

**NEW YORK STATE BAR ASSOCIATION
RULES OF THE HOUSE OF DELEGATES
ADOPTED JANUARY 24, 1973; AMENDED APRIL 13, 1991; AMENDED NOVEMBER 5, 2022**

1. Chair of the House of Delegates

- (a) The President-Elect shall be the Chair of the House of Delegates. In the absence of the President-Elect, the President shall preside, and in the absence of the President and President-Elect, the Vice-President with seniority of membership shall preside. In the absence of the President, the President-Elect, and all Vice-Presidents, the senior member of the House shall preside.
- (b) The Chair of the House of Delegates shall:
 - (1) Ensure that meetings are conducted in an orderly manner.
 - (2) Decide questions of order and procedure.
- (c) The Chair of the House of Delegates may:
 - (1) Change the order of business at any meeting.
 - (2) Limit the time of debate or discussion on any matter of business.
 - (3) Call for a vote on any matter before the House.

2. Meetings of the House of Delegates

- (a) Unless otherwise ordered by the House, regular meetings shall be held at the time and place designated by the Chair of the House of Delegates, but in no event less than four times in each year including one meeting to be held in conjunction with the Annual Meeting of the Association.
- (b) Any meeting of the House of Delegates may be called at any time, subject to the notice requirements of the Bylaws and subsection c below, by:
 - (1) The President-Elect
 - (2) The President
 - (3) The Executive Committee
 - (4) The Secretary upon the written request of at least 25% of the delegates; provided, however, that the Secretary shall not be required to call such meeting to consider any matter which was considered and acted upon at a meeting of the House held within the previous twelve meetings.
- (c) Notice of any meeting of the House of Delegates shall be sent by the Secretary not less than 15 days prior to the time fixed for such meeting. Notice of any meeting shall be deemed sufficient when written notice of the time and place thereof is given by mail, email, or other electronic transmission by the Secretary to each member of the House of Delegates on or before the 15th day prior to such meeting.

3. Order of Business

- (a) The Chair of the House of Delegates shall determine the order and priority of business at a meeting. A written agenda shall be sent by mail, email, or other electronic transmission by the Secretary to each delegate not less than 15 days prior to the time fixed for the meeting, but additions or deletions may be made to the agenda by the President-Elect, the President, or the Executive Committee.
- (b) Unless permitted by the Chair of the House of Delegates, no resolution may be proposed by a delegate for action at a meeting unless such resolution has been submitted in writing to the Chair of the House of Delegates and the delegates at least 15 days prior to such meeting.
- (c) Delegates shall notify the Chair of the House of Delegates, in writing, by the end of the business day Wednesday prior to the meeting should they intend to introduce a matter of new business or make a motion to table a report or resolution, unless the Chair of the House of Delegates determines that the motion will be heard without such notice.
- (d) If no member has risen in opposition or requested to speak in opposition to a report or resolution, then the Chair of the House of Delegates may invoke the rules of limited debate, limiting comments to no more than three speakers.
- (e) With the exceptions noted below, no delegate shall speak more than three minutes at one time or more than once at the same session upon the same question unless such member obtains the consent of the Chair of the House of Delegates, or a majority of the delegates present at the meeting. The main motion and amendments shall be deemed separate questions. The person presenting the matter under discussion shall have the right to close the debate on that matter. The Chair of the House of Delegates may adjust the length of time for making oral presentations if in his or her judgment the conduct of the business of the House so requires, but such limitations may be removed by majority vote of the delegates present at the meeting.
- (f) Without limitation on the other powers of the House, the House may by majority vote refer any matter coming before it to the Executive Committee or other committee, section, or task force of the Association for further consideration.
- (g) Voting shall be by voice vote, unless the Chair of the House of Delegates directs a division of the House, or, if the delegate is participating remotely, by polling through the videoconference software.
- (h) Robert's Rules of Order, Newly Revised shall govern meetings of the House, except as otherwise provided in these Rules or the Bylaws.

4. Persons in attendance at meetings of the House of Delegates
Meetings of the House shall be open to attendance by members of the Association unless the Executive Committee or the delegates vote to exclude non-delegates from a specified meeting. The Chair of the House of Delegates in his or her discretion may permit attendance at meetings of the House of Delegates by members of the press or members of the public. No non-delegate shall be heard by the House unless requested to speak by the Chair of the House of Delegates or upon the vote of two-thirds of the delegates present at the meeting, provided that such non-delegate shall first disclose the representative nature of his or her appearance, including the name of any client or principal whose interests the non-delegate may represent.

5. Amendments
The Rules of the House of Delegates may be amended at any meeting of the House by a vote of two-thirds of those present, provided that 15 days previous notice in writing of the proposed amendment shall have been given to the delegates.