



Arizona Osteopathic Medical Association

# **House of Delegates Primer & Resolution Process**

# House of Delegates Primer and Resolution Process

The House of Delegates (HOD) is the legislative and governing body of the Arizona Osteopathic Medical Association. The HOD consists of delegates and alternates who are elected by the regional districts. There is also a resident and two student representatives. The members of the HOD are responsible for representing their districts or peer groups, and the osteopathic profession and AOMA as a whole.

The HOD meets during the Annual Convention in Phoenix in the spring and at the Fall Seminar in Tucson. Since the HOD meets only twice per year, resolutions must be carefully considered and HOD business conducted through an efficient and orderly process.

The HOD is entrusted with the following responsibilities:

- National, state and local policy development
- Consideration and adoption of resolutions
- Changes to the AOMA Bylaws – requires a two-thirds vote
- Election of AOMA Officers, including the Speaker and Vice Speaker of the HOD
- Selection of Delegates, Alternates, Chair and Vice Chair to the American Osteopathic Association (AOA) Annual Meeting and House of Delegates
- Revisions to District boundaries
- Changes to membership dues

## Resolution Process

Resolutions are typically submitted requesting the AOMA take a formal position or action on a particular subject (e.g., healthcare payment policies, public health issues, physician practice concerns, legislative affairs), revise and/or negate current policies of the AOMA, or to modify AOMA's Constitution and Bylaws. Resolutions may also require AOMA to take a direct action, perhaps to advocate on a particular issue, study an issue and report back at a future meeting, write a letter on behalf of a particular issue or concern, etc. These "directives," if approved, may be assigned to one or more of the various AOMA committees for handling.

Resolutions can be submitted by any individual AOMA member in good standing, the AOMA Districts, Board of Trustees, Committees, or AOMA staff at least 35 days prior to the HOD meeting at which they will be considered. Resolutions from osteopathic medical students must be submitted by an AOMA physician member on their behalf. Resolutions are distributed to the delegates and alternates and posted on the AOMA website 30 days prior to the HOD meeting. The AOMA Executive Committee or the Board of Trustees may grant an exception for a late introduction of a resolution if there are special circumstances that warrant it, or a late introduction of a resolution may be permitted by a two-thirds vote of the delegates.

Resolutions containing funding appropriations must be carefully reviewed and approved by the Finance Committee or Board of Trustees prior to consideration, or they can be considered under special circumstances if three-fourths of the HOD vote to consider them.

Once approved, resolutions must be reaffirmed every five years to remain in effect. Resolutions approved from previous years are posted on the AOMA [website](#).

## Resolution Template

In order to submit a resolution, authors must use the resolution template and it must be properly completed. The template (see appendix) provides an outline of the required resolution components which includes the following:

- Title – succinct name of resolution,
- Author – individual(s) or group(s) introducing resolution,
- Whether the resolution is intended for the AOMA, the AOA as a national resolution, or both,
- Whereas statements – clear, concise one to two line statements stating the rationale and reasoning for presenting the resolution,
- Resolved statements – clear, concise one-line statements of intent, actionable request, and/or affirmative actions. Resolved statement(s) should serve as stand-alone items of policy and/or terms of intent,
- Fiscal Impact – budgetary impact.

## **Resolution Review Process**

To help ensure that the resolutions are consistent with the AOMA strategic plan and membership priorities, the resolutions are reviewed for drafting errors, relevancy, necessity, and content. The Speaker of the House of Delegates assigns resolutions to an Ad Hoc Committee of Reference or the Constitution and Bylaws Committee which review them and make recommendations to the Speaker. After reviewing the analysis and recommendations from the Ad Hoc Committee of Reference or Constitution and Bylaws Committee, the Speaker may editorially amend resolutions and notify the resolution author at least twelve days prior to the start of the House of Delegates when it will be considered.

If the resolution has been amended by the Speaker, the resolution author has seven days to decide whether to accept the resolution amendment or resubmit a new resolution (same subject). Amended resolutions must be distributed to the House of Delegates five days prior to the House of Delegates meeting.

The Board of Trustees also reviews each resolution at its meeting and submits a recommendation for action to the House of Delegates. The Board of Trustees may recommend to approve, disapprove, amend, postpone or replace the resolution with a substitute.

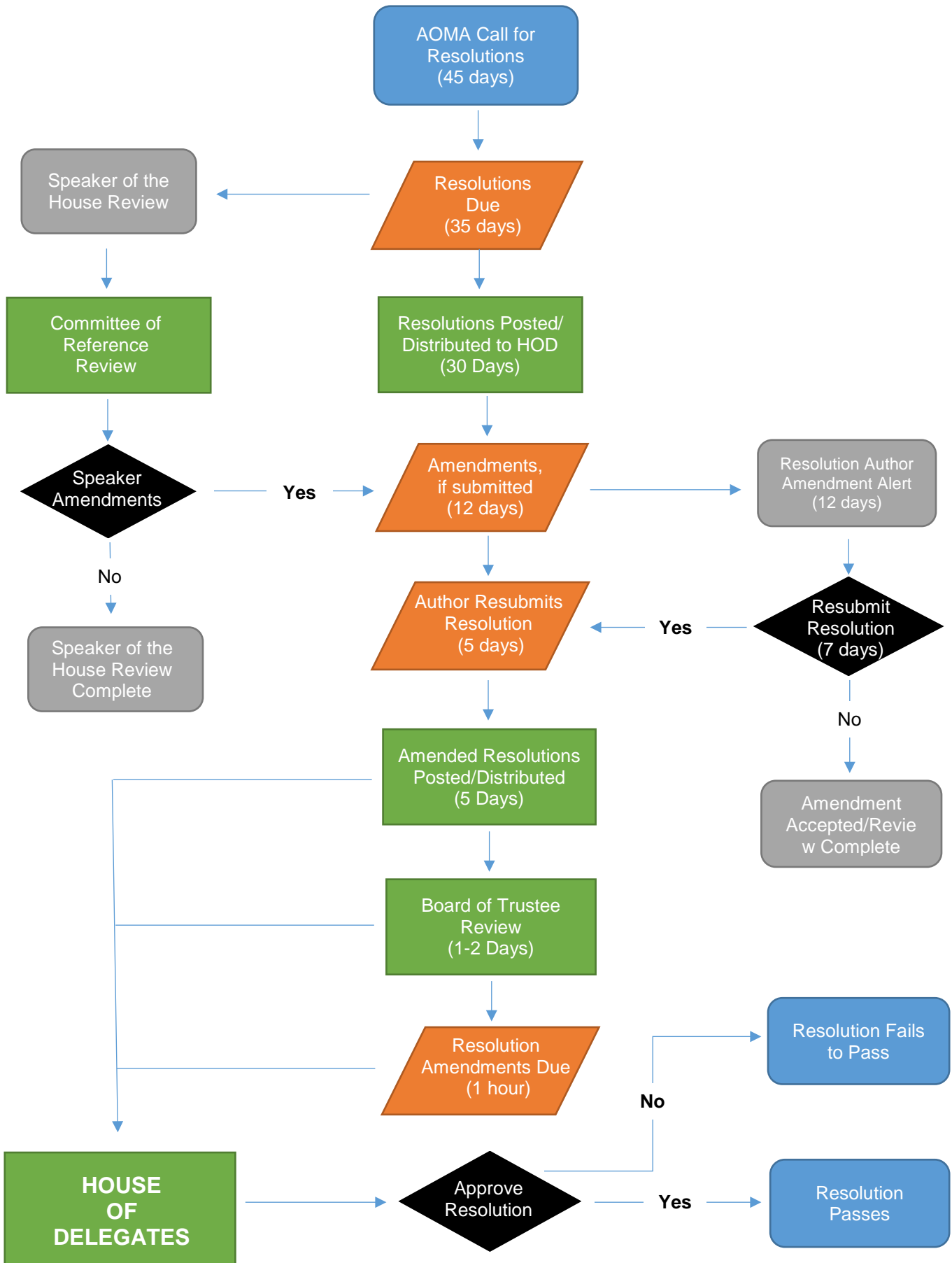
## **Amendments to Resolutions**

Amendments to resolutions for consideration by the HOD must be submitted one hour prior to the start of the meeting for which are they being considered. Copies of the amendments must also be distributed to the delegates.

## **Resolution Process & Timeline**

<b>Activity</b>	<b>Prior to HOD Meeting</b>	<b>Activity</b>	<b>Prior to HOD Meeting</b>
AOMA Call for Resolutions	45 days	Modified Resolutions Posted	5 days
Resolutions are Due	35 days	Board of Trustees Review	1-2 days
Resolutions Posted/Distributed	30 days	Amendment Deadline	1 hour
Speaker Amendments	12 days	<b>House of Delegates Meeting</b>	
Resolution Author May Submit New Resolution, Same Subject	7 days		

# Resolution Process & Timeline



## **House of Delegates & Voting**

The Speaker of the House of Delegates is the presiding officer and is responsible for setting the agenda and facilitating the business. Delegates and alternates must request and receive permission from the Speaker before speaking at the HOD meeting.

The Speaker and the author of each resolution has the ability to remove a resolution from consideration. Only delegates, alternates and resolution authors may speak at the HOD unless an exception is granted by the Speaker. To ensure efficiency, debate by any one delegate is limited to no more than two speeches on any one subject, and no longer than five minutes per speech or less as determined by the Speaker.

HOD voting 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 delegation, and ballot vote.

If the result of a vote is uncertain or if a division is called for by a delegate, the Speaker will have the option of asking for a standing vote of delegates or electronic vote of delegates. The Vice Speaker is charged with supervising the counting of roll call votes.

Once a resolution is approved, AOMA staff is permitted to make non-substantive, technical, conforming or clarifying changes to resolutions. Leeway for editing is particularly important for the purposes of submitting resolutions to the AOA which may necessitate some modification to adhere to a slightly different resolution format.

## **HOW A MOTION IS MADE AND ACTED UPON**

### **The Steps to Obtain Action**

#### **A MEMBER REQUESTS TO SPEAK**

The member rises and addresses the Speaker, "MR. SPEAKER."

#### **FLOOR RECOGNITION OF SPEAKERS**

The Speaker recognizes the member and designates to the floor to them by calling his/her name if possible. Personal recognition helps keep order by informing the group that the delegate has the floor.

#### **THE MOTION IS MADE**

The delegate introduces the motion by saying, "I MOVE . . ." For example, "I MOVE THAT THE ASSOCIATION CONSTRUCT A PLAYGROUND IN THE COMMUNITY PARK WITH THE SURPLUS IN THE MAINTENANCE FUND."

#### **THE MOTION IS SECONDED**

Another member says, "I SECOND THE MOTION." This member does not need to rise and does not wait to be recognized.

Why a second? Robert says that a motion must be considered if two people are in favor of its coming before the meeting.

If a motion fails to get a second, the Speaker states, "SINCE THERE IS NO SECOND, THE MOTION IS NOT BEFORE THIS MEETING."

## **THE SPEAKER STATES THE MOTION**

It is important that the Speaker restate the motion so that the proposal is clarified in the minds of the members. "IT HAS BEEN MOVED AND SECONDED THAT THE ASSOCIATION CONSTRUCT A PLAYGROUND IN THE COMMUNITY PARK WITH THE SURPLUS IN THE MAINTENANCE FUND." This also serves to keep the delegates focused and discussion centered on the construction of a playground.

The Speaker can always require that a long and involved motion be submitted in writing so that he/she can accurately restate it.

The motion is said to be pending once it has been stated by the Speaker. It must be disposed of in some manner before other business can be considered.

## **DEBATE IS HELD**

The Speaker opens debate by saying, "IS THERE ANY DISCUSSION?" The Speaker must open all debatable questions to debate.

The Speaker recognizes members who wish to speak. Members wishing to speak must rise, state their name, and whether they are in favor or against the motion. Members quickly establish the habit of waiting to be recognized by the Speaker before speaking.

## **THE SPEAKER PUTS THE QUESTION TO A VOTE**

The vote is taken in the following way:

- a) The Speaker again restates the motion. "THE QUESTION IS ON THE MOTION THAT THE ASSOCIATION CONSTRUCT A PLAY\_ GROUND IN THE COMMUNITY PARK WITH THE SURPLUS IN THE MAINTENANCE FUND." Restating the motion keeps the delegates clear about the purpose of the vote.
- b) "ALL IN FAVOR OF THE MOTION PLEASE SAY AYE.... THOSE OPPOSED SAY NO."

This is an example of a voice vote.

## **THE VICE SPEAKER ANNOUNCES THE VOTE**

The Vice Speaker announces the results of the vote. "THE NOS HAVE IT AND THE ASSOCIATION WILL NOT CONSTRUCT A PLAYGROUND IN THE COMMUNITY PARK."

## **RULES THAT GOVERN MAIN MOTIONS**

### **MAIN MOTIONS:**

- cannot interrupt a delegate who has been assigned the floor;
- require a second, unless the motion is from a committee;
- can be debated;
- can be amended;
- require a majority vote.

### **OTHER POINTS**

- The Speaker can require a long motion to be submitted in writing.
- The maker of a motion has first right to speak to it.
- A member can vote against his/her own motion, but cannot speak against it.

- A member can modify his/her own motion before it is stated by the Speaker. The member can also offer an amendment after his motion has been stated by the Speaker.
- A member can withdraw his motion up to the time it has been stated by the Speaker, and after that he/she must have permission of the group.

**THE SPEAKER SHOULD RULE OUT OF ORDER MOTIONS THAT:**

- conflict with the law or with the bylaws;
- repeat the same question on the same day;
- conflict with an already adopted motion;
- operate outside the scope or object of the organization;
- conflict or repeat motions held in committee;
- appear dilatory, incorrect, frivolous, or rude.

Source: Zimmerman, Doris R. (1997). *Robert's Rules in Plain English*. New York: HarperCollins Publishers, Inc.



## RESOLUTION TEMPLATE

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**SUBJECT:**

**SUBMITTED BY:**

Check one:

- Resolution is intended for Arizona Osteopathic Medical Association
  - Resolution is intended to be submitted by the Arizona Osteopathic Medical Association for consideration of the American Osteopathic Association House of Delegates
  - Resolution is intended for both the Arizona Osteopathic Medical Association and for consideration of the American Osteopathic Association House of Delegates
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WHEREAS, < insert text >; and

WHEREAS, < insert text >; and

WHEREAS, < insert text >; now, therefore be it

RESOLVED, that < insert text >; and, be it further

RESOLVED, that < insert text >.

Fiscal Impact (if applicable): \$

< Reminder, a resolution with a fiscal impact must be carefully reviewed and approved by the Finance Committee or Board of Trustees prior to consideration.>

*The Resolution template must be completed in order to be considered by the House of Delegates. Failure to fully complete the template will nullify the resolution. For questions or assistance, please contact AOMA at 602-266-6699 or send email to [communications@az-osteo.org](mailto:communications@az-osteo.org).*





## **SAMPLE RESOLUTION**

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**SUBJECT: OPPOSITION TO SCOPE OF PRACTICE EXPANSION**

**SUBMITTED BY: Dr. First Last Name**

Check one:

- Resolution is intended for Arizona Osteopathic Medical Association
  - Resolution is intended to be submitted by the Arizona Osteopathic Medical Association for consideration of the American Osteopathic Association House of Delegates
  - Resolution is intended for both the Arizona Osteopathic Medical Association and for consideration of the American Osteopathic Association House of Delegates
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WHEREAS, scope of practice encroachment is a constant threat and protecting the integrity of the osteopathic medical education and training, and ensuring quality and safe patient care is one of the Arizona Osteopathic Association's highest priorities; and

WHEREAS, osteopathic physicians must undergo the rigors of an osteopathic medical education and postgraduate 3-7 year residency program; and

WHEREAS, there are a growing number of health professions seeking to increase their scope of practice consistent with osteopathic physicians without having to complete a residency program or equivalent; now, therefore be it

RESOLVED, that the Arizona Osteopathic Medical Association (AOMA) oppose any effort by health professions to expand their scope of practice without a commensurate level of training and minimum standards for patient care as osteopathic physicians; and, be it further

RESOLVED, that AOMA will work to educate policymakers about the need to expand residency programs to address workforce shortages as an alternative to allowing health professions to provide primary care to patients without sufficient training.

Fiscal Impact (if applicable): None

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