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

From: Bruce A. Scott, MD, Speaker, House of Delegates  
Lisa Bohman Egbert, MD, Vice Speaker, House of Delegates  

Date: August 15, 2019  

Subject: 2019 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 Manchester Grand Hyatt in San Diego, California. 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.  

PRELIMINARY SCHEDULE  
The 2019 Interim Meeting will convene at 2 p.m. Saturday, November 16, and will adjourn by noon on Tuesday, November 19. A preliminary schedule is attached.  

MEETING REGISTRATION  
House action this past June requires all meeting attendees to acknowledge and accept policies concerning conduct at AMA meetings (Policy H-140.837, “Policy on Conduct at AMA Meetings and Events”). Because AMA bylaws require delegates and alternate delegates to be credentialed by their sponsoring society but other attendees simply register, separate processes are required for members of the House of Delegates and all other attendees. The procedures outlined below will likely change at future meetings but for this first implementation of the policy, dual procedures are necessary.  

Delegates and alternate delegates to the HOD: Delegates and alternate delegates must be credentialed prior to each House of Delegates meeting, and under Policy G-600.032, “Delegate Credentialing and Expectations for Behavior,” in order to receive their credentials they must 1) acknowledge AMA’s policies concerning conduct at AMA HOD meetings and 2) accept applicable adjudication and disciplinary processes for violations of the policies.  

To implement this policy, delegates and alternate delegates will be required to complete a form documenting their assent and return that form to the registration staff. In exchange for their completed form, delegates and alternate delegates will receive their credentials. A separate form is necessary because under our current rules and procedures the processes for credentialing and registration of delegates are separate and distinct, a situation we hope to address in the future.  

Forms will be available at the registration desk, but a blank form will also be included with the Speakers’ Letter and posted online for those delegates and alternate delegates who wish to complete it in advance. Regardless of when completed, the paper copy must be turned in at the registration desk in San Diego. To
facilitate the registration process, the form will also allow individuals to provide their emergency contact information and update contact information.

HOD attendees other than delegates and alternate delegates: As noted, every attendee must acknowledge and accept the policy regarding expected behavior to attend any AMA meeting. Attendees other than delegates and alternate delegates are not credentialed by the society they represent, meaning that their registration process can be accomplished using an online process. Those eligible to register online must, as part of the registration process, indicate that they have accepted the policy and the adjudication process. Persons unwilling to so indicate their acceptance will be unable to complete a registration.

All persons registering onsite will be required to complete and turn in a paper form, which could easily lead to long lines. **We encourage delegates and alternate delegates to bring a completed form with them and all others to register online.**

Attendee’s badges will carry an indication that they have fulfilled the requirement, and individuals without the proper badge will be denied access to the House of Delegates and attendant meetings. Additional information on our AMA’s harassment policies will be made available through the meeting website. Information on reporting, including how one would contact the conduct liaison, will be available in San Diego. In the meantime, questions may be directed to hod@ama-assn.org. Please note that section-sponsored meetings may employ other procedures.

**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 17 for I-19). **Resolutions that are received by Friday, October 4 will be included in the initial delegate Handbook. Resolutions received after that date but no later than October 17 will be distributed in the Handbook Addendum.**

AMA Bylaws (§2.11.3.1.1) provide an exception for a society whose policymaking body adjourns during the five-week period preceding commencement of an HOD meeting (on or after October 12). These organizations are allowed seven (7) days after their adjournment to submit resolutions, except that such resolutions must be received by noon, Friday, November 15. 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 17 but not under the exception) will be distributed on Sunday morning, November 17, 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.

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 attached “Resolution Submission Checklist.” The checklist enumerates the elements of a resolution and outlines the steps to follow so that the resolution conforms to House requirements. 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. Information statements are not referred to a reference committee and do not become part of the permanent record of the meeting.

**Handbook Availability and Distribution**

The delegate Handbook will be available at ama-assn.org/interim-meeting by October 18. 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.

**Reference Committee Volunteers Needed**

As much as possible, your Speakers rely on volunteers for reference committees. **We will be appointing members to reference committees for November’s meeting shortly, however, more volunteers are needed. There is still time to volunteer, and we encourage you to do so as soon as possible for this important opportunity for leadership within and service to our HOD.** To volunteer for this meeting, download the volunteer form or send a note to hod@ama-assn.org. The volunteer form allows one to indicate a preference for a particular committee(s) and annual or interim meeting, and those requests are generally honored. Reference committee service is vital to the operation of our House of Delegates.

**Resolution Committee and Reference Committees**

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 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 but may be resubmitted for the 2020 Annual 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

Multiple volunteers are still needed to serve on reference committees. Depending on the volume of business, a reference committee to separately address advocacy related to medical education is likely be arranged.
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 7, with items added thereafter as they are processed. We hope that you will take advantage of this opportunity, because all reference committees at the Interim Meeting run concurrently.

**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**

Housing and travel information are available on the meeting website or at the vendors’ websites.

The headquarters hotel for the Interim Meeting is the Manchester Grand Hyatt, and the co-headquarters hotel is the Marriott Marquis. The hotels are adjacent to each other, an easy walk apart. The reservation cutoff date for both hotels is October 7. A single or double is $285 at both hotels; triples are $310 at the Hyatt and $315 at the Marriott; the Marriott also has some quad rooms at $345. These rates do not include taxes.

The meeting website at ama-assn.org/interim-meeting offers access to reservations, which may also be made through the hotels’ central reservation operators: Hyatt reservations at 800.233.1234 or Marriott reservations at 877.622.3056.

Several sections (MSS, RFS, YPS, OMSS and IPPS) will hold their meetings at the Marriott.

A discount is available on United Airlines and may be accessed through the meeting website or obtained online at united.com.
- Click on “Advanced search”
- Enter origin, destination, and travel dates
- Enter Offer Code ZGE5912085 in the “Promotions and Certificate” box

When an available flight is selected, the discounted fare will automatically be calculated. The discount is valid for travel 3 days prior to and 3 days after the official meeting dates.

A discount may also be obtained by calling United Airlines Meetings at 800.426.1122 and mentioning Z code ZGE5 and Agreement code 912085. A service fee will apply to telephone bookings.

**CHILDCARE SERVICES**

Childcare will be available from 7 a.m. to 5 p.m. Thursday, November 14 through Monday, November 18 and from 7 a.m. to noon on Tuesday, November 19. Fees for I-19 have decreased, and the charge for a full day for a child aged six months to three years will be $80, with a half day at $50; prices are lower for children over age 3. Hourly rates are also available, with a four-hour minimum. Details and registration links 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.

ELECTION TASK FORCE OPEN FORUM

In lieu of our usual speaker-to-speaker meeting on Sunday afternoon, the election task force that was approved in June will hold an open forum to hear suggestions and discuss options for improving our election processes. The task force will submit an initial report in San Diego as called for by Policy G-610.031. This report will provide a framework for the discussion but will not include their final recommendations. Comments or suggestions that you would like the task force to consider in their deliberations may be sent now to hod@ama-assn.org.

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 11. Otherwise, please provide names to the Headquarters Office in the Hyatt by noon on Sunday, November 17.

NOT OFFICIAL BUSINESS OF THE HOUSE

Material received in the production area of the Headquarters Office at the hotel by 5 p.m. Thursday, November 14, 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 San Diego, we suggest that you check with AMA staff in the production area to ensure that your materials were received. Mailing information to ensure proper delivery is found at the end of this memo (and is also available online).

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 are 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; and (g) actively recruit new AMA members and help retain current members.

FOLLOW-UP FROM A-19

You may recall that the House adopted a policy in June (G-600.071) calling for a list of reports under development to be posted on our AMA’s website. The first such list is online and can be found at ama-assn.org/house-delegates/hod-organization/hod-reports-members-review-and-speakers-info. Included are reports coming to I-19 and A-20. Also listed are links to apply for reference committee service and to contact your Speakers.

You may wish to bookmark the page as your Speakers will use it to make announcements and provide access to important information throughout the year, although each annual and interim meeting will continue to have a focused website.

REMINDERS

- AMA bylaws require that credentials be verified before each meeting of the House of Delegates. The Office of House of Delegates Affairs has contacted 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.

- Our rules 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 announcements public during 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 17 to be posted by the conclusion of the meeting and must comply with the requirements listed in Policy G-610.020. Printed announcements of candidacy may no longer be distributed at HOD meetings.

- The HOD Reference Manual describes House procedures and may be especially helpful to new delegates. It is accessible via the meeting website under meeting resources. Visit the meeting website to read or download a copy.

- Dress for all sessions of the House at the Interim Meeting will be business casual unless you are seated in front of the House, in which case business attire is requested. Please note that this includes all members of reference committees during the presentation of their report and the chairs of any other council, section, or committee that will present from the dais before the House.

- The Speakers’ Letter will provide detailed information on various meeting elements and will be posted online and mailed about October 7.
Preliminary Schedule
2019 Interim Meeting of the American Medical Association House of Delegates
November 16-19
Manchester Grand Hyatt, San Diego

Saturday, November 16
2 – 6 pm  House of Delegates Opening Session
(Ceremonial – speeches, award presentations;
Business – rules of order)

Sunday, November 17
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, including open forum on elections

Monday, November 18
8 – 11 am  Education / ancillary sessions

11 am – 1:45 pm  Caucuses

2 – 6 pm  HOD business session

Tuesday, November 19
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
- Reaffirm 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.

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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.
NOT FOR OFFICIAL BUSINESS

From:

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To:

Offie Robinson/Julio Ramos
Manchester Grand Hyatt San Diego
Attn: AMA Production Area
1 Market Place, Grand Hall A-B
San Diego, CA 92101

BOX: _______ of _______