

October 2, 2020

To the House of Delegates:

With the 2020 House of Delegates (HOD) meeting a few weeks away, we continue to fight the global COVID-19 pandemic in our practices. As the pandemic showed no signs of subsiding, our Board of Trustees voted to cancel the in-person HOD meeting and move to a virtual setting. That move necessitates changes to the meeting that we have come to expect. While we will be able to conduct the business of the House, there will be limitations with any online platform versus an in-person format.

Your Committee on Rules and Credentials (Committee) has been busy reviewing prior standing rules to determine how to strike a balance between having an effective annual meeting while at the same time realizing the limitations of a virtual setting. Whether due to so-called “Zoom” fatigue, bandwidth issues, debate limitations, or other issues that come with a virtual meeting, your Committee feels that the accompanying 2020 Standing Rules strike that balance.

### **I. Urgent Matters**

As necessitated by a virtual meeting, your Speakers have requested that matters of utmost urgency be brought to the House for consideration. Per Standing Rule No. 2 and communications provided by the Speakers, resolutions filed after 5:00 p.m. on October 7, 2020 will be considered emergency resolutions and will be referred to the Speakers. To become business of the House, a three-fourths ( $\frac{3}{4}$ ) favorable vote of the members of the House present and voting will be required. Emergency resolutions are extremely rare, and the virtual House should not be used as an excuse to submit resolutions that are not of an emergent nature. Emergency resolutions, if approved for consideration by the House, will not be afforded staff research and they will be subject to any limitations as are timely-submitted resolutions.

Delegates should keep in mind that our Board of Trustees is available year-round to address any issues that surface between annual meetings. Your Committee urges all members to keep this in mind when determining whether to submit an emergency resolution. In addition, all members have at their disposal PAMED’s Knowledge Center, which is available to answer questions and refer any matters to PAMED staff as needed.

### **II. Debate and Amendments**

A virtual House does not lend itself to the same robust debate and amendment procedures to which we are accustomed. To expedite the virtual House, debate will be limited to the online virtual testimony platform that opened on September 14, 2020 and that will close on October 7, 2020. This process will enable the reference committees to review the virtual testimony and draft a reference committee report for consideration by the House.

Floor amendments will also be prohibited this year. However, this does not preclude the delegates from determining that a reference committee recommendation is not in the best interests of the Society. Per Standing Rule No. 16, delegates will have several options available to them depending on the report:

- Table
- Refer
- Adoption or non-adoption of reference committee recommendations
- Adoption or non-adoption of the original resolution recommendations

For the bylaws committee’s proposed recommendations, amendments are not possible due to the nature of bylaws. As the bylaws’ proposals are so intertwined with each other, one amendment may detrimentally affect other bylaws’ proposals and cause them to conflict with each other.

### **III. Administrative Deadlines**

On August 31, 2020, the Speakers published on the HOD website a list of various deadlines. These deadlines must be followed to facilitate the work of the House. Some of these deadlines have been incorporated into the Standing Rules, including:

- September 14 – October 7: Virtual testimony (Standing Rule No. 19)
- October 16: Nominations from the floor (Standing Rule No. 21)
- October 19: Submission of floor-nominated candidates' documents (Standing Rule No. 21)
- October 22: Re-credentialing between delegates and alternates (Standing Rule No. 17)

### **IV. AMA Referral**

In a typical year, delegates know of forthcoming AMA meeting dates and the structure of those meetings, and thus can develop their resolutions seeking referral to the AMA accordingly. However, given the uncertain topic focus of upcoming AMA meetings, your Committee feels adopted resolutions seeking referral or action by our PAMED AMA Delegation should be discharged to our AMA Delegation (which is elected by our House) to be carried forward subject to the ability of the Delegation, given the uncertain nature of upcoming AMA meetings.

### **V. Nominations and Elections**

Elections are arguably the most important function of our House of Delegates. To that end, your Committee has considered this important function while balancing the need for a streamlined process. Since this remote meeting lacks a physical floor from which “floor nominations” can be made, any nominations which were not made in time to be included in the Official Call still need to be made in advance of the opening of the House to ensure receipt of all requested candidate documents and to allow time for voting delegates to review the candidates' qualifications for each position. As indicated above, the deadline for floor nominations is October 16 and the deadline to submit the required documentation is October 19. These dates will provide advance notice to our delegates and provide staff with ample time in which to publish the names and documentation of any floor-nominated candidates.

### **VI. Video Speeches**

Candidates are reminded that due to the virtual nature of this year's annual meeting, floor speeches will not be permitted. Instead, all candidates are encouraged to develop video speeches that will be posted on PAMED's HOD website. As set forth by our Speakers, candidates had the opportunity to request the assistance of PAMED's communications staff to develop their video speeches, which was made available to all candidates until October 1. Per Standing Rule No. 21, if a floor-nominated candidate wishes to provide a speech, the speech must follow the same guidelines as provided to candidates who met the deadline to be included in the Official Call.

### **VII. Late Registration of Delegates and Alternates**

Given the remote format meeting, strict adherence in the October 1 deadline for registration of delegates and alternates is required. After that date, your Committee will consider requests for late registration of delegates and alternates with an accompanying explanation submitting explaining the late request.

### **VIII. Changes to Seated Voting Delegates**

To ensure that our remote annual meeting runs as seamless as possible, no changes to the roster of seated (voting) delegates will be permitted once the Speakers convene the opening of the meeting. With registration and credentialing being done online this year, staff must have adequate time to make any revisions in advance of the meeting. Once the meeting starts, changes to the seated voting delegates would cause disruption and further delay our delegates from handling the business of the Society.

Your Committee feels that the attached Standing Rules provide the needed balance between ensuring our members' voices are heard while at the same time recognizing the limitations of a virtual setting.

Respectfully Submitted,

Your 2020 Committee on Rules and Credentials

Timothy Pelkowski, MD, Chair

Virginia Hall, MD

Daniel Kimball, Jr., MD

Jill Owens, MD

Jay Rothkopf, MD

Carmen Spinney, MD

Raymond Truex, Jr., MD

## **STANDING RULES OF THE 2020 HOUSE OF DELEGATES**

### **Standing Rule No. 1**

#### **Order of Business**

The order of business, as published in the Official Reports Book, shall be the official order of business. This may be revised by the Speakers to expedite the business of the House, subject to any objection sustained by the House.

### **Standing Rule No. 2**

#### **Procedure for Submitting Resolutions**

All resolutions must be introduced by a member of the House of Delegates acting either as an individual or as a representative of a component society, specialty, or section. Resolutions must include the name or names of the author(s) and the county medical society or other entity and be a means of identification when presented to the Pennsylvania Medical Society.

Resolutions must be submitted as designated by the Speakers at any time prior to sixty (60) days before a meeting of the House of Delegates to become the business of the House. Given the impact of the pandemic on Pennsylvania physicians and patients and the focused format of the 2020 remote House of Delegates, resolution authors are requested to submit proposals affecting physician practices and patients this year where PAMED advocacy is urgently needed.

The Speaker of the House of Delegates may declare any resolution out of order in accordance with the principles of the parliamentary authority designated in the Bylaws. When permissible by parliamentary rule, appeals may be made through the Committee on Rules and Credentials in advance of the House of Delegates and directly to the delegates while the House is in session.

#### **Late Resolutions are not Permitted**

Although previous live HOD meetings sometimes allowed consideration for additional urgent “late resolutions” submitted less than sixty (60) days prior to a meeting with valid reasons for lateness, this 2020 remote format does not have the ability to receive advance testimony for late resolutions.

PAMED members can always bring issues that severely impact our Pennsylvania physicians through the PAMED Knowledge Center at any time during the year. Topics that warrant the urgent input of this House of Delegates must be referred to the Speakers to determine appropriateness for consideration by this House of Delegates in the form of a resolution with a required supermajority vote. Any emergency resolution referred to the Speakers for House consideration **after 5:00 p.m. on October 7, 2020** will require a three-fourths ( $\frac{3}{4}$ ) favorable vote of the members of the House present and voting to become the business of the House. These emergency issues are historically extremely rare, highly disruptive to House proceedings, and possibly related to sudden unanticipated catastrophic state or national events.

### **Standing Rule No. 3**

#### **Procedure for Review of Reference Committee Reports**

The Speaker, Vice Speaker, and designated PAMED staff representatives shall review with the reference committee chair each reference committee report. This rule shall not prevent a reference committee from submitting any reports that it deems proper.

### **Standing Rule No. 4**

#### **Actions of House in Effect Until Altered by House**

Any resolution or other action of this House of Delegates shall remain in effect until countermanded or altered by the House of Delegates unless otherwise specified in the original action taken by the House of Delegates.

## **Standing Rule No. 5**

### **Voting Procedures of the House**

To expedite the work of the House, voting will be held at a time or times designated by the Speakers. Each qualified member per the Bylaws that is properly credentialed will be eligible to vote. The opening and closing times of the polls will be announced by the Speakers. Secure electronic voting methods that assure the credentials of eligible voters and anonymity of voter choices shall be considered valid ballot voting methods.

## **Standing Rule No. 6**

### **Procedure Regarding the Report of the Committee to Nominate Delegates and Alternates to the AMA and Elections of Delegates and Alternates**

The report of the Committee to Nominate Delegates and Alternates to the AMA shall be supplied to the delegates in their Official Reports Book material at the opening session.

## **Standing Rule No. 7**

### **Procedure Regarding the Bullet Ballot**

Bullet ballot voting is prohibited. It is required that if there are multiple candidates for positions of equal rank, a vote for every position must be cast. Failure to vote for all positions will invalidate that ballot.

## **Standing Rule No. 8**

### **Election Rules for Offices Requiring a Majority Vote**

When a majority vote is not obtained by any one candidate on the first ballot, the names of the two candidates receiving the most votes will remain on the ballot for the second vote if their combined total is 50 percent of those voting. If the first two candidates do not have at least 50 percent of the votes, the candidate who received the third-highest vote will be added to the ballot.

## **Standing Rule No. 9**

### **Procedures for Nominating Delegates and Alternate Delegates to the AMA**

The election of delegates and alternate delegates to the AMA shall allow a delegate who is defeated to be a candidate for an alternate delegate seat, and an alternate who is defeated as a candidate for delegate to be a candidate for an alternate delegate seat. Alternate delegates who have not completed year one of their two-year term and who wish to run for delegate must resign from their unexpired term as alternate delegate. The election procedures for delegates and alternate delegates to the AMA shall be set by the Speakers.

## **Standing Rule No. 10**

### **Disclosure of Financial Interests by Delegates**

Members of the House of Delegates who have a substantial financial interest in a commercial enterprise, which interest will be materially affected by a matter before the House of Delegates, must publicly disclose that interest before:

- testifying at a reference committee on the matter, or
- speaking on the matter before the House of Delegates.

## **Standing Rule No. 11**

### **Reference Committee Reports – Consent Calendar & Re-affirmations**

The Speakers shall have the option to present reference committee reports as a consent calendar. In addition, any resolution that seeks to re-affirm existing Society policy shall be presented as part of the reference committee report with a recommendation for re-affirmation along with a reference to the specific policy to be re-affirmed.

### **Standing Rule No. 12**

#### **Electronic Device Use and Rules for Distribution of Materials/Information at the House Meeting**

The business of the House and its reference committees shall not be interrupted using electronic devices or the distribution of any materials or information unapproved by the Speakers during the conduct of its business. All pagers, cellular telephones, and other electronic devices must be placed in silent mode (e.g., vibrate or inactivated). This rule does not intend to restrict the use of secure electronic voting methods approved by the Speakers.

### **Standing Rule No. 13**

#### **Parliamentary Authority for the House of Delegates**

The 2012 edition of the American Institute of Parliamentarians *Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the Pennsylvania Medical Society House of Delegates for this meeting.

### **Standing Rule No. 14**

#### **Administrative Deadline for Proposed Bylaws Amendments**

For author(s) who submit proposed Bylaws amendments for review no later than 150 days before a meeting of the House of Delegates, the Bylaws Committee shall provide technical assistance to ensure that the proposed amendment(s) reflect the intent of the author(s) and are in the proper format before inclusion in the Official Call. Bylaws Amendment proposals submitted less than 150 days prior to a meeting of the House of Delegates (but not less than three months as prescribed by current Bylaws deadline) will not receive Bylaws Committee guidance and may be ruled out of order if improperly constructed.

### **Standing Rule No. 15**

#### **Administrative Deadline for Proposed Policy Resolutions**

For author(s) who submit proposed policy resolutions for review no later than 90 days before a meeting of the House of Delegates, the Special 2020 HOD Reference Committee shall provide technical assistance to ensure that the proposed policy resolution(s) reflect the intent of the author(s) and are in the proper format. Proposed policy resolutions submitted less than 90 days prior to a meeting of the House of Delegates (but not less than 60 days) will not receive guidance and may be ruled out of order if improperly constructed.

### **Standing Rule No. 16**

#### **Procedures of the House of Delegates**

To expedite the virtual House, there shall be no debate from the floor of the House. Points of order may be raised as determined by the Speakers. Floor amendments also shall be prohibited. House actions on Reference Committee reports will be limited to:

- Table
- Refer
- Adoption or non-adoption of Reference Committee recommendations
- Adoption or non-adoption of the original resolution recommendations

### **Standing Rule No. 17**

#### **Registration and Credentialing**

Given the unusual and extenuating circumstances that require the 2020 HOD remote meeting, the in-person registration requirement in the bylaws is hereby waived. Delegates shall complete all required training and documentation per the Speakers, including online training regarding the election voting software and the overall virtual platform. Attestations of completion of the training and documentation will be required of all voting members.

The registration/credential record of the Committee on Rules and Credentials shall constitute the official roll call at this meeting of the House of Delegates.

Re-credentialing between registered and alternate delegates shall be accomplished by notifying the HOD office electronically no later than **noon on October 22, 2020**, in which case a new credential shall be issued, and the previous credential(s) made void.

Only properly credentialed delegates may vote on business before the House.

### **Standing Rule No. 18**

#### **Procedures of the House of Delegates**

In considering the unique circumstances of this virtual meeting, discretion shall be given to the Speakers to conduct the business before the House of Delegates subject to appeal by the House.

### **Standing Rule No. 19**

#### **Special 2020 HOD Reference Committee**

Given the impact of the pandemic on Pennsylvania physicians and patients and the focused format of the 2020 remote HOD, resolution authors are requested to submit proposals affecting physician practices and patients this year where PAMED advocacy is urgently needed.

Testimony on timely submitted resolutions must be received in writing using the virtual testimony portal which **opened September 14, 2020 and closed October 7, 2020** as directed in the Speakers communication and website.

### **Standing Rule No. 20**

#### **Resolutions seeking Referral to the PAMED Delegation to the AMA**

Given the uncertain topic focus of the upcoming AMA meetings, PAMED adopted resolutions seeking referral or action by our PAMED AMA Delegation will be discharged to the AMA delegation to be carried forward subject to the ability of the Delegation.

### **Standing Rule No. 21**

#### **Nominations and Elections**

The House will receive nominations for all open elected positions during this meeting. Individuals who wish to make additional nominations from the floor of the House must have done so no later than **October 16, 2020**. Individuals nominated from the floor must have submitted all required documentation, including a speech and/or written statement, if the nominated candidate so chooses to submit one, no later than **October 19, 2020** to be included on the ballot. If a floor-nominated candidate wishes to provide a speech, the speech will follow the same guidelines as provided to candidates who met the deadline to be included in the Official Call.

Speeches, written statements, PAMED bio, applicable endorsement letters, and conflict of interest statements will be made available to all delegates via a virtual method prior to the start of the annual meeting.

Any candidate in an uncontested race will be deemed elected by acclamation.

### **Standing Rule No. 22**

#### **Late Registration of Delegates/Alternates**

Due to the unusual nature of this year's remote format meeting, strict adherence to the October 1, 2020 deadline for registration of delegates and alternates is required. After this date, consideration will be made on an individual basis by the Committee on Rules and Credentials with written explanation of the emergency justifying the exception accompanying the requested late registration.

### **Standing Rule No. 23**

#### **Changes to Seated Voting Delegates**

Upon the convening of the House of Delegates, no changes may be made to the roster of seated (voting) delegates.