

**PROCEDURES
OF THE
HOUSE OF DELEGATES**

October 2011

PENNSYLVANIA MEDICAL SOCIETY

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PREFACE

The House of Delegates transacts its business according to a combination of rules imposed by its bylaws, established by tradition, decreed by its presiding officer, and generally pursuant to the dictates of *Sturgis Standard Code of Parliamentary Procedure*. Parliamentary procedure serves to aid an assembly in orderly, expeditious and equitable accomplishment of its desires.

The majority opinion of the House in determining what it wants to do and how it wants to do it should always remain the ultimate determinant. It is the obligation of the Speakers to sense this will of the House, to preside accordingly, and to hold their rulings ever subject to challenge from and reversal by the assembly. In accordance with this concept, the following outline of procedures is offered as a guide, subject to reasonable modification, in the hope that adherence to its principles will advance smoothness of operation by reducing confusion and misunderstanding.

Registration

Your first duty as a delegate at the annual meeting is to register at the Credentials Registration Desk and receive your badge.

The Credentials Registration Desk, located in the Convention Center Lobby, will be open from 10:00 a.m. to 8:00 p.m. on Friday, October 14; all day on Saturday, October 15 beginning at 7:00 a.m.; and on Sunday, October 16 beginning at 7:00 a.m. You should register with the staff of the Credentials Registration Desk. After the staff has verified your credentials, they will record you as being seated as a member of the House and will give you your badge. A delegate whose credentials have been accepted by the Committee on Rules and Credentials shall be a seated delegate until final adjournment of the session; however, if such delegate is unable to be present, a certified alternate may take such delegate's place during the period of absence.

Who Has a Vote?

The voting membership shall be the delegate duly seated, including the delegates seated from the International Medical Graduates Section, the Residents and Fellows Section, the Medical School Section, the Medical Student Section, and the Young Physicians Section, alternates duly seated as delegates, and the secretaries of the component county medical societies in attendance, or their duly-designated alternates.

Who Are The Ex Officio Members?

The ex officio members of the House without the right to vote are the president of each component society, if not an elected voting delegate, the Speaker, the Vice Speaker, the President, the Immediate Past President, the President Elect, the Vice President, the Secretary, the trustees, and the members of the Judicial Council. The presiding officer may vote only to break a tie on a business matter in the House of Delegates. The ex officio members with the right to vote are the past presidents, the past trustees and the immediate past speaker of the State Society, unless they hold another office as provided in Chapter VIII, Section 3(b)(2) or 3(b)(3) of the bylaws.

INTRODUCTION OF BUSINESS

Business comes before the House of Delegates in two ways:

1. Resolutions introduced by voting delegates or component societies or sections; and
2. Reports from the Board of Trustees, executive councils, committees, and certain officials of the Society.

Recommendations from the President and President Elect shall be referred to the Board of Trustees for report back to the House of Delegates.

Tradition governs a substantial portion of each formal session of the House of Delegates. Addresses by outgoing and incoming Presidents, remarks by the Speaker, recognition of distinguished guests, and the like are in this category. It is the prerogative of the Speakers to permit so many of these niceties as they may feel to be appropriate without unduly intruding upon the time necessary for the House to accomplish its regular business. In general, such items are scheduled in advance in the published order of business. Unscheduled presentations may be arranged either with the Speaker or by a request for unanimous consent of the House to hear them. It is to be recognized that the Speaker must usually discourage extraneous unscheduled presentations, not because of any lack of merit of the proposals, but because of the Speaker's primary obligation to conserve the time of the House for its immediate deliberations.

Business is of two broad categories:

1. Informational, which will not affect the policy of the Society, (e.g., the Auditor's report); and
2. Policy statements such as a resolution or recommendation. Recommendations may be found in reports (which may also contain a great deal of information) and in the addresses of officers (which may also contain a great deal of information).

Disposition of An Item of Business

Items of business will ultimately be disposed of in one of six ways:

1. Adopt (with or without amendments)
2. Not Adopt
3. File
4. Refer
5. Refer for decision
6. Postpone (either to a definite time or temporarily tabled)

In general, purely informational items without recommendations should be filed. It is not appropriate to file resolutions and recommendations; they should be disposed of in one of the other ways.

REPORTS

Reports are routinely received as business of the House when they come from the Board of Trustees, councils and committees, and certain officials of the Society. Except under special circumstances, such reports are referred to appropriate reference committees so that hearings may be held on the substance thereof. The Speaker may request acceptance of a report by unanimous consent or by a vote without referral, but a motion to refer is always in order.

RESOLUTIONS

Business is introduced into the House through the presentation of resolutions by voting delegates on behalf of their county medical society, specialty society, the Residents and Fellows Section, the Medical School Section, the Medical Student Section, the Young Physicians Section, or the International Medical Graduates Section, or as individuals.

Presentation of Resolutions

It is a standing rule of the House of Delegates that resolutions submitted 30 days before a meeting of the House shall be printed, circulated, and become the business of the House. In order to accommodate printing and mailing deadlines, only resolutions that are received two weeks prior to the 30-day deadline will be included in the Official Reports Book. Resolutions received after that date will be posted on the website prior to the meeting to the extent feasible and distributed at the meeting. Once a resolution has been accepted as business of the House, it cannot be withdrawn at the discretion of its primary author. Resolutions submitted less than 30 days prior to a meeting, except those submitted by the special sections, will be printed and/or duplicated and distributed, but will require a two-thirds favorable vote of the House at the opening session on October 15 to become the business of the House. Resolutions submitted after the Committee on Rules and Credentials has adjourned will require a three-fourths favorable vote to become the business of the House. All resolutions are to be submitted to the Secretary of the Society and should include the name of the sponsors.

Resolutions not prepared in advance should be delivered to the Society's Control Desk located outside Cocoa 1.

The Committee on Rules and Credentials will review late resolutions and make recommendations to the House regarding their acceptance. (See page 5.)

Fiscal Note: All resolutions introduced in the House of Delegates whose implementation necessitates an expenditure of funds should include a fiscal note supplied by the sponsor. The following guidelines should be used in the development of appropriate fiscal information:

1. Resolutions requiring the expenditure of funds should show a specific dollar amount where possible.
2. The Executive Vice President's office can assist sponsors with the development of financial information, but requests of this nature should be forwarded well in advance of the deadline for submitting resolutions.

3. Resolutions which call for the institution of legal action, the repeal of legislation, or similar action for which a precise cost estimate cannot be determined should indicate that a substantial commitment of resources may be necessary for implementation.
4. Resolutions which establish policy and do not require other specific action beyond that which would be covered by the Society's routine work need not have fiscal notes appended to them by the authors. Society staff will provide the appropriate fiscal note.

Structure of Resolutions

The essential element of a resolution is its portion expressed as one or more "Resolved" sections setting forth its specific intent. It may carry with it a prefatory statement, or preamble, explaining the rationale of the resolution. This may also be accomplished by the time-honored mechanism of a series of "whereas" statements.

It is not necessary for a resolution to have such a preamble or whereas when the full significance of the resolved portion seems apparent. If such introductory statements are supplied, they should identify the problem briefly, advise the House as to the timeliness or urgency of the problem, the effect of the issue upon the Society, and indicate if the action called for is contrary to, or will revise, current Society policy.

It is a general principle of common law that an assembly, in adopting a resolution, formally adopts only the "Resolved" section. It follows that the important matter before the House is to state in a free-standing "Resolve" precisely that upon which it wishes to act. It is not necessary to amend the language of the introductory portions of a resolution, unless it is the desire of the House to do so. On occasion the introduction to a resolution will contain detailed sets of guidelines, rules, regulations or principles which the resolution proposes to approve. In such circumstances, it may be entirely appropriate to amend this related material to bring it into conformity with the will of the House.

In general, the question which will ultimately be before the House is the adoption or other disposition of a specific "Resolve" or a series of "Resolves." It is time consuming, unnecessary (except as indicated above) and therefore usually out of order to propose formal amendments to the wording of accessory statements, or to the language of the reference committee report in making its recommendations.

When preparing resolutions, close attention should be given to the following:

1. The title of the resolution should appropriately reflect the action for which it calls.
2. Information contained in the preamble or whereas statements should be checked for accuracy.
3. The Resolves should stand alone and not refer back to the prefatory statements (i.e., Resolved, That the Pennsylvania Medical Society support such programs or policies) since the House adopts only the Resolves and the whereases do not appear in the Proceedings.
4. Fiscal notes should be added when appropriate and should set forth the estimated cost, if any, of the policy, program, or action proposed by a resolution.

Late Resolutions:

Late resolutions, as defined on page 3, will be distributed to the delegates. The Committee on Rules and Credentials will submit its recommendations on each late resolution. This committee will hold an open hearing to provide sponsors of late resolutions an opportunity to explain the reasons for lateness and the importance of the House considering the late resolution. The Committee on Rules and Credentials will make a recommendation to the House as to whether the late resolution should be the business of the House, and the House will then vote on the acceptance of each resolution. A two-thirds favorable vote is required for acceptance as official business of the House.

Any resolution submitted after the Committee on Rules and Credentials has adjourned will require a three-fourths favorable vote to become the business of the House.

Convention Committees

The Speakers have appointed committees necessary to the operation of the meeting. The Committee on Rules and Credentials is primarily responsible for the Order of Business for the meeting as delineated in the Standing Rules of the House of Delegates. The Committee also oversees the registration and credentialing of delegates and alternates. Tellers have been appointed to count votes when necessary during the meeting.

REFERENCE COMMITTEES

Reference committees are groups of five members and such alternates as deemed necessary, selected by the Speakers to conduct open hearings on matters of business of the Society. Having heard discussion on the subject before it, the committee prepares a report with recommendations to the House for disposition of its items of business.

At each meeting of the House of Delegates, the Speakers assign to previously appointed reference committees resolutions, reports, and other matters within each committee's jurisdiction. The bylaws provide that the Speaker shall appoint such reference committees and clearly identify them as deemed necessary to expedite the business of the House. For the 2011 annual meeting, the Speakers have appointed the following reference committees: A (Bylaws), B (Education and Science/Public Health), C (Managed Care & Other Third-Party Reimbursement), D (Mcare Fund/Tort Reform/Other Legislation/Regulation), and E (Membership/Leadership/Subsidiaries).

Reference committee hearings are open to all members of the Society, guests, official observers, interested outsiders, and the press. Any member of the Society is privileged to speak on the resolution or report under consideration. Non-member physicians, guests, or interested outsiders may, upon recognition by the chair, be permitted to speak. The chair is privileged to call upon anyone attending the hearing if, in the chair's opinion, the individual called upon may have information which would be helpful to the committee.

Equitable hearings are the responsibility of the committee chair, and the committee may establish its own rules on the presentation of testimony with respect to limitations of time, repetitive statements and the like. The chair also has jurisdiction over such matters as photography, television filming, and the introduction of recording devices. If, in the chair's estimation, such factors would be, or become, undesirable for the conduct of an orderly hearing, the chair may act to prohibit them. It is recommended that reference committee chairs **not** ask for an expression of the sentiments of those attending the hearing by an informal vote on particular items. The committee members may ask questions to be sure that they understand the opinions being expressed, or may answer questions if a member seeks clarification; however, the committee members should not enter into arguments with speakers or express opinions during the hearing. The committee listens carefully and evaluates all opinions presented so that it may provide the voting body with a carefully considered recommendation.

The reference committee hearing is the proper forum for discussion of controversial items of business. In general, delegates who have not taken advantage of such hearings for the presentation of their viewpoints or the introduction of evidence should be reluctant to do so on the floor of the House. It is recognized, however, that the concurrence of reference committee hearings creates difficulties in this respect, as does service by delegates on other reference committees, and there is never compulsion for mute acceptance of reference committee recommendations at the time of the presentation of its report.

District, specialty and section caucuses should assign to each delegate responsibility for attending specific reference committees to carry the sentiment of the caucus and to report back.

Following its open hearings, a reference committee will go into executive session for deliberation and construction of its report. It may call into such executive session anyone whom it may wish to hear or question. The alternate member of the reference committee shall participate in the executive session deliberations, but shall not vote unless replacing an absent member.

Minority reports from reference committees are in order only if signed by two or more members of the committee.

REFERENCE COMMITTEE REPORTS

Reference committee reports on the official business consume much of the deliberations of the House of Delegates. They need to be constructed swiftly and succinctly after completion of the hearings in order that they may be processed and made available to the delegates as far in advance of formal presentation as possible.

Reference committees have wide latitude in their efforts to facilitate expression of the will of the delegates and alternate delegates on the matters before them and to give credence to the testimony they hear. They may amend resolutions, consolidate similar resolutions by constructing substitutes, and they may recommend the usual parliamentary procedure for disposition of the business before them, such as adoption, rejection, amendment, referral and the like.

Basically, at the time of the reference committee report, each report, resolution, or recommendation which has been accepted by the House as business is the matter which is before the House for disposition. The reference committee recommends a disposition such as adopt, not adopt, refer, or file. In the event that a number of closely related items of business have been considered by the reference committee and a consolidation or substitution has been proposed by the committee, the reference committee substitute will be the matter before the House for discussion.

Your Speakers recommend that each item referred to a reference committee be reported to the House as follows:

1. Identify the resolution or report by number, title and sponsor;
2. State concisely the committee's recommendations, and state what was called for in the resolution, report, or recommendation;
3. Comment on the testimony presented at the hearings; and
4. Incorporate supporting evidence of the recommendations of the committee.

Waiver of Debate List

Your Speakers suggest that the reference committee report **not** contain a direct motion. The chair will open for discussion the matter which is the immediate subject of the reference committee report. The effect is to permit full consideration of the business at hand, unrestricted to any specific motion for its disposal. Any appropriate motion for amendment or disposition may be made from the floor. In the absence of such a motion, the chair will state the question in accordance with the recommendation of the reference committee.

Examples of five common variants employing this procedure are as follows:

1. The reference committee is reporting on informational material provided to the House which encompasses no specific proposal for action. The reference committee expresses appreciation of the report and recommends that the matter be filed for information. The chair declares the original matter to be before the House for discussion. In the absence of any other motion from the floor, the chair places the question on the adoption or approval of the reference committee recommendation to file for information. When it appears that there is no debate, the chair may declare "it is filed" without the necessity of a formal vote. Such a statement records the action and concludes such an item of business.
2. The reference committee is reporting on a resolution which, in its opinion, should be rejected, and it so recommends. The chair places the resolution before the House for discussion. In the absence of other motions from the floor, the chair, at the appropriate time, places the question on adoption of the resolution, making it clear that the reference committee has recommended a vote in the negative. The vote, however, is on the resolution, not on the reference committee's recommendation.

3. The reference committee is reporting on a resolution or report which it feels should be referred for further consideration to the Board of Trustees, or through the Board to an appropriate council or committee, and it so recommends. The chair will put the motion on the recommendation of the reference committee "to refer." If this fails to pass, the motion is again on the adoption of the resolution or report.
4. The reference committee is reporting on a resolution or report which it wishes to amend by addition, deletion, alteration or substitution. In order to permit the normal procedures for parliamentary handling, the reference committee may prepare the amendment; if the amendment is accepted, the amended resolution or recommendation is presented to the House. It is then in order for the House to apply to this reference committee version amendments of the first and second degree in the usual fashion. Such procedure is clear and orderly and does not preclude the possibility that someone may wish to restore the matter to its original unamended form. This may be accomplished quite simply since it may be moved to adopt the original resolution.
5. The reference committee is reporting on two or more similar resolutions or reports and it wishes to recommend a consolidation into a single resolution, or it wishes to recommend adoption of one of these items in its own right and as a substitute for the rest. For orderly handling, the matter before the House for consideration is the recommendation of the reference committee of the substitute or consolidated version. A motion to adopt this substitute is a main motion and is so treated. If the reference committee's version is not adopted, the entire group of proposals has been rejected, but it is in order for any delegate to then propose consideration and adoption of any one of the original matters.

Consent Calendar

The Speakers have the option to present reference committee reports as a consent calendar and intend to do so.

Form of Action on Reports and Resolutions

As a member of the House, you should have a clear understanding of the precise effect of the language used in disposing of items of business. There has been variance in interpretation of such proposals as "to accept for information," "to approve in principle," "to approve," "accept," or "adopt."

In the interest of clarity, the following recommendations are offered so that the House may accomplish its intent without misunderstanding.

1. When the House wishes to acknowledge that a report has been received and considered, but that no action is either necessary or desirable, the appropriate proposal for action is that the report be filed. For example, a report which explains a government program or regulation, or clarifies issues in a controversial matter, may be filed for information. This does not have the effect of placing the Society on record as approving or accepting responsibility for any of the material in the report.
2. When a report offers recommendations for action, these recommendations may be "adopted," "approved," or "accepted," each of which has the effect of making the Society responsible for the matter. In the interest of clarity, the use of terms "accept for information" or "approve in principle" should be avoided.

3. When the House does not wish to assume responsibility for the recommendations of a report in its existing form, it may take action to refer back to committee (recommit) or to refer elsewhere; to reject the report in entirety or in specific part; or to adopt as amended (amend and adopt).

NOTE: A report or resolution is "received" when it is introduced as the business of the House at its opening session. The House may decline to receive the matter only by objecting to its consideration at the time of its introduction. For this reason, it is inappropriate to propose as final action that a matter be "received" or "received for information."

PARLIAMENTARY PROCEDURE IN THE HOUSE

It is necessary in an assembly of over 300 delegates to insist that each individual speaking to an issue be recognized by the chair, be at a microphone, and be properly identified for the information of those who transcribe the proceedings.

As indicated in Standing Rule No. 2, the House is guided by the principles of the parliamentary authority designated in the bylaws, which is the current edition of *Sturgis Standard Code of Parliamentary Procedure*. It is to be noted that although *Sturgis* takes cognizance of the role of reference committees and outlines their function as they are employed in this Society, there is no precise delineation of the handling of reference committee reports.

A few comments to specific procedures may be helpful:

1. **The motion to REFER:** If it is desired that a matter receive more study, it can be referred. If a motion to REFER is applied to a subject which has pending amendments, the matter as it stands at the moment of the motion to REFER is referred.
2. **The motion to REFER FOR DECISION:** If it is desired that a matter be studied and acted upon prior to the next meeting of the House of Delegates, it can be referred for decision. If a motion to REFER FOR DECISION is applied to a subject which has pending amendments, the matter as it stands at the moment of the motion to REFER FOR DECISION is referred.
3. **The motion to RECONSIDER:** Roberts' Rules of Order require that this motion be made by one who voted with the prevailing side in the prior action which is to be reconsidered. This is an impractical provision when applied to action taken by votes which are not individually recorded. Under *Sturgis*, a motion to RECONSIDER which has been seconded will generally be assumed by the chair to be in order. If the motion to RECONSIDER is sustained, the situation reverts to the exact position it occupied before it was voted on.

4. **VOTE IMMEDIATELY:** Sustaining such a motion requires a two-thirds affirmative vote. It is, in effect, a statement by the assembly that it has heard enough and wishes to vote on the matter at hand at once. It applies only to the immediately pending question.

The motion to vote immediately has the following rules:

- It requires a two-thirds majority to pass.
 - It may not be made by a delegate or alternate immediately following his or her own testimony on an issue.
 - It will be assumed to apply to the last motion on the floor unless the maker of the motion specifies otherwise.
 - It has been our custom to depart from The Standard Code of Parliamentary Procedure so that this motion will only apply to motions on which there has been both pro and con debate.
5. **WITHDRAWAL of resolutions:** Occasionally the sponsors of resolutions become persuaded that their resolutions are somehow inappropriate or inaccurate. At any time prior to the acceptance of the resolutions as the business of the House, with referral to reference committees, the sponsors may WITHDRAW their resolutions, and they do not become the business of the House. After referral to reference committees, they are the business of the House. At the time of the reference committee hearings, the sponsors may become persuaded that they would like to WITHDRAW their resolutions, and may suggest to the reference committee that WITHDRAWAL would be preferable to other action. If the sponsors concur, the reference committee may recommend in its report that leave to WITHDRAW be accorded by the House. The chair, having confirmed approval by the sponsor, places the question on granting LEAVE TO WITHDRAW. A majority vote in the affirmative accomplishes WITHDRAWAL.
6. **The motion to POSTPONE or DEFER CONSIDERATION of a question:** Such deferment may take two forms - (1) Postpone to a Definite Time, and (2) Postpone Temporarily.
1. **To postpone to a definite time** is of higher rank than referral, and a less rank than limiting debate, and can be amended as to the definite time for consideration, with debate limited to brief discussion of the time or reason for postponement. A simple majority vote is required for adoption.
 2. **To postpone temporarily** has the force of the former motion to "table", and is the highest ranking subsidiary motion to be applied to a main motion. It is not debatable. A simple majority vote is required for adoption.
7. **To resume consideration** is equivalent to "take from the table:" The effect of the motion to resume consideration is that the original main motion, with any attached subsidiary motions, is before the House in exactly the same state it was when postponed. A simple majority vote is required for adoption.

IF YOU WANT THE FLOOR

If you wish to speak during a meeting of the House, go to the nearest microphone and wait to be recognized by the Speaker. Before making your statement, please identify yourself by name and county or section. Otherwise, the Speaker will interrupt you and request you to do so.

ABOUT VOTING

When the Speaker calls for a standing vote, tellers assigned to specific sections of the House will be asked to make the count. Please, therefore, remain standing until you are sure that the teller in your part of the House has completed the count. Your cooperation will enable the sectional teller to report quickly and accurately to the chief teller who in turn will report the total vote to the Speaker.

SUGGESTIONS AND REMINDERS

To help you prepare yourself for an efficient role as a member of the House of Delegates, here are a few additional suggestions and reminders.

1. Read the bylaws of the Pennsylvania Medical Society so that you will have a good working knowledge of the organizational structure, rules, and procedures;
2. Study the Pennsylvania Medical Society Policy Compendium so that you will have a good working knowledge of the Society's policies. The Compendium is posted on the Society's web site.
3. Familiarize yourself with parliamentary procedure, as detailed in *Sturgis Standard Code of Parliamentary Procedure*.
4. Study the various reports and resolutions in the Official Reports Book;
5. Familiarize yourself with all resolutions, proposals, or policies which your county or specialty society plans to present at the session;
6. Attend the district/section caucuses, usually held prior to the first session of the House, to review with your colleagues the business before the House.

OBLIGATIONS AND TIME COMMITMENT OF THE PRESIDENCY

Election to the office of Vice President is the first year of a four-year continuum. This is followed by automatic elevation to the offices of President Elect, President, and Immediate Past President. What follows is a brief description of the obligations and time commitment of these four years as compiled by several recent Presidents.

Note that all expenses of travel are reimbursed by the Society. Coach travel is expected.

The Vice President:

- Attends all meetings of the Medical Society Board of Trustees.
- Is a member of the Executive Committee which meets on an as-needed basis, generally four to five times per year. These meetings, if held in person, typically are at the Medical Society headquarters building in Harrisburg. Frequently they are held by conference call if the issues are urgent, the meeting is expected to be short, and an in-person meeting is not feasible. The meetings are chaired by the Chair of the Board.
- Is an ex-officio member of all councils and committees of the Medical Society. The Vice President will receive a copy of the agenda of all meetings in advance of the meetings, and is welcomed and encouraged to attend any of the meetings, though not necessarily expected to attend. These meetings take place in Harrisburg. Video conferencing may be an option depending on whether the meeting incorporates this feature, and in a location where the Vice

President lives. Attendance at these meetings during the years leading up to the Presidency helps familiarize the Vice President with the members of the committees and aids in the process of committee appointments which are made by the incoming President a few months prior to taking office.

- Is invited to all meetings of the Finance Committee of the Board. These meetings are usually held in the daytime on Tuesdays prior to evening sessions of the Board.
- Will occasionally be called upon to attend meetings and functions related to the activities of the Medical Society when they are held nearby to the home or work location of the Vice President.
- Will occasionally be called upon to grant media interviews when local media wish to speak with an officer of the Society who is representative of their geographic area. The Vice President should plan to attend at least one or possibly more media spokesperson training sessions during this year if not previously done.
- Is often invited to county medical society and Alliance functions in nearby areas. These functions will most often be held during the evening or on weekends.
- May be asked to represent the Society at functions of other professional associations when the President or President Elect is unavailable, especially if these functions are held in nearby locations.
- Is assisted with the arrangements for the above responsibilities by the staff of the Medical Society. The assistant to the President keeps track of the appointments and travel arrangements for the Vice President if it is desired by the Vice President. Other staff who are available and very helpful will represent media relations, government relations, medical economics, the Alliance, membership, and the Foundation.
- Will be oriented to the staff and functions of the divisions of the Medical Society, if the Vice President has not previously been a member of the Board of Trustees, by a day-long orientation process.

The President Elect:

- Attends all meetings of the Medical Society Board of Trustees.
- Is first in line after the President to be spokesperson for the Medical Society if the President is unavailable.
- Continues with above activities and is expected to attend the council, commission and committee meetings more often as their work schedule allows.
- Will be called upon more often to contribute to media interviews, especially if the President is unavailable. Arrangements will be coordinated by Media Relations.
- Gives testimony to state House and Senate committees if the President is unavailable or if the committee issue is of particular interest or relates to specific expertise of the President Elect. In most cases these committee meetings are held in Harrisburg, but may also be held in locales near to the President Elect. Testimony is generally prepared by staff, but the officer has input into the contents of the testimony.
- Will be kept informed of visits to the area by various staff of the Medical Society, and will be invited to participate if appropriate.
- Fills in as representative of the Medical Society in various contiguous states at their annual meetings if the President is unavailable. These meetings usually occur over weekends. The spouse of the President Elect is generally invited to accompany the President Elect but is not obligated to do so. Expenses of the spouse are generally covered by the Medical Society.
- May be asked to host representatives of other professional societies as needed.

- May be asked to accompany Medical Society staff to meetings with other organizations. Examples may include: insurance companies, the Physician General, the Insurance Commissioner, offices of legislators, the Secretary of Health, editorial boards.
- May be asked to make presentations at hospital medical staff meetings as a spokesperson of the Medical Society. Society staff will accompany as needed or requested.
- Travel around the state increases during this year.
- Will be expected to register as a lobbyist in order to conform with state law. This relates to the fact that the President Elect receives a small stipend to offset a decreased income during this year.

The President:

- Depending on the hot button items of the year, the President may need to be away from his/her practice anywhere from 40% to 70% of the time. The stipend for this year increases.
- Attends all meetings of the Medical Society Board. May need to come early and stay late on a regular basis. Travel plans should be flexible.
- Attends council, commission and committee meetings if schedule allows.
- Becomes the chief spokesperson for the Society. Is obligated to represent the official policy of the Society as determined by the House of Delegates and the Board.
- Is involved in media interviews which increase dramatically in number -- radio, TV, newspapers (local and national), and journals. Is assisted in arrangements by Media Relations.
- Travels extensively both in-state and out-of-state. Spends many weekends away from home, especially at other state society annual meetings, and meetings of other professional societies. Generally the spouse is invited but not obligated to attend.
- Travels around Pennsylvania to represent the Medical Society at county society and Alliance meetings. Is expected to give verbal updates of Society activities during these functions.
- Frequently offers testimony to state House and Senate committees. These may often be scheduled at the last minute, i.e., with just a few days notice.
- Accompanies staff to meetings with various government agencies, both state and federal, as appropriate.
- Will be asked to sign letters as President of the Society when it is appropriate. These will be to members, non-members, government agencies, media, and legislators. Medical Society staff will correspond with you by email and will send you all background information. The correspondence will be composed by the staff, but the President is expected to have input into the content of the correspondence. Letters are sent out of Society headquarters; staff support is provided.
- Will be expected to attend at least the June meeting in Chicago if not already a member of the AMA Delegation. Will participate in the ceremonial inauguration of the new AMA President.

The Immediate Past President:

- Has markedly fewer time commitments.
- Continues as member of the Board and the Executive Committee.
- Is last in line after President Elect and Vice President to represent the Medical Society at Society and public venues.
- May wish to continue activities related to a specific issue with the concurrence of the President.

(Note: Only active members of this Society are eligible to serve as officers. Members of the Society's Board of Trustees must be either active or associate members.)

REQUIREMENTS FOR PARTICIPATION IN SOCIETY COUNCILS/OTHER UNITS

The requirements for serving on Society committees, administrative councils and commissions can be found in Chapter XV of the bylaws. Only active and affiliate members of this Society are eligible to serve on committees and administrative councils; however, non-members and non-physician members may be appointed for one year provided that their percentage does not exceed 25 percent. Appointments to special committees are made by the President unless otherwise directed by the House of Delegates.

SOCIETY COUNCILS

Under the bylaws, the Board of Trustees is responsible for determining the number and size of councils and duties for each, subject to review of the House of Delegates.

Advocacy Executive Councils

The advocacy executive councils, in conjunction with their corresponding Board work groups, are charged with the development of policy and programs to advance the Society's three organizational priorities – political, patient, and practice advocacy. The advocacy executive councils are responsible for formulating action recommendations for the Board's consideration. These advocacy executive councils meet with their corresponding Board work groups prior to Board meetings in February, May, and September.

Members of the advocacy executive councils are appointed annually by the incoming president, subject to the approval of the Board of Trustees, and take office at the conclusion of the Annual Business Meeting. Members serve terms of one year and are eligible to serve up to six consecutive terms.

Board Work Groups

Corresponding Board work groups comprised of Board members will be assigned to work with each of the three executive councils. Board members assigned to the executive councils will be expected to meet in conjunction with the Tuesday afternoon council meetings immediately preceding regular Board meetings in February, May and September. Members of the Board work groups will have access to their respective council eRooms so that they can remain engaged in council activities throughout the year and in-between Board meetings.

Advocacy executive councils report and make recommendations to the Board of Trustees and submit annual updates to the House of Delegates regarding their activities.

Each executive council is accountable for carrying out delegated responsibilities within its approved budget. In cases where clear-cut policy does not exist or in cases of exceptionally sensitive issues which have complex or far-reaching implications, executive councils seek the guidance of the Board.

Responsibilities of Executive Councils

Practice Advocacy Executive Council

The Practice Advocacy Executive Council is responsible for recommending policy on membership issues including, but not limited to, dues and membership categories, and advocating on behalf of physicians on practice and reimbursement issues. The Council also is responsible for developing programs and services to enhance member value.

Political Advocacy Executive Council

The Political Advocacy Executive Council is responsible for recommending the Society's legislative and regulatory agenda on an annual basis and reviewing and making policy recommendations on all key legislative and regulatory matters.

Patient Advocacy Executive Council

The Patient Advocacy Executive Council is responsible for recommending policy and programs that advance the Society's patient advocacy agenda, including programs and policies related to patient safety.

SOCIETY COMMISSIONS

Under the bylaws, the Board of Trustees is responsible for determining the number and size of councils and duties for each, subject to review of the House of Delegates.

Members of commissions are appointed annually by the incoming president, subject to the approval of the Board of Trustees, and take office at the conclusion of the Annual Business Meeting. Members serve terms of one year and are not limited to the number of terms they can serve, due to the expertise required.

Commission members may attend meetings at Society headquarters, or at one of the videoconference sites (Philadelphia, Allegheny, and Erie County Medical Society offices) by prior arrangement.

Responsibilities of Commissions

Commission on Public Health (Reports to Patient Advocacy Executive Council; Meetings are normally held three times per year as business warrants)

- Prioritize public health advocacy efforts and coordinates them with appropriate external organizations.

Commission on Healthcare Facilities (Reports to Political Advocacy Executive Council; Meetings are normally held in February and April)

- Advocate for physicians on issues affecting health care facility licensure.
- Advocate for physicians on issues affecting medical staffs and clinical privileges.
- Monitor and react to changes affecting facility licensing.

Commission on Continuing Medical Education (CME) (Reports to Practice Advocacy Executive Council; Meetings are normally held in February, June and September)

- Accredit statewide CME programs administered by hospitals and other organizations.
- Provide oversight for the Society's CME membership certification.
- Provide sponsorship and joint sponsorship of CME activities.

STANDING COMMITTEES

- **Committee on Bylaws** – Consists of five voting members of the House of Delegates appointed by the Speaker of the House of Delegates. Also serves as Reference Committee A at the annual House of Delegates meeting. Three members are appointed on odd-numbered years for two-year terms, and two members are appointed on even-numbered years for two-year terms. No member may serve more than two consecutive two-year terms unless elected Chair, where an additional year may be served. The Committee is charged with constantly studying the bylaws and recommending revisions and modifications necessitated by changing times, methods or conditions.
- **Committee to Nominate Delegates and Alternates to the American Medical Association** – Consists of five members elected by the House of Delegates to serve a term of three years. Nominations are made by seated delegates from the floor of the House. All committee members must be members in good standing of the AMA. The Immediate Past President and the Chair of the Board of Trustees serve as ex officio non-voting members. The Committee is charged with submitting to the House of Delegates a list of nominees for delegates and alternates to the AMA.