.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to the House committees.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to the House committees.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to the House committees.

Specific Policy Information:

Composition, Appointment & Duties of Committees

1. The [AARC Bylaws Committee](#) is the reviewing body for proposed changes in the Association Bylaws. The Bylaws Committee, the House of Delegates, Board of Directors, or a Chartered Affiliate can propose changes. If a proposed change is submitted and not withdrawn, it must be distributed to the House and the Board at least sixty (60) calendar days prior to the meeting at which it will be discussed.

A committee member is expected to respond to emails, view the AARC Bylaws Committee AARC Connect community, and be available for committee conference calls.

The Bylaws Committee is composed of the Immediate Past President and four (4) active members elected by the House. The House elected members do not need to be delegates. The two members elected yearly by the House, serve a 2-year term. The House nominated member

receiving the plurality of votes during this election serves as chair-elect of this committee, then chair. Two candidates are elected each year. See the [Nominations and Elections policy](#) for further clarification.

2. [AARC Elections Committee](#) shall be responsible for preparing, distributing, receiving, and verifying all ballots. The committee shall screen candidates nominated for Director, Officer, and Specialty Section Chair-Elect positions. Nominations for at-Large Directors shall be submitted to the committee only by the House of Delegates. Nominations for Section Chair-elect shall be submitted to the committee only by members of that Specialty Section. Nominations for Officers shall be submitted to the committee only by the Board of Directors.

A committee member is expected to respond to emails, view the AARC Election Committee AARC Connect community, and be available for committee conference calls.

The committee shall be composed of five (5) Active Members; three (3) elected by the House of Delegates, one elected by the Board of Directors, and the seated Past-President. The House elected members do not need to be delegates. Each member, except the seated Past-President, serves a three-year term. The election of members is staggered so that no more than 50% of the committee changes each year. This will provide of one (1) new House elected representative per year. During the first year, the House member serves as a member of the committee, the second year as chair-elect, and the third year as chair. See the [Nominations and Elections policy](#) for further clarification.

3. The [AARC Finance Committee](#) is composed of the Executive Committee of the Board of Directors (see the Glossary of Terms in House Guide for a listing of members), the House Treasurer, and the House Speaker-elect. The Finance Committee monitors and reviews the finances of the Association and makes recommendations for action to the Board of Directors. The Association President chairs this committee.

The guiding philosophy in the preparation of the Association budget is to balance a conservative projection of revenues against a realistic projection of expenses. This enables the Association to maximize the level of service to the membership and the profession while maintaining sufficient capital reserves to assure a sound financial future. Using the rates and volumes, and with the input of the President-elect, Association Secretary-Treasurer, Speaker, Speaker-elect, House Treasurer and others, preliminary revenue and expense budgets are developed.

4. The [Affiliate Best Practices Committee](#) will be composed of a minimum of five (5) House members. It shall be the duty of this committee to coordinate activities with the Chartered Affiliates Committee for affiliates that have been recognized for demonstrating best practices. The Affiliate Best Practices Committee will identify topics of interest and will prepare and present an information-sharing presentation.
5. The [Chartered Affiliates Committee](#) shall consist of the chair and no fewer than three (3) other House members. The committee shall concern itself with the activities of the Chartered Affiliates in their relations with the Association, the public, hospitals, health care institutions, regulatory agencies, and other organizations. It shall also be the duty of this committee to recommend individuals for the Outstanding Affiliate Contributor Award, and Life and Honorary Memberships.

6. The [Delegate Assistance Committee](#) shall be chaired by the House Treasurer or, at the discretion of the Speaker, a member with at least one (1) full year of experience on the committee. The House Treasurer shall serve either as the chair or a voting member of this committee. The committee shall be composed of at least three (3) additional House members appointed by the Speaker. The committee shall disburse delegate travel funds according to House policy.
7. The [Elections Committee](#) shall be composed of the House Parliamentarian and at least three (3) additional House members. Nominees for House officer or AARC committee positions shall not be eligible to serve on this committee. This committee shall prepare, distribute, receive, verify, and tally all ballots received and report the results of the election.
8. The Executive Committee shall be composed of the Speaker, Speaker-elect, Immediate Past-Speaker, House Secretary, and House Treasurer. The House Speaker shall serve as the chair. It shall be the duty of this committee to coordinate and implement the activities of the House of Delegates in order to accomplish its objectives and responsibilities.
9. The [Orientation Committee](#) shall be composed of at least five (5) House members. This committee shall provide an orientation that familiarizes the new delegate with House functions, rules, and parliamentary procedure.
10. The [Progress and Transition Committee](#) shall be composed of at least six (6) House members. This committee shall evaluate the outcome and effectiveness of each House meeting and update the “Historical Overview” after each House meeting. The committee’s findings shall be reported to the Orientation Committee for use in the orientation process.
11. The [Resolutions Committee](#) shall be composed of a minimum of five (5) House members. The chair shall previously have served as a committee member. The House Treasurer shall act as an ex-officio member for the purpose of consultation and analysis of the financial impact of resolutions submitted. This committee shall review all resolutions presented for compliance with the resolutions guidelines and forward all accepted resolutions to the House officers and each Chartered Affiliate delegation at least forty-two (42) days prior to each House meeting. It shall also be the committee’s duty to publicize all pertinent resolutions deadlines to assist any delegation or Chartered Affiliate with the resolutions process as requested and facilitate the computerized tracking and filing of all resolutions brought before the House.
12. The [Scrutinizing Committee](#) shall be composed of at least three (3) House members. This committee shall scrutinize the House meeting minutes and the Annual Business Meeting minutes and certify their accuracy.
13. The [Policy and Guide Committee](#) handles maintaining the integrity and providing consistent review and revision to the House Policy Manual and Delegate Guide. The committee will work with House standing committees, the Association Board and its committees to incorporate specific policies and delegate information into the Policy Manual and Delegate Guide. Any revisions must be brought to the House for approval prior to implementation.
14. The [Student Mentorship Committee’s](#) purpose is to promote the involvement of respiratory students’ in the House business and activities. A formal application process ensures all students receive the same information about the House, its role in the AARC and its affiliates, and pair students with a willing mentor or the Chartered Affiliate delegation. Responsibilities of the

committee include: assessing the impact of the mentoring program, evaluating and reviewing the applications annually, sending informational e-mail and student applications to the Education Section, the House, the Chartered Affiliate President listserv and program coordinators from the host and neighboring affiliates, formulating announcements of the program on Students Connect, corresponding with applicants to ensure they have all necessary information, soliciting mentors, update the program participants database, and conducting follow up surveys of participants.

15. The [Professional Volunteerism Committee](#) is to Identify and promote opportunities for volunteerism and mentorship available for respiratory care professionals. Volunteerism is intended to promote good or improve human quality of life. The committee will examine volunteer opportunities for leveraging the specialized skills and talents of respiratory care professionals in support of the Association mission and goals and improving health outcomes in local communities.

Committee Chair Duties

The chair shall fulfill all objectives assigned by the Speaker or the Association Bylaws, promptly involve all members in committee activities, submit reports in accordance with Association procedure, and hand over all committee materials to the new chair at the conclusion of the term of appointment.

Using AARConnect

AARConnect is the communications gateway for Association Members and Delegates. This medium is a private social network operated by the AARC. As a delegate, you will need to read discussions and access documents that are posted on this site.

There are some short online tutorials to help you become acquainted with AARConnect.

- [How to Use the House of Delegates Community](http://youtu.be/kkQQRi-zz5KE) (<http://youtu.be/kkQQRi-zz5KE>) - This video will help you find and navigate all of the features of the House of Delegates online community. You will learn how to find the community, post documents in the community and access discussions.

If you would like more detailed instructions on using the following individual features of AARConnect, you may want to watch the following tutorials:

- [Using Discussion Lists](http://youtu.be/aRggPIKmGqY) (<http://youtu.be/aRggPIKmGqY>)
- [Library](http://youtu.be/2ytPLDtGk) (<http://youtu.be/2ytPLDtGk>)
- [Building your Profile](http://youtu.be/SizSD9IguBg) (<http://youtu.be/SizSD9IguBg>)

Why AARConnect?

AARConnect allows the House to keep and retain discussions and important documents in a community just for members of the House of Delegates. This is good for tracking and retention of documents and it also allows various committees within the House to have some continuity. Because it is a social network you can “meet” and read about some of your delegate colleagues on their profile pages.

You will receive your communications through emails, but they will always be available to you on the online community.

Guidelines for the AARC's House of Delegates Resolutions Process

The resolutions process adopted by the House is designed to place before the leadership of the AARC issues and concerns of the membership. As a component of the Association leadership, the delegates act as representatives of their respective affiliates to convey concerns and make decisions regarding the issues placed before the body. The following guidelines describe the resolutions process, committee composition, and purpose.

The following guidelines have been developed to assist members of the House of Delegates in the preparation of a resolution for presentation to the House of Delegates. It is an expectation that both the Delegate and Alternate Delegate be familiar with these guidelines. Resolutions accepted for consideration by the House must meet standards described in the following guidelines.

Purpose of Resolutions

Resolutions approved by the House of Delegates reflect majority opinions of that body and offer direction on issues the House considers important to the American Association for Respiratory Care (AARC). The resolution process enables House participation in the governance of the AARC.

Appropriate Issues as Resolutions

1. Issues appropriate for consideration as resolutions can pertain directly to the AARC and its affiliates or they may deal with issues external to the Association. Issues covered by resolutions should be compatible with the [AARC's Strategic Plan](#). Exceptions may be made if the intent of the resolution is to change or redirect that Plan.
2. Resolutions that have been considered without approval in an earlier session are not appropriate for reconsideration as resolutions unless events have occurred that are likely to change the disposition of that resolution. Issues that can be dealt with at various levels of the AARC (i.e. Board, House Officers, AARC Executive Office) may not be appropriate for the House's resolution process. If action on an issue can be achieved through a direct approach to the person or committee involved, that method should be tried first.

The Process of Considering a Resolution

1. *The Resolution Form* ([Sample Resolution Form](#)). Resolutions must be submitted to the chairperson of the [Resolutions Committee](#). Access the electronic form via the Internet on the House website at: http://c.aarc.org/state_society/aarc_hod/. All sections of the resolutions form, with exception of the "Action" Summary, must be completed prior to being accepted for presentation to the House. The electronic submission process is outlined below:
 - a. Fill out the information areas on the submission form.
 - i. Resolution Number - Each resolution is assigned a number associated with an indexing system by the House Secretary. The number designates the category, year and numerical order of the resolution during the session. Beginning in 1993, resolutions will be put into the AARC's computer files and can be retrieved according to category and year.
 - ii. Resolution Statement - This statement describes the issue to be considered. It should clearly describe the action(s) sought. The resolution should include who is responsible for carrying out the resolution and under what time lines.

- iii. Executive Summary - The Executive Summary should be a brief narrative summarizing what you are requesting, emphasizing the primary outcomes and results of implementing your resolution. It should be one paragraph, not exceeding 4-5 sentences. This should be written *last* after completion of the resolution form. Outcomes: Identify the desired outcome of the resolution in one or two sentences. Strengths: Identify how the positive impact of implementation of this resolution. Include 4-5 objectives that are directly tied to the [AARC Mission, Vision](#) and values. For example, some components of the [AARC Mission and Vision statement](#) that may be utilized are: Professional Excellence; Advocacy for the RT; Advocacy for the patient, their families, and the public regarding RT issues; and Advancing the science and practice of respiratory care. Link each objective, in a sentence or two, how the resolution will address each component of the [mission and vision statement](#). Weaknesses: Discuss problems that may possibly occur because of this resolution. Spend some time thinking this through *before* it reaches the House floor. Consider unintended consequences. For example, in the sample Resolution, an unintended consequence of making RRT the minimum entry level into the profession is a workforce shortage, where there are not enough RRTs to hire and other professions take over RT work.
- iv. Opportunities - Identify additional and potential benefits from this Resolution
- v. Potential Barriers - In bullet point form, identify problems that could prevent the success of this Resolution. Provide additional detail if necessary
- vi. Impact of Resolution - This section identifies any group, office or organization that will be impacted by the resolution. Contact with individuals that would be affected by the resolution may be critical in some cases prior to presentation of the resolution. The [House Secretary](#) will contact the author of a resolution if discussion with those affected by the resolution is needed. The resolution's author is then expected to make this contact prior to the resolution's consideration in the House.
- vii. Financial Impact - Include Total Cost Estimate, 1 Year Cost Estimate, Recurring Expenses and Payback (if resolution has revenue implications, how long (in months / years) it will take for the resolution to pay for itself. Identify any other resources required, including Volunteer time and Executive Office time devoted to the implementation of the Resolution. Include Tracking / Outcomes by identifying how success will be identified and how outcomes will be measured and who will be accountable to measure them.
- viii. Relationship of Resolution and the [AARC's Strategic Plan](#) - In this section the author is required to associate the resolution with a specific area of the [AARC's Strategic Plan](#) or to deny any association with the Plan. Most resolutions will be able to be assigned to a part of the [AARC's Strategic Plan](#). A resolution that redirects the [AARC's Strategic Plan](#) should be considered and prepared carefully by the author(s).

- ix. Resolutions Committee’s Recommendation - This section cites acceptance of the resolution for consideration at a House meeting and includes the date of the session at which the resolution will be considered. In the case that critical information is missing from the resolution, this section will note deficiencies that must be corrected prior to consideration of the resolution in a House meeting.
 - b. Action Regarding Resolution - Space has been provided on this form for notation of the outcome of the resolution’s consideration. The official status of the resolution, however, is recorded in the House minutes.
2. *Who May Submit Resolutions?* Resolutions may be submitted by a Delegate, Alternate Delegate or an Affiliate. Typically, resolutions are recommended by the Affiliate and authored by its Delegate or Alternate Delegate. Delegates, Alternate Delegates, or Affiliates may join in any number to sponsor a resolution. A primary author should be identified for communication purposes on every resolution. In the case that no primary author is identified, the first listed name will be considered the primary author.
 3. *Timelines and Schedule for Processing Resolutions.* Deadlines for accepting resolutions will be announced several months prior to the date. The deadline for the next House meeting’s resolutions will be communicated in the [House Secretary’s](#) written and verbal reports. Resolutions accepted for consideration at a House meeting will be mailed to Delegates and Alternate Delegates six weeks (42 days) prior to the House meeting during which they will be considered. Deadlines for resolutions have been set at the minimum times needed for each step of the preparatory process. Financial impact information should be completed by the deadline for submitting resolutions. Late resolutions will be accepted only as emergency resolutions (see 5. For process). A resolution’s author will be notified if the resolution has not been accepted for any reason.
 4. *Consideration of a Resolution on the House Floor.* A first reading of the resolutions to be considered during a House meeting will be done near the beginning of that session. Reports from the AARC’s executive office staff, AARC officers and committee chairs follow this reading. Those giving reports may be asked by the delegations for information they may need for consideration of the resolutions. At a designated place on the agenda, the House Speaker invites the House to consider the Resolutions. Consideration of the Resolutions follows Robert’s Rules of Order. The author of the resolution then summarizes the resolution, its purpose and supporting information. Delegations may address the issue either pro or con under regular House Rules.
 5. *Emergency Resolution Process.* A late resolution may be classified as an emergency resolution by the Executive Committee of the House of Delegates or by a majority vote of the House if the subject of the resolution demands immediate attention. The resolution should be submitted to the House Speaker or to the House Secretary on an official form. If the resolution has a financial impact, it may not be considered without that information.
 6. *Completing the Resolutions Process.* Resolutions approved by the House which seek action outside of the House of Delegates are forwarded to the Board of Directors by the House [Speaker](#). Authors of resolutions that are passed by the HOD will accompany the resolution to

the AARC BOD for participation in discussion, as needed. A resolution will not be considered by the Board until it has been approved by the House. The Board of Directors may then act to carry out the resolution, with or without changes, or to postpone, table or deny the resolution. If the resolution is denied, the House may request a representative from the Board to come before the House for the purpose of explaining the decision taken by the Board. It is understood that this session be informational and courteous. To reconsider a resolution that has been denied by the Board, the House must reintroduce, then reapprove the resolution at a subsequent meeting. With House approval, the resolution will be returned to the Board. The Board's action on the House's resolutions will be reported in the Resolution Tracking following the Board meeting at which they were considered. The resolutions and the accompanying Board decisions will be contained within or attached to House minutes.

7. *Resources*. Resources for developing resolutions include the House Officers, especially current and past House Secretaries, and other Delegates and Alternates. AARC Officers and Board Members, Committee Chairs and Executive Office Staff are also sources of information. All are listed in the AARC's Officiary.

[Sample Resolution Form](#)

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

BUSINESS PLAN

House OF DELEGATES

Resolution # _____ - _____ - _____

Resolved

that _____

The resolution shall be one clear statement, as simple as possible

Executive Summary

Outcome

Strengths

Weaknesses

Opportunities

Potential Barriers

Financial Impact

Cost estimate

Resources Required

AARC Resource in time, dollars (if applicable)

Volunteer Resources in time

This resolution will impact the following (check all that pertain):

_____ AARC Bylaws _____ Section _____ Executive Office _____ AARC Officers & BOD

_____ House _____ NBRC _____ Affiliates

General Membership State/Federal Legislation CoARC
 Other (Please list) education programs _____

Relationship to AARC's Strategic Plan:

Develop Art & Science of RC Develop Human Resources
 Increase Membership Increase Financial Resource
 Increase Organizational Effectiveness Not Related

		<u>ACTION</u>		
_____ Author		<u>House</u>	Date_____	<u>BOD</u>
State	Phone	_____	Amended	_____
_____ Co-Author		_____	Passed	_____
_____ Co-Author		_____	Defeated	_____
State	Phone	_____	Tabled	_____
_____ Co-Sponsors		_____	Referred to	_____
_____ Co-Sponsors		_____	Report back due	_____
_____ Co-Sponsors		_____	Postponed until	_____
Date Submitted	Date Received			

E-Vote Process

The House, when deemed necessary by the Speaker, will utilize an [e-voting process](#) to expedite certain resolutions or actions that could not wait or could not be completed at a scheduled meeting. E-voting will follow specific guidelines and established parliamentary procedure.

General Guidelines

1. All correspondence will be conducted on the AARConnect.
2. No delegation shall speak more than twice on the same resolution or amendment.
3. The Speaker reserves the right to end any electronic discussion when it becomes apparent that the level of controversy is better handled in a regular meeting.

Usage of the e-vote process

E-voting is limited to time-sensitive resolutions, as defined by the Association Bylaws or House Policies with defined time-periods, when a decision is needed prior to the next regular House meeting; committee reports with no resolutions; or Association Bylaws' changes during the second reading; assuming no significant comments were brought forth by the membership. Bylaws committee chair will consult with the House Executive Committee regarding membership comments.

Policy HD015 – Electronic Voting

Developed: May 2015

Adopted: July 2015

Revised: N/A

Purpose: Define acceptable use and outline the procedure for the House to conduct electronic voting (e-voting).

Policy statement: The House, when deemed necessary by the Speaker, will utilize an e-voting process to expedite certain resolutions or actions that could not wait or could not be completed at a scheduled meeting. E-voting will follow specific guidelines and established parliamentary procedure.

References: AARC Bylaws, October 2017. Article VII, sections 6 and 7.

Responsibilities:

AARC Executive office / Management – Adhere to and observe the AARC Bylaws related to proper recordkeeping and voting communication.

AARC Executive Board – Adhere to and observe the AARC Bylaws related to the composition and powers of the House of Delegates.

Officers of the AARC House of Delegates – Adhere to and observe the AARC Bylaws related to the House Officers.

AARC House of Delegate Membership - Adhere to and observe the AARC Bylaws related to the House duties, voting, and committees.

Specific Policy Information

1. The Speaker shall determine and address the House on the necessity of conducting an electronic vote. In determining the necessity, the Speaker will consider at least the following:
 - a. How soon a decision is required;
 - b. whether the decision would be better made after further in person discussion and whether alternatives should be considered; and,
 - c. whether all Delegates will have sufficient information to make an informed decision.
2. The Speaker will address the House AARC Connect discussion with issue and indicate exactly what will be voted on after the discussion period.
3. Any Delegate can request that an issue be voted on through the e-vote process once determined necessary by the Speaker.
4. Poll voting will not take place via electronic voting system.

5. Discussion etiquette

- a. All correspondence will be conducted on the AARConnect.
 - b. Delegates will include their first and last name and affiliation.
 - c. When referencing other e-mail messages, specific passages shall be quoted prefaced by the originator's name, [John Smith wrote]. Full-text messages should not be quoted or present.
 - d. No delegation shall speak more than twice on the same resolution or amendment.
6. At the Speaker's determination, any off-list correspondence may invalidate the e-vote process.
 7. The Speaker reserves the right to end any electronic discussion when it becomes apparent that the level of controversy is better handled in a regular meeting.
 8. There is no motion to "Call the question" on the e-voting unless there has been no discussion for four (4) days after the Secretary sends a reminder message.
 9. Delegations who have not voted will be recorded as abstaining.
 10. The voting results are effective on the date of the announced e-vote result and will be included in the minutes of the next House meeting.
 11. Resolutions requiring a two-third (2/3) affirmative vote that is not obtained during the voting period, at the Speaker's discretion, can be opened for an additional seven (7) day voting period. If a two-third (2/3) affirmative vote is not obtained, the resolutions electronic voting will die. The resolution can be readdressed during a regular House meeting.

Usage of the e-vote process is limited to

12. Time-sensitive resolutions, as defined by the Association Bylaws or House Policies with defined time-periods, when a decision is needed prior to the next regular House meeting;
13. Committee reports with no resolutions; or
14. Association Bylaws' changes during the second reading; assuming no significant comments were brought forth by the membership. Bylaws committee chair will consult with the House Executive Committee regarding membership comments.

Electronic voting process

15. The Secretary will post on the House AARConnect the resolution and indicate the individual or committee making the resolution. The message subject header will indicate the resolution name and number.
16. The resolution will be seconded by any Delegate other than the resolution originator. If after three (3) days ending 9 pm Pacific Time there is no second, the resolution will die. The exception to a second will be committee reports.

17. Once the resolution is seconded

- a. The Speaker will open the discussion period which will take place over fourteen (14) days so as to be able to involve everyone. The Speaker will indicate the exact dates.
- b. The Speaker will indicate the time sensitivity of the topic.

18. Amendments may be posted any time during the debate period.

- a. The form of the amendment subject line will indicate the amendment with the amendment title.
- b. A second to the amendment should be sent within three (3) days ending 9 pm Pacific Time. If no second, the amendment will die.
- c. The Speaker opens the seconded amendment for debate and re-issues a timeline, if necessary.
- d. All amendments will follow the procedure outlined in 18 a, b, and c.
- e. Voting on amendments will follow the procedure outlined in 20.
- f. Discussion and voting on multiple amendments shall not be concurrent.
- g. Any time remaining from the prior resolution or amendment will resume where discussion time period ended.

19. All discussion will take place under the message sent by the Secretary. Any new discussion posting will be considered “out-of-order.” The Secretary will post a message indicating such and discussions will be disregarded.

20. Voting

- a. After the discussion period ends, the Speaker will announce a seven (7) day voting period on the resolution or amendments ending at 9 pm Pacific Time. Through AARConnect the Speaker will indicate the exact dates in a message.
- b. The Secretary posts the resolution, including any amendments, with the message subject header: “*Motion to Vote: subject header*” or “*Motion to Vote as amended.*”
- c. All voting will be conducted through the designated electronic (web-based) voting system.
- d. Votes posted to AARConnect or emailed and not electronically submitted through the voting system will be disregarded. These posts will be marked as “inappropriate” by the moderator and the post will be removed from the discussion.
- e. Two days prior to deadline of vote, the House Secretary will contact via email those affiliates that have not submitted their votes. This information is to be shared with the Speaker.

- f. The House Secretary and Parliamentarian will track
 - i. Amendments and motions and its originator;
 - ii. discussion time frame; and
 - iii. voting time frame.
- g. Results will be verified by the House Secretary and Parliamentarian and reported by the House Secretary.

Extenuating Circumstances

- 21. In the event that the electronic system fails to operate properly or the technology provider is unable to deliver the services required during the voting period
 - a. If the failure is not rectifiable, the Speaker may decide to terminate electronic voting during the applicable voting period, and institute another form of voting to decide the matter.
 - b. If the failure is temporary with the result that a Delegate was unable to cast their vote electronically, the Speaker will authorize the House Secretary to review such claim and to accept a vote from such Delegate in such alternative manner as is determined appropriate in the discretion of the Speaker, provided reasonable evidence exists of the said Delegate's inability to vote electronically as a result of the failure.
 - c. The Speaker shall be at liberty to require logs of any electronic voting activity from the technology provider to evidence the foregoing.

Electronic (Web-based) Voting System

- 22. The House Executive Officers will ensure that the electronic system selected to process and manage the electronic voting provides a reasonable levels of security, including:
 - a. Features that ensure Delegates are only able to cast a single vote;
 - b. restricting the matters that Delegates are entitled to electronically vote on the stated resolution or amendment; and
 - c. voting only during the designated timeframe.

Rationale log for revisions – N/A

Basics of Parliamentary Procedure

Information about parliamentary procedure is available on the House of Delegates webpage at: http://c.aarc.org/state_society/aarc_hod/.

Parliamentary Procedure Basics

Introduction

Parliamentary procedure refers to the *rules of democracy*—that is, the commonly accepted way in which a group of people come together, present and discuss possible courses of action, and make decisions.

Parliamentary procedure is used by all types of decision-making bodies on a daily basis: school boards, homeowners' associations, city councils, and non-profit boards of directors, for example. Parliamentary procedure also defines what duties people typically have when they are elected the president, secretary, or treasurer of an organization.

Fundamentally, parliamentary procedure defines how groups of people, no matter how formal or informal, can most effectively meet and make decisions in a fair, consistent manner—and make good use of everyone's time. Even a basic background in parliamentary principles can help you and your organization hold more efficient meetings.

Definition - *Parliamentary procedure*, often used interchangeably with “parliamentary law,” is more correctly defined as parliamentary law in combination with the *rules of order* that a given assembly or organization has adopted.

Parliamentary law is:

- Rules of the game of democracy.
- Rules that govern procedures by which civil and criminal laws are made and adopted.
- Rules and customs that govern deliberative and decision-making assemblies and organizations.

The term *rules of order* refer to written rules of parliamentary procedure formally adopted by a group of people or by an organization. These rules relate to the orderly transaction of business in meetings and to the duties of officers in facilitating the conduct of business. Written rules of order help ensure that the organization functions smoothly and that questions about procedure can be resolved quickly and fairly. An organization's rules of order may include bylaws, standing rules, policy manuals, and other rules.

Objectives

Parliamentary procedure:

- Establishes the purpose and structure of organizations;
- Defines membership classifications, rights, and obligations; and
- Defines rules and procedures for conducting business.

Principles - Parliamentary law is based upon:

- The will of the majority;
- The right of the minority to be heard;
- Protection of the rights of absentees;
- Courtesy and justice for all; and
- Consideration of one subject at a time.

Why use parliamentary procedure?

Knowledge of basic parliamentary procedure prepares a member of any organization to be more effective when participating in business meetings and allows the member to understand and support the fundamental principles of parliamentary law.

Robert's Rules of Order Newly Revised provides perhaps the best summary of the broad benefit of parliamentary law to organizations:

“The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member’s opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.”
(RONR, 10th ed., p. xlviii)

In other words, while parliamentary procedure cannot guarantee that every member of an organization is pleased with the outcome of a decision, it aims to ensure that every member is satisfied by the manner in which the decision was made, and that the organization makes decisions efficiently but with consideration for every member’s opinion.

Parliamentary Basics

While a thorough treatment of parliamentary procedure cannot be condensed onto a few Web pages, there are some basic components of effective meeting procedure that can help anyone improve their participation in or facilitation of business meetings. More information is available through participation in National Association of Parliamentarians® (NAP) – sponsored activities, and through the products and services that NAP provides.

Deliberative Assemblies - Parliamentary procedure is generally applied to the meetings of *deliberative assemblies*. A deliberative assembly has the following distinguishing characteristics:

- It is an independent or autonomous group of people meeting to determine, in full and free discussion, courses of action to be taken in the name of the entire group.
- The group is large enough—usually more than a dozen people—that a degree of formality is needed to make decisions efficiently.
- People having the right to participate (the members of the assembly) are generally free to act within the assembly according to their own judgment.
- In any decision made, the opinion of each member present has equal weight when voting; when a member votes, the member joins others in assuming direct personal responsibility for the decision when voting on the prevailing side.
- If a member does not agree with the decision of the body, this does not constitute withdrawal from the body.

- If there are absentee members—as there usually are—the members present at a regular or properly called meeting act on behalf of the entire membership, subject only to whatever limitations are established in the governing rules.

Types of Deliberative Assembly - The deliberative assembly may exist in many forms. Among the principal types are:

- Mass meeting
- Local assembly of an organized society
- Convention
- Legislative body
- Board

(For more information on the specific characteristics of each of these assemblies, consult *Robert's Rules of Order Newly Revised*.)

Rules That Govern an Organization - An organization is typically governed by several different types of rules. These rules form a hierarchy, with higher-ranking classes of rules superseding those of a lower rank.

Common classes of rules, listed from highest- to lowest-ranking, include:

- Federal, state, and local laws
- Articles of Incorporation
- Bylaws
- Special rules of order
- Standing rules
- Parliamentary authority
- Custom

Consult *Robert's Rules of Order Newly Revised* for more information on each of these types of rules.

Motions - There are several *classes* of motions you may encounter in meetings, listed below. The most commonly used motions belong to the *thirteen ranking motions*. To review the procedure for handling a motion.

Classes of Motions - There are several classes of motions you may encounter in meetings:

The **main motion** is the basis of all parliamentary procedure. All business to be considered by an assembly is introduced by a main motion. This type of motion may only be considered if no other business is pending.

Subsidiary motions are those that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.

Privileged motions are motions that are unrelated to the current motion but are of such urgency or importance that they are considered immediately. These motions are related to members, the organization, and meeting procedure rather than the item of business being considered.

Incidental motions are motions that are related to, or incidental to, the business being considered, but do not directly modify the pending motion. Motions that bring a question again before the assembly, or **bring-back** motions, are a special type of main motion that permits the assembly to consider business that was previously disposed of.

Thirteen ranking motions - The main motion, subsidiary motions, and privileged motions all have rank relative to one another. Table 1 illustrates the motions' rank and basic characteristics.

Presiding - Two essential components of effectively presiding over a meeting are preparing and following an agenda and handling motions fairly and consistently.

Sample Meeting Agenda - (Excerpted from the NAP publication, *The Chair's Guide: Order of Business*)

- Call to Order
- Opening Ceremonies (optional)
- Roll Call (if customary)
- Reading and Approval of Minutes

Table 1 -

Thirteen Ranking Motions

Name of Motion	Is it in order when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?	
Fix the Time to Which to Adjourn*	No	Yes	No	Yes	M	Yes	PRIVILEGED
Adjourn**	No	Yes	No	No	M	No	
Recess*	No	Yes	No	Yes	M	No	
Raise a Question of Privilege	Yes	No	No	No	(1)	No	
Call for the Orders of the Day	Yes	No	No	No	(2)	No	
Lay on the Table	No	Yes	No	No	M	No	SUBSIDIARY
Previous Question	No	Yes	No	No	2/3	Yes	
Limit or Extend Limits of Debate	No	Yes	No	Yes	2/3	(3)	
Postpone to a Certain Time (Definitely)	No	Yes	Yes	Yes	M(4)	Yes	
Commit (Refer to a Committee)	No	Yes	Yes	Yes	M	(5)	
Amend	No	Yes	(6)	Yes	M	Yes	
Postpone Indefinitely	No	Yes	Yes	No	M	(7)	
Main Motion	No	Yes	Yes	Yes	M	Yes	

Based on *Robert's Rules of Order Newly Revised* (RONR)

* A main motion if made when no business pending

** Check RONR for specific rules

- (1) Chair grants
- (2) No vote: demand
- (3) Yes, the unexecuted part may be reconsidered
- (4) 2/3 vote required if made a special order
- (5) Yes, if the committee has not started work
- (6) Yes, if applied to a debatable motion
- (7) Only an affirmative vote may be reconsidered

Sample Meeting Agenda - (Continued)

- Reports of Officers, Boards, and Standing Committees
- Reports of Special Committees (announced only if such committees are prepared or instructed to report)
- Special Orders (announced only if there are special orders)
- Unfinished Business and General Orders
- New Business
- Announcements
- Program (if a program or a speaker is planned for the meeting)
- Adjourn

Procedure for Handling a Main Motion

Obtaining and Assigning the Floor

1. A member rises when no one else has the floor and addresses the chair: “Mr. /Madam President,” “Mr. /Madam Chairman,” or by other proper title. (In a large assembly, the member gives his name and identification.)

The member remains standing and awaits recognition by the chair.

2. The chair recognizes the member by announcing his name or title, or, in a small assembly, by nodding to him.

How the Motion is brought before the Assembly

1. The member makes the motion: “I move that (or ‘to’) ...” and resumes his seat.
2. Another member, without rising, seconds the motion: “I second the motion,” or “I second it” or even just “second.”
3. The chair states the motion: “It is moved and seconded that Are you ready for the question?”

Consideration of the Motion

1. Members debate the motion.
2. The chair puts the motion to a vote.

The chair asks: “Are you ready for the question?” If no one rises to claim the floor, the chair proceeds to take the vote.

The chair says: “The question is on the adoption of the motion that... As many as are in favor, say ‘Aye’”. (Pause for response.) Those opposed, say ‘No’. (Pause for response.)

3. The chair announces the result of the vote.

“The ayes have it, the motion is adopted, and (indicating the effect of the vote),” or

“The no’s have it, and the motion is lost.”

Discussion and Debate - Discussion, or *debate* in parliamentary terms, is how an assembly decides whether a proposed course of action should be followed. Disagreement is healthy, and helps the organization make the best decision *if* discussion is approached fairly and consistently:

- Before speaking in debate, members obtain the floor.
- The person who makes a motion may speak on it first, if he expresses the desire to do so.
- All remarks are addressed to the chair, not to other members.
- Debate is confined to the merits of the motion currently under consideration.
- Debate can only be closed by order of the assembly (2/3 vote), or by the chair if no one seeks the floor for further debate.

Fundamental Rights - The rules of parliamentary law are constructed upon a careful balance of the rights:

- Of the majority,
- Of the minority, especially a strong minority (greater than one third),
- Of individual members,
- Of absentees, and
- Of all these together.

Fundamentally, under the rules of parliamentary law, a deliberative body is a free agent—free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members.

References

- National Association of Parliamentarians. (2008). *Parliamentarian Procedure*. Retrieved 9/26/08 from: <http://parliamentarians.org/procedure.php> (link is not functional)
- National Association of Parliamentarians. (2008). *Parliamentary Basics*. Retrieved 9/26/08 from: <http://parliamentarians.org/ppbasics.php> (link is not functional)
- Florida State Association of Parliamentarians. (2008). *Parliamentarian Law*. Retrieved 9/26/08 from: <http://www.flparliamentarian.com/parliamentarylaw> (link is not functional)

Policy HD009 – Rules of Order

Adopted: December 1999

Reviewed: May 2017

Revised: May 2012

Purpose: Define the development of policies and Rules of Order to conduct House business and define House Rules and Parliamentary Authority.

Policy Statement: The House of Delegates shall develop, within the framework of the Association bylaws, policies, and Rules of Order to conduct House business.

The House Rules shall remain in force in subsequent House sessions unless they are amended or repealed. The House may amend, repeal or suspend these rules upon a two-thirds (2/3) vote of the delegations.

References: AARC Bylaws, October 2017. Article VII, Section 3 a. and b.

Responsibilities:

- **AARC Executive Office / Management** – Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.

Specific Policy Information:

11. Except when in conflict with the AARC Bylaws, or any approved House rule, the latest edition of Robert’s Rules of Order shall govern the interpretation of the House policies and the procedure to be followed.
12. Each delegation shall be provided identification badges and ribbons which shall serve as proof of office and shall admit members of each delegation to all meetings of the House. In addition, members of each delegation are required to wear their “delegate” identification ribbon while attending the Association Annual Business meeting.
13. The proponent must write all resolutions using the appropriate House form, prior to its introduction into discussion. (See the [Resolutions Committee policy and procedure](#)).
 - a. The House, by a majority vote, can deem a resolution emergency in nature and have it brought immediately to the floor.

- b. The House, by a majority vote, can suspend referral of any resolution to the Resolutions Committee and can immediately consider such resolution.
14. While the [Speaker](#) or their designee shall occupy the chair, no member shall address the House or make any motion until after recognition by the Speaker, except to make a parliamentary inquiry, a point of order, or a motion not requiring recognition.
 - a. No member shall address the [Speaker](#) while any other member has the floor, except to present a parliamentary inquiry, a point of order, or a question of privilege regarding the character of the House or of one or more of its members.
 - b. When any member is about to speak or to deliver any matter to the House, the member shall, with all due respect, address the [Speaker](#), state their name and their Chartered Affiliate, and confine themselves strictly to the point of debate.
 - c. While the [Speaker](#) is putting any question to the floor, the members shall remain in their seats and shall not hold any private discussions.
15. No delegation shall speak more than twice on the same motion nor longer than five (5) minutes at any one time unless the House approves a motion to extend debate.
16. All officers and the chairs of committees shall submit written reports in time to be included in the agenda and report book provided to the delegations and officers.
17. The presentation of verbal reports shall be limited to five (5) minutes, unless the Speaker approves a longer time period.
18. The House [Secretary](#) shall call the delegations roll at the beginning of each House session. Each delegation is to respond to the Secretary's call, indicating their presence. If a delegation enters the meeting after the roll has been called, the delegation is to inform the Secretary, in writing, of their presence. A newly elected House officer, who is a delegate at the time of election, may answer the roll call for the delegation until the end of that House meeting, provided that the Chartered Affiliate's other representative was not credentialed for that meeting or was credentialed, but was unable to attend.
19. Joint Session of the Board of Directors with the House of Delegates shall be planned and conducted by the president.
20. On a motion duly made and carried, the House may go into [Executive Session](#) at which only House members shall be present except for those persons the House Speaker deems necessary for conducting business. All matters discussed shall be held by all as strictly confidential and nothing of the proceedings shall be made known to others. Any House member who is suspected of violating this policy may be subject to having a formal complaint filed with the Judicial Committee. A member found to be in violation of [Executive Session](#) policy will be denied seating in the House and the member's status shall be reported to the President of their Chartered Affiliate.

House Calendar / Meeting Format

The House meets twice a year, once during the summer in conjunction with the Summer Forum and once in the fall in conjunction with the annual International Congress. Meetings run over a two- day period. An agenda book is provided to the House containing reports of interest from the House, [AARC Board](#), [AARC Executive Office](#), [BOMA](#), [NBRC](#), [CoARC](#), [ARCF](#), AARC Government Affairs, and other AARC or House committees.

During each meeting resolutions are brought before the House and acted upon. Resolutions passed by the House are sent to the Board for consideration not later than the next regularly scheduled Board meeting. Performance of the House work is not always done during the House meetings. Much time and effort are spent year-round to facilitate accomplishment of House business.

1. House officers include the [Speaker](#), [Speaker-elect](#), [Immediate Past Speaker](#), [Secretary](#), and [Treasurer](#).
2. House standing committees include [Affiliate Best Practices](#), [Chartered Affiliates](#), [Delegate Assistance](#), [Elections](#), Executive, [Orientation](#), [Policy and Guide Committee](#), [Professional Volunteerism](#), [Progress & Transition](#), [Resolutions](#), [Student Mentorship](#), and [Scrutinizing](#). Access to these committees is through appointment as well as indicated interest by a delegate.
3. Special committees are appointed by the Speaker to perform work outside the purview of the [House standing committees](#). These may be referred to by a specific name or by the term “ad hoc”.

Sample Report Format

<Insert Committee Name> Report

Reporter: <Insert Name of Committee Chair or Designee>

Date: <Insert Date of Report>

Resolutions List any resolutions from the committee in numbered format. Begin each resolution as “Resolved, that [insert text of recommendation].”

If there are no resolutions, indicate by “None” or “NA – Not Applicable”

Charges:

List the committee charges in bulleted or numbered format.

Report:

List the activities and actions of the committee in brief, summary format. Bullet or number each activity. Include any outcomes, conclusions, action items and pending items of business.

If there is no report, indicate by “None” or “NA – Not Applicable”

Committee Members:

Reference a general appreciation for the committee’s work.

List each Committee Member. Consider indicating which state they represent.

Delegate Financial Assistance to Attend House Meetings

Delegations needing financial assistance to attend House of Delegates meetings may apply for funds through the [Delegate Assistance Committee](#). Funds shall be disbursed by the committee in accordance with established and approved [policy HD010](#), as well as the [AARC Bylaws](#), Article VII, Section 3a.

[Link to online application for delegate funds](#)

General Guidelines

- Hotel room rates will be funded at one-half of the double occupancy rate, including tax (maximum 3 nights for summer/4 nights for winter if the delegate attends the annual business meeting). If funding is approved by the committee, it will be the responsibility of the attending delegate to locate a roommate. Delegates funded for the additional night, but do not attend the Annual Business Meeting will be responsible for refunding the allowance for the additional night.
- The cost of ground transportation will be funded at the lowest rate determined by the AARC.
- Funding for air travel will not exceed the lowest rate obtainable through the Association's travel agency; proposed airline itineraries should be sent to asha.desai@aacrc.org in addition to your application. The itinerary should include: 1) departing / arriving cities, 2) departing / returning days, 3) departure / arrival times, 4) specific flight numbers, 5) fare class, 6) cost details, and 7) if you have used the AARC discount code.
- Only one (1) member of a Chartered Affiliate's delegation will be funded unless there are excess budgeted funds available; Affiliates requesting funds for their first delegate will be considered before others.
- If the requested funding exceeds the budgeted amount, funds will be distributed based on a percentage of total dollars budgeted to total dollars approved. It will be the responsibility of the Chartered Affiliate to fund the remainder of the dollar amount.
- Those affiliates with lowest funds available in their budget will be priority and may be approved at a higher percentage than those with more sufficient funds.
- The chair of the [Delegate Assistance Committee](#) shall verify that the data on the application forms is correct, make any necessary adjustments, and ensure that all of the information relating to each Chartered Affiliate funding request is mailed to each committee member. When the committee considers a Chartered Affiliate's projected expenses excessive, the chair will be directed to investigate.
- The [Delegate Assistance Committee](#), by majority vote, will approve requests for delegate funding assistance. In the event of a tie, the chair will make the deciding vote.
- Final notification of the committee's decision will be made to all applicants at least thirty (30) days prior to the next House meeting.

Policy HD010 – Delegate Travel Assistance and Funding

Adopted: December 1999

Reviewed: June 2018

Revised: June 2017

Purpose: Define the funding policy for funding delegate assistance for travel.

Policy Statement: Delegations needing financial assistance to attend House meetings may apply for funds through the Delegate Assistance Committee. Funds shall be disbursed by the committee in accordance with established and approved policy.

References: AARC Bylaws, October 2017. Article VII, Section 3. a.

Responsibilities:

- **AARC Executive Office / Management** – Adhere to and observe the AARC Bylaws related to delegate travel assistance.
- **AARC Executive Board** – Adhere to and observe the AARC Bylaws related to delegate travel assistance.
- **AARC House Officers** – Adhere to and observe the AARC Bylaws related to delegate travel assistance.
- **AARC House of Delegates Membership** – Adhere to and observe the AARC Bylaws related to delegate travel assistance.

Specific Policy Information:

1. The chair will notify (via AARConnect) the president and delegate(s) of each Chartered Affiliate that travel funds are available. This mailing is done twice each year at the following times:
 - a. One hundred and twenty (120) days prior to the summer House of Delegates (HOD) meeting for travel to that meeting;
 - b. Within seven (7) days following the summer House meeting for travel to the fall House meeting.
2. This personal mailing shall solicit requests for delegate financial assistance and shall include the following information:
 - a. The deadline date for receipt of the application in the Executive Office;
 - b. That hotel room rates will be funded at one-half of the double occupancy rate, including tax-(3 nights for summer/4 nights for winter if the delegate attends the annual business meeting). If funding is approved by the committee, it will be the responsibility of the attending delegate to locate a roommate. Delegates funded for the additional night, but do not attend the Annual Business Meeting will be responsible for refunding the allowance for the additional night;

- c. The cost of ground transportation will be funded;
 - d. That only one (1) member of a Chartered Affiliate's delegation will receive financial assistance;
 - e. Tickets may be booked through the Association's travel agency. Funding for air travel will not exceed the lowest rate obtainable through the Association's travel agency;
 - f. A [Delegate Assistance Application Form](#) with financial information that includes transportation costs, applicable hotel room rate, the maximum allowable days (per diem) and hotel room nights as approved by the Speaker.
3. The deadline date for receipt of the funding application shall be sixty (60) days prior to the House meeting. All requests received after the deadline will be considered only if adequate funds are available and there is sufficient time to process the appropriate paperwork.
4. The chair shall verify that the data on the [application form](#) is correct, make any necessary adjustments, and ensure that all of the information relating to each Chartered Affiliate funding request is mailed to each committee member. When the committee considers a Chartered Affiliate's projected expenses excessive, the chair will be directed to investigate.
5. The committee, by majority vote, will approve requests for delegate funding assistance. In the event of a tie, the chair and House Officer Liaison will make the deciding vote.
6. If a committee member is representing an affiliate that has applied for funding, that committee member should recuse themselves from the application review and voting process.
7. Final notification of the committee's decision will be made to all applicants at least thirty (30) days prior to the next House meeting.
8. The Association shall allocate sufficient funds to the Delegate Assistance Committee to allow Chartered Affiliates approved for assistance to attend the Annual Business Meeting.
9. No more than 60% of the committee's annual budgeted funds may be dispersed for the summer meeting.
10. If the approved funding exceeds the budgeted amount, funds will be distributed based on a percentage of total dollars budgeted to total dollars approved. It will be the responsibility of the Chartered Affiliate to fund the remainder of the dollar amount requested in the delegate funding application.

Sample Application for Delegate Assistance

Review the [online application](#) for current budget form

Affiliate Budget Summary

Chartered Affiliate:

Treasurer:

Phone:

Current Budget

Starting Balance

Date (mm/dd/yy):

Treasurer E-mail:

--

Revenue

AARC Revenue Sharing

Educational Programs

Other

Total Budgeted Revenue

Expenses

Administrative Expenses

Educational Programs

Legislative Activities

Delegate Expenses

Publications

Membership

Scholarships

Total Budgeted Expenses

Projected Gain (Loss) for Year

--

Budget History

Previous Year
(Actual)

Current Year
(Projected)

Beginning Balance

Revenue

Expenses

Gain (Loss)

Ending Balance

Delegation Information

Review the [online application](#) for current budget form

In addition to the delegate you are requesting funding for, how many other delegates are you sending to the meeting?

Lodging	Regular	Days	Amount*	Total
	Price Per Night*			
	Per Diem			

* This rate represents one half (1/2) the AARC rate plus taxes

NOTE: You can apply for up to 3 days of lodging and per diem for attending Summer House meeting, up to 4 days of lodging and per diem for Fall / Winter House meeting due to AARC Annual Business meeting.

Transportation	Cost (\$)
Air Fare (round trip)	
Ground Transportation (Yes / No)	
Total Expenses	
Affiliate Funds	
Savings Account	
Checking Account	
Scholarship(s)	
Other	
Fund Balance	
Funds Applying for:	

This application form is based on information obtained from affiliate records, and to the best of our knowledge, the data contained in this document is accurate as of the date above.

Electronic-Signature

	Name	Email	Phone
Treasurer:			
Delegate:			
President:			

Reading and Understanding Financial Statements

Financial statements are an important management tool. When correctly prepared and properly interpreted, they contribute to an understanding of the current financial condition, problems and possibilities of the Association.

Financial overview information in the format of an electronic presentation and brochure is available on the House of Delegates webpage at: http://c.aarc.org/state_society/aarc_hod/. This information is designed to help financial and nonfinancial persons make better use of the information in financial statements.

House Supportive Policies

Policy HD007 – Nominations and Elections

Adopted: December 1999

Reviewed: May 2018

Revised: July 2018

Purpose: Describe the process for electing officers and member of AARC committees.

Policy Statement: The House of Delegates shall elect its officers and members of appropriate Association committees.

References: AARC Bylaws, October 2017. Article VII, Section 1, b.; Section 3, a. and b.; Article XII, Section 1, a. and b., Section 2.

Responsibilities:

- **AARC Executive Office / Management** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to nomination and election of officers and members of AARC committees.

Specific Policy Information:

House Officers

1. Nominations for [House officers](#) shall be made from the floor during the summer meeting only. Nominations will open on day one and close prior to adjourning the summer meeting. Elections are held during the fall / winter House meeting.
2. In the event a House member's withdrawal as nominee for a House officer position leaves the ballot with fewer than two nominees, nominations for the office will be reopened at the fall / winter meeting to ensure there is a minimum of two (2) candidates on the ballot. On day one of the fall / winter meeting, the nomination process will be reopened and on day two the ballots will be cast.
3. A nominee for House office will submit an [Officer Nominee Form](#) within thirty (30) days of receipt of same so that it may be posted on AARConnect for review by House of Delegates members. The AARConnect profiles will be used for members nominated at the fall / winter meeting.
4. An impartial House Elections Committee shall be appointed by the House Speaker at the summer meeting.

5. Only House Elections Committee members shall prepare, distribute, receive, verify and tally all the ballots received and report the results of the election.
6. The election shall be by a majority of the valid votes cast during the fall House of Delegates meeting.
 - a. If no candidate receives a majority, the election shall be decided by a runoff election of the two candidates receiving the highest number of votes.
 - b. If no candidate receives a majority after the runoff, the winner will be selected by a secret poll vote between the two candidates. The delegations will have the option of voting with all or part of votes for each Active Member within their Chartered Affiliate.

House Elected Committees

The House of Delegates shall elect members of the AARC Bylaws and Elections Committees as prescribed in the AARC Bylaws.

1. Nominations for the Bylaws and Elections Committee may be made from the floor only at the summer House meeting. Nominations will open on day one and close prior to adjourning the summer meeting. Elections shall be held during the fall / winter House meeting.
2. In the event a House member's withdrawal as nominee for the Association Elections Committee leaves the ballot with fewer than two (2) nominees, nominations for the position will be re-opened at the fall / winter meeting to ensure there is a minimum of two (2) on the ballot. On day one of the fall / winter meeting, the nomination process will be re-opened and on day two the ballots will be cast.
3. In the event a House member's withdrawal as nominee for the Association Bylaws Committee leaves the ballot with fewer than three (3) nominees, nominations for the position will be re-opened at the fall / winter meeting to ensure there is a minimum of three (3) candidates on the ballot. On day one of the fall / winter meeting, the nomination process will be re-opened and on day two the ballots will be cast.
4. The nominees for Association committees will submit a [Nominee Form](#) within thirty (30) days of receipt of same in order to be posted on AARConnect for review by House of Delegates members. The AARConnect profiles will be used for members nominated at the fall / winter meeting.
5. Only House Elections Committee members shall prepare, distribute, receive, verify, and tally all the ballots received and report the results of the election.
6. The election shall be by a plurality of the valid votes cast during the fall House meeting.
 - a. A tie vote between two candidates receiving a plurality shall be determined by a runoff for committee chair-elect.
 - b. In case of a further tie, the winner will be selected by a secret poll vote between the two candidates. The delegations will have the option of voting with all or part of votes for each Active Member within their Chartered Affiliate.

House Officers and Association Committees

When a member of the House of Delegates is nominated for multiple elected Association committees or House offices, the candidate shall withdraw from all but one (1) position. This choice would ideally be the Association committee or House office that the candidate would serve in most effectively in an effort to foster the goals and objectives of the House and the respiratory care profession. This does not preclude the member from committee appointments made by the House Speaker.

Floor Statements:

The following statement is read to the House prior to House Officers nominations:

“Nominations are open for the following House Offices positions: speaker-elect, secretary and treasurer. The speaker-elect term is for two (2) years followed by their respective terms as speaker and past-speaker. The positions of secretary and treasurer is one, two-year term. Each ballot position requires a minimum of two candidates.”

The following statement is read to the House prior to AARC Bylaws and AARC Election Committee nominations:

“Nominations are open for the following AARC committee positions: AARC Bylaws Committee and AARC Elections Committee. The candidates elected to the Bylaws Committee will serve a two-year term and the candidate elected to the Elections Committee will serve a three-year term. The Bylaws Committee requires a minimum of three candidates and Elections Committee requires a minimum of two candidates.”

The following statement is read to the House prior to House Officers elections:

“Elections will begin for House speaker-elect, secretary, and treasurer. The candidate with the majority will win their respective ballot. In the event of a tie, a runoff election of the two candidates receiving the highest number of votes will be held.”

The following statement is read to the House prior to AARC Bylaws and Election Committee elections:

“Elections will begin for the AARC Bylaws and the AARC Election Committee positions. Two candidates are elected to the Bylaws committee and one to the AARC Elections Committee. The Bylaws Committee candidate receiving the plurality of votes will serve as chair-elect, then chair. The Elections Committee candidate will serve as a member the first year, chair-elect the second year, and chair the third year. In the event of a tie for the AARC Bylaws Committee position, a vote between two candidates receiving a plurality shall be determined by a runoff for committee chair-elect position.”

Printed on ballots:

The following statement is printed on the ballot for House Officers elections:

“Elections will begin for House speaker-elect, secretary, and treasurer. The candidate with the majority will win their respective ballot. In the event of a tie, a runoff election of the two candidates receiving the highest number of votes will be held.”

The following statement is printed on the ballot for AARC Bylaws and Election Committee elections:

“Elections will begin for the AARC Bylaws and the AARC Election Committee positions. Two candidates are elected to the Bylaws committee and one to the AARC Elections Committee. The Bylaws Committee candidate receiving the plurality of votes will serve as chair-elect, then chair. The Elections Committee candidate will serve as a member the first year, chair-elect the second year, and chair the third year. In the event of a tie for the AARC Bylaws Committee position, a vote between two candidates receiving a plurality shall be determined by a runoff for committee chair-elect position.”

Sample AARC Committee Nominee Form

**House of Delegates
AARC Committee Nominee Form**

Name _____

Address _____

Position you have been nominated for:

1. AARC member since _____

2. Job title _____

3. Current job _____

4. AARC offices or committees held or served on?

5. House of Delegates offices or committees held or served on?

6. Affiliate offices or committees held or served on?

7. Special qualifications, awards and honors?

8. What would be your goals as House Officer?

Policy HD011 – Media and Press Relations

Adopted: December 1999

Reviewed: May 2017

Revised: July 2015

Purpose: Define guidelines for contact with media and press outlets.

Policy Statement: The House shall develop, within the framework of the Association’s policy and procedure, guidelines for contact with the media and press.

References: AARC Bylaws, October 2017. Article VII, Section 3. a. and AARC Policy #BOD.009

Responsibilities:

- **AARC Executive Office / Management** - Adhere to and observe the AARC Bylaws related to contact with media and press outlets.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to contact with media and press outlets.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to contact with media and press outlets.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to contact with media and press outlets.

Specific Policy Information:

1. Members of the House shall strive to project a positive image of the respiratory care practitioner, the respiratory care profession, the House and the Association.
2. Members of the House shall not misinform or mislead the public through any communication media or press release.
3. House members shall not disclose confidential Association information.
4. Any House member who, as a House representative, conducts an interview or provides information for a media article or press release shall:
 - a. Review the article or press release prior to publication of any statement attributed to them for accuracy; and,
 - b. Have the statement reviewed by the House Speaker for accuracy and approval.

Policy HD012 – Policy Manual Review and Revision

Developed: June 2013

Adopted: July 2013

Reviewed: June 2018

Revised: N/A

Purpose: Annual review, make necessary revisions, and maintain the integrity of House policies and procedures by providing a consistent review and revision process to the House of Delegates Policy and Guide Manual.

Policy Statement: The House of Delegates Policy Manual and Delegate Guide will be reviewed annually by the Policy and Guide Committee, with revisions made as necessary and deemed appropriate. This process also ensures that delegate information is updated on a consistent basis and is current.

References: AARC Bylaws, October 2017. Article VII Section 3.a.

Responsibilities:

- **AARC Executive Office / Management** - Adhere to and observe the AARC Bylaws related to contact with media and press outlets.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws related to contact with media and press outlets.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws related to contact with media and press outlets.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws related to contact with media and press outlets.

Specific Policy Information:

1. Policies and Procedures adopted by the House will not be in conflict with Association policy or its Bylaws. The Policy and Guide Committee will be the caretaker of the House of Delegates Policy and Guide Manual.
2. House policies may be added, rescinded, suspended, or amended by a two-thirds (2/3) vote of the House during any meeting. However, all actions to add, delete, or change these policies are not considered final until reviewed by the Policy and Guide Committee and their recommendation to approve these actions has been submitted to the House Officers.
3. All new or amended policies must first be reviewed by the Policy and Guide Committee to assure compliance with the Association bylaws and policies and any existing House policy.
4. Only currently sitting Officers, Delegates, and the Chair of the Policy and Guide Committee may offer new or amended policies for consideration.

5. The House of Delegates Policy and Guide Manual will be revised as necessary based on the annual review and recommendation of the Policy and Guide Committee.
 - a. House of Delegates Policy and Guide Manual revisions will be forwarded to the House with the Committee's recommendations, if any, prior to the next official House meeting.
 - b. Consideration will be given during the next scheduled official House meeting.
6. The House of Delegates Policy and Guide Manual shall be reviewed in the following manner:
 - a. Even-numbered policies shall be reviewed prior to the Summer House of Delegates meeting on even numbered years.
 - b. Odd-numbered policies shall be reviewed prior to the Summer House of Delegates meeting on odd numbered years.
7. Amendments will be tracked and recorded in succession.

Amending the House of Delegates Policy and Guide Manual

The House of Delegates Policy and Guide Manual may be amended in the following manner:

1. All proposed amendments must be submitted to the Policy and Guide Committee to determine their validity, conflict with any existing House policy or conflict with Association policy or bylaws.
2. The Policy and Guide Committee will then forward the proposed changes to the House with the Committee's recommendations, if any, prior to the next meeting. Consideration will be given during the next scheduled official meeting.
3. A change to the House of Delegates Policy and Guide Manual will be adopted by a two-thirds (2/3) affirmative vote of the House.
4. Following approval by the House, the proposed changes and their justification will be made to the Policy Manual and posted on the House of Delegates website (http://c.aarc.org/state_society/aarc_hod/).

Policy HD013 – Delegation Requirements and Responsibilities – Retired, July 2019.

Developed: October 2013

Adopted: December 2014

Reviewed: May 2017

Revised: July 2015

Purpose: Confirm Chartered Affiliate membership status for the House as indicated in Association Policy.

Policy Statement: The Executive Office will confirm and provide necessary formal documentation required for Chartered Affiliate Membership in the Association from each delegation.

Retired: July 2019

Rationale: HD016 Chartered Affiliate Financial requirements policy adopted.

Policy HD014 – Student Mentorship Scholarship Program

Developed: December 2014

Adopted: December 2014

Reviewed: June 2017

Revised: N/A

Purpose: Define policy for student attendance and funding at AARC House of Delegate Meetings.

Policy statement: AARC Student members wishing to attend the AARC House of Delegates meeting and/or receive funding to assist with attendance must submit a written application to the [Student Mentorship Committee](#). Admittance and funding distribution is determined based upon the established and approved policy. This activity supports initiatives to increase student membership and retention of their membership post-graduation. This also serves as a method of developing new leaders for the Chartered Affiliates and the AARC.

Reference: House Resolution #57-14-1

Responsibilities:

- **AARC Executive Office / Management** - Adhere to and observe the AARC Bylaws related to the Delegation. Provide [Student Mentorship Committee](#) with meetings dates to ensure policy specific deadlines are met. Assist Committee Co-Chairs with the following: ensure all applicants are current AARC members, provide per diems as needed, determine catering cost per student at each meeting location, and share this information with the Student Mentorship Co-Chairs.
- **AARC Executive Board** - Adhere to and observe the AARC Bylaws and policies related to necessary formal documentation required for student membership in the Association.
- **AARC House Officers** - Adhere to and observe the AARC Bylaws and policies related to necessary formal documentation required for student membership in the Association.
- **AARC House of Delegates Membership** - Adhere to and observe the AARC Bylaws and policies related to necessary formal documentation required for student membership in the Association.

Specific Policy Information:

A budget of \$4000 per calendar year has been established to account for the cost of student attendance at the House of Delegates meeting. This budget will be used to account for the cost associated with catering and food expenses for each student and a small per diem (to be used for personal expenses) for students that are not sponsored by their Chartered Affiliate.

1. Requirements - In order to participate in the House Student Mentorship program, applicants must be:
 - a. a student AARC member currently enrolled in a Respiratory Care program, or

- b. a recent graduate of a Respiratory Care program (having graduated in the same year as the House meeting they wish to attend) whose attendance at the House is sponsored by their Chartered Affiliate as a component of a mentorship / scholarship program.
2. Selection – Students are required to submit a formal application
- a. Students will be selected for participation in the [House of Delegates Student Mentorship Program](#) based upon their responses to the essay questions included in the application.
 - b. The [committee](#) will make the selection via electronic vote. In the event of a tie, the chair will make the deciding vote.
 - c. Preference will be given to students who are funded by their Chartered Affiliates
 - d. No more than 20 students will be accepted to the House meeting, regardless of available funds.
 - e. Consideration will be given to ensure a diverse group of students is selected in respect to the Chartered Affiliates represented, programs represented, and program educational levels.
 - f. In the event that a member of the committee is a faculty member at a school one of the applicants attends, that member will recuse themselves from voting in order to avoid a conflict of interest.
3. Financial Assistance and Per Diem
- a. Students applying for the [House of Delegate’s Student Mentorship Program](#), who are student AARC members and not receiving reimbursement or funding from their Chartered Affiliate, may request a \$40 / day per diem with the maximum level of \$80 for two days of full attendance at the House meeting.
 - b. Funding decisions will be made by the [committee](#). This is a competitive process; selection is made based upon the answers to application questions. Consideration will be made to ensure a diverse group of students are in attendance.
 - c. Per Diems
 - i. The chair will validate student attendance with the student mentor at the end of each day of the House meeting.
 - ii. The Executive Office will purchase gift cards in the amount of \$40 for each student participant that meets the eligibility criteria. (If a student attends both days, they will receive two gift cards.)
 - iii. A representative of the Executive Office will distribute gift cards to the students at the end of each day of the House meeting.
 - iv. Students must be present to receive the per diem

- d. No more than 1/3 of the funding will be available for the summer meeting (this will include the cost of catering and per diems).
 - e. The remaining funding will be available for the winter meeting.
 - f. No more than 20 students will be accepted to the House meeting, regardless of available funds.
4. International Congress Registration
- a. Students accepted for the summer and winter House meetings will receive complementary student registration to the International Congress if they attend both full days of the House meeting.
 - b. The chair will validate student attendance with the student mentor at the end of each day of the House meeting. Students who wish to attend the AARC International Congress must attend both full days of the House meeting.
 - i. Failure to attend both days, in their entirety, will result in forfeiture of the complimentary registration (any special circumstance will be reviewed on a case-by-case basis by the committee chairpersons).
 - ii. The committee chair will immediately notify the executive office and/or registration committee of the revoked registration.
5. Application Availability, Deadline for Submission and Student Notification
- a. The application and information letter shall include the following information:
 - i. Financial assistance / per diem amount available
 - ii. Deadline for submission to the chair
 - iii. Eligibility requirements for financial assistance
 - iv. Information regarding complementary registration at the AARC International Congress
 - b. The chair will make available the [House Student Mentorship Application](#) no less than (ninety) 90 days before each House meeting.
 - c. Applications are made available electronically to: all current delegates, Chartered Affiliate Presidents, students (via AARC Connect), educators (via Education Section on AARC Connect), and programs in states near where the meetings are held.
 - d. The chair and the Executive Office will decide upon the deadline for receipt of applications, which will be no less than forty-five (45) days before each House meeting.
 - e. The committee will, by majority vote, approve the list of eligible students. Students will be notified of the committee's decision at least thirty (30) days prior to each House meeting.

The chair will forward recipient names to the Executive office no later than thirty (30) days before the meeting. For the fall / winter House meeting, the Executive Office will forward the names of the students to the International Congress Registration Committee.

[Policy HD016 – Chartered Affiliates Financial Reporting Obligations](#)

Developed: January 2019

Adopted: July 2019

Reviewed:

Revised:

Purpose: Define the Chartered Affiliates financial reporting obligations.

Policy Statement: Chartered Affiliates have a fiduciary responsibility to their membership and the Association in general. The responsibilities and reporting mechanisms that each affiliate must provide to remain in compliance are outlined. The Chartered Affiliates Committee, in collaboration with the Executive Office, is responsible for collection and monitoring the information provided by each affiliate.

References: AARC Bylaws, October 2017. Article XII, Section 1.a. and American Association for Respiratory Care Policy Statement CA.002.

Responsibilities:

- **AARC Executive Office / Management** – Assist in collection of financial reporting information.
- **AARC Executive Board** – Adhere to and observe the AARC Bylaws related to Chartered Affiliates Committee responsibilities.
- **AARC House Officers** – Adhere to and observe the AARC Bylaws related to Chartered Affiliates Committee responsibilities.
- **AARC House of Delegates Membership** – Adhere to and observe the AARC Bylaws related to Chartered Affiliates Committee responsibilities.

Specific Policy Information:

1. A chartered affiliate must biennially provide written documentation to the Chartered Affiliate Committee with proof of their state and federal not-for-profit status.
 - a. Proof of state not-for-profit status must be a letter or other document from the state department of treasury.
 - b. Proof of federal not-for-profit status must be a letter or other document from the Department of the Treasury, Internal Revenue Service must include:
 - i. Employer Identification Number,

- ii. The type of not-for-profit status that the affiliate is recognized as exempt, i.e section 501(c)(3) or 501(c)(6) of the Internal Revenue Code.
 - iii. Proof of annual Form 990 or 990-EZ filing.
 2. A chartered affiliate must biennially provide written documentation with proof that the affiliate treasurer and other checking account signatories are bonded. A copy of the policy cover letter or other provider information indicating an active policy. The fee and bonding level maybe redacted.
 3. A chartered affiliate must biennially provide written documentation that a financial audit, financial review or financial compilation was completed by an independent certified public accountant (CPA) or an independent auditor.
 - a. When an audit is conducted, the affiliate must submit a copy of the independent CPA's or auditor's letter stating the affiliates accounting records and year-end financial statements fairly represent their financial position.
 - b. When a financial review is conducted, the independent CPA's or auditor's letter will be submitted including any recommended modifications that may be necessary to the financial statements for them to be in conformity with general acceptable accounting practices (GAAP).
 - c. When a compilation is conducted, the affiliate will be required to submit with the independent CPA's letter, the affiliate's policy on financial review, and a letter signed by the affiliate president and treasurer that the affiliate follows sound financial management practices. When the affiliate chooses a compilation, an audit or financial review must be completed every six (6) years and a letter submitted to the Chartered Affiliate Committee.
 4. The Chartered Affiliate Committee will annually review the finance report submitted by an affiliate and provide a report to the Audit Subcommittee and House.
 5. The Chartered Affiliate Committee will establish a schedule of when each affiliate will submit the financial report.
 6. An affiliate that does not submit a report or the report is inadequate, the committee will notify the affiliate that they are not in compliance with the Chartered Affiliate Financial Reporting policy.
 - a. Notice will be sent to the affiliate president, treasurer and delegates.
 - b. The notice will inform the affiliate they have 6 months to submit necessary financial documentation or a corrective action plan. The corrective action plan may be implemented in collaboration with the Chartered Affiliate Committee.

- c. The Chartered Affiliate Committee will provide a report to the Audit Subcommittee and House Officers that the delinquent affiliate is complying with the corrective action plan.
7. Failure to comply with this policy for two (2) consecutive reporting years, the Chartered Affiliates Committee may recommend
 - a. an affiliate being denied a seat at a House meeting;
 - b. revenue sharing being placed on hold; or
 - c. rescinding of an affiliated charter.

Definitions use in this policy:

- A **501(c)(3)** organization is must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. They are commonly referred to as charitable organizations that are operated for charitable, educational, religious, literary, or scientific purposes and includes membership associations. Lobbying and political activities are significantly restricted.
- A **501(c)(6)** organizations are operated to promote a common business interest. A membership organization is an example. They are allowed a wide-range of lobbying. The main stipulation is that they are required to disclose to membership the percent of their annual dues that is lobbying.
- **Not-for-profit** describes a type of organization that does not earn profits for its officers or directors. All the money earned by or donated to a not-for-profit organization is used in pursuing the organization's mission and operation.
- **Bonding** adds assurance to a donor, member or vendor that their money is safe with the affiliate. Regardless of affiliate structure, bonding the treasurer protects your affiliates money and investments. There is a variety of bonding patterns but common is individual or group. Costs of bonding vary widely, depending on the number of individuals involved and the amount of money handled, but the cost is reasonable relative to the protection such as policy provides. Insurance providers are sources to assist with determining bonding needs.
- **Certified public accountant** is a designation that distinguishes licensed accounting professionals. These professionals offer financial statement audits and other attestation services to help inform investors about the financial health of organizations according to generally accepted accounting principles (GAAP).
- The **independent auditor or CPA** refers to the fact that the individual is not an employee, member or related to an officer or director of the affiliate.

- An **audit** is an outside, certified public accountant's professional opinion on the accuracy of an organization's year-end financial statements.
- A **financial review** is conducted by an independent CPA to state whether they are aware of any material modifications that should be made to the financial statements for them to be in conformity with GAAP. The independent CPA does not express an opinion as to whether your financial statements are in accordance with GAAP. A review is substantially narrower in scope than an audit. For reporting purposes, the review is not considered an audit.
- A **compilation** is intended for use by outside parties who may appreciate the business's association with an independent CPA without requiring a level of assurance on the accuracy of financial statements. The independent CPA does not obtain any assurance for a compilation because the independent CPA is not required to verify the accuracy or completeness of the information provided or otherwise gather evidence for the purposes of expressing an audit opinion or a review conclusion.

House Supportive Documents

House of Delegates
AARC Committee Nominee Form

Name _____

Address _____

Position you have been nominated for:

1. AARC member since _____

2. Job title _____

3. Current job _____

4. AARC offices or committees held or served on?

5. House of Delegates offices or committees held or served on?

6. Affiliate offices or committees held or served on?

7. Special qualifications, awards and honors?

8. What would be your goals as House Officer?

<Insert Committee Name> Report

Reporter: <Insert Name of Committee Chair or Designee>

Date: <Insert Date of Report>

Resolutions List any resolutions from the committee in numbered format. Begin each resolution as “Resolved, that [insert text of recommendation].”

If there are no resolutions, indicate by “None” or “NA – Not Applicable”

Charges:

List the committee charges in bulleted or numbered format.

Report:

List the activities and actions of the committee in brief, summary format. Bullet or number each activity. Include any outcomes, conclusions, action items and pending items of business.

If there is no report, indicate by “None” or “NA – Not Applicable”

Committee Members:

Reference a general appreciation for the committee’s work.

List each Committee Member. Consider indicating which state they represent.

Chartered Affiliates Financial Reporting Checklist

Instructions:

Chartered Affiliates should complete this report biennially and be submitted to the HOD liaison no later than 60 days prior to the Winter House of Delegates Meeting. The Chartered Affiliates Committee will review for compliance with Policy HDXXX and verify documentation.

Demonstration of Proof of Affiliate Budget & Audit Committee Reports & Quarterly Review

	Check All Which Apply:
	Proof of annual affiliate audit committee report in the affiliate minutes attached.
	Proof of annual affiliate budget approval in the minutes attached.

Demonstration of Proof of Non-for-Profit Status:

	Check All Which Apply: (See policy for definitions)
	Proof of state non-for-profit status by state department of treasure submitted.
	Proof of Federal non-for-profit status submitted which includes employer identification, type of not-for-profit status -501(c)(3) or 501 (c)(6), and proof of annual Form 990 or 990-EZ filing submitted.
	Current status is 501 (c)(3).
	Current status is 501 (c)(6).

Demonstration of Bonding by Affiliate Account Signatories:

	Check All Which Apply: (Treasurer bonding required)
	Proof of affiliate treasurer bonding submitted.
	Proof of executive office bonding submitted (if applicable).
	Proof of affiliate President bonding submitted (if applicable).
	List all additional who are bonded:

Demonstration of Proof of Financial Audit Completion:

	Check All Which Apply: (One must be completed)
	Proof of a complete financial audit completed by an independent Certified Public Accountant (CPA) or independent auditor. Date of last audit:
	Proof of a financial review completed by an independent CPA or independent auditor Date of last review:
	Proof of financial compilation completed by an independent CPA or independent auditor. Date of compilation: Date of last audit or financial review (One must be completed every 6 years):

Affiliate Report Submitted

By:
(Print)

Signature:

Title:

Date:

Contact Phone or Email:

Description of HOD Donation Opportunities

During house of delegate meetings (HOD), state affiliates have the opportunity to donate to various funds. The American Respiratory Care Foundation (ARCF) is a nonprofit organization formed for supporting research, education, and charitable activities. The ARCF seeks to educate the public about respiratory health, assist in the training and continuing education of health care providers, and improve the quality of our environment. Descriptions of various funds can be found below.

AARC Disaster Relief Fund:

The AARC Disaster Relief Fund was established in 1992 and has been used following hurricanes in Florida and Hawaii, earthquakes and fires in California, flooding in the Midwestern states, tornadoes in numerous areas of the country, and in the aftermath of Hurricane Katrina. Members living in federally declared disaster areas may apply for a grant of up to \$500, either **online** or by mail using a **downloadable application** form. Applications will be reviewed at the AARC executive office and will then be sent on to the affiliate president for verification and a recommendation of action. For more information please visit the website.

ARCF International Fellowship Program:

Established in 1990, this program has given non-U.S. health care professionals an opportunity to visit the U.S. and observe respiratory care as it is practiced in the U.S. The American Association for Respiratory Care (AARC) seeks to “promote communication and fellowship among respiratory care professionals in the United States and their counterparts worldwide” by “cooperation, dialogue, and educational exchanges.” For more information, please visit the website.

ARCF Research Foundation:

The American Respiratory Care Foundation is a nonprofit organization formed for the purpose of supporting research, education, and charitable activities. This research endowment will be used to continue to fund research designed for the purpose of documenting the impact of respiratory therapists. Said impact could take the form of clinical or financial outcomes.

ARCF General Fund:

Donations to the General Fund not specifically earmarked for any one purpose but allows the ARCF to use the money in a manner they find most valuable. For more information, please visit the website.

***ARCF Bill Bitzel:**

The Bill Bitzel Memorial Fund was established by Beth Brown and the Georgia Society for Respiratory Care (GSRC) through the ARCF in memory of Bill Bitzel who was serving as one of Georgia’s delegates when he passed. Bill was a passionate Respiratory Therapy manager in Georgia and served in many roles in the GSRC,

including president and delegate. He also served on the Georgia Composite State Board Advisory Committee, which he helped to establish. One of Bill's passions were working with students, as he saw them as the future of the profession and its growth. In Georgia, Bill worked to establish a GSRC Student Camp (student meeting) which focused on developing the student for the professional side of their career and to help guide them in becoming engaged professionals. Once fully endowed, this fund will be utilized to support AARC Affiliates in developing and offering Student Camps/meetings. It is fondly known in Georgia as "The Gator Grant", as Bill was a passionate Florida Gators fan. Affiliates are encouraged to help support this, as once fully endowed, it can be utilized to help support our affiliates.

***ARCF Bill Lamb:**

The Bill Lamb fund was established after his passing and is meant to honor his many years of dedicated service. This fund is not able to award funds donated because it has not yet reached the endowment level. At this time, the award does not have a specific designation unlike the Bill Bitzel fund.

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Resolution Template

House OF DELEGATES

Resolution # _____ - _____ - _____

Resolved

that _____

The resolution shall be one clear statement, as simple as possible

Executive Summary

Outcome

Strengths

Weaknesses

Opportunities

Potential Barriers

Financial Impact

Cost estimate

Resources Required

AARC Resource in time, dollars (if applicable)

Volunteer Resources in time

This resolution will impact the following (check all that pertain):

____ AARC Bylaws ____ Section ____ Executive Office ____ AARC Officers & BOD

____ House ____ NBRC ____ Affiliates

General Membership State/Federal Legislation CoARC
 Other (Please list) education programs _____

Relationship to AARC's Strategic Plan:

Develop Art & Science of RC Develop Human Resources
 Increase Membership Increase Financial Resource
 Increase Organizational Effectiveness Not Related

		<u>ACTION</u>		
Author		<u>House</u>	Date _____	<u>BOD</u>
State	Phone	_____	Amended	_____
		_____	Passed	_____
Co-Author		_____	Defeated	_____
		_____	Tabled	_____
State	Phone	_____	Referred to	_____
		_____	Report back due	_____
Co-Sponsors		_____	Postponed until	_____
		_____		_____
Date Submitted	Date Received			

Committee Action Plan

Committee: _____ Date submitted _____

*INSTRUCTIONS: COMPLETE IN COMMITTEE WORK SESSIONS (PREFERABLY ELECTRONIC FORMAT) AND SEND TO THE HOD SECRETARY
WITHIN 10 DAYS AFTER THE HOD MEETING*

Goal/Expected Outcome:

Co-Chairs: _____ Members: _____

<i>Action Steps</i>	<i>Responsible</i>	<i>Deadline</i>	<i>Resources needed</i>	<i>Potential Barriers</i>	<i>Result/Status</i>
<i>What task will be done?</i>	<i>Who will do it?</i>	<i>By when?</i>	<i>What do you need to complete this step? Who do you need assistance from?</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>

<i>Action Steps</i>	<i>Responsible</i>	<i>Deadline</i>	<i>Resources</i>	<i>Potential Barriers</i>	<i>Result/Status</i>

END OF DOCUMENT – BACK COVER