



HOUSE OF DELEGATES 101

A Guide to MedChi's
Policymaking Body

MedChi

The Maryland State Medical Society

Your Advocate. Your Resource. Your Profession.

INTRODUCTION

MedChi’s House of Delegates (HOD) meets twice a year, spring and fall, to conduct the business of the organization. The HOD sets the legislative, regulatory, public health, and organizational policies of MedChi in addition to electing its officers.

The House of Delegates governance structure ensures that MedChi’s broad and diverse membership of over 8,500 individuals all have a voice in the organization’s priorities and policies.

This “101” provides a basic overview of the HOD structure, purpose, and process.

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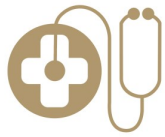
COMMUNICATIONS

MedChi's primary source for all House of Delegates information is
www.medchi.org/HOD

This is where you'll find:

- Calendar of events
- Deadlines
- Updates from the Speaker of the House
- Meeting materials (agenda, etc)
- Registration links
- Staff contact information
- The Bylaws and Rules that govern our HOD

The screenshot shows the MedChi website header and navigation. The header includes the MedChi logo (The Maryland State Medical Society), a 'Member Login' button, and a welcome message. The navigation menu includes: ABOUT MEDCHI, MEMBERSHIP, YOUR ADVOCATE, YOUR RESOURCE, YOUR PROFESSION, MEMBERS ONLY, and PHYSICIAN FINDER. The breadcrumb trail is: You are here : About MedChi > Calendar of Events > House of Delegates Meeting. The date is Friday, October 01, 2021. The main content area features a sidebar with a 'Calendar of Events' menu (including Board of Trustees Meetings, House of Delegates Meeting, Presidential Gala, and Fall Social) and a 'MedChi House of Delegates' banner with the MedChi logo and the text 'HOUSE of DELEGATES'.



PARLIAMENTARY PROCEDURE

To ensure that deliberations are orderly, inclusive, and fair, MedChi's HOD utilizes parliamentary procedure, a set of specific rules that are used to conduct meetings that allow discussion and decision-making to be performed by the assembled group.

MedChi's primary parliamentary procedure manual is *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

THE BASICS OF PARLIAMENTARY PROCEDURE:

- Only one person speaks (or "has the floor") at a time
- The only acceptable interruption is a "point of order" to clarify parliamentary rules
- A member who wishes to speak will follow this process
 1. Indicate the desire to speak (raise hand, stand before the microphone, etc.)
 2. Be recognized by the Speaker
 3. State your name, the delegation that you represent, and whether you are speaking on behalf of that group or as an individual
 4. State your position for or against the current motion on floor
 5. Make your case.

Example:

Speaker: "You have before you Resolution 1-21. The Reference Committee has recommended adoption. Is there any discussion?"

(*Seeing you standing at Microphone 1, the Speaker continues:*) "Microphone number 1?"

You: "Dr. Speaker, I am Dr. Jane Jones, Alternate Delegate from Baltimore City, speaking on behalf of the delegation in opposition to the adoption of Resolution 1-21. Our delegation believes that..."

HOW IS A MOTION ADOPTED, DEFEATED OR OTHERWISE?

When discussion has concluded with both sides having been heard, the Speaker will call for a vote. Simple majority wins in most cases, though some votes require a two-thirds vote.

COMMON MOTIONS

Main Motion - starts a new "topic"

Amend - make changes to the verbiage

Refer - Delegate the item to the Board of Trustees to determine further action or decision

Call the Question - to close debate and take a vote (requires a two-thirds vote)

Suspension of a Rule - requires a two-thirds votes



RESOLUTIONS

Resolutions are the mechanism for asking MedChi's HOD to set policy or take action on a specific issue.

Resolutions consist of two parts:

1. **Whereas Statements** –sentences that describe the issue and outline the reasoning for MedChi to set policy or take action on the issue
2. **Resolved Statement(s)** - sentences that specify the policy or action that should be taken.

Who Can Submit a Resolution?

- A component (county) medical society
- A state specialty society that is approved per MedChi's Bylaws
- A section, council, or committee
- A group of at least five MedChi members

Need Help?

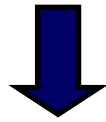
MedChi can staff can provide support by researching existing MedChi policy, providing a resolution template, or advising on resolution content.



THE HOD PROCESS

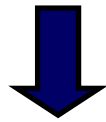
RESOLUTIONS SUBMITTED

(due date is always 30 days before the HOD convenes)

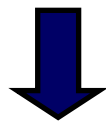


REFERENCE COMMITTEE MEETS

(members meet in a virtual platform to provide testimony in support of or against a resolution)



REFERENCE COMMITTEE REPORT IS PUBLISHED



HOD MEETS AND DELEGATES VOTE ON RESOLUTIONS



MEDCHI BOT, COUNCILS, AND COMMITTEES
TAKE ACTION ON ADOPTED/REFERRED RESOLUTIONS



DELEGATES

Delegates are the physicians and medical students who participate in the policymaking and election processes of MedChi's HOD.

Delegates represent their component (county) medical society, specialty medical society, or section. Component medical society delegations are apportioned based on their respective number of active members. Specialty societies may designate one delegate each. Apportionments for section delegates vary.

WHO CAN SERVE AS A DELEGATE?

Delegates must be full, active members of MedChi.

Delegates are appointed by their respective component, society, or section according to the Bylaws of each entity.

WHAT ABOUT ALTERNATES?

Each component, specialty society, and section may designate one alternate delegate for every delegate.



ELECTIONS

In addition to setting MedChi policy, the HOD is also tasked with electing the organization's officers. This includes MedChi's president, Board of Trustees members, and American Medical Association delegates.

CALL FOR NOMINATIONS

A call for nominations is sent out every January. Nominations are due March 15. The slate of candidates is then vetted by staff, approved by the Board of Trustees, and shared with the House of Delegates.

The slate of candidates always includes:

- President-elect
- Speaker of the House
- Vice Speaker
- Plus 3-4 Board of Trustees positions and 4-5 AMA Delegation positions, based on which specific positions are up for re-election that year.

ELECTIONS

Elections are held at the fall meeting of the House of Delegates.