

HOUSE OF DELEGATES



“101”



*A guide to the basics of
PAMED's policymaking body*



Pennsylvania
MEDICAL SOCIETY[®]

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■ INTRODUCTION

The Pennsylvania Medical Society (PAMED) holds a House of Delegates (HOD) meeting annually. Typically, the meeting occurs at the Hershey Lodge in Hershey, PA. Due to the COVID-19 pandemic, PAMED’s Board of Trustees voted to hold this year’s HOD meeting virtually.

As the legislative and policymaking body of PAMED, the HOD’s purpose is to democratically hear the diverse voices of the membership and, after deliberation and consideration, establish broad policy on health, medical, and governance matters.

This document is intended to provide a basic “101” overview clarifying the annual HOD meeting’s purpose and its processes. To view PAMED’s full bylaws that govern the HOD, please go to www.pamedsoc.org/bylaws. This document is not intended to take the place of the bylaws, but rather serve as an orientation and guide to individuals interested in the HOD.

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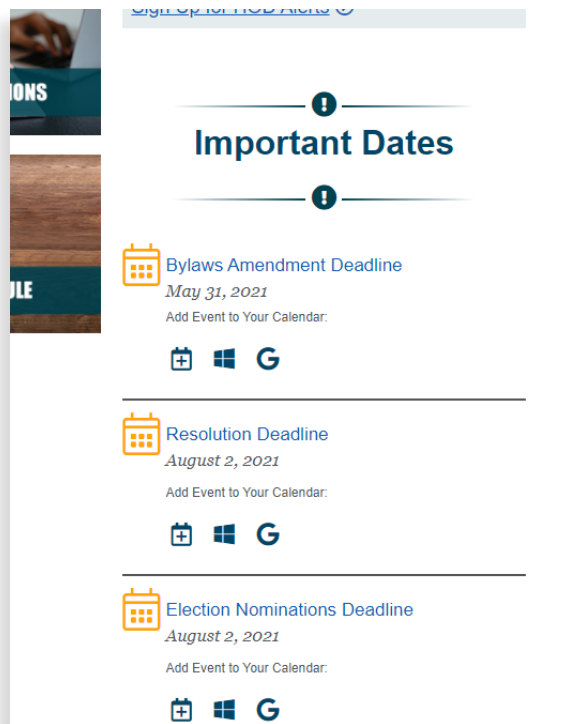


■ COMMUNICATIONS

PAMED's HOD website—www.pamedsoc.org/HOD—is your one-stop shop for all things HOD. Members that have an interest in the HOD are strongly encouraged to visit and explore this site often.

A FEW KEY AREAS TO VISIT INCLUDE:

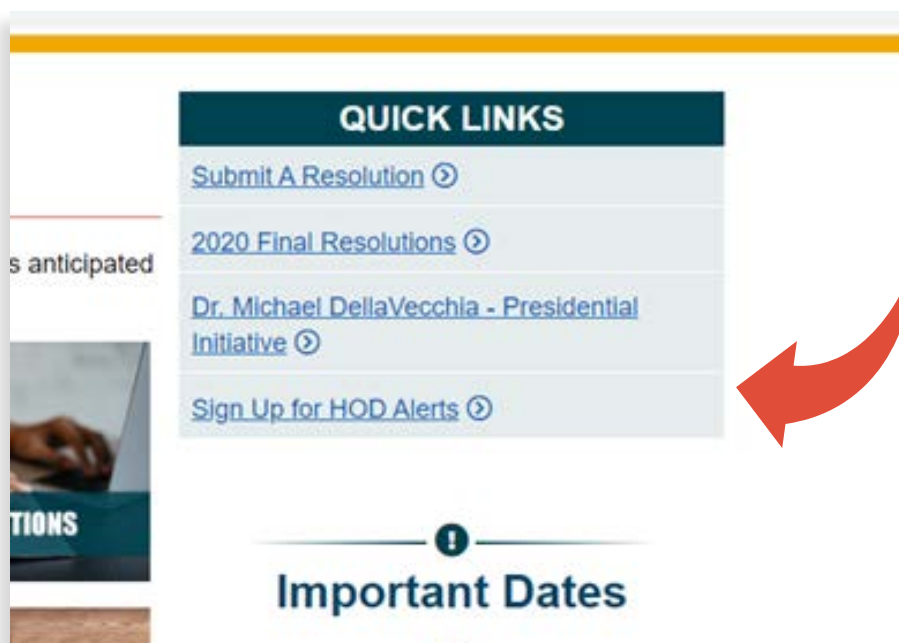
- A calendar of pertinent events and deadlines on the right-hand side of the site. You may click on the date of interest and add it to your personal calendar.



- Submit a Resolution—Click on “Submit a Resolution” in Quick Links to submit your resolution to be considered at this year’s HOD. The deadline to submit a resolution for consideration at the 2021 HOD is Aug. 2, 2021.
- Speakers’ Podium—Visit the Speakers’ Podium to connect with Dr. John Pagan (the Speaker of the HOD) and Dr. Todd Hertzberg (the Vice Speaker of the HOD) as well as read their current messages.



As we get closer to the meeting, more details will be added to the site. All members and interested county medical society staff members may sign up to receive HOD-related alerts via email or text. To do so, please click on Sign up for HOD Alerts in the Quick Links menu.



► Important!! The alerts, along with PAMED's weekly e-newsletter, *The Dose*, are our main communications tools for the HOD.

■ RESOLUTIONS

The “Business” of the House of Delegates

Resolutions are the vehicle by which members may introduce important issues they would like the delegates to address and create or update policy on. Resolutions are written proposals that suggest a change or addition to PAMED policy. Members should refrain from introducing resolutions that merely reaffirm existing policy.

Resolutions consist of two parts:

- The **Whereas** clause(s)—Sentences that describe the reasons for the resolution.
- The **Resolved** clause(s)—Sentences that specify the policy or action to be taken should the resolution be passed. Once voted upon, only the Resolved clauses are acted upon, so each must stand alone.

According to PAMED policy 543.983, the resolution submission deadline is sixty (60) days prior to the HOD. Delegates may submit resolutions online at www.pamedsoc.org/HOD.

PAMED welcomes members’ input. Resolutions received by the deadline (60 days prior to the HOD) will be published online at www.pamedsoc.org/HOD for members to view and comment on prior to the HOD.

A few key points to remember:

- Resolutions may be authored by any member of PAMED, but they must be introduced by an official delegate.
- To avoid duplication, compare your proposed resolution to existing policy in PAMED’s Policy Compendium found here: www.pamedsoc.org/PolicyCompendium. Resolutions that reiterate current policy may be recommended for reaffirmation.
- Resolutions must be accompanied by fiscal notes when there is a financial impact to PAMED. Staff will be happy to assist resolution authors in determining appropriate fiscal notes.

■ DELEGATES

Delegates

Delegates are physicians or medical student members who participate in and vote on the business (policymaking and elections) of the HOD. Physicians may serve as delegates if designated as such by the member's:

- County medical society,
- Specialty medical society, or
- A special section of PAMED (Early Career Physicians Section, International Medical Graduates Section, Medical Students Section, Residents and Fellows Section, and Women Physicians Section).

Alternate Delegates

The entities listed above may also designate alternate delegates. Alternate delegates may attend the meeting and be ready to serve in a delegate's place should an emergency arise that makes it impossible for the member to perform their duties as a delegate.

Ex-Officio Members

Some ex-officio members may hold the right to vote as a delegate while others do not. An excerpt from PAMED Bylaws explains:

b. Ex officio without the right to vote in the House of Delegates shall be:

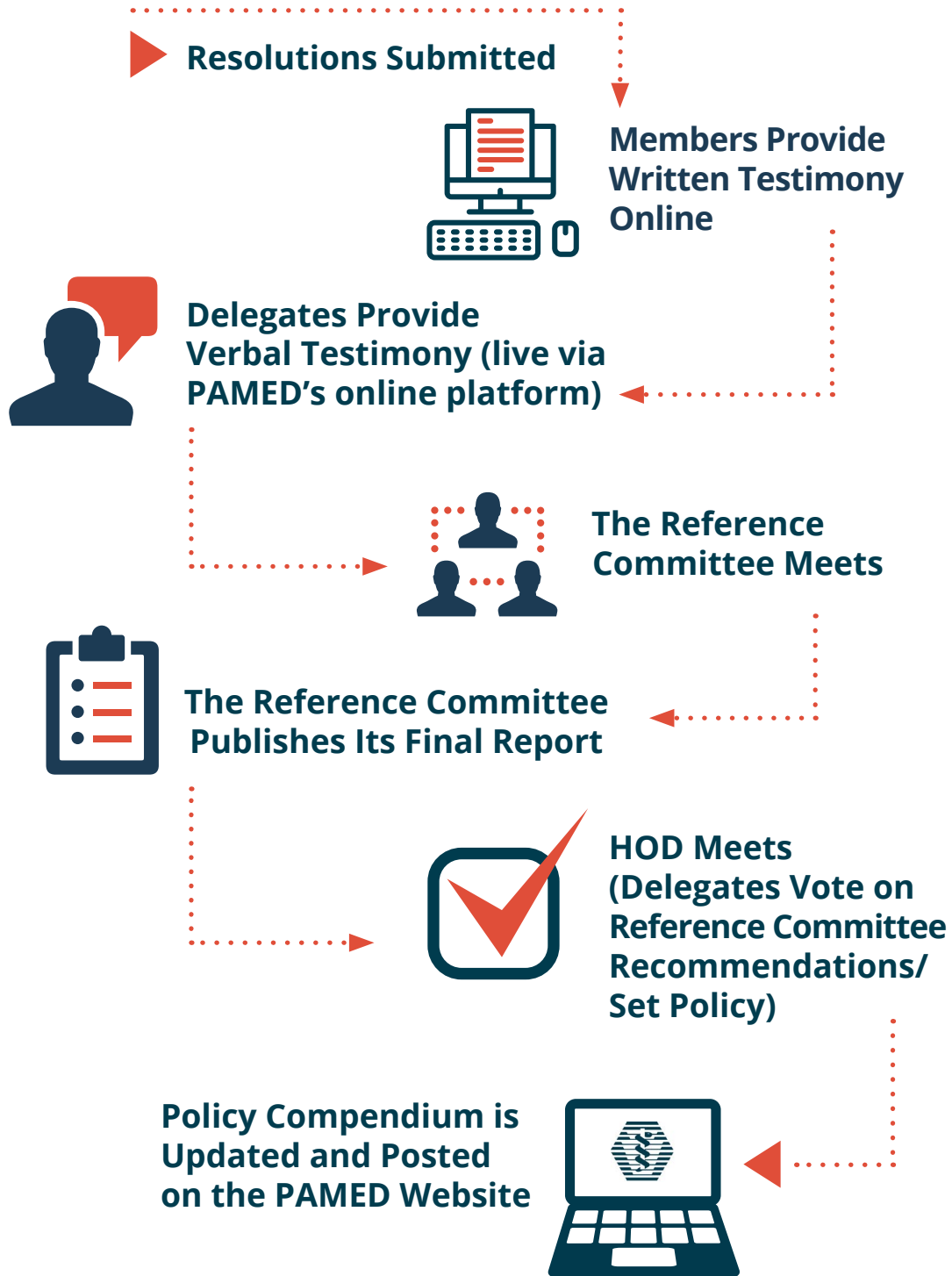
1. The president of each component society, if not an elected voting delegate from the component society.
2. The speaker and vice speaker, except that when either the speaker or vice speaker is presiding, the presiding person may vote only to break a tie vote on a business matter in the House of Delegates.
3. The president, the immediate past president, the president elect, the vice president, the trustees, and the members of the Judicial Council.
4. The chair of the Pennsylvania Delegation to the American Medical Association, if not elected as a voting delegate for a component or specialty society, medical school, or special section.

c. Ex officio with the right to vote in the House of Delegates shall be:

1. The past presidents and the past trustees, unless they hold office as follows: Speaker or vice speaker, president, immediate past president, president elect, vice president, trustee, or member of the Judicial Council.
2. The immediate past speaker, unless the individual holds office as follows: Speaker or vice speaker, president, immediate past president, president elect, vice president, trustee, or member of the Judicial Council.

■ THE HOD PROCESS

A broad overview of the HOD process



■ PARLIAMENTARY PROCEDURE

Introduction

PAMED's HOD uses parliamentary procedure to ensure an orderly and fair process. A brief overview of parliamentary procedure follows.

Parliamentary Procedure is a set of rules used to conduct meetings in an orderly fashion. An important principle of parliamentary procedure is that discussion and decision-making are performed by "the assembly." The assembly, in our case, is the HOD meeting.

While these rules may seem formal or complicated, please understand that you are not expected to be experts. Familiarizing yourself with the rules, though, will help you navigate the meeting efficiently.

When in doubt, please ask the Speaker about the best way to go about trying to achieve your goals.

Per PAMED's bylaws, the 2012 edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure is the parliamentary authority of the Pennsylvania Medical Society.

Vocabulary

Assembly: The group making the decisions (those participating in the HOD)

Presider: The "referees" of the Assembly. PAMED's Speaker of the House, Dr. John Pagan and Vice Speaker of the House, Dr. Todd Hertzberg, are the presiders.

Motion: An action or request, often leading to a vote.

Have the Floor: Person currently authorized to speak to the Assembly.

Motion: A proposal that asks the HOD to take an action. Sometimes, a motion is merely ideological. Other times, a motion can be specific and/or requiring funds to be spent. When a motion is introduced, it must first be "seconded" (by someone else) before it can be considered. In general, the "final outcome" of a motion is usually one of the following:

- Adopt by a positive vote
- Defeat by a negative vote
- Refer—delegate the decision or delay voting until studied further
- Table—postpone discussion (without voting) - rarely used

Once a motion is "accepted for discussion," it now "belongs" to the HOD. The original "proposer" does not own or control the motion.

How is a Motion Adopted, Defeated, Referred, Tabled, etc.?

When the discussion of a motion has concluded, the Speaker will call for a vote. Typically, a simple majority vote (51%) “wins.” Some special motions require a super-majority vote (typically 2/3rds) to “win.”

Can a Motion Be Edited or Changed?

Motions may be changed by “amending.” Our rules permit amendments up to “2 levels deep” (after which the last amendment would need to be voted on before additional amendments could be considered).

Example:

Main Motion: “We should paint our Board room.”

1st order Amendment: “We should paint our Board room **Black.**”

2nd order Amendment: “We should paint our Board room Black **and Gold.**”

NO additional amendments are permitted until the 2nd order amendment is voted on.

Common Motions:

- ✓ **Main Motion**—Start a “new topic” (e.g. a Resolution or Report)
- ✓ **Amend/Substitute**—Change the verbiage
- ✓ **Refer for Action**—Delegate the decision to the Board of Trustees
- ✓ **Refer for Study**—Delay voting until after further study (with a report)

Motions that require a Super-Majority (2/3rd) Vote to Pass:

- ✓ **Limit/Extend Debate**—Change time limits for discussion
- ✓ **Close Debate (also known as “calling the question)”**—Stop discussion and start voting
- ✓ **Table**—Stop discussion, but do NOT vote on that topic
- ✓ **Suspend the Rules**—Take an action prevented by the rules

Unusual Motions that are NOT permitted to interrupt another speaker:

- ✓ **Division**—Divide-up a Motion, voting separately on each piece
- ✓ **Reconsider**—Go back to discussion of a Motion already Adopted
- ✓ **Rescind**—“Undo”/Reverse a Motion already Adopted

Unusual Motions that ARE permitted to interrupt another speaker:

- ✓ **Point of Order**—If there is a violation of the rules or procedures
- ✓ **Point of Inquiry**—To ask a question about a Motion or procedure
- ✓ **Point of Privilege**—To request to speak in regard to health, safety, comfort, etc.
- ✓ **Appeal**—To challenge/overrule the decision of the Speaker
- ✓ **Standing Vote**—To verify an unclear or indecisive vote
- ✓ **Withdraw a Motion**—To take back a motion before it is accepted by the HOD

How the HOD Makes a Decision

Once discussion on a topic has concluded, the Speaker will call for a vote. Voting might look something like this:

Speaker: "Seeing no further discussion on Resolution 717, we will now vote on accepting this Resolution. All those in favor say Aye."

Assembly: a bunch of vocal "Ayes"

Speaker: "All those against say No."

Assembly: a bunch of vocal "Nos"

Speaker: "The Ayes have it. Resolution 717 is adopted."

Sometimes, instead of a "voice-vote," the Speaker may need to conduct a show-of-hands vote, a standing vote, or even use a paper/electronic voting process.



How the HOD Discusses Things

The general concept is that only one person speaks at a time (we say that person “has the floor”).

The process proceeds in the following order:

- Indicate a desire to be heard (raises hand, goes to microphone, etc.)
- Be recognized by the Speaker
- Introduce yourself to the Speaker using:
 - Your name
 - Who you represent
 - Who you are speaking on behalf of (e.g. district, county medical society, specialty medical society, special section, yourself)—Note, unless your district/county/specialty/section has taken a position on something, you’ll want to say you’re speaking on your own behalf.
- Speaker confirms that the rules do/do not allow that individual to speak
- State your thoughts and ideas
- An example is:

Speaker: “We will now discuss Resolution 717 - Health Conservation.”

Dr. Casey steps up to Microphone #2.

Speaker: “Your Speaker recognizes the individual at Microphone #2.”

Dr. Casey: “My name is Ben Casey. I am an Alternate Delegate from the Society of Surgeons. I am speaking on behalf of this society.”

Speaker: “As an Alternate Delegate from the Society of Surgeons, it is in order for you to speak. Please proceed Dr. Casey.”

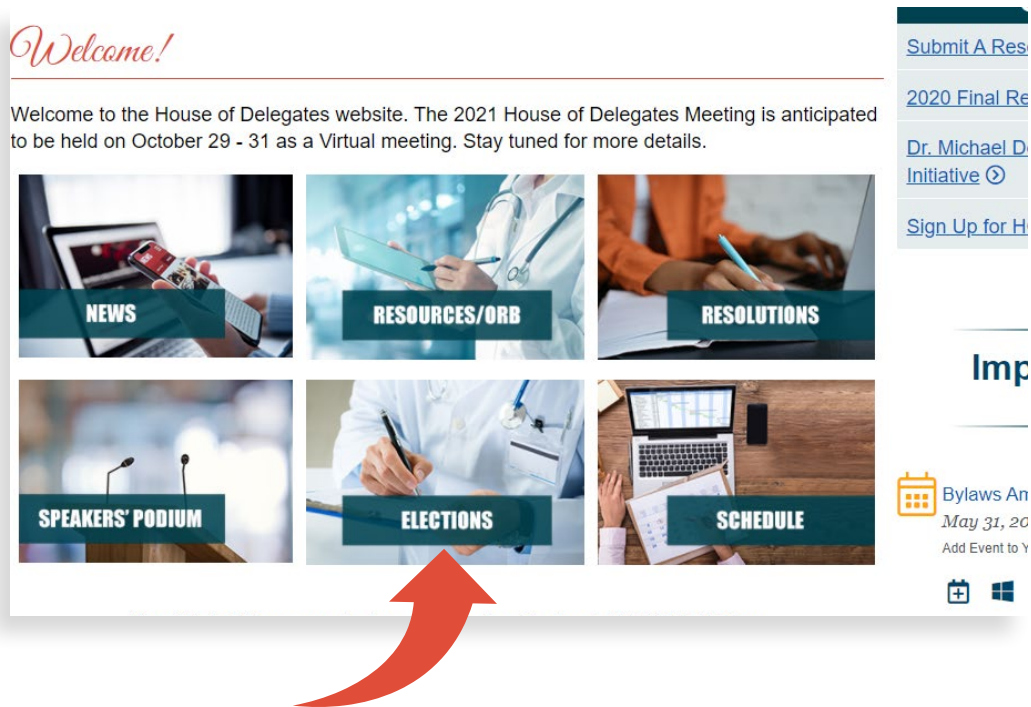
Dr. Casey: “The Society of Surgeons believes that ...”

- Please do not interrupt someone else who is speaking, unless there is a significant problem or infraction of the rules.

■ ELECTIONS

Delegates vote on elections for the PAMED Board of Trustees and the American Medical Association (AMA) delegation during the HOD meeting.

To learn about open positions, information needed to run for a position, or to run for a position (by completing an online form), members can click on the “Elections” box (see below) on the HOD website.



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