

Special Meeting Prioritization Process

- Delegates have been asked to submit only priority resolutions.
 - Delegates and delegations submitting resolutions are required to submit a written statement (limited to 250 words or less) as to why the resolution is a priority.
 - If submitting more than one resolution, delegations must rank their resolutions in order of priority from highest to lowest, numerically.
 - Resolutions submitted without these required elements will not be accepted.
- All resolutions submitted “on time” will be distributed in the initial and supplemental handbooks with notation that resolutions have not yet been prioritized and may not be accepted as business of the House for this Special Meeting.
- **A Resolutions Committee (RC)** will be appointed by the Speakers.
 - All resolutions will be de-identified by removal of sponsor information before being sent to the RC for review.
 - RC members will review each resolution along with its priority statement and sponsor ranking where applicable to assign a score (1-5).
 - AMA staff will share information regarding the resolutions including relevant current AMA policy with the RC. In general, resolutions that are reaffirmation of current policy will likely be given low priority scores (there will not be a separate “Reaffirmation Report” at the Special Meeting).
 - Scoring from each member will be tabulated to determine each resolution’s prioritization score.
 - Resolutions will be ranked numerically by the average score received.
 - Resolutions receiving the highest rankings will be recommended for consideration at the Special Meeting.
 - The RC members will be kept confidential to allow them to deliberate without undue pressure from authors.
- **The Resolutions Committee First Report** listing all resolutions received as of the submission deadline that have been prioritized and those not currently prioritized will be posted on the AMA website. The resolutions that are not prioritized will be identified as “not prioritized” but retained on the Forum for further comment.
 - Individuals may continue to comment in the Online Forum on the merits of each resolution as well as on the priority of those not currently prioritized.
 - Once a resolution is listed as prioritized for consideration it will not be removed and comments regarding its prioritization are not necessary.

- **The Resolutions Committee Second Report** will list every resolution as prioritized or not prioritized. The report will be posted on the AMA website and notice sent electronically to all delegates.
 - The RC will score all resolutions received after the regular submission deadline that are on time (from sections and delegations with meetings after the original deadline).
 - The RC will review comments that are posted on the Online Forum regarding any resolution that was not prioritized in the Resolutions Committee First Report and rescore those resolutions at their discretion.
 - The RC will then rank the newly scored resolutions with the previously non-prioritized resolutions.
 - “Late resolutions” will not be scored by the RC and will not be included on their report.
- **Extractions from the Resolutions Committee Second Report** may be submitted by any delegate by email to HOD@ama.assn.org with an extraction statement (150 words or less).
 - Notification of the opportunity to extract items from the Second Report will be communicated to the HOD. **There will be no opportunity for extractions during the HOD session.**
- **The Resolutions Committee Final Report** listing all of the extractions, along with written extraction statements, will be posted on the AMA website along with the score from the RC and the author’s relative ranking of the resolution.
 - Only the first extraction statement will be included in the RC Final Report.
 - The Online Forum will remain available for additional pro and con comments regarding priority of extracted items until the Opening Session of the House.
- The Resolutions Committee Final Report will be considered by the House of Delegates during the Opening Session as a **consent calendar**, without further debate.
 - The final decision regarding what resolutions will be considered rests with the House. Delegates will be allowed to vote to sustain the recommendation of the RC or to overrule the committee to prioritize the resolution to become business at this Special Meeting.
 - Any resolution that is accepted for consideration at this meeting by majority vote will be referred to the appropriate reference committee.