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AMERICAN OSTEOPATHIC ASSOCIATION

**Date:** July 1, 2010

**CC:** Executive Directors of AOA Affiliated  
Organizations of the House of Delegates

**To:** Delegates, Alternate Delegates

**From:** Carl M. Pesta, DO  
Speaker, House of Delegates

Ray L. Morrison, DO  
Vice Speaker, House of Delegates

## **RE: 2010 ANNUAL MEETING OF THE AMERICAN OSTEOPATHIC ASSOCIATION HOUSE OF DELEGATES**

You have been chosen to be a delegate or alternate delegate to represent your divisional society, specialty college, intern/resident, student body or SOMA at the 2010 Annual Meeting of the House of Delegates of the American Osteopathic Association. Our meeting will be held July 16-18, 2010 at the Fairmont Hotel in Chicago, Illinois.

As a member of this body, you are also representing the osteopathic community, since the policy set by the House will directly affect the professional lives of all osteopathic physicians. The opinions and concerns of your colleagues at home are important. You should be prepared to express these views at the House of Delegates' meeting. As the legislative body of the AOA, you speak for the members of the Association and for the osteopathic profession.

A daily schedule of activities for the meeting is attached for your information.

In brief:

Thursday, July 15, 2010

The Credentials Committee will begin early registration Thursday afternoon, 7/15 from 2 - 8 pm outside the Imperial Ballroom, located on the B-2 level of the Fairmont Hotel.

The Credentials Committee of the HOD will meet Thursday morning, 7/15 from 10 - 11 am in the Ambassador Room, located on the 2<sup>nd</sup> floor.

Friday, July 16, 2010

Delegate registration will also be held from 6:30 - 8:30 am, Friday morning. The Credentials Committee must properly credential all delegates and alternate delegates. All members of the House should register with this Committee before 9:00 am on Friday, July 16.

An Orientation session is scheduled for 8:00 am, Friday morning in the Imperial Ballroom. While essential for Freshman Delegates, because of the number of efficiency measures and modifications that are taking place this, all delegates are encouraged to attend. An efficiently run meeting is important and the orientation meeting will help you become familiar with the operating procedures of the House.

The meeting of the House of Delegates will convene promptly at 9:00 am in the Imperial Ballroom. The House will recess at Noon on Friday and a HOD Luncheon will be available in the International Ballroom, located on the 2<sup>nd</sup> floor of the hotel. Reference committee meetings begin at approximately 1:30 pm on Friday, a detail listing of the room assignments is included in the Itinerary.

In the AOA's ongoing effort to "Go Green," business of the AOA House of Delegates is available in downloadable form on the DO-Online website ([www.DO-Online.org](http://www.DO-Online.org)). The resolutions currently available are noted in three versions – one inclusive document, by reference committee roster or single resolutions. Other materials available via DO-Online will include:

- (1) Agenda and Reports -- contains the agenda of the House, AOA roster, list of delegates and alternates, members of the reference committees, rules and order of business and the annual reports.
- (2) Communications -- letters received from affiliated organizations that are informational in nature.
- (3) Supplemental Reports -- reports received after posting of the agenda.
- (4) Resolutions -- items for action.
- (5) Amendments to Constitution and Bylaws -- amendments to basic documents of the AOA and its affiliated organizations.

Only late resolutions approved by the Committee on Rules and Order of Business and reports of the HOD Reference Committees will be provided as paper versions.

Delegates and alternates are asked to bring the above materials to the meetings of the House. It is the responsibility of the Delegates and Alternates to come prepared by reviewing the various reports and resolutions they are being asked to deliberate.

Saturday, July 17, 2010

The House of Delegates will make their nominations for officers and members of the AOA Board of Trustees on Saturday, July 17, at 7:30 am in the Imperial Ballroom. Immediately following the nominations, Edward A. Loniewski, DO, AOA Past President, will present the AT Still Memorial Lecture. Following the lecture, the House will begin deliberations of the reference committee reports. A lunch break will be held from Noon until 1:30 pm. The House will reconvene at 1:30 pm until 3:30 pm to discuss the reference committee reports.

The Inaugural Speech by the 2010/2011 President will be given at 4 pm on Saturday in the Imperial Ballroom. A dessert reception honoring the newly elected President will be held in the Grand Ballroom at Navy Pier from 9 - 11 pm. Tickets for this event are included in your delegate packets.

Sunday, July 18, 2010

The House of Delegates will reconvene at 7:30 am on Sunday, July 18, to complete the elections for officers and members of the AOA Board of Trustees. Immediately following the elections, the House will complete any unfinished reference committee reports. Barring any unforeseen events, it is anticipated that the House of Delegates will adjourn by 10:00 am on Sunday.

We look forward to being with all of you in Chicago.

**AMERICAN OSTEOPATHIC ASSOCIATION**

Board of Trustees/House of Delegates - Annual Business Meeting, July 12-18, 2010  
The Fairmont Hotel, 200 North Columbus Drive, Chicago, Illinois 60601

**BOARD OF TRUSTEES DRAFT ITINERARY**

**Sunday, July 11, 2010**

8:30 AM – 3:30 PM	BOSS Meeting	O'Hare Hilton
3:00 – 4:30 PM	President/President-Elect Briefing	37 <sup>th</sup> Floor Board Room

**Monday, July 12, 2010**

8:00 - 11:00 AM	Committee on Administrative Personnel	State Room
9:00 – 11:00 AM	BOT Appeal Committee	Regal Room
11:00 AM - Noon	Audit Committee	Royal Room
11:30 AM – 1:00 PM	Committee on Basic Documents and Operations of Affiliated Organizations	Ambassador Room
1:30 – 3:30 PM	Committee on Strategic Planning	Ambassador Room
4:00 – 6:00 PM	Finance Committee	International Ballroom (2)
<b>6:30 – 9:00 PM</b>	<b>Board of Trustees Reception and Dinner</b>	

**Tuesday, July 13, 2010**

7:00 – 8:00 AM	President's Advisory Council	State Room
7:30 – 8:00 AM	Committee on Awards	Regal Room
8:00 AM – 5:00 PM	COSGP	
<b>8:30 – 11:30 AM</b>	<b>Board of Trustees (Reports)</b>	<b>International Ballroom (2)</b>
10:30 AM – 12:00 PM	Spouses Brunch	Wickless Suite
<b>Noon – 1:00 PM</b>	<b>Board of Trustees Luncheon</b>	<b>International Foyer</b>
<b>1:30 – 5:00 PM</b>	<b>Board of Trustees</b>	<b>International Ballroom (2)</b>
<b>6:30 – 8:30 PM</b>	<b>ACOI / AOA Leadership Reception and Dinner</b>	<b>Tavern at the Park</b>

**Wednesday, July 14, 2010**

8:00 AM – 5:00 PM	AOSED	
8:00 AM – 5:00 PM	COSGP	
<b>8:30 – Noon</b>	<b>Board of Trustees – (Executive Session)</b>	<b>International Ballroom (2)</b>
<b>12:00 – 1:00 PM</b>	<b>Board of Trustees – Luncheon</b>	<b>State Room</b>
1:00 – 4:30 PM	Reference Committees Reference Committee 1 Reference Committee 2 Reference Committee 3 Reference Committee 4	Embassy Room Crystal Room Moulin Rouge International Ballroom
1:00 – 5:00 PM	SOMA	AOA-2 <sup>nd</sup> floor
5:30 – 7:30 PM	ACOEP Reception for the AOA BOT	State Room

**Thursday, July 15, 2010**

7:00 – 8:00 AM	AOA Past President's Breakfast	Regent Room
8:00 AM – 5:00 PM	SOMA	AOA-2 <sup>nd</sup> floor
<b>8:30 – 11:30 AM</b>	<b>Board of Trustees</b>	<b>International Ballroom (2)</b>
10:00 – 11:00 AM	Credentials Committee	Ambassador Room
11:30 AM – Noon	AT Still Foundation	Royal Room
11:30 AM – 1:00 PM	Insurance Subcommittee	Diplomat Room
Noon – 1:30 PM	AOA / AACOM Leadership Luncheon	JBC's Office / 37 <sup>th</sup> floor
1:00 – 4:00 PM	Bureau of State Government Affairs	Gold Room
2:00 – 3:00 PM	Student Forum	Moulin Rouge
2:00 – 3:30 PM	Council of Interns and Residents Caucus	AOA 9 <sup>th</sup> Flr Conference Room
2:00 – 8:00 PM	Early Delegate Registration	Imperial Foyer (B-2)
4:00 – 5:00 PM	Council on Building	AOA McDevitt Boardroom
3:00 – 4:00 PM	Committee on Rules & Order of Business	Diplomat Room
4:15 – 5:30 PM	Bureau of States Affiliate Concerns	Gold Room
5:00 – 7:00 PM	AOA Greatness Corps Steering Committee	TBD
5:00 – 7:00 PM	AOAMI Meeting	Diplomat Room
9:00 – 10:30 PM	Health Care System Reform Briefing	International Ballroom (2)

**HOUSE OF DELEGATES****Friday, July 16, 2010**

6:30 – 8:30 AM	Registration of Delegates	Foyer–Imperial Ballroom (B2)
8:00 – 8:45 AM	HOD Delegate Orientation	TENT International Ballroom (2) TENT
9:00 AM - Noon	House of Delegates (Reports)	Imperial Ballroom (B-2)
Noon – 1:30 PM	House of Delegates Luncheon	International Ballroom (2)
1:30 – 5:00 PM	SOMA	AOA-2 <sup>nd</sup> floor
1:30 – 4:30 PM	REFERENCE COMMITTEES	
	Ad Hoc Committee	Crystal Room
	Committee on Constitution and Bylaws	Embassy Room
	Committee on Education	Moulin Rouge
	Committee on Professional Affairs	Imperial Ballroom
	Committee on Public Affairs	Gold Room
	Committee on Resolutions	Regent Room
	Joint/Board House Budget Review	State Room
5:00 – 5:30 PM	VIP McDevitt Circle / Premier Club OPAC Reception	Mid-America Club
5:30 – 6:30 PM	Chairman’s Club Reception	Mid-America Club

**Saturday, July 17, 2010**

7:30 – 8:00 AM	House of Delegates (Nominations)	Imperial Ballroom (B-2)
8:00 – 8:45 AM	A.T. Still Memorial Lecture	Imperial Ballroom (B-2)
9:00 AM – Noon	House of Delegates (Reference Committee Reports)	Imperial Ballroom (B-2)
Noon – 1:30 PM	Lunch Break	
1:30 – 3:30 PM	House of Delegates (Reference Committee Reports)	Imperial Ballroom (B-2)
4:00 – 5:00 PM	Inaugural Speech by 2010/2011 President	Imperial Ballroom (B-2)
9:00 – 11:00 PM	PRESIDENTIAL DESSERT RECEPTION	Grand Ballroom at Navy Pier

**Sunday, July 18, 2010**

7:30 – 10:00 AM	House of Delegates (Elections/Reports)	Imperial Ballroom (B-2)
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**NEW BOARD MEETING**

10:00 AM – 12:00 PM	2010/2011 Board of Trustees – Brunch / Meeting – Fairmont Hotel	Brunch – International Ballroom  Meeting – State Room
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Executive Director’s Office – 37<sup>th</sup> floor Board Room  
Board of Trustees/AOA Staff Office – Chancellor Room (3<sup>rd</sup> floor)

Please note that there may be changes made to this itinerary by the addition of meetings and / or changes in a meeting time or room assignment.



# HOUSE OF DELEGATES

## PRIMER

Originally named Handbook of Governing Bodies  
First drafted 1966, modified 2010

American Osteopathic Association  
142 East Ontario Street  
Chicago, Illinois 60611-2864

## **HOUSE OF DELEGATES**

### **INTRODUCTION**

The House of Delegates (HOD), is the legislative body of the American Osteopathic Association (AOA). As such, it speaks for the members of the Association and for the osteopathic profession. This Handbook has been prepared so that all who participate in the annual meeting of the HOD may have a better understanding of the methods and rules under which it operates.

Since the HOD meets only once a year, many important decisions must be taken at the annual meeting. In order that the many resolutions placed before the HOD may be considered carefully and expeditiously, it is necessary to have a well-established routine for the conduct of business. This routine demands the close cooperation of the members of the House, the members of the Board of Trustees (BOT) and its officers and the AOA staff.

The members of the HOD have the duty of considering not only the wishes of their societies and their geographical regions but also the welfare of the Association and of the osteopathic profession as a whole.

The following pages contain information regarding the organization and operation of the HOD. A careful reading of this material will give each member of the House an informed view of the activities and procedure that lead to the establishment of policy for the AOA and for the osteopathic profession.

## **GENERAL INFORMATION FOR DELEGATES AND ALTERNATES**

**Meeting:** The annual meeting of the HOD is held during June, July or August and separate from the AOA's Annual Convention and Scientific Seminar. Special sessions of the House may be called by the AOA President. The Delegates shall be given at least two weeks notice and the object or objects stated in the call.

**Delegates:** The AOA will provide to the secretary/executive director of each divisional society, seventy-five (75) days prior to the first day of the annual meeting of the House of Delegates, a statement of the number of regular members of this Association located in the area represented by that divisional society. In the case of the uniformed services divisional society, the notice would include the number of regular members of this Association currently serving in the uniformed services of the United States. Each recognized specialty college is entitled to one delegate and alternate. The specialty college delegate and / or alternate cannot be a member of the divisional society's delegation to the AOA House of Delegates.

The Bureau of Interns and Residents should designate one delegate and one alternate.

Each divisional society is entitled to one delegate and such additional delegates for each one-hundred (100) regular members residing in the state represented by that divisional society. If there are seventy-five (75) or more unrepresented regular members of the Association in the state of that divisional society, it shall be entitled to one additional delegate.

The osteopathic interns and residents may be represented in the HOD by one intern and one resident selected by vote of the Bureau of Interns and Residents. The intern or resident delegate or alternate cannot be a member of a divisional society or specialty college delegation.

The student council of each accredited osteopathic college may be represented by its president, and/or the president's alternate, elected by the student council, as a member of the delegation of the divisional society representing the state in which the osteopathic college is located.

The Student Osteopathic Medical Association (SOMA) may be represented in the House by one member of the SOMA Board selected by vote of the SOMA Board. The SOMA delegate or alternate cannot be a member of a divisional society's delegation representing the state in which such SOMA Board Member's osteopathic college is located.

**Credentials:** Official credentials are mailed in advance to the secretaries/executive directors of the divisional societies, specialty colleges, Bureau of Interns and Residents, the Student Osteopathic Medical Association, and the deans of accredited colleges of osteopathic medicine, for distribution to their selected delegates and alternates. **These credentials must be presented to the Committee on Credentials at the time of registration.**

**Registration:** Registration for delegates and alternates is conducted from 6:30 am on Friday the day the House of Delegates convenes, until adjournment. (Early registration is available on Thursday, from 2:00 – 8:00 pm).

Special registration is required for those individuals authorized to sit in the visitors' section of the HOD. Those eligible for special registration are: members of the Association and their spouses; executive directors of divisional societies; legal representatives of the divisional societies;

representatives of affiliated organizations; officers of the Advocates for the AOA; employees of the Association; and members of the press. Special registration is located in the same area and at the same time as that for delegates and alternates.

Orientation Class: the Speaker of the House conducts an orientation class for freshman members of the House of Delegates and other delegates and alternates interested in attending on Friday at 8:00 am prior to the opening of the House at 9:00 am

Access to Floor: Members of the House of Delegate who wish to secure the floor for any purpose shall address the Speaker and identify themselves by name and delegation. Access to the floor of the House is limited to the officers and members of the HOD, the elected and appointed officers of the Association; the past presidents; and when requested by the Speaker, the chairs of departments, bureaus, committees and councils; the secretaries and executive directors of AOA affiliated groups; and members of the AOA staff.

Seating of Alternate Delegates: If a delegate cannot attend a meeting of the House of Delegates, then an alternate may be seated. Alternate delegates do not have the privilege of access to the floor but may be seated in the visitors' section until they serve in the "delegate" capacity – at which time they would move to the delegate table.

### **Special Seating (non-delegate invitations)**

#### **Ambassador**

- Qualifications – A national medical organization may apply to the AOA Board of Trustees for official ambassador status in the House of Delegates. The membership of the organization shall be national in scope and have similar goals and concerns to the AOA regarding health care issues. Each organization, upon application, must demonstrate compliance of these requirements.
- Rights and Privileges – Organizations provided ambassador status are entitled to send one representative to meeting(s) of the AOA House of Delegates. The Ambassador is permitted voice in the AOA reference committee meetings and on the floor of the House of Delegates. Ambassadors would not have the right to introduce business, introduce an amendment, make a motion or vote.
- Ambassadors are invited to attend:
  - Open meetings of the AOA House of Delegates, including reference committees;
  - Caucus meetings upon invitation of that group; and
  - Official meal and reception functions of the AOA House of Delegates, including the President's Inaugural Reception.

#### **Official Observer**

- Qualifications – A national medical organization may apply to the AOA Board of Trustees for official observer status in the House of Delegates. The membership of this organization shall be national in scope and have similar goals and concerns to the AOA regarding health care issues. Each organization, upon application, must demonstrate compliance of these requirements.
- Rights and Privileges - Organizations provided observer status are entitled to send one representative to meeting(s) of the AOA House of Delegates. These representatives,

- Observers are invited to attend:
  - Meetings of the AOA HOD's reference committees;
  - Caucus meetings upon invitation of that group; and
  - Meal and reception functions of the HOD.

### **Special Invited Guest Seat Definition**

- **Qualifications** - This Special Invited Guest Seat (SIG) category would be open to national health care organizations that have already established a relationship with the AOA to work towards issues and goals of mutual benefit (e.g., health system reform, health and wellness initiatives, etc.). The membership base of these organizations would be categorized as health care allies.

A national health care organization whose membership base are allied professionals, may apply to the AOA Board of Trustees to be considered as a special invited guest (SIG) in the House of Delegates. The organization must be national in scope and have similar goals and concerns regarding health care issues. Each organization, upon application, must demonstrate compliance of the requirements noted above.

- **Rights and Privileges** - Organizations provided SIG status would be entitled to send one representative to meeting(s) of the AOA House of Delegates. These representatives would be recognized as attendees of the HOD meeting, but would not have the right to introduce business, introduce an amendment, make a motion or vote.
- Special Invited Guests (SIG) are invited to attend:
  - Meetings of the AOA HOD's reference committees;
  - Caucus meetings upon invitation of that group; and
  - Meal and reception functions of the HOD.

### **Schedule of House Meetings:**

The annual sessions of the House of Delegates are as follows:

- **Friday:** The House of Delegates convenes at 9:00 am. Matters relating to the organization of the House, presentation of reports of the president, executive director, appointed officers, staff members, chairs of departments, bureaus, committees and councils, and resolutions of the component societies and other affiliated organizations are scheduled.
- Reference committee sessions are usually scheduled at 1:30 pm and the lengths of the sessions are determined by the individual chairs.
- The reference committees hold open hearings with the time and location being announced by the Speaker. The composition of the standing and reference committees are listed in the Agenda of the House of Delegates. All members of the

- Saturday: Nominations of all officers, trustees, and of the Speaker and Vice Speaker of the House of Delegates, is a regular order of business beginning at 7:30 am
- Reports of the reference committees of the House of Delegates will be given at approximately 9:00 am
- Sunday: Election of all officers and trustees, and of the Speaker and Vice Speaker of the House of Delegates, is a regular order of business at 7:30 am on the last day of the meeting of the House.

## **OPERATION OF THE HOUSE OF DELEGATES**

Officers: The Speaker of the House of Delegates is the presiding officer. The Vice Speaker presides over the House in the absence or at the request of the Speaker and assumes all duties of the Speaker. The Secretary of the House is the Executive Director of the Association.

Duties of House of Delegates: The House of Delegates serves as the legislative body of the Association while the Board of Trustees serves as the administrative body. The duties of both are defined in the Bylaws of the AOA.

The powers and duties of the House as defined in Article VI of the Constitution and Article V of the Bylaws, make it the authoritative body of the Association. The House can determine policies, enact, amend and repeal the AOA's Constitution and Bylaws and the Code of Ethics, and create special committees. The House also has the duty of electing officers and trustees of the AOA and the speaker and vice speaker of the House. It also approves the AOA strategic plan and annual budget.

The Board of Trustees provides for the maintenance and supervision of the AOA offices, appoints the executive director, controller, general counsel and editor. The Board prepares the annual budget, supervises financial affairs, appoints the chairs of departments, bureaus, committees and councils, selects the time and place of the annual meeting and clinical assembly, and reviews all reports and makes recommendations to the House of Delegates.

Resolutions and Communications to House of Delegates: Resolutions and communications involving AOA policy come to the House of Delegates from several different sources: the President of the AOA, the Board of Trustees and its committees, the divisional societies and affiliated organizations.

The Board of Trustees reports annually to the House of Delegates on its activities during the past year through the Executive Director. Divisional societies and affiliated organizations frequently direct resolutions on the establishment of policy to the House of Delegates. District societies, when seeking similar action, usually address their resolutions to the House of Delegates through their divisional societies.

The employed staff of the AOA may also make recommendations to the House but only through an appropriate agency such as the BOT or an individual committee. The HOD receives many recommendations for consideration each year and is responsible for acting on them in the best

way to meet the changing needs of the Association and of the profession.

In an effort to “Green the AOA’s Footprint,” business of the AOA House of Delegates will be available in downloadable form on the DO-Online website ([www.DO-Online.org](http://www.DO-Online.org)). The resolutions will be available 3-weeks prior to the meeting of the HOD, and will be available in three versions – one inclusive document, by reference committee roster or single resolutions. Other materials available via DO-Online will include:

- (1) Agenda and Reports -- contains the agenda of the House, AOA roster, list of delegates and alternates, members of the reference committees, rules and order of business and the annual reports.
- (2) Communications -- letters received from affiliated organizations that are informational in nature.
- (3) Supplemental Reports -- reports received after posting of the agenda.
- (4) Resolutions -- items for action.
- (5) Amendments to Constitution and Bylaws -- amendments to basic documents of the AOA and its affiliated organizations.

Only late resolutions approved by the Committee on Rules and Order of Business and reports of the HOD Reference Committees will be provided as paper versions.

Delegates and alternates are asked to bring the above materials to the meetings of the House. It is the responsibility of the Delegates and Alternates to come prepared by reviewing the various reports and resolutions they are being asked to deliberate.

## **RULES OF THE HOUSE OF DELEGATES**

Seating of Delegates: A delegate having been seated shall remain the accredited delegate throughout the meeting. In the event that an accredited delegate has failed to qualify and assume their seat when the House convenes on the second day of the meeting, an accredited alternate may be seated. If a delegate, having been seated, is unable to be present due to physical disability or other cause(s) acceptable to the House, an alternate may be seated for that roll call period and continue as a delegate until the previously seated delegate returns for duty at the subsequent roll call. In that event, the alternate delegate who has been seated may, by direction of the House, be dropped from the roll and the previously seated delegate shall return to their seat in the House.

Quorum: One-half of the accredited delegates of the House shall constitute a quorum.

Rules of Order: The meetings of the House of Delegates and of all other bodies of the AOA are governed by *Roberts’s Rules of Order Newly Revised*, except in such instances as are specifically provided for in the Constitution and Bylaws of the Association or in the order of business that may be adopted from time to time. The order of business and any special rules adopted at the beginning of the meeting will govern the procedure unless unanimously suspended. Any special order of business must be submitted to the Committee on Rules and Order of Business for approval.

Reports: All reports of officers and committees, except supplemental reports, are made available electronically to each delegate and alternate delegate approximately two- three-weeks prior to the opening of the House of Delegates. This includes all resolutions and communications for consideration of the House received up to that time. All supplemental reports are presented to each delegate before such report is considered by the House.

Reports shall not be read verbatim to the House of Delegates, except by consent of two-thirds of the members present and voting.

Referral of Report and Resolutions: Prior to each session of the House, the Speaker of the House will prepare a list of recommended business referrals to reference committees. This list will be available at the opening meeting of the House and be subject to amendment or approval on vote by the HOD. The Speaker has the power to refer any resolution to a special committee, or the House may recommend the appointment of a special committee.

Resolutions on the Appropriation of Funds: No funding appropriation(s) can be made by the House except upon recommendation of the Finance Committee. All resolutions, motions or otherwise, requiring the appropriation of funds must first be referred without discussion to the Finance Committee of the Board of Trustees. An adverse ruling on such motions may be overruled by a three-fourths vote of the House.

Introduction of New Business at Last Meeting: No new business shall be introduced on the last day of the House of Delegates' meeting except by a two-thirds consent of those members present, provided two-thirds of the seated delegates are in attendance.

Presentation of Resolutions and Other Items of Business: Within the limitation of the rule on the presentation of new business at the last meeting of the House of Delegates, any delegates may present an item of business from the floor. Resolutions and other items of business should be presented on behalf of bureaus, committees, councils, and AOA affiliated organizations by an accredited delegate. These items must be presented as far in advance as possible to the Secretary of the House so that copies may be made available to House members.

Amendments to Constitution, Bylaws and the Code of Ethics: The Constitution may be amended by the House at any annual meeting by a two-thirds vote of the total number of delegates accredited for voting, provided that the amendment(s) will have been presented to the House and filed with the Executive Director at a previous annual meeting. These amendments must be printed in THE JOURNAL of the Association no less than two months nor more than four months prior to the meeting at which they are to be deliberated.

The Bylaws may be amended by the House at any annual or special meeting by a two-thirds vote of the total number of delegates accredited for voting, provided that the amendment shall have been filed with the Executive Director at least two months before the meeting at which the amendment is to be deliberated. Upon receiving a copy of the amendment, the Executive Director will have the amendment(s) printed in THE JOURNAL of the Association at least one month before the meeting. At this meeting, the Board of Trustees may revise the proposed amendment if necessary to secure conformity to the Constitution and Bylaws and then refer it to the House for final action no later than the day prior to the end of the meeting.

The Code of Ethics may be amended by the House of Delegates at any annual meeting by two-thirds vote of the total number of delegates accredited for voting, provided a copy of the

proposed amendment be filed with the Executive Director at least 90 days before the annual meeting at which it is to be deliberated. Upon receipt of the amendment(s), the executive director will have the proposed amendment published in THE JOURNAL of the American Osteopathic Association not later than one month before the annual meeting at which the amendment is scheduled for consideration.

Voting: The method of voting in the House of Delegates is usually determined by the Speaker of the House who may call for a voice vote, show of hands, standing vote, electronic vote, roll call of the delegations, and ballot vote.

If the result of a vote is uncertain or if a division is called for, the Speaker will have the option of asking for a standing vote of delegates or an electronic vote of delegates. The standing vote count will be made by tellers appointed by the Speaker and reported to the Secretary. It is essential that voters remain standing until the Speaker has indicated that the count is completed. The same procedure is then followed for recording the negative vote. The Committee on Credentials is charged with supervising the counting of roll call votes in the House of Delegates.

Nominations: Nomination of all officers and trustees of the AOA, and nomination of the speaker and vice speaker of the House of Delegates, except nominations of those otherwise provided for in the Constitution, will be a regular order of business in the House during the annual meeting. Nominations may be made from the floor immediately preceding the balloting. Nominating speeches should not exceed two minutes.

Elections: Election of officers and trustees and the speaker and vice speaker shall take place during the annual meeting of the House. Only properly certified delegates are permitted to participate in the elections of the House. Contested elections are held under the supervision of the Committee on Credentials.

All elections shall be by ballot except as outlined in this section and a majority of all votes cast are necessary to elect. In recording such vote, each divisional society shall be given one vote for each 20 regular members of the AOA located in the area represented by that division and such votes may be cast by any one of the delegation then seated or divided among the various members of the delegation as the delegation in caucus shall decide. If there is one nominee for a given office or trusteeship, it is the duty of the secretary to cast the elective ballot for that nominee.

## **REFERENCE COMMITTEES OF HOUSE OF DELEGATES**

Reference Committees: There are nine (9) reference committees of the House of Delegates. All are appointed by the Speaker of the House except the Committee on Credentials and the Joint Board/House Budget Review Committee whose members are appointed by the Speaker and the President.

The following is a general description of the items assigned to each of the reference committees:

### CREDENTIALS: (6 members)

The Committee is appointed by the President. It receives and validates the credentials of the delegates and alternates, maintains a continuous roll call, determines the presence of a quorum, supervises voting and election procedures and makes recommendations on the eligibility of delegates and alternates to a seat in the House when a seat is contested.

RULES AND ORDER OF BUSINESS: (7 members)

This Committee presents the agenda and recommends for approval such rules as are necessary for the conduct of the business of the House. The report of this Committee is prepared in collaboration with the officers of the House and is presented at the opening of the annual session.

RESOLUTIONS: (7 members and 1 alternate)

This Committee drafts resolutions expressive of the sense of the meeting.

EDUCATIONAL AFFAIRS: (17 members and 1 alternate)

This Committee considers matters relating to osteopathic education, osteopathic colleges, postdoctoral training programs and other matters as determined by the Speaker.

PROFESSIONAL AFFAIRS: (17 members and 1 alternate)

This Committee considers matters relating to osteopathic healthcare facilities, advocacy, legislation, membership and conventions, and other matters as determined by the Speaker.

PUBLIC AFFAIRS: (17 members and 1 alternate)

This Committee considers matters relating to public and industrial health, research and physical fitness, and other matters as determined by the Speaker.

CONSTITUTION AND BYLAWS: (9 members and 1 alternate)

This Committee considers the choice of words, phraseology, style and merits of all proposed amendments to the Constitution, Bylaws, and the Code of Ethics, and makes recommendations as necessary.

JOINT BOARD/HOUSE BUDGET REVIEW: (8 members)

This Committee is composed of four members from the Board of Trustees, appointed by the President; four members from the House of Delegates, appointed by the Speaker; and the Treasurer of the Board of Trustees, as a Consultant. It acts as a reference committee to review the AOA strategic plan and budget.

AD HOC COMMITTEE: (17 members and 1 alternate)

This Committee considers materials relating to physician practice / socioeconomic issues, affiliate dynamics, insurance and communication activities, and other items determined by the Speaker.

**GENERAL PROCEDURES FOR REFERENCE COMMITTEES**

Duties / Responsibilities: The primary responsibility of a reference committee is to recommend to the House an appropriate course of action on matters that have been placed before it. This duty can best be discharged by evaluating all resolutions it has received from the bureaus, committees, and councils, the Board of Trustees and other agencies, by basing its recommendations on the best information and advice that is available and by making decision in the best interests of the public and the Association.

It is not the duty of the reference committee to attempt to prevent the House from taking action on any matter that has been presented. Nor is it the committee's duty to accept automatically and without deliberation the opinions of its own members or, the opinions of those who have testified.

The reference committee fulfills its duty when it takes into consideration all of these factors and advises the House to approve, disapprove, amend, postpone, or replace by a substitute resolution, any resolution that has been placed before it.

Authority: Reference committees have a good deal of authority but must act within the standing rules of the House and within the framework of the Constitution and Bylaws. The reference committees may not only recommend action on resolutions before them but may also propose resolutions on their own initiative. They may call upon the officers, members of the Board of Trustees and committees and the members of the staff when they desire to gain information. They may make an explanation of the committee's decision before recommending to the House that a resolution be approved, disapproved, amended, postponed or replaced by a substitute resolution.

Referral of Items of Business to Reference Committees: The reference committees receive items of business for consideration by referral from the House of Delegates. At the opening meeting of the House, the list of referrals prepared by the Speaker is presented to the House for approval. Hearing no objection, the list stands as presented. The House, at its discretion, may refer a resolution to a different reference committee.

Other items of business may be referred to a reference committee by the Speaker of the House during the course of business. A listing of all referrals made to the reference committees will be made available as soon as possible after the House recesses. This list, in effect, constitutes the agenda for the meetings of the reference committees.

Conduct of Hearing: The primary duty of a reference committee is to receive and evaluate opinions so that it may present a well-informed recommendation to the House. Opinions are received during the open hearing that is conducted by the reference committee. During actual deliberations of the committee, the committee and its staff will meet in executive session.

All members of the AOA have the right to attend reference committee hearings and participate in the discussion, whether or not they are members of the House of Delegates.

Duties of the Chair: The chair of the reference committee should preside at both of the above meetings, and should carry out the usual duties of a chair in maintaining order, facilitating the transaction of business and in ruling on length and pertinence of discussion.

The chair should not permit the making of motions or the taking of formal votes at an open hearing, since the objective of the hearing is to receive information and opinions and not to make decisions of any sort that would bind the reference committee in its subsequent deliberations. The final motions should be held in executive session as noted above.

The chair should insure that all who want to be heard are heard but should be watchful against prolonged holding of the floor by one or more persons at the expense of others who may wish to counsel with the committee. The chair, with the consent of the committee, may place reasonable limitations on discussion and debate.

It is the responsibility of the chair to review and approve the reference committee report prior to publication. The chairs should coordinate this activity with their reference committee secretaries.

Secretarial Assistance: Each reference committee will be provided with staff to assist the committee in the development of their report. These staff have expertise in the committee's defined responsibilities and should be used as a valuable source of information and experience. Verbatim minutes of the reference committee will not be taken; however, committee staff will assist in the development of a cohesive report that will be acted upon by the House as a whole.

Preparation of Report: The reports of the reference committees to the House are nothing more than the comment and the recommendation of the committee on the materials that it has had under consideration.

All recommendations to the House must be placed in the standard resolution form. Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House can vote intelligently on a single question. The wording of a resolution is most important, since an improperly worded resolution will not give the delegates a clear and immediate idea of the question on which they are being asked to vote.

If the report of a committee contains no resolutions, the reference committee should merely state that it has noted the report and make such comment as it may desire. It is not proper to recommend that the report be "received" or "approved". If the reference committee wishes to approve some item in the report, it must draft a suitable resolution.

The reports should be as brief as possible. Long sections of material that the delegates already have before them, should not be repeated.

Majority and Minority Reports: Every effort should be made by the members of a reference committee to reach unanimous agreement. If this is not possible, majority and minority reports may be presented. The report receiving the most support from members of the committee is presented as the "majority report."

Presentation of Reports to House of Delegates: The reports of the reference committees are presented by their chair and / or the vice chair.

The Speaker will announce the order that the reference committee reports will be heard and acted upon.

In the event of debate or discussion, the chair and members of a reference committee are free to reply to any questions or to comment. If the chair desires, they may call on a member of a bureau, committee, or council, member of the Board of Trustees or staff to supply the information requested. The chair of the committee, however, should be prepared to comment on the position that their committee has taken.

Guidelines and a Tutorial on Parliamentary Procedure are noted in Appendix A of this document.

## *Tutorial on Parliamentary Procedure Everything You Wanted to Know but were Afraid to Ask!*

### Introductory Comments

To assist in the smooth operation of the American Osteopathic Association's House of Delegates deliberations, the AOA Speaker and Vice Speaker have developed a "Tutorial on Parliamentary Procedure."

While this Tutorial in no way replaces the Rules of Order as regulated by Roberts's Rules of Order Newly Revised, it does provide a concise summary of the parliamentary procedures used to facilitate the meetings of the House of Delegates.

### TUTORIAL GUIDE

1. Please say "I move", instead of "I make a motion".
2. In Resolutions, amendments to "Resolves" are discussed before any "Whereas" amendments.
3. We shall not ***ADOPT*** any resolutions or motions during these sessions due to at least four different meanings of "adopt" over the past few years. We shall remove the word from our lexicon!!!
4. Resolutions will be stated to the House in the following way --- "I present for consideration Resolution 109";
  - a. "the Committee recommends it be *approved* and I so move".
  - b. "the Committee recommends it be *amended* as follows and *approved*, and I so move".
  - c. "the Committee recommends it be *disapproved*. To start debate, I move the Resolution be *approved*". (All motions should be stated in the positive.) If you agree with the decision of the Committee, you will vote "nay", against the Resolution.
  - d. Since resolutions come from a Committee, they do not need a second.
5. All amendments will be "old material crossed out", or printed in red in PowerPoint, and "NEW MATERIAL IN CAPS". This will not be printed on every Resolution.
6. Say "in parenthesis" and not "open parenthesis, closed parenthesis".
7. A Resolution or Motion, once presented to the House, may be withdrawn *only* by permission of the Delegation.

8. Regardless of whether or not the maker of a motion accepts a “friendly amendment”, it must be opened to debate and voted on formally, unless adopted by "unanimous consent".
9. Amendments to the original motion or resolution are “1<sup>st</sup> rank”. Amendments to a pending amendment are of “2<sup>nd</sup> rank”. Only one amendment of each rank can be pending at any time.
10. Amendments, and amendments to amendments, must be seconded.
11. Do not misuse motion to “Table”;
  - a. “postpone temporarily” (motion to table) terminates at the end of the current meeting. It supersedes all other motions except recess and adjourn, it needs a second, is not debatable, and requires a majority. It may be taken from the table only during the current meeting, must be seconded, is not debatable, and requires a majority.
  - b. “postpone definitely” sets a definite future time or date for debate. It needs a second, can have brief debate, is amendable only to time or date, and needs a majority.
  - c. The purpose of the motion to lay on the table is to set aside routine business to turn to something more urgent. Because it is not debatable, requires a majority vote, and has a high precedence, members are sometimes tempted to use the motion to kill the main motion. This is an improper use of the motion to table and is an example of how parliamentary procedure earns the adverse term, railroading. If a member wishes to suppress action on a main motion, he should move to postpone indefinitely, which is debatable. Improper use of the motion to table allows tyranny of the majority. (There is nothing wrong with majority rule as long as it includes the right of the minority to speak!) Another misuse of the motion to lay on the table is to confuse the motion with the motion to postpone definitely to a certain time. Often, when a member wishes to postpone a main motion until a later meeting (only the following meeting according to Robert's), the member uses the motion to lay on the table rather than the proper motion: to postpone definitely to a certain time.
  - d. Thus, confusion results between the motion to postpone indefinitely and the motion to lay on the table (postpone temporarily). Often, members use the motion to table when they really mean to postpone definitely. There is no such motion as "to table until the next meeting."
  - e. Finally, and probably most importantly, someone of ill will could move to "table" a sensitive issue, no debate would be allowed, and it would require only a majority vote. The assembly might then forget "to remove it from the table", and it would die a quiet, unnoticed death when the final gavel ending the meeting came down.
12. Saying “Call the question” means to vote immediately. It requires a second, is not debatable, BUT requires a 2/3 majority and must stand-alone and not in combination with any other motion.

13. A “Motion to Reconsider” can be made only by a member of the *prevailing* side.
14. All members who wish to comment in debate must have a turn before the same member speaks yet again.
15. When discussing a Motion, Resolution, or Amendment, please state up front, whether you speak in SUPPORT OF or OPPOSITION TO, the item at hand, and, whether you are officially speaking the opinion of a group.