

A silver metal spiral binding is visible on the left side of the page, looping through a series of holes in the paper.

Introduction to MedChi's House of Delegates and Reference Committee Process

April 2007

Introduction

- Speaker of the House
- Vice Speaker of the House
- The purpose of this presentation is to familiarize you with the Bylaws and Rules that govern the House of Delegates (HOD) and Reference Committees.

Topics of Discussion

- We will be reviewing:
 - ✓ How to write & who can sponsor resolutions
 - ✓ Reference Committee process
 - ✓ House of Delegates procedures
 - ✓ Bylaws and Rules

Writing a Resolution

- A resolution is a way to express an idea or to identify a problem or opportunity.
- Resolutions are structured to express the background of the issue and to lay out a course of action in a logical way so that the need for action is clear.
- All resolutions must include a title, a sponsor and a fiscal note identifying the cost or savings to MedChi.

Writing a Resolution

- Each “Whereas” clause should convey a message with supporting statements. The statements need to define an issue that requires a solution.
- Each “Resolved” clause should reflect what has just been stated and then go on to address what action MedChi should take or what position MedChi should take on the identified topic – each “Resolved” needs to be able to stand alone.

Who Can Sponsor a Resolution?

- Five MedChi members
- A component society
- A recognized specialty society
- A section (Student, Resident, Young Physician, or IMG)
- A MedChi counsel or committee

REFERENCE COMMITTEES

Reference Committee Process

- A Reference Committee is a hearing open to all MedChi members, and staff of MedChi, component and specialty societies.

Who Can Speak?

- Any member of MedChi is privileged to speak on the resolution under consideration.
- Guests, observers and interested outsiders may attend with the permission of the Reference Committee chair.

Defending or Commenting on a Resolution

- A representative(s) from the group sponsoring a resolution needs to be present to defend the resolution.
- When speaking, first identify yourself and then state if you are speaking for or against the issue.
- If you have amendments, write them down and submit the wording to staff.

Serving on a Reference Committee

- The Speaker and Vice Speaker appoint delegates and alternate delegates to serve on a Reference Committee and conduct open hearings.
- Members of a Reference Committee are not allowed to speak on the floor of the House during their report.
- Members of a Reference Committee may ask questions for clarification or may answer questions to clarify.

Serving on a Reference Committee

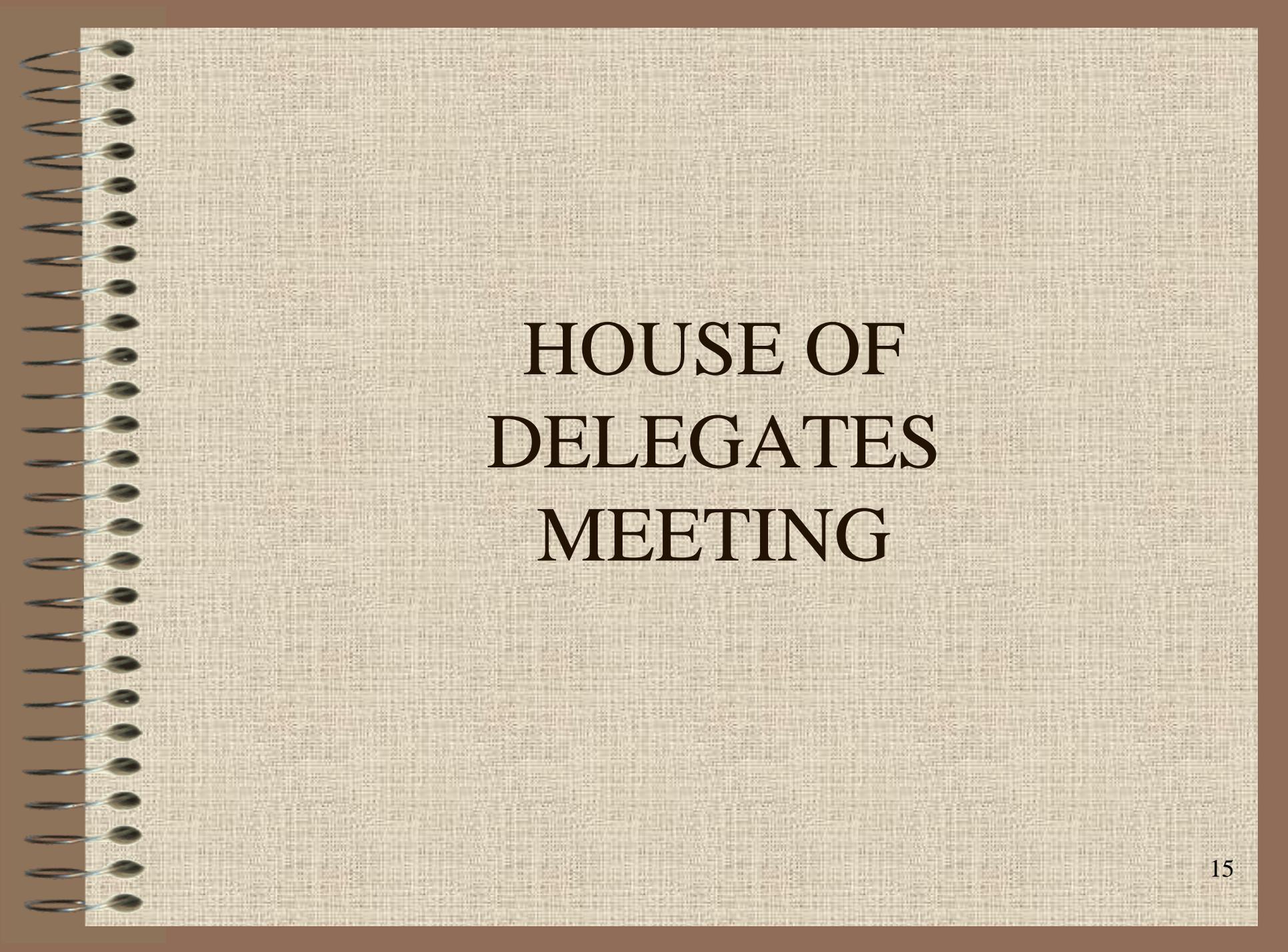
- Members of a Reference Committee must listen carefully and evaluate all of the opinions presented.
- Members of a Reference Committee may not express opinions or enter into arguments with those giving testimony.

Reference Committee Executive Session

- After the open hearings, the Reference Committee goes into executive session to discuss the issues and formulate a report.
- The committee may call into an executive session anyone whom it may wish to hear or question.
- Based upon the input heard in the open testimony and their knowledge of the subject, the committee formulates a report to adopt, reject, amend or refer each issue. ¹³

Reference Committee Report

- The report addresses each issue.
- Items of a non-controversial nature, or which generated little or no debate during the hearings, may be placed on the Consent Calendar.
- The Consent Calendar items shall be listed at the end of the Reference Committee report with a recommendation for adoption, referral or rejection.

A spiral-bound notebook with a light-colored, textured cover. The spiral binding is on the left side. The text is centered on the cover.

HOUSE OF DELEGATES MEETING

What's a Delegate/Alternate Delegate

- The House of Delegates is made up of physicians based on their component, specialty or section.
- A quorum is 50 delegates.
- The component, specialty or section elects representatives to serve as a delegate or alternate delegate.
- The alternate may serve as a delegate when a delegate is absent.
- Delegates get a delegate ribbon for their name badge and are considered credentialed.

Who can speak?

- Delegates and Alternate Delegates that have been credentialed for the meeting may speak on the floor of the House.
- Guests, observers and interested outsiders may, upon recognition by the Speaker, be permitted to speak.
- Delegates and others may speak when called on by the Speaker, i.e., to give a report.
- Remember, the meeting is audio recorded.

Reference Committee Report

- The chair of the Reference Committee reads the report, item by item.
- Delegates may speak on an item, but first must identify themselves and whom they are speaking for, i.e., a component, a specialty, or themselves.
- Discussion may occur for each issue, then the delegates vote.

Reference Committee Report

- When the Consent Calendar is presented for adoption, a request may be made for extraction of any item for debate or individual action.
- Extraction shall be automatic.
- Following adoption of Consent Calendar, items extracted are discussed.

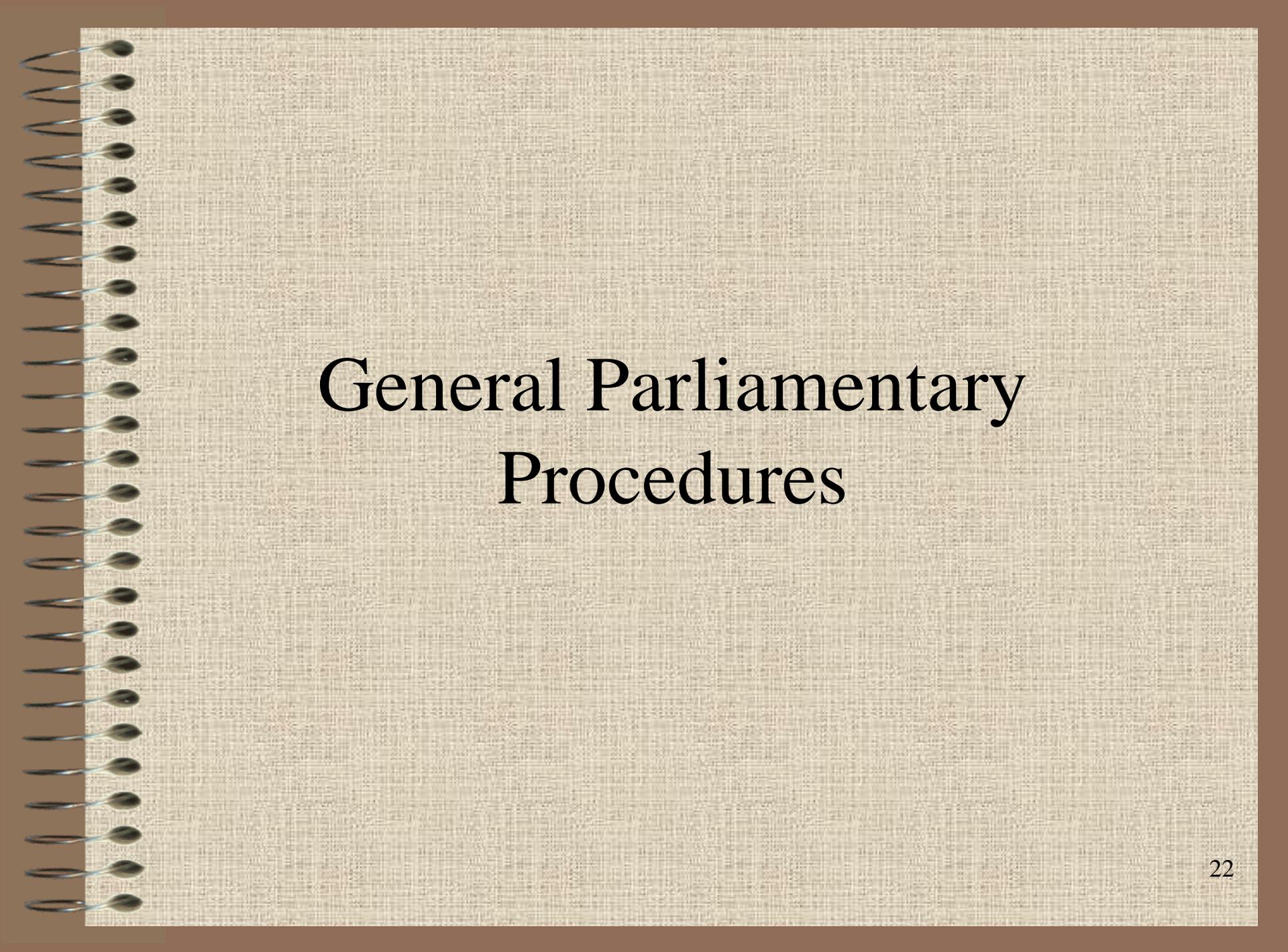
Bylaws That Govern HOD and Reference Committees

Section 5

(see separate handout)

Rules That Govern HOD and Reference Committees

Title 5
(see separate handout)

The image shows the cover of a spiral-bound notebook. The cover is a light beige or tan color with a fine, woven fabric texture. A silver metal spiral binding is visible along the left edge. The title "General Parliamentary Procedures" is printed in the center in a black, serif font, with "General Parliamentary" on the top line and "Procedures" on the bottom line.

General Parliamentary Procedures

- 
-
- How many times have you attended a meeting which promised to be "brief" and then has gone on and on and on for hours?
 - There is a solution. Know the rules of order in a meeting and use them!

For Large Meetings

- No one can discuss an issue unless a motion is made and seconded.
- A well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent.
- Give people the information they need before the meeting so they can have their ideas well formulated before they discuss them.

For Large Meetings

- A motion coming from a committee does not need a second.
- A member can only speak twice to a motion, but only after everyone who wants to speak for the first time does so.

For Small Meetings

- Members not required to obtain the floor.
- Motions need not be seconded.
- There is no limit on debate
- Informal discussion with no motion
- Vote can be taken without a motion
- The Chair need not rise
- The Chair can speak in discussion

Suggested Agenda

1. Call to Order
2. Any special routine, i.e., invocation, song, etc.
3. Determination of quorum - if the organization routinely takes a roll call, now is the time.
4. Adoption of the Agenda
5. Approval of the Minutes
6. Reports of Officers in the order they are listed in the Bylaws.

Suggested Agenda

7. Reports of Boards and Standing Committees in the order listed in the bylaws.
8. Reports of Special (ad hoc) Committees
9. Unfinished Business
10. New Business
11. Announcements, Program, etc
12. Next Meeting Date
13. Adjournment