



USA Swimming House of Delegates

USAS Convention
Friday, September 13th, 2019
St. Louis, Missouri



Introduction

- The major focus of convention is governing our sport
- Order is important if we want to effectively govern ourselves
- Have a voice in a big meeting room



USA Swimming House of Delegates

- USA Swimming House of Delegates on Saturday will consist of:
 - Call to Order
 - Several Reports – Membership, Foundation Report, Credentials Report, State of the Sport
 - Budget
 - Election
 - Rules and Regulations
 - Old and New Business
 - Elections



Robert's Rules of Order

- Parliamentary Procedure - rules used to conduct business at meetings & public gatherings – 1800s
 - USA Swimming House of Delegates & Zone Meetings follow this parliamentary procedure to make decisions
- Fixed Agenda- meetings that use parliamentary procedure typically follow a set agenda
 - As follows: call to order, minutes, officer reports, etc.
 - See handbook for a more detailed explanation



Approaching the Mic

- Approaching the Mic
 - What is it: Before speaking, you must approach the microphone in the aisle
- Why does it exist:
 - In a meeting of 600 people, if everyone is yelling from their seat, things get out of order and the audience cannot clearly follow
- Procedure:
 - Stand Up
 - Walk to mic/line for mic
 - Wait to be recognized by the person running the meeting
 - Identify yourself
 - Speak



Making a Motion

- Motion- to introduce a new piece of business or propose a decision or action
- Motions are:
 - Presented: make your motion after being recognized
 - Seconded: you must have a second for your motion to proceed.
 - Discussed: after your motion is noted, you may expand upon your motion & the floor is open for discussion
 - Put into Question: after debate has finished, a vote will be taken to adopt/reject said motion.



Amending a Motion

- What is it: The ability of a member of a legislative body to make changes to legislative items being considered
- Why does it exist: To allow members to offer different language, offer improvements, or just generally change items being considered
- Procedure:
 - While an item of legislation is being discussed, approach the microphone and “Make a motion to amend ...”
 - Ensure that you have an clear idea of the correct, intended language before speaking at the microphone
 - Stay by the microphone in order to answer questions and explain



Conversation - Germane to the Motion

- What it is: When approaching the mic to state your opinion and stance on legislation, your point of view must be directly related to the item of legislation being considered at that time.
- Why does it exist: To keep the conversation relevant to the item at hand and to ensure the conversation doesn't go off topic
- How to comply
 - Read over the piece of legislation
 - Collect your thoughts
 - Before you speak, ensure that your contribution will be relevant to the legislative item being discussed
 - Share opinion at microphone



Voting Blocks

- What is it: A tool to help us be efficient in our governing process and in our House of Delegates
- Why does it exist: To enable our House of Delegates to make quick decisions about a large number of legislative items
- Procedure:
 - Items of legislation will be considered in blocks (e.g. Block A, Block B, etc.)
 - The items of legislation will be announced, item by item by the Rules Chair
 - If a member of the HOD wants to “Pull” an item, that item is pulled
 - All remaining non-pulled items are voted on at the same time



Pulling an Item of Legislation

- What is it: A tool to ensure members of our House of Delegates have the opportunity to discuss individual items of legislation
- Why does it exist: Because we have legislative voting blocks and we need to ensure that controversial legislative items can be discussed and amended on the HOD floor
- Procedure:
 - As the Rules Chair is calling out items of legislation by number, yell “Pull!”
 - **IF YOU PULL AN ITEM OF LEGISLATION, YOU MUST BE WILLING AND ABLE TO SPEAK TO THE REASON WHY YOU PULLED THE ITEM**



Calling the Question

- What it does: Immediately enters a motion to stop all debate
Why does it exist: To ensure that our governing body can move forward when debate stalls
- Procedure:
 - Approach the microphone
 - Identify yourself
 - Say “I Move to Call the Question”
 - Hope for a Second
 - Vote to end debate and immediately consider the motion on the floor



General Etiquette

- Keep in mind...
 - You must follow order!
 - Write down notes prior to speaking
 - If someone has already stated your point, please sit down.
We don't need to hear the same point twice (or three times).



Questions?