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

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

Date: August 10, 2017

Subject: 2017 Interim Meeting of the American Medical Association House of Delegates

Your Speakers would like to share plans for the upcoming Interim Meeting, which will be held at the Hawaii Convention Center in Honolulu, November 11–14, 2017. The meeting hotel will be the Hilton Hawaiian Village. Meeting-related information, including reports and resolutions, will be posted as it becomes available on the meeting website, ama-assn.org/interim-meeting.

If you have questions regarding any of the following items, or questions on AMA policy, please call 312 464-4463, or email hod@ama-assn.org.

TENTATIVE SCHEDULE

The 2017 Interim Meeting will convene at 2 p.m. Saturday, November 11, and is scheduled to adjourn by noon on Tuesday, November 14. A preliminary schedule is attached.

RESOLUTION SUBMISSION

We ask that you submit resolutions for the Interim Meeting as soon as they are available. Under AMA Bylaws “on-time” resolutions are those received at least 30 days prior to the opening of each House of Delegates meeting (i.e., by close of business October 12 for I-17). Resolutions that are received by Friday, September 29 will be included in the initial delegate Handbook. Resolutions received after that date but no later than October 12 will be distributed in the Handbook Addendum.

AMA Bylaws (§2.11.3.1.1) provide an exception for a society whose policy making body adjourns during the five week period preceding commencement of an HOD meeting (on or after October 7). These organizations are allowed seven (7) days after their adjournment to submit resolutions, except that such resolutions must be received by noon, Friday, November 10. All business will be posted on the meeting website and, except for those items recommended against consideration, included in the online member forums.

Late resolutions (i.e., those received after October 12 but not under the exception) will be distributed on Sunday morning, November 12, but must be accepted by 2/3 of the delegates present and voting in order to become business. The Committee on Rules and Credentials will submit recommendations regarding late resolutions as part of its supplementary report during Sunday’s Second Opening of the HOD.

Recall that in June the rules regarding late and emergency resolutions were changed. A “late” resolution must be submitted before the opening session recesses on Saturday, November 11. Thereafter, a resolution is subject to rules as emergency business.
Resolutions must be submitted via email to Carla Frenzel in the Office of House of Delegates Affairs (carla.frenzel@ama-assn.org). Please use Word or text format; PDF files are not acceptable. All resolutions will be acknowledged with a return email message. If you do not receive a return email, your resolution has not been received. Guidelines for preparing resolutions are found in Policy G-600.061 and on the “Resolution Submission Checklist.” The checklist is attached, enumerates the elements of a resolution and outlines the steps to follow so that the resolution conforms to HOD policy. The checklist may be, but is not required to be, submitted with a proposed resolution.

Included on the checklist is a place 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. For example, the tools deployed in a successful membership initiative or legislative campaign might be of interest across the Federation. Information statements are not referred to a reference committee and do not become part of the permanent record of the meeting.

**RESOLUTION COMMITTEE AND REFERENCE COMMITTEES**

As required under the bylaws, the Resolution Committee will review all submissions to ensure that the business of the Interim Meeting is focused on advocacy and legislative issues. Resolutions that do not meet the advocacy criteria, but are regarded as urgent will also be accepted for consideration at the Interim Meeting as will resolutions that address ethics issues. A recommendation not to consider a resolution is subject to appeal to the HOD. Resolutions not accepted for consideration are not held over for the next House of Delegates meeting.

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

> 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.

We are planning five reference committees for the Interim Meeting, with business to be assigned 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
- Reference Committee K: Advocacy related to medical education, science, public health and related topics

Depending on the volume of business, a reference committee to separately address advocacy related to medical education may be set up.

Items of business that are on time will be included in the online member forum unless recommended against consideration by the Resolution Committee. Details on the forum will be provided to members of the House and will also be included on the meeting website and in the *Speakers’ Letter*. Initial items in the forum should be available about October 9, with items added thereafter as they are processed. We hope that you will take advantage of this opportunity, particularly in light of the fact that all reference committees at the Interim Meeting run concurrently.
HANDBOOK AVAILABILITY AND DISTRIBUTION

The delegate Handbook will be available on the Interim Meeting website ama-assn.org/interim-meeting by October 13. The electronic Handbook includes multiple indexes and bookmarks for easy navigation and 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.

WIRELESS ACCESS DURING THE MEETING

Wireless Internet users should be able to access most websites along with their email through the wireless network. As usual, passwords and other details will be available at the meeting.

HOUSING AND TRAVEL INFORMATION

The headquarters hotel for the Interim Meeting is the Hilton Hawaiian Village, 2005 Kalia Road, Honolulu, Hawaii 96815. Phone 808 949-4321. Room rates start at $249, not including taxes. Reservation information is available on the meeting website. Reservations should be made by October 9, as availability after that date is on a space available basis.

A discount is available on United Airlines and may be accessed through the meeting website or obtained online at united.com.

- Click on “All search options” and enter your origin, destination and travel dates.
- Enter ZY3G795513” in the offer code box. Available flights will be displayed. Once you’ve selected an available flight, the discounted fare will be calculated automatically.
- To obtain the discount over the phone, call United Airlines Meetings at 800 426-1122 and mention Z code “ZY3G” and agreement code “795513.” A service fee will apply.

The discount is valid for travel 3 days prior to and 3 days after the official meeting dates.

To travel between the airport and your hotel, contact SpeediShuttle to arrange shuttle transportation. Access their website at speedishuttle.com/group-reservations?id=AMA79503.

CHILDCARE SERVICES

Childcare will be available from 7 a.m. to 7 p.m. Thursday, November 9 through Monday, November 13 and from 7 a.m. to noon on Tuesday, November 14. The charge for a full day for a child under age 3 will be $100, with a half day at $60; prices are less for children over age 3. Details and registration are available on the meeting website. Reservations are required.

The vendor, Accent on Children, is fully licensed, and caregivers have considerable experience in working with children.

SPECIAL ACCOMMODATIONS

Delegates and alternate delegates may request special accommodations (e.g., 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.
SPEAKER TO SPEAKER MEETING

On Sunday afternoon, interested members of the House are invited to the annual speaker-to-speaker meeting. Suggestions for topics are welcome. Send ideas to hod@ama-assn.org, and watch the Speakers’ Letter for details.

REGISTRY OF RETIRING DELEGATES AND RETIRING MEDICAL EXECUTIVES

A registry of delegates and alternate delegates who are retiring from the House and medical society executives who are retiring will be distributed during the meeting. Names may be faxed to 312 464-4505 or emailed to hod@ama-assn.org prior to Monday, November 6. Otherwise, please provide names to the Headquarters Office by noon on Sunday, November 12.

NOT OFFICIAL BUSINESS OF THE HOUSE

Material received in the production area of the Headquarters Office at the Hawaii Convention Center by 5 p.m. Thursday, November 9, will be collected in a bag and placed on delegates’ tables and on chairs in the House before the House opens at 2 p.m. on Saturday. Thirteen hundred (1300) copies are required for a complete distribution throughout the House. When you arrive in Honolulu, we suggest that you check with AMA staff in the production area to ensure that your materials were received. Mailing information is attached (and is also available online) to ensure proper delivery.

DELEGATE/ALTERNATE DELEGATE JOB DESCRIPTION, ROLES AND RESPONSIBILITIES

Your Speakers would like to remind you of Policy G-600.031, which was 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 aware of 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.

REMEMBERS

- AMA bylaws require that credentials be verified before each meeting of the House of Delegates. The Office of House of Delegates Affairs has begun contacting the societies to confirm credentials. While credentialing is the responsibility of the society represented in the HOD, you should be aware of the process. You may wish to check with your society to ensure that your credentials are confirmed.

- Please bear in mind that our rules and procedures governing campaigns for AMA offices do not allow formal campaign activities during the Interim Meeting. Individuals who have not previously announced their intention to seek election next June may submit an electronic announcement to the Office of House of Delegates Affairs (hod@ama-assn.org), and we will make those candidates public at the start of Tuesday’s business session and post the announcements on our AMA’s website at ama-assn.org/ama-elections. Such announcements must be submitted by noon Sunday, November 12, to be posted by the conclusion of the meeting. Candidates are reminded that printed announcements of candidacy may no longer be distributed at House meetings.

- The HOD Reference Manual describes House procedures and may be especially helpful to new delegates. It is online at ama-assn.org/sites/default/files/media-browser/public/hod/hod-reference-manual-2016.pdf (login required).

- Dress for all sessions of the House at the Interim Meeting will be business casual. In keeping with the traditions of Hawai‘i, this includes those seated at the head tables during general sessions of the House, including the presentation of reference committee reports.

- The Speakers’ Letter will provide detailed information on various meeting elements and will be mailed about October 2.
Preliminary Schedule
2017 Interim Meeting
of the American Medical Association House of Delegates
November 11-14
Hawaii Convention Center, Honolulu, Hawaii

Saturday, November 11

2 – 6 pm  House of Delegates Opening Session
(Ceremonial – Speeches, Awards Presentations;
Business – Rules of Order)

Sunday, November 12

8 – 8:30 am  House of Delegates Second Opening Session
(Business – Introduction of Reports and Resolutions, Extraction of Informational
Reports, Supplementary, Report of the Committee on Rules and Credentials)

8:30 am – noon  Reference Committee Hearings

1 – 5 pm  Education / ancillary sessions

Monday, November 13

8 – 11 am  Education / ancillary sessions

11 am – 1:45 pm  Caucuses

2 – 6 pm  HOD Business Session

Tuesday, November 14

8:30 am – noon  HOD Business Session and adjournment
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 Policy
- Rescind HOD Policy
- Modify Current HOD Policy
- Modify Bylaws
- Directive to Take Action
- Consolidate Existing Policy

☐ 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.
Direct Shipments to the: Hawaii Convention Center

Shipments consigned directly to Hawaii Convention Center during installation should be timed to arrive beginning Monday, November 6, 2017 no earlier than 8:00 am.

Shipments should be consigned and bill of lading made out as follows:

AMA Interim 2017

c/o The Expo Group

Hawaii Convention Center

1801 Kalakaua Avenue

Honolulu, HI 968151513 USA

Affix either the “Not for Official Business” label or the “Caucus Material” label attached to each package you are shipping. AMA and The Expo Group cannot be responsible for packages which do not use the official preprinted labels.
Direct Shipments

CAUCUS MATERIALS

To: (NAME)
AMA STAFF OFFICE
Hawaii Convention Center
c/o The Expo Group
1801 Kalakaua Avenue
Honolulu, HI 96815-1513 USA

Name of Convention:
AMA Interim 2017
Do Not Deliver Prior to
Monday, November 6, 2017 at 8:00 am

Carrier: ___________ # Pieces: ________

To: Julio Ramos
AMA STAFF OFFICE
Hawaii Convention Center
c/o The Expo Group
1801 Kalakaua Avenue
Honolulu, HI 96815-1513 USA

Name of Convention:
AMA Interim 2017
Do Not Deliver Prior to
Monday, November 6, 2017 at 8:00 am

Carrier: ___________ # Pieces: ________