

**Oregon State Bar House of Delegates  
Rules of Procedure**

*(As amended November 7, 2008)*

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### Rule 1-Meetings of the House

1.1 The House of Delegates shall meet at least annually at a time and place set by the Board of Governors. The President of the Oregon State Bar may call special meetings of the House and shall call a special meeting of the House if requested to do so in writing by twenty five (25) or more delegates. See ORS 9.142(1) and (2).

1.2 Notice of meetings of the House shall be given as required in the Bar Act and in the bylaws and policies of the State Bar.

### Rule 2-Presiding Officer

2.1. The President of the Oregon State Bar shall preside over meetings of the House of Delegates. In the President's absence or inability to act, the President shall designate another officer to preside. See ORS 9.070(1).

2.2 The presiding officer shall preserve order, require observance of the rules of procedure and decide all questions of order and procedure.

2.3. Proceedings of the House of Delegates shall be governed by the Bar Act, the bylaws and policies of the State Bar, these rules and the current edition of Robert's Rules of Order Newly Revised.

### Rule 3-Delegates and Delegations

3.1. Delegates shall be selected as provided in the Bar Act and the bylaws and policies of the State Bar. There shall be no alternate delegates, except that a section or local bar association may designate an alternate delegate, provided the alternate delegate is a person duly authorized in the organization's bylaws or otherwise to act in the section chair's or bar president's stead.

3.2 Delegates must register in person at House meetings. Delegates will be provided with special identification for voting.

### Rule 4-Record of Proceedings

4.1 Proceedings of the House of Delegates shall be recorded stenographically. Meeting transcripts shall be maintained at the OSB Center.

4.2 As soon as practicable after each meeting of the House of Delegates, the Executive Director shall prepare and publish to the Oregon State Bar membership a summary of the actions of the House.

### Rule 5-Agenda and Order of Business

5.1 Members of the Oregon State Bar, members of the House of Delegates, and the Board of Governors may submit questions or measures for placement on the agenda of House meetings as set forth in Rules 5.2 through 5.4.

5.2 At meetings of the House of Delegates the Board of Governors shall submit to the House reports of the proceedings by the Board since the last meeting of the House, reports of the officers and committees of the State Bar, and recommendations of the Board. See ORS 9.142(2).

5.3 Any active member of the Oregon State Bar, by petition signed by at least two percent (2%) of all active members of the State Bar, may submit a question or measure for the agenda of any House of Delegates meeting as provided in the Bar Act. See ORS 9.148(3). The petition must be filed with the Executive Director at least forty-five (45) days before the meeting at which it is to be presented.

5.4 A member of the House of Delegates may submit a question or measure for the agenda of any House of Delegates meeting by delivering a copy of the full text of the item to be presented, including a description of any financial impact, to the Executive Director at least forty-five (45) days in advance of the meeting at which it is to be presented.

5.5 In advance of any meeting of the House of Delegates, the Board of Governors of the Oregon State Bar shall review proposed agenda items for conformity with applicable law and bar policy and propose a preliminary agenda for the meeting. The preliminary agenda, along with notice of the questions or measures the Board determined should not be placed on the agenda, shall be distributed to the membership of the Oregon State Bar at least twenty (20) days prior to the meeting.

5.6 An agenda shall be adopted by the House of Delegates at the commencement of each meeting. Upon motion of a delegate, the House may add to the agenda, prior to its final adoption, any question or measure submitted pursuant to Rules 5.2 to 5.4 above and excluded from the agenda by the Board. The order of business at meetings of the House shall be as set forth in the agenda adopted by the House.

5.7 If the presenter of an agenda item is not available when the meeting has reached that point on the agenda, the item will be moved to the end of the agenda. If the presenter is unavailable when the item is subsequently called, it will be considered withdrawn.

### Rule 6-Quorum

6.1 A majority of the total number of delegates shall constitute a quorum for the transaction of business by the House of Delegates. See ORS 9.142(1).

### Rule 7-Debate

7.1 All active members of the State Bar may participate in the discussion of matters before the House. See ORS 9.148(1). Only delegates may invoke the House rules and parliamentary procedure during meetings of the House.

7.2 The presenter of an item on the agenda shall have five (5) minutes to open and one (1) minute to close. All other speakers shall have a maximum of three (3) minutes for their presentations. The presiding officer may, with the consent of the House, lengthen the time for a speaker's presentation.

7.3 The presiding officer will recognize "pro" and "con" speakers alternately. Those persons wishing to speak to "other" aspects of an issue will be recognized alternately with the "pro" and "con" speakers.

7.4 All speakers from the floor must state their full names and indicate whether they are delegates, and must state whether they are speaking "pro," "con," to a privileged motion or inquiry, or otherwise.

7.5 No person who has spoken "pro" or "con" on an issue will be recognized again until all other persons who wish to speak on that issue have been given the opportunity.

### Rule 8-Voting

8.1 Only delegates may vote. Each delegate has only one vote. Cumulative voting and voting by proxy are not permitted. A delegate's vote will be counted only if the delegate is within the delegate voting area.

8.2 Votes shall be taken as determined by the presiding officer.

8.3 The presiding officer shall not vote except in the event of a tie.

### Rule 9-Attendance

9.1 Meetings of the House of Delegates are open to all members of the Oregon State Bar, the media and the public, except as provided otherwise by the Public Meetings Law (ORS 192.610 et seq.).

### Rule 10-Amendment of Rules

10.1 These rules may be amended by a vote of a majority of the delegates present and voting. Only delegates may propose amendments to these rules. Proposals for amending the rules must be submitted to the Executive director at least forty-five (45) days in advance of the meeting of the House at which the amendment is to be considered.