

Memo to: Delegates and Alternate Delegates
Executive Directors, Member Organizations of the House of Delegates

From: Susan R. Bailey, MD, Speaker
Bruce A. Scott, MD, Vice Speaker

Date: March 8, 2018

Subject: 2018 Annual Meeting of the American Medical Association House of Delegates

The 2018 Annual Meeting of the House of Delegates will convene at 2 p.m. Saturday, June 9 in the Grand Ballroom of the Hyatt Regency Chicago. We will adjourn by noon on Wednesday, June 13. The preliminary schedule is online at ama-assn.org/annual-meeting along with hotel, flight and inaugural information. The Handbook, Addendum and other documents will also be posted on that website as they become available.

LARGER HOUSE OF DELEGATES

Last year's House action to create parity between constituent (state) and specialty societies implements a goal first enunciated in 1996. Parity has led to a larger House of Delegates, with 617 delegate seats [apportioned](#) for the Annual Meeting. The larger number of delegates will mean that fewer seats are available in the open seating area at the rear of the Grand Ballroom. For that reason we will provide two auxiliary viewing areas with audio and video feeds from the House. The first will be nearly adjacent to the House in one of the Columbus Rooms. Priority will be given to alternate delegates for seating in that room. The second auxiliary space will be in Riverside Exhibit Hall, which is down the escalators between the Grand Ballroom and Columbus Hall (near the staff area).

We expect the largest audience for Saturday's opening session, during which seating will be at a premium. While delegates have a designated seat, if you will be seated in the open seating area, please take only a single seat and move to the center of the row in order to accommodate everyone. During the opening session, we will be joined by a number of international guests as well as young scholars being recognized by the AMA Foundation. We thank you in advance for your patience and cooperation.

CHILDCARE SERVICES

Children 6 months to 17 years old can participate in age-appropriate activities including arts and crafts, active games and much more in a safe, nurturing environment during the Annual Meeting. Childcare services will be available from 7 a.m. to 7 p.m. Thursday, June 7 through Tuesday, June 12 and from 7 a.m. to noon on Wednesday, June 13.

Learn more about Camp AMA and make reservations [online](#). To assure that your child has a place, reservations are required; please register by May 31. Hourly, half- and full-day options are available. The cost depends on age of the child and the choice of full, half-day or hourly service. Meals are not included but are available for purchase. The vendor, Accent on Children, is fully licensed, and caregivers have considerable experience in working with children.

TRAVEL AND HOTEL ARRANGEMENTS

Airline Discount

An airline discount is available on United Airlines, valid for 3 days prior to and 3 days after the official meeting dates. To obtain the discount book online at United.com. Click on “All Search Options” and enter your origin, destination and travel dates; then enter ZEPB957915 in the Promotions and Certificates offer code box. Available flights will be displayed, and the discounted fare will automatically be calculated after flights are selected. To obtain the discount over the phone, call United Airlines Meetings at 800.426.1122 and mention Z code ZEPB and agreement code 957915. A service fee will apply for phone transactions.

Hotel Reservations

The meeting hotel is the Hyatt Regency Chicago. Rooms can be reserved [online](#) or call Hyatt Reservations at 888.421.1442 and mention that you will be attending the American Medical Association House of Delegates meeting. Be sure to make your reservation before the cutoff date of May 1.

Airline and hotel information is also accessible via the meeting [website](#).

HANDBOOK ONLINE

The House of Delegates Handbook will be available on the Annual Meeting website no later than May 11. Likewise the Handbook Addendum will be posted as soon as it is available (on or about May 18), at which time a final copy of the Handbook that interleaves the original document and the Addendum will also be posted. In addition, an abridged handbook will be available on the meeting [website](#). It will contain only the recommendations from reports and the resolved language from resolutions.

RESOLUTIONS AND INFORMATION STATEMENTS

Included with this memorandum is the resolution [checklist](#), which enumerates the elements of a resolution and other business that may be submitted. In order to provide better service and efficiently process business for the House of Delegates, each resolution must be submitted via email to carla.frenzel@ama-assn.org in the House of Delegates Office. Resolutions must be submitted in Word or plain text format; PDFs are not acceptable. The receipt of all resolutions is confirmed by a return email message. If you do not receive such a return email, your resolution has not been received. **We would appreciate your cooperation in sending your resolutions as soon as they are available (via email to carla.frenzel@ama-assn.org).**

All business will be posted on the meeting [website](#), and most items will appear on the website several days or even weeks before the Handbook is compiled, although materials are subject to change until the Handbook is available.

In proposing resolutions please follow Policy [G-600.061](#), “Guidelines for Drafting a Resolution or Report,” which among other things states that “the resolution or report should include all elements required for establishing new policy as well as a clear statement of existing policy, citing the policy number.” [PolicyFinder](#) is readily accessible online. Please also note that each resolve should stand alone, without reference to preceding whereas or resolve clauses.

Deadline dates

Per AMA Bylaws, “on-time” resolutions are those that are received by close of business on May 10. In order to accommodate processing deadlines, **only those resolutions that are received by Wednesday, May 2, will appear in the initial Handbook.** Resolutions received after that date will be included in the Handbook Addendum or distributed onsite as necessary.

AMA bylaws provide an exception for a society whose policymaking body adjourns during the five week period preceding commencement of an HOD meeting (on or after May 5). These organizations are allowed seven (7) days after their adjournment to submit resolutions, except that such resolutions must be received by noon, Friday, June 8.

Late resolutions (those received after May 10 and not eligible for the exception) will be distributed on Sunday, June 10 but will be accepted as business only if approved by $\frac{2}{3}$ of the delegates present and voting. The Committee on Rules and Credentials will submit recommendations regarding the acceptance of late resolutions following procedures previously established by the House.

Delegates are also reminded that resolutions submitted after the opening session of the House will be handled as emergency business and will require a $\frac{3}{4}$ vote of delegates to be accepted.

Information statements

The resolution checklist may be used to indicate that the item is an **information statement**. Information statements are meant to bring an item to the attention of the House rather than result in some action by our AMA. An information statement will not be referred to a reference committee, unless it is extracted by a delegate because of a material misstatement of fact. Information statements do not become part of the permanent record of the meeting. An information statement might, for example, describe a society-sponsored program thought to be of interest to other members of the Federation.

REFERENCE COMMITTEES AT A-18

The full hearing schedule has not been determined—it depends in part on the business that is submitted—but the usual Annual Meeting committees will assemble:

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| - Amendments to Constitution and Bylaws | - A (Medical service) |
| - B (Legislation) | - C (Medical education) |
| - D (Public health) | - E (Science and technology) |
| - F (AMA governance and finance) | - G (Medical practice) |

ONLINE MEMBER FORUM

Items of business will be posted in the online member forum under the appropriate reference committee. The online member forum will be available no later than the day the Handbook is posted on the meeting [website](#) and will likely be online, at least in part, before the Handbook is available. We will send an email to the House announcing forum availability (approximately May 9). If you have not received such an email by May 14, please contact Patti Wargo (patti.wargo@ama-assn.org) to update your email address. Items published in the Addendum will also be included in the forum. A summary of comments will be posted on the meeting website. The forums will be accessible at ama-assn.org/hod-forums.

SPECIAL ACCOMMODATIONS

Delegates and alternate delegates may request special accommodations (eg, an assistive listening device) by contacting the Office of House of Delegates Affairs. Please call 312.464.4344 or send an email to hod@ama-assn.org so that arrangements can be made.

ELECTIONS, CAMPAIGN RULES AND PROCEDURES

Previously announced [candidates](#) are listed on the AMA website. We wish to remind the House that the rules and procedures governing campaigns can be found in AMA policy and will be included in the *2018 Election Manual*, which will be forthcoming in mid-April and accessible through the meeting [website](#). Please recall that the rules specifically disallow active campaigning until after the Board of Trustees' April meeting. We are happy to entertain questions from individuals at any time.

Elections will be held from 7:30 to 8:45 a.m. Tuesday, June 12. Only credentialed delegates are permitted to cast a ballot—alternate delegates with an orange card are not permitted to vote—and to vote one must be in line by 8:45 a.m.

Conflict of Interest Disclosures

House policy requires all candidates, including those nominated from the floor, to complete a conflict of interest disclosure before the election. The election manual will include a link to previously announced candidates' conflict of interest disclosures. However, if you are considering a possible run from the floor, please contact Roger Brown (roger.brown@ama-assn.org; 312.464.4344) for instructions on how to complete a conflict of interest disclosure. All inquiries and disclosures will be maintained in strict confidence, unless and until an individual becomes a candidate.

ANNOUNCEMENTS FOR 2019 ELECTIONS

Members who anticipate seeking election at the 2019 Annual Meeting should submit an electronic announcement to Roger Brown (roger.brown@ama-assn.org) in the Speakers' Office. Announcements must comport with the rules found in Policy [G-610.020](#). Those "e-cards" submitted before noon June 11 will be posted on the candidate website by the morning of Wednesday, June 13, before the last business session. All submissions will be maintained in confidence until posted. Printed announcements of intended candidacy may not be distributed in the meeting venue.

ANNUAL RON DAVIS MEMORIAL RUN/WALK

The annual Ron Davis Memorial 5K Run/Walk will take place Saturday, June 9. Interested parties should meet near the motor entrance on the Gold Level in the East Tower of the Hyatt Regency Chicago at 6 a.m.

MEETING ATTIRE

Dress for all sessions of the House at the Annual 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 front of the House during general sessions, including the presentation of reference committee reports, are expected to wear business attire, however.

NOT OFFICIAL BUSINESS OF THE HOUSE

Material received in the production area of the Headquarters Office at the Hyatt Regency Chicago by 5 p.m. Thursday, June 7, will be collected in a bag that will be distributed to delegates and alternate delegates at the Opening Session. At least 1300 copies are required for a complete distribution throughout the ballroom.

INAUGURATION OF AMA PRESIDENT BARBARA L. MCANENY, MD

The inaugural ceremony for President-elect Barbara L. McAneny will take place Tuesday, June 12 at 5 p.m. in the Crystal Ballroom, with a reception and dinner dance starting at 6:30 p.m. in the Grand Ballroom. Tickets are required for the dinner dance. Individuals should coordinate reservations, payment and seating with their sponsoring organization but may visit the meeting [website](#) to register online, or contact Registration Services in the AMA's Department of Meeting Services at 312.464.4582. Business or formal attire is requested for the evening.

DELEGATE / ALTERNATE DELEGATE JOB DESCRIPTION, ROLES AND RESPONSIBILITIES

Your Speakers would like to remind you of Policy G-600.031, which was first adopted by the House of Delegates in 1999. The policy provides a job description and characterizes the roles and responsibilities of delegates and alternate delegates, and we have included it here to ensure that all members of the House are familiar with it.

G-600.031, "Roles and Responsibilities of AMA Delegates and Alternate Delegates"

(1) 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 email addresses so that the AMA can make the information accessible to individual members through the AMA Web site and through other communication mechanisms.

(2) The roles and responsibilities of delegates and alternate delegates are as follows: (a) regularly communicate AMA policy, information, activities, and programs to constituents so he/she will be recognized as the representative of the AMA; (b) relate constituent views and suggestions, particularly those related to implementation of AMA policy positions, to the appropriate AMA leadership, governing body, or executive staff; (c) advocate constituent views within the House of Delegates or other governance unit, including the executive staff; (d) attend and report highlights of House of Delegates meetings to constituents, for example, at hospital medical staff, county, state, and specialty society meetings; (e) serve as an advocate for patients to improve the health of the public and the health care system; (f) cultivate promising leaders for all levels of organized medicine and help them gain leadership positions; (g) actively recruit new AMA members and help retain current members; and (h) participate in the AMA Membership Outreach Program.

REMINDERS

- AMA Bylaws require that delegates' credentials be verified before **each** meeting of the House of Delegates. While this is the responsibility of the society seated in the HOD, you should be aware of the process. You may wish to check with your society to ensure that your credentials have been or will be confirmed.
- If you have moved recently but have not notified the Office of House of Delegates Affairs (hod@ama-assn.org) please do so at once to ensure that you receive meeting materials. Address corrections, name changes and other updates made through the Unified Service Center are not transmitted to the Office of House of Delegates Affairs unless you inform the agent that you are a member of the House.
- AMA's [PolicyFinder](#) is updated after each meeting of the House of Delegates. Proposed resolutions should cite existing policy as appropriate.
- The procedures of the House of Delegates are covered in some detail in the [HOD Reference Manual](#). It may be particularly valuable for new delegates to read Chapter 9, which deals with parliamentary procedure. At the same time, all members of the House are encouraged to review the material, which could facilitate our deliberations.
- The *Speakers' Letter* will provide detailed information on various elements of the meeting and will be available in early May.

RESOLUTION SUBMISSION CHECKLIST*

- ☐ Resolution[†] submitted by: _____
(name of society, section or individual delegate)
- ☐ Subject: _____
(the title of the resolution should appropriately and concisely reflect the action for which it calls)
- ☐ Whereas statement(s) is (are) included - or - ☐ Whereas statements not necessary
Whereas statements support / provide background to establish the intent of the RESOLVED clauses. You may include as many whereas statements as necessary to provide the foundation for the RESOLVED statements.
- ☐ RESOLVED statement(s) is (are) included (If not, is this an information statement? See below.)
RESOLVED statements are requests for the AMA to take a specific position or course of action to address the concern(s) expressed in the whereas statement(s). The House acts only the RESOLVED portions of resolutions. Each RESOLVED statement must be accompanied by one of the following identifiers indicating the nature and purpose of the proposed RESOLVED:
- New HOD Policy¹
 - Reaffirm HOD Policy³
 - Consolidate Existing Policy
 - Rescind HOD Policy
 - Modify Bylaws
 - Modify Current HOD Policy²
 - Directive to Take Action⁴
- ☐ Each RESOLVED statement is focused, stands alone (without reference to whereas statements or other resolves), and provides a specific, clear direction or action required by the AMA should it be adopted.
- ☐ Resolution includes a list of existing policy related to the subject. (The latest edition of PolicyFinder is available [online](#).)
- ☐ To the extent possible, each RESOLVED makes adjustments, additions or elaborations to existing policy rather than creating new, possibly redundant policy.
- ☐ Existing policy statements that would be superseded or deemed contrary to newly proposed policy are proposed for rescission.
- ☐ Information contained in the resolution has been checked for accuracy and, if applicable, includes appropriate reference citations to facilitate independent review.
- ☐ This item is an information statement. An information statement may be submitted to bring an issue to the attention of the HOD. The item will be included as an informational item but will not go to a reference committee or be acted upon in any way by the House.

Notes:

- * See Policy G-600.061, Guidelines for Drafting a Resolution or Report, for House policy on expectations for resolutions and their authors.
- † AMA staff will develop fiscal notes for all resolutions. If a fiscal note is estimated to be over \$5000, staff will notify sponsor of estimate. Sponsors of resolutions must declare any commercial or financial conflict of interest at the time the resolution is submitted.
- 1 New 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. If adoption of the new policy could render obsolete or supersede one or more existing policies, those policies should be identified by number and recommended for rescission or revision.
 - 2 This designation is intended for resolutions that call for specific amendments or modifications to existing policy. Please set out the pertinent text of the existing policy, citing the policy number and clearly identify the proposed modifications. If adoption of modified policy could render obsolete or supersede one or more existing policies, those policies should be identified by number and recommended for rescission.
 - 3 Reaffirmation of existing policy should contain a clear restatement of the existing policy, citing the policy number.
 - 4 This designation is for use if the intent of the resolution is to have the AMA take a specific action (conduct a study, lobby Congress, etc.) Directives to take action should include all elements required for establishing a new policy as well as a clear statement of existing policy, citing the policy number underlying the directive.

Please email items of business to carla.frenzel@ama-assn.org in the Office of House of Delegates Affairs. The receipt of items will be confirmed via return email. This checklist may be, but need not be, returned with your resolution.