CHAPTER 9: RULE CHANGE PROCEDURES

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

RULE 101. RESOLUTION, SUBMISSION, CATEGORIES and EFFECTIVE DATES

1. Resolutions may be submitted by any Member Organization (Adult and Life members only), any standing or Ad Hoc Committee of AHA, by a Regional Board of Delegates or by the Board of Directors of AHA. (Res. 40-75) Resolutions submitted by these entities must have:
   a. Received a majority number of affirmative votes (either in person, by phone, by facsimile, by mail, by email or by hand delivery – see CBP 106.1 for Quorum), and
   b. must be accompanied by an actual tally of the votes received,
   c. a statement of which body voted (Member Organization members, Member Organization Board of Directors, Regional Board of Delegates, etc.),
   d. how the vote was taken (at a meeting, by phone, by facsimile, by mail, by email or by hand delivery), and
   e. where the vote is recorded (Member Organization minutes, Member Organization Board minutes, Regional Board of Delegates minutes, etc.).
2. Resolutions may also be submitted by the President of AHA.
3. Resolution Categories
   a) Extraordinary
      i) An Extraordinary Resolution is defined as one that unless expedited would affect:
         (1) The health, safety, or wellbeing of the horse and/or rider; and/or
         (2) The financial wellbeing of AHA, and/or Member Organizations; and/or
         (3) Create a severe hardship or gross unfairness to the Association's recognized events and/or
         (4) The Resolution involves other compelling circumstances, clearly specified and
         (5) The resolution contains an additional description outlining the basis upon which the resolution involves one or more of the "extraordinary circumstances" meriting it for consideration as an "Extraordinary Resolution".
      ii) The resolution MUST clearly define how it meets the above criteria.
      iii) It shall be the responsibility of the Agenda and Resolutions Committee to determine whether such resolution meets the criteria necessary to recommend it as Extraordinary.
      iv) Upon passage, the effective date will be Dec 31 of the year adopted or upon approval by USEF/EC, if applicable. The Executive Committee and/or Board of Directors may make the effective date earlier than **December 31** if urgency is of the utmost importance. Prompt written notice must be given via the Association's web site and/or email and included in the next published handbook.
   b) Standard
      i) Any resolution submitted not meeting the criteria under RULE 101.3.a.
      ii) Upon passage, the effective date for resolutions impacting AHA rule changes will be **December 31** the year after adoption. (i.e., adopted November 2019 – effective December 31, 2020) (Res. 4-08)
      iii) Upon passage, the effective date for resolutions impacting USEF/EC rule changes shall be **December 1** the start of the next USEF competition year, unless the Federation approves an earlier effective date. (i.e., adopted November 2019 – effective December 1, 2020)
4. Resolution Submissions by Deadline:
   a. To the AHA office to be postmarked/electronic transaction dated (BOD 8/00) (Res. 7-93) not later than **August 15** preceding the next Annual Convention. (Res. 2-11) Changes to proposed resolutions shall be accepted no later than 7 days after the resolution submission deadline, except:
      1) At the request of the Agenda and Resolutions Committee to comply with RULE 101. submission requirements.
      2) After the resolutions have been printed for mailing, as an amendment to the resolution pursuant to the Standing Rules of Convention and *Robert's Rules of Order, Newly Revised.*
   b. All resolutions will be made available for electronic download not later than 45 days preceding the next Annual Convention. (Res. 4-08) (Res. 2-11)
5. Resolution Submissions After Deadline:
   a. Any resolution not submitted to the AHA office by the deadline required, must have signatures of 25 Delegates registered to be at that Convention and the name of the Member Organization each is representing, and must be submitted to the AHA office for review by the Agenda and Resolutions Committee postmarked/electronic transaction dated not later than twenty days before the first day of Convention. (Res. 7-97)
      1) Any such resolution determined by the Agenda and Resolutions Committee to be an extraordinary resolution shall be forwarded to the delegates for consideration at that Convention. Any resolution not determined to be extraordinary shall be considered at the Convention the following year. (Res. 72-71) (Res. 9-87) (Res. 7-97) (Res. 4-08)
   b. By a Voting Delegate on the floor of the Convention, provided, that such resolution shall be an amendment of a resolution which has been placed on the floor of the Convention in the regular course of business.
   c. By a Voting Delegate on the floor of the Convention after adoption, by a majority vote of the Convention, or special order of business permitting the same.

RULE 102. RESOLUTION SUBMISSION FORM AND CONTENT

1. Only the Resolved portions of resolutions are voted upon, and, if passed, included in the AHA Handbook (or submitted to USEF/EC). The "Whereas" provisions are optional and considered informational only; they are not a portion of the enacted resolution. Therefore, the "Resolved" must be self-explanatory, self-contained, and unambiguous.
2. Each resolution must be submitted in writing, in the form in which action is desired.
3. Each resolution must contain a viable effective date (taking into consideration time requirements dictated by such things as USEF/EC rules, AHA rules, budgeting time frames, legal requirements, etc.)
4. Resolutions which change, amend, or add to the AHA Handbook or USEF/EC Rules must refer to the specific chapter and rule(s) affected.
5. The "Whereas" section, if used, must contain accurate statements of relevant facts or premises.

6. Any resolution which requires AHA expenditures must contain a detailed financial impact statement based on accurate premises. The AHA office may be contacted by proponents for assistance in obtaining and presenting accurate financial information.
7. Any resolution passed by the Convention Delegates must be self-supporting, or it will be held for the next year's fiscal budget. (Res. 9-91)
8. Each resolution must list the name, phone number and email address (if applicable) of a contact person who, by definition, has the authority to change, withdraw, and/or amend the resolution on behalf of the submitting entity. The contact person should attend the convention.
9. The AHA impact statement for each resolution shall list a contact person. A departmental designation may not be substituted for a person. The contact person and a telephone number, or a designated substitute, shall either be at the Convention or available for consultation during the normal operating hours of the Convention. (Res. 52-96)
10. See AHA Bylaws, Article V, Section 2, Paragraph b for items the Annual Convention does not have authority over.

RULE 103. RESOLUTION REVIEW/AMENDMENT

1. After resolutions are submitted to the AHA office, the Agenda and Resolutions Committee will review them.
   a. The Committee will adjust the effective date, if necessary, to make it viable or to comply with RULE 101.3. (Res. 4-08)
   b. The Committee will strongly urge proponents to withdraw or combine resolutions with comparable intent but has no authority to choose one resolution over another for presentation to the delegates except under the following circumstances.
   c. The Committee will reject resolutions for any of the following reasons:
      1) Resolutions which do not conform to the requirements set forth in this Chapter.
      2) Resolutions which are recommendations; and/or
      3) Resolutions which conflict with *Robert's Rules of Order, Newly Revised.*

      Note: The AHA office may be contacted for assistance in assuring that resolutions conform to the requirements set forth in this Chapter.
   d. The Committee will designate the order in which the resolutions will be presented on the Convention floor.
   e. The Committee will make referrals of acceptable proposed resolutions to committees on the Convention agenda.
2. Amending and withdrawing resolutions:
   a. Subject to the time limits set forth in RULE 101.4. & 101.5, if the proponent desires to change, amend, withdraw, or combine the resolution, an authorization must be signed and submitted (faxed, mailed, emailed, hand delivered) to the AHA office by the designated contact person.
   b. Proponents should consult *Robert's Rules of Order, Newly Revised* for provisions regarding amending and withdrawing resolutions after resolutions are printed for mailing.
   c. Any Committee, Commission or Board that studies a resolution that has been referred to it by the Convention Delegates and wants to return that resolution the following year or thereafter, in the same, amended or changed form must meet the requirements of the date deadlines and follow the rules for submitting resolutions.
   3. Any resolution(s) deemed inactive by the Agenda and Resolutions Committee will be presented as a report and must be approved by the Convention Delegation prior to being removed. This process will be done by "General Consent" by the Convention Delegation. (Res. 4-12)
   4. A Resolution may be made by the Board that amends or replaces a resolution previously adopted by the Delegates. Refer to AHA Bylaws, Article V, Section 3, Paragraph a for complete rules. (Res. 1-25)

RULE 104. PROCEDURES FOR BOARD MOTIONS

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

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

~~2. If information is not available to the Board of Directors within a minimum of 48 hours' notice of review of the Motion, the Motion will automatically be postponed to the next Board of Directors Meeting. Exception: The 48-hour notice may be suspended, and the motion may be considered at that meeting upon a 2/3rd Majority vote of those present. The 2/3rd Majority vote allows for discussion and debate of said motion and does not imply approval. (BOD 1/22)~~

RULE 105. EFFECTIVE DATE OF BOARD MOTIONS

1. Motions regarding rules and other actions which affect the AHA Handbook should become effective in the next year when included in the Handbook.
2. Motions affecting policies, practices, and procedures become effective at the close of the Board meeting subsequent to when they were passed.
3. Motions which concern acknowledgements of accomplishments, direction to Staff or Committees, position statements and other similar motions which do not affect policies, or the Handbook should be effective when passed.
4. If not otherwise permitted by these rules to be effective immediately, the Board may make any motion effective immediately if designated as such and passed by a 2/3 vote of the Board of Directors.
5. The August Board meeting will be the last meeting for rule changes to be incorporated in the Handbook. (**Exception**: rule changes after the August Board of Directors meeting will require a 2/3 vote of the Board to be included in the Handbook).

RULE 106. RULE CLARIFICATIONS (BOD 11/07)

1. The Competition Advisory Committee and AHA Staff may immediately correct misspelled words, minor punctuation errors, missing or incorrect references and other similar clarifications deemed minor in the AHA Handbook.
2. Clarifications involving contradictory language, punctuation errors or missing or incorrect phrases and other wording that cause inconsistent interpretations of the intent of a rule will be reviewed by the Competitions Advisory Committee who will obtain information from all relevant Association Departments or Committees and the USEF Arabian Committee if the clarifications involve the Federation Arabian Division rules.
3. After the review, corrections or clarifications will be brought forth to the AHA Board of Directors for approval. Once approved, written notice must be given via the Associations web site and/or email and included in the next published /website updated AHA Handbook.

RULE 107. POLICIES TO GOVERN THE BUSINESS (BOD 3/23)

1. The Policies to Govern the Business Operations of AHA resides as an addendum to the Board Reference Manual which resides on the AHA website.
2. Categories covered in the policies are:

Category I: Ends

Policy 1.0 AHA Ends Policies

Category II: Management Limitations

Policy 2.0 General Management Constraint
2.1 Treatment of Members
2.2 Treatment of Staff/Volunteers
2.3 Financial Condition and Activities
2.4 Asset Protection
2.5 Financial Planning/Budgeting
2.6 Investment Management

2.7 Emergency ~~Executive Director~~ Chief Executive Officer Succession
2.8 Compensation & Benefits
2.9 Communication and Support to the Executive Committee/Board of Directors

Category III: Executive Committee-Management Delegation

Policy 3.0 Governance-Management Connection
3.1 Accountability of the ~~Executive Director~~ Chief Executive Officer
3.2 Delegation to the ~~Executive Director~~ Chief Executive Officer
3.3 Monitoring ~~Executive Director~~ Chief Executive Officer Performance

Category IV: Governance Process

Policy 4.0 Governance Commitment
4.1 Governing Style & Values
4.2 Executive Committee Job Description
4.3 Agenda Planning
4.4 President's and Officer's Role
4.5 Executive Committee Members' Code of Conduct
4.6 Governing Committees
4.7 Governing Committee Principles
4.8 Governance Budget

3. Financial and contract limitations are addressed in detail in the Policies to Govern the Business Operations.