

Tips for New Delegates

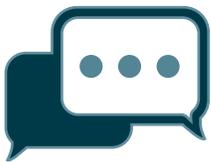
- 1 Review Online Official Reports Book (ORB) (available in early October)
- 2 Review House of Delegates Procedures Book (part of online ORB)
- 3 Review PAMED Policy Compendium
- 4 Talk with experienced delegates/county staff



Do your homework: Review the ORB when it is published in early October and familiarize yourself with reports and resolutions that are important to you.



Ask for help if you don't understand an issue or a procedural move (ask staff or veteran delegates).



Ask once, twice and then again for good measure. There is no such thing as a dumb question. If you don't understand the process, talk to your delegation chair or county medical society staff.



Good students are usually good leaders. Be prepared. You are representing your county/section/specialty as a member of the delegation. Read the background material before attending the meeting. Many of your answers are already in the Official Reports Book.



A firm handshake can go a long way. Make sure you introduce yourself to at least five new people each day. This is a wonderful opportunity to network with colleagues and share the successes and challenges in the profession. You are not alone.



All parts matter — the beginning, the middle and the end. Important work is done on the last day of the House. Your voice is heard during the reference committees. Your voice matters on the House floor. Make sure your vote counts.



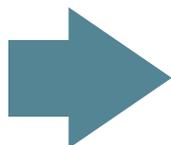
Don't speak up on every subject unless you have something new to introduce.



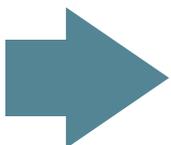
Don't feel as though you must pay attention to everything — it may overwhelm you. Instead pick one or two reference committees and focus on them.

2018 House of Delegates
Oct. 26-28, 2018
Hershey Lodge, Hershey, PA

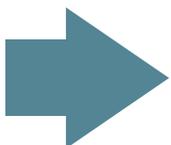
Key Deadlines



Provide Names of Your Delegates
and Alternate Delegates



Notify PAMED Regarding Filling of Vacancies



Deadline to Submit Resolutions

Delegate Registration Contact Person:
Ellen Yasinski • eyasinski@pamedsociety.org • (717) 909-2605

The 2018 House of Delegates will be held Oct. 26-28, 2018, at the Hershey Lodge, Hershey, PA.

County Delegates: County medical societies are allocated one delegate per 100 active, associate or physician-affiliate members, or fraction thereof plus a slot for the secretary. Each society's secretary is considered a delegate; however, if the secretary is not able to attend, a substitute can be designated by the county. **Please note, the secretary's name is not entered into the registration system as a delegate until appointed by the county.** County medical societies are entitled to elect two alternate delegates for each delegate.

Slotted Positions for Residents and Students. Residents and student members are included in the active member category and are counted for purposes of ratio delegates. Under a bylaws amendment passed by the 2014 House of Delegates (revised substitute bylaws amendment 2), if a county medical society delegate position is solely attributable to resident and student members, the county must fill that position with a resident or student.

Other Delegates: Each specialty/subspecialty organized in Pennsylvania and recognized by the Pennsylvania Medical Society and the American Board of Medical Specialties is allocated one delegate and one alternate delegate. Such delegates and alternate delegates must be leaders in their specialty organizations and active or associate members in good standing of this Society.

Each PAMED special section is allocated delegates and alternate delegates as follows: one delegate and one alternate delegate from each medical school in Pennsylvania, who are members of the medical student section and are elected by that section; ten delegates and ten alternate delegates from the residents and fellows section, who are elected by that section; four delegates and four alternate delegates from the young physicians section, who are elected by the governing Council of that section; one delegate and one alternate delegate from the International Medical Graduates Section, who is elected by that section; and one delegate and one alternate delegate from each medical school in Pennsylvania, who are active members of the Pennsylvania Medical Society, who are designated by the dean.

Included is a list indicating the number of delegates to which each county is entitled (see column titled, "Total Delegates Per County") and the number of positions that must be filled by a resident or student for each county (see column titled, "Slotted Positions for Resident or Student"), as well as a copy of the schedule from the 2017 Annual Business Meeting to inform new delegates and alternate delegates of the time commitment required.

Please send the names of your delegates and alternate delegates to Ellen Yasinski at eyasinski@pamedsoc.org or (717)558-7841 (fax) by **July 26**. If your county has any slotted positions for a resident or student, please denote which delegates are filling those slots.

If you have questions or need additional information, please contact **Ellen Yasinski at (717) 909-2605**.

SECTION 3 — Composition and Apportionment

*The House of Delegates shall be composed of voting delegates
and ex officio persons without the right to vote.*

a. Voting delegates shall be:

1. Delegates elected by the component societies in the proportion of one delegate for every one hundred or fraction thereof its active, associate, or affiliate members whose dues are paid or excused as of December 31 of the preceding year. **In the case of a delegate position that is solely attributable to resident or student members, the county medical society shall fill the position with a resident or student.** In January of each year the executive vice president shall certify to each component society the number of delegates to which it is entitled during the current year. In January of each year the executive vice president shall certify to each component society the number of delegates to which it is entitled during the current year.
2. The secretary from each component society in office at the time of any meeting of the House of Delegates.
3. A delegate appointed by the President of each specialty/subspecialty organized in Pennsylvania and recognized by the Pennsylvania Medical Society and the American Board of Medical Specialties; such delegate must be a leader in his or her specialty organization and an active or associate member in good standing of this Society.
4. One delegate from each medical school in Pennsylvania, who is a member of the medical student section and is elected by that section; ten delegates from the residents and fellows section; four delegates from the young physicians section; and one delegate from each medical school in Pennsylvania, who is an active member of the Pennsylvania Medical Society, who is designated by the dean.
5. Past presidents and past trustees may serve as voting delegates only if appropriately elected.

The Pennsylvania Medical Society bylaws state, “If any county society is not fully represented by a delegate or alternate at any session of the meeting, then an active, associate or affiliate member of that district registered and in attendance may be seated as the delegate for that county on nomination of the district trustee and approval of the Committee on Rules and Credentials unless the president or secretary of the county society notifies the Committee on Rules and Credentials prior to the meeting that such nominations are not authorized by the county society.” (Reference Chapter VIII – House of Delegates, Section 7 – Seating of Delegates (a) County Societies Unrepresented.)

Please coordinate with your county medical society president and appropriate leadership to determine if your county wishes to authorize the seating of a member from another county within your district to fill an existing vacancy in your delegation. Then, please fax the form below to the Committee on Rules and Credentials in care of Ellen Yasinski at the State Society’s headquarters **no later than July 26, 2018**. The form must be signed by the society secretary or president. **If no response is received, we will assume that your county will allow members from other counties within your district to be seated to fill your vacancies.**

Pennsylvania Medical Society House of Delegates Delegate Seating Authorization Form



To: Committee on Rules and Credentials
Pennsylvania Medical Society

From: _____ County Medical Society

The _____ County Medical Society **does not authorize** the seating of delegates from other counties in our district to fill vacancies that may occur in our delegation. I understand that this decision is final through the 2018 meeting of the House of Delegates.

Signature: _____

Printed Name: _____

Title: _____

Please fax this form by July 26, 2018, to Ellen Yasinski at the Pennsylvania Medical Society
777 East Park Drive, PO Box 8820, Harrisburg, PA 17105-8820 • FAX: (717) 558-7841.

Writing a Resolution

A resolution is the vehicle that conveys to the House of Delegates a proposal from an individual, a component or specialty society, or a section on a particular subject. The traditional format is basically in two parts. Statements beginning with “Whereas” comprise the first part. These usually include the introductory facts or circumstances, which logically develop into a formal conclusion or the “Resolved.” The prefacing Whereas statements should be concise and clear and logically support the Resolved portion. It is important that those prefacing statements themselves do not cause disagreement and debate to the detriment of the main resolution.

The formal conclusion is the second part, or the Resolved portion of the resolution. The Resolved portion should stand alone as a complete and understandable statement without referring to ideas contained in the Whereas statements. The Resolved portion, if adopted by the House, actually becomes the policy of the Pennsylvania Medical Society, and the Whereas statements are discarded.

Submitting Resolutions

There are several facts you should know about submitting resolutions:

- Resolutions may be authored by any member of the Pennsylvania Medical Society. However, they must be introduced into the House by an official delegate.
- To avoid duplication, compare the proposed resolution to existing policy in the Society’s Policy Compendium.
- Resolutions must be accompanied by fiscal notes when there is a financial impact to the State Society. Staff will be happy to assist resolution authors in determining the appropriate fiscal notes.
- Authors wishing to remain anonymous should state that fact when submitting resolutions; however, resolutions must initially contain authors’ names.
- Authors of resolutions should be sure to spell out in full at least the first mention of any word or phrase that may later be abbreviated in the resolution.

Resolutions Directing AMA Action

Submission of excessive, redundant, and/or irrelevant resolutions to the American Medical Association (AMA)

potentially diminishes the reputation and credibility of the Pennsylvania Delegation. Therefore, the following caveats have been established:

- Discretion should be used in requesting AMA action.
- The Speakers shall advise reference committee chairs to conscientiously consider all Resolveds dealing with the AMA and to recommend to the House the deletion of marginal Resolveds.
- Pennsylvania Delegation members shall attend reference committee hearings and speak against forwarding those resolutions that are existing policy or do not appear appropriate to be submitted to the AMA or may also speak in that regard from the floor of the House.
- The Pennsylvania Delegation to the AMA has the responsibility to determine when and in what format a resolution adopted by the Pennsylvania Medical Society House of Delegates will be submitted to the AMA.

Resolutions to be considered by the 2018 House may be submitted in writing to the secretary by delegates acting on their own behalf or for the component medical society or specialty they represent by Sept. 27, 2018. Resolutions received **after** that date will be posted on the website prior to the meeting to the extent feasible and distributed at the meeting. These late resolutions will require a two-thirds favorable vote of the House in order to become business of the House. Such resolutions will be reviewed by the Committee on Rules and Credentials at its meeting on Friday, Oct. 26, 2018, at 6:00 PM, which will recommend to the House whether they should be accepted or rejected as House business. Authors should be present at this meeting to explain their resolution and provide the reason for delay in submission. Any resolution submitted after the Committee on Rules and Credentials has adjourned will require a three-fourths favorable vote of the members of the House present and voting to become the business of the House. Once a resolution has been accepted as business of the House, it can’t be withdrawn, except at the discretion of its primary author.

All resolutions accepted as business of the House will be considered at open hearings of reference committees, which will be held at staggered intervals on Saturday, Oct. 27.