



**UPDATED:  
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Memo to: Delegates, Alternate Delegates  
Executive Directors  
State Medical Associations, National Medical Specialty Societies, Other National  
Medical Societies, AMA Sections and Special Groups

From: Jeremy A. Lazarus, MD  
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Date: August 24, 2009

Subject: 2009 Interim Meeting of the American Medical Association House of Delegates

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The 2009 Interim Meeting will convene at 2 p.m. on Saturday, November 7, at the George R. Brown Convention Center in Houston, Texas. The tentative schedule appears on the last page of this memo.

### **“Green” HOD Meetings**

#### Business of the HOD

The House of Delegates Handbook will be available in downloadable form on the Interim Meeting Web site ([www.ama-assn.org/go/interim2009](http://www.ama-assn.org/go/interim2009)) on or about October 9. This electronic handbook includes multiple indexes and bookmarks for easy navigation, allows users to record comments, highlight passages and otherwise annotate items of business using Adobe Acrobat Reader. Likewise the Handbook Addendum will be posted as soon as it is available, at which time a final comprehensive delegate Handbook that interleaves the original document and the Addendum will also be posted.

A final Handbook, which includes both the initial Handbook and the Addendum, will be available on CD-ROM if desired. However, the downloadable versions of all materials will be available well before the Handbook/Handbook Addendum can be produced on any physical medium, and we encourage users to download a copy ([www.ama-assn.org/go/interim2009](http://www.ama-assn.org/go/interim2009)).

If you requested a physical copy of the Handbook—whether on paper or CD—for June’s meeting, you will be sent a copy of the Handbook in the same format for the Interim Meeting. If you wish to change your preference, please call (312) 464-4405 or send an email to [handbook.optin@ama-assn.org](mailto:handbook.optin@ama-assn.org), providing your name, contact information and the name of the society that you represent. In the absence of a request for a physical copy of the Handbook, we expect users will download a copy from the meeting Web site. The deadline for notifying us of your preference is Friday, September 25.

***Important note: After the 2009 Interim Meeting, paper copies of the Handbook will be available only to delegates and alternate delegates.***

### Personal Computers

Computer batteries should typically be sufficient for a single session, especially if power saving features are employed. Users may wish to obtain an additional battery and should ensure that their computers are fully recharged on a daily basis. Charging stations will be available in each of the reference committee hearing rooms. Power strips will be available in the delegates' seating area again, but safety regulations do not allow us to provide power in other parts of the House.

### Wireless Network Access

We are planning to provide wireless network access again at this meeting. Particulars will be announced in the *Speakers' Letter*.

### **Resolutions**

The Interim Meeting will continue to have five reference committees, with each assigned business as follows:

- Reference Committee on Amendments to Constitution and Bylaws: Ethics, bylaws.
- Reference Committee B: Legislative advocacy.
- Reference Committee F: AMA governance and finance.
- Reference Committee J: Advocacy related to medical service, medical practice, insurance and related topics will be addressed in this reference committee.
- Reference Committee K: Advocacy related to medical education, science and public health topics will be assigned to this reference committee.

A Resolution Committee has been appointed to review all submissions to ensure that the business of the Interim Meeting continues to focus on advocacy and legislative issues. Resolutions that do not meet the advocacy criteria, but are considered to be “urgent” will be accepted for consideration at the Interim Meeting, as will resolutions that address ethics issues. Resolutions not accepted for consideration will not be held over, but may be resubmitted at another HOD meeting.

For the purposes of the Interim Meeting, advocacy is defined as follows:

*Active use of communication and influence with public and private sector entities responsible for making decisions that directly affect physician practice, payment for physician services, funding and regulation of education and research, and access to and delivery of medical care.*

When drafting resolutions for submission, please give close attention to the following:

- The title of the resolution should appropriately and concisely reflect the action for which it calls.
- Information contained in the resolution should be checked for accuracy. Resolutions should include, whenever possible or applicable, appropriate reference citations to facilitate independent review by delegates prior to policy development (HOD action, A-07).
- The “Resolved” clauses should stand alone, since the House adopts only the “Resolved” portions.
- Sponsors of resolutions should carefully consider Policy G-600.061, “Guidelines for Drafting a Resolution” and try, whenever possible, to make adjustments, additions, or elaborations of AMA policy positions by recommending modifications to existing AMA policy statements rather than creating new policy.

- Each resolve clause in a recommendation must be followed by a phrase, in parentheses, that indicates the nature and purpose of the resolve (HOD Action, A-02). These phrases are the following:
  - (a) New HOD Policy
  - (b) Modify Current HOD Policy--This designation is intended for resolutions that call for specific amendments or modifications to a specific policy (e.g., RESOLVED, That our AMA amend Policy H-123.456 by insertion as follows...)
  - (c) Modify Bylaws
  - (d) Rescind HOD Policy
  - (e) Reaffirm HOD Policy (specific policy to be reaffirmed should be included in the resolve clause)
  - (f) Directive to Take Action
- Resolutions submitted for consideration by the House of Delegates should include an appendix of existing policy related to the subject provided by the sponsor and supplemented as necessary by AMA staff (HOD action, I-96).
- Resolutions seeking endorsement or AMA adoption of specific screening tests must include an evidence-based review that determines the strength or quality of the evidence supporting the request (see AMA Policy G-600.064).
- State and specialty societies are strongly encouraged to communicate directly with the AMA Executive Vice President to obtain specific action on issues for which there is already existing AMA policy (HOD action, I-99).
- A fiscal note setting forth the estimated resource implications (expense increase, expense reduction, or change in revenue) of the proposed policy, program, or action shall be generated by AMA staff in consultation with the sponsor. Estimated changes in expenses will include direct outlays by the AMA as well as the value of the time of the AMA's staff. A succinct description of the assumptions used to estimate the resource implications must be included in each fiscal note (HOD action, A-03).
- Sponsors of resolutions are reminded that Policy G-600.060[1] calls on delegates introducing an item of business to declare any commercial or financial conflict of interest at the time the resolution is submitted and that any such conflict of interest be noted on the resolution.

A copy of AMA Policy G-600.061, Guidelines for Drafting a Resolution, is attached for your use when drafting resolutions.

### **Deadline Dates**

The Speakers require that each resolution be submitted to the House of Delegates Office via e-mail to [carla.frenzel@ama-assn.org](mailto:carla.frenzel@ama-assn.org). We would appreciate your cooperation in sending us your resolutions as soon as they are available. **The receipt of all resolutions is confirmed via a return e-mail -- if you do not receive an email confirmation, your resolution has not been received.**

Per AMA Bylaws, on-time resolutions are those received at least 30 days prior to the opening of each House of Delegates Meeting. **Resolutions that are received by September 23 will be included in the Delegate Handbook. Resolutions received between September 24 and October 8 will be included in the Handbook Addendum.** All business will be posted on the AMA Web site.

If any member organization's house of delegates or primary policy making body, as defined by the organization, adjourns during the 5-week period preceding commencement of an AMA House of Delegates meeting, the organization is allowed **7 days** after the close of its meeting to submit resolutions

to the AMA. All such resolutions must be received by noon of the day before the commencement of the AMA House of Delegates meeting.

Late resolutions that are received after the 30-day and 7-day deadlines but before noon on Friday, November 6, will be distributed on Sunday, November 8, but will not be formally included in the business of the House unless accepted by 2/3 of the delegates present and voting. The Committee on Rules and Credentials will submit recommendations regarding the acceptance of late resolutions.

<b>IMPORTANT DATES</b>	
Deadline for resolutions to be included in the Delegate Handbook	Wednesday, September 23, 2009
Resolution deadline	Thursday, October 8, 2009
Handbook availability date	Friday, October 16, 2009
Handbook Addendum availability date	Tuesday, October 27, 2009
<i>Speakers' Letter</i> mailing date	Friday, October 16, 2009

### **5K Run / Walk**

We are trying to arrange a 5K run/walk for Houston, although some logistical hurdles need to be overcome. If arranged, the run will get underway at 6 a.m. on Saturday, November 7, likely departing from the Hilton Americas Hotel.

### **Dress**

Your Speakers have also decided that dress for all sessions of the House at the Interim Meeting will be "business casual." That means long- or short-sleeved shirts with collars for men, and dresses or blouses with skirts or slacks for women. Jackets or sweaters are optional, and ties are not required. Those seated at the head tables during general sessions of the House, including reference committees, are requested to wear business attire when in front of the House.

### **"Not Official Business of the House"**

Material received in the Production Area of the Headquarters Office on or before 5 p.m. on Thursday, November 5 will be collected in a bag and placed on delegates' tables and on chairs in the House before 3 p.m. on Saturday when the House convenes. Thirteen hundred (1300) copies are required for a complete distribution throughout the House.

### **Registry of Retiring Delegates and Retiring Medical Executives**

At the Interim Meeting, the names of delegates and alternate delegates who are retiring from the House will be announced along with the names of medical society executives who are retiring. The registry will be published and distributed during the meeting. Please let the headquarters office know who should be included in this listing before noon on Friday, November 6. Names may be faxed to (312) 464-4505 or e-mailed to [hod@ama-assn.org](mailto:hod@ama-assn.org) prior to Monday, November 2.

### **Delegate/Alternate Delegate Job Description, Roles and Responsibilities**

The House of Delegates has adopted a job description and roles and responsibilities for delegates and alternate delegates (see attachment).

### **Campaign Rules and Procedures**

Your Speakers wish to remind the House of the rules and procedures governing campaigns for AMA offices. No formal campaign activities are permitted during the Interim Meeting. However, an announcement of candidacy can be made on the last day of the Interim Meeting OR via a single mailing prior to the Interim Meeting (if one has not already been made on the last day of the Annual Meeting).

Visit [www.ama-assn.org/go/elections](http://www.ama-assn.org/go/elections) for complete campaign rules and election procedures, although we are happy to entertain individual questions at any time.

We look forward to an exciting and productive Interim Meeting. Please feel free to contact us or the Office of House of Delegates Affairs (312 464-4463 or 312 464-4344; [hod@ama-assn.org](mailto:hod@ama-assn.org)) if you have any questions.

**American Medical Association  
Interim Meeting of the House of Delegates  
November 7–10, 2009  
George R. Brown Convention Center  
Houston, Texas**

Tentative Schedule – Subject to Change

**Saturday, November 7**

~6:00 a.m.	5K run/walk	TBD
2:00 p.m. – 4:00 p.m.	House of Delegates Opening Session (Ceremonial - Speeches, Awards Presentations; Business - Rules of Order)	TBD
4:00 p.m. – 5:30 p.m.	Forum on Health System Reform	TBD

**Sunday, November 8**

8:00 a.m. – 8:30 a.m.	House of Delegates Second Opening Session (Business - Introduction of Reports and Resolutions, Extraction of Informational Reports, Supplementary Report of Committee on Rules & Credentials)	TBD
8:30 a.m. – 1:00p.m.	Reference committee hearings  Reference Committee on Amendments to Constitution and Bylaws Reference Committee B (Legislative advocacy) Reference Committee F (AMA finance and governance) Reference Committee J (Advocacy on medical service, practice, insurance) Reference Committee K (Advocacy on medical education, science, public health)	TBD
3:00 p.m. – 5:00 p.m.	Education/ancillary sessions I	TBD

**Monday, November 9**

8:00 a.m.–11:00 a.m.	Education/ancillary sessions II	TBD
11:00 a.m. – 1:45 p.m.	Caucuses	Varies
2:00 p.m. – 6:00 p.m.	HOD business session	TBD

**Tuesday, November 10**

8:30 a.m. – 12:00 p.m.	HOD business session	TBD
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## **G-600.061 Guidelines for Drafting a Resolution**

Resolutions to the AMA House of Delegates shall meet the following guidelines:

(1) When proposing new AMA policy or modification of existing policy, the resolution should meet the following criteria:

(a) The proposed policy should be stated as a broad guiding principle that sets forth the general philosophy of the Association on specific issues of concern to the medical profession;

(b) The proposed policy should be clearly identified at the end of the resolution;

(c) Recommendations for new or modified policy should include existing policy related to the subject as an appendix provided by the sponsor and supplemented as necessary by AMA Staff. If a modification of existing policy is being proposed, the resolution should set out the pertinent text of the existing policy, citing the policy number from the AMA Policy Database, and clearly identify the proposed modification. Modifications should be indicated by underlining proposed new text and lining through any proposed text deletions. If adoption of the new or modified policy would render obsolete or supercede one or more existing policies, those existing policies as set out in the AMA Policy Database should be identified and recommended for rescission. Reminders of this requirement should be sent by the AMA to the state, county, and specialty societies represented in the House prior to the resolution submission deadline;

(d) A fiscal note setting forth the estimated resource implications (expense increase, expense reduction, or change in revenue) of the proposed policy, program, or action shall be generated by AMA staff in consultation with the sponsor. Estimated changes in expenses will include direct outlays by the AMA as well as the value of the time of AMA's elected leaders and staff. A succinct description of the assumptions used to estimate the resource implications must be included in each fiscal note. When the resolution is estimated to have a resource implication of \$50,000 or more, the AMA shall publish and distribute a document explaining the major financial components or cost centers (such as travel, consulting fees, meeting costs, or mailing). No resolution that proposes policies, programs, or actions that require financial support by the AMA shall be considered without a fiscal note that meets the criteria set forth in this policy.

(2) When proposing to reaffirm existing policy, the resolution should contain a clear restatement of existing policy, citing the policy number from the AMA Policy Database.

(3) When proposing to establish a directive, the resolution should include all elements required for establishing new policy as well as a clear statement of existing policy, citing the policy number from the AMA Policy Database, underlying the directive.

(4) All resolutions will be written to include both "MD and DO," unless specifically applicable to one or the other.

(5) House of Delegates resolutions should include, whenever possible or applicable, appropriate reference citations to facilitate independent review by delegates prior to policy development.

(6) Each resolve clause in a recommendation must be followed by a phrase, in parentheses, that indicates the nature and purpose of the resolve. These phrases are the following: (a) New HOD Policy; (b) Modify Current HOD Policy; (c) Modify Bylaws; (d) Rescind HOD Policy; (e) Reaffirm HOD Policy; or (f) Directive to Take Action.

(7) Our AMA's Board of Trustees, AMA councils, House of Delegates reference committees, and sponsors of resolutions will carefully consider Policies G-600.061, "Guidelines for Drafting a Resolution," and G-600.062, "Guidelines for Drafting a Report," and try, whenever possible, to make adjustments, additions, or elaborations of AMA policy positions by recommending modifications to existing AMA policy statements rather than creating new policy.

## **Delegate/Alternate Delegate Job Description, Roles and Responsibilities**

*At the 1999 Interim Meeting, the House of Delegates adopted as amended Recommendation 16 of the final report of the Special Advisory Committee to the Speaker of the House of Delegates. This recommendation included a job description and roles and responsibilities for delegates and alternate delegates. The description and roles and responsibilities were modified at the 2002 Annual Meeting by Recommendation 3 of the Joint Report of the Board of Trustees and Council on Long Range Planning and Development. The modified job description, qualifications, and responsibilities are listed below.*

Delegates and Alternate Delegates should meet the following job description and roles and responsibilities:

### **Job Description and Roles and Responsibilities of AMA Delegates/Alternate Delegates**

Members of the AMA House of Delegates serve as an important communications, policy, and membership link between the AMA and grassroots physicians. The delegate/alternate delegate is a key source of information on activities, programs, and policies of the AMA. The delegate/alternate delegate is also a direct contact for the individual member to communicate with and contribute to the formulation of AMA policy positions, the identification of situations that might be addressed through policy implementation efforts, and the implementation of AMA policies. Delegates and alternate delegates to the AMA are expected to foster a positive and useful two-way relationship between grassroots physicians and the AMA leadership. To fulfill these roles, AMA delegates and alternate delegates are expected to make themselves readily accessible to individual members by providing the AMA with their addresses, telephone numbers, and e-mail addresses so that the AMA can make the information accessible to individual members through the AMA web site and through other communication mechanisms. The qualifications and responsibilities of this role are as follows:

#### **A. Qualifications**

- AMA member.
- Elected or selected by the principal governing body or the membership of the sponsoring organization.
- The AMA encourages that at least one member of each delegation be involved in the governance of their sponsoring organization.

#### **B. Responsibilities**

- Regularly communicate AMA policy, information, activities, and programs to constituents so he/she will be recognized as the representative of the AMA.
- Relate constituent views and suggestions, particularly those related to implementation of AMA policy positions, to the appropriate AMA leadership, governing body, or executive staff.
- Advocate constituent views within the House of Delegates or other governance unit, including the executive staff.
- Attend and report highlights of House of Delegates meetings to constituents, for example, at hospital medical staff, county, state, and specialty society meetings.
- Serve as an advocate for patients to improve the health of the public and the health care system.
- Cultivate promising leaders for all levels of organized medicine and help them gain leadership positions.
- Actively recruit new AMA members and help retain current members.
- Participate in the AMA Membership Outreach Program.