



AOMA House of Delegates Orientation



AOMA Governance & House of Delegates

Arizona Osteopathic Medical Association

- The Governance of AOMA is comprised of:
 - Executive Committee (5 officers)
 - Board of Trustees (24 trustees)
 - Regional Districts (7 districts, all AOMA members)
 - House of Delegates (55 delegates, 55 alternates; includes two students and resident)

AOMA House of Delegates

- The House of Delegates (HOD) is the legislative and governing body of the AOMA
- AOMA is one of fewer than 10 state osteopathic associations that continues to maintain a House of Delegates
- AOMA HOD is likely one of the only state HODs which meets twice per year (Phoenix in April during Annual Convention & Tucson in November during the Fall Seminar)



House of Delegates Resources

AOMA Website (Under Advocacy, House of Delegates Tab)

- Important dates and deadlines
- House of Delegates Primer & Resolution Process
- Previous year resolutions
- AOMA Public Policy Principles

AOMA Office

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House of Delegates Primer & Resolution Process

House of Delegates Responsibilities

The HOD is entrusted with the following responsibilities:

- National, state and local policy development
- Consideration and adoption of resolutions
- Changes to the AOMA Bylaws
- Election of AOMA officers, including the Speaker and Vice Speaker of the HOD, and members-at-large to serve on the Board of Trustees
- Selection of delegates, alternates, chair and vice chair to the American Osteopathic Association (AOA) Annual Meeting and House of Delegates

Selection of HOD Delegates & Alternates

Regional District – Selection of Delegates & Alternates

- Every AOMA member belongs to a Regional District
- Delegates and alternates are elected at district meetings or voted on electronically

District 1 – Northwest Maricopa County	District 2 – Central Maricopa County
District 3 – Northeast Maricopa County	District 4 – Southeast Maricopa County
District 5 – Southern Maricopa County	District 6 – Pima, Cochise, Santa Cruz Counties
District 7 – Balance of the State of Arizona	

- The numbers of delegates and alternates from each a district are proportionate to the number of members residing in the district

HOD Speaker & Vice Speaker

Speaker of the House

- Elected by the HOD
- Presiding officer; fluent on AOMA Bylaws, Manual of Procedures, and Robert's Rules of Orders
- Directs the resolution and policy making processes
- Sets the agenda
- Has voice, but no vote unless there is a tie

Vice Speaker of the House

- Elected by the HOD
- Assumes duties of the Speaker in the event of incapacity of Speaker to serve or at the request of the Speaker
- Manages roll call, parliamentary procedures, additional duties as needed

HOD Meeting Format

Typical Meeting Agenda

- Invocation and Osteopathic Pledge of Commitment
- Roll call, seating of delegates by district; alternates are seated together
- If there is a delegate vacancy, the District President may call on an alternate to fill vacancy as a delegate
- Approval of previous HOD minutes and agenda
- AOMA President's Report
- American Osteopathic Association update
- Updates & discussion on special topics of interest (e.g. single accreditation of GME programs)
- Financial report
- Changes to AOMA Bylaws, if necessary

HOD Meeting Format

Typical Meeting Agenda (cont.)

- Consideration of resolutions
- Election and installation of new executive officers, Speaker & Vice Speaker & AOA delegates & alternates (Annual Meeting only)
- Colleges of osteopathic medicine reports
- Resident & student delegate reports
- Legislative update
- Executive director's report
- AOMA Political Action Committee update
- Other business
- Adjourn

What to Expect? What is Expected

Meeting Preparation

- Meeting notices, RSVP request, draft agenda, and posted resolutions are sent 30-35 days prior to HOD meeting
- Final meeting agenda and all materials sent approximately 7-10 days prior to HOD meeting
- Meetings typically last 2-2.5 hours

Expectations of Delegates & Alternates

- RSVP to the meeting
- Review meeting materials
- Come prepared and ready to represent interests of their District and all DOs
- Delegates and alternates must request and receive permission from the Speaker before speaking at the HOD meeting, e.g. member rises and addresses the Speaker, "MR. SPEAKER."; Speaker will acknowledge and permit request to speak

HOD Responsibilities

National, state and local policy development

The HOD is the best place for osteopathic physicians and students to discuss significant policies affecting healthcare. Due to the large and diverse number of representatives throughout the state, the decisions made at the HOD are inclusive and generally reflect the entire profession.

Horizontal, inclusive policy making is ideal for any organization. Some limiting factors are the resources of AOMA and availability of members to meet more frequently. However, barring emergent time sensitive issues, the HOD is usually able to take action and respond quickly enough at one of the two annual meetings.

Resolutions

Resolutions are typically submitted requesting the AOMA take a formal position or action on a particular subject (e.g., healthcare payment policies, public health issues, physician practice concerns, legislative affairs), revise and/or negate current policies of the AOMA, continue resolutions (sunset after 5 years), or to modify AOMA's Bylaws.

Resolutions may also require AOMA to take a direct action, perhaps to advocate on a particular issue, study an issue and report back at a future meeting, write a letter on behalf of a particular issue or concern, etc.

These “directives,” if approved, may be assigned to one or more of the various AOMA committees or staff for handling.

Submitting a Resolution

Process for Submitting Resolutions

- Speaker of the House sends AOMA members “Call for Resolutions” 45 days out from next HOD meeting
- Resolutions may be submitted by any AOMA member in good standing 35 days prior to the HOD meeting
- Students may submit resolutions, but must be sponsored by an AOMA member physician
- Resolutions are posted to the AOMA website and distributed to HOD delegates and alternates at least 30 days prior to the HOD
- Exceptions for late introductions of resolutions may be granted by the Board of Trustees, Executive Committee or by a two-thirds vote of the delegates under special circumstances

Resolution Format

Resolution Format

Authors must use the resolution template and it must be properly completed. The template provides an outline of the required resolution components which includes the following:

- Title – succinct name of resolution,
- Author – individual(s) or group(s) introducing resolution,
- Whether the resolution is intended for the AOMA, the AOA as a national resolution, or both,
- Whereas statements – clear, concise one to two line statements stating the rationale and reasoning for presenting the resolution,
- Resolved statements – clear, concise one-line statements of intent, actionable request, and/or affirmative actions. Resolved statement(s) should serve as stand-alone items of policy and/or terms of intent,
- Fiscal Impact – budgetary impact.

Resolution Review & Amendments

Resolution Review

- Once accepted, resolutions are reviewed by an Ad Hoc Committee of Reference for drafting errors, relevancy, necessity, and content
- Feedback from the Ad Hoc Committee is given to the Speaker who may amend the resolution or notify the author to amend their resolution
- Amended resolutions (new version, same subject) must be provided to the HOD five days prior to the HOD meeting
- The Board of Trustees reviews each resolution and provides a recommendation to the HOD to approve, disapprove, amend, postpone, or replace the resolution with a substitute
- Proposed amendments to resolutions must be submitted one hour prior to the HOD meeting and distributed prior to the meeting

Resolution Adjudication

Consideration of Resolutions at HOD

- The Speaker and the author of each resolution has the ability to remove a resolution from consideration
- Only delegates, alternates and resolution authors may speak at the HOD unless an exception is granted by the Speaker
- To ensure efficiency, debate by any one delegate is limited to no more than two speeches on any one subject, and no longer than five minutes per speech or less as determined by the Speaker
- HOD voting is usually determined by the Speaker of the House who may call for a voice vote, show of hands, standing vote, electronic vote, roll call of the delegation, and ballot vote
- HOD votes to pass or fail resolution amendments and ultimately the resolution itself

AOMA Bylaws

AOMA Bylaws & HOD

- AOMA Bylaws govern the mission, membership, leadership, dues, elections, policy, and the HOD
- Bylaws can only be amended by the HOD
- Amendments must be filed with the executive director at least two months prior to the HOD meeting for which they will be considered
- Bylaws amendments must be distributed to the HOD 30-days prior to the HOD meeting for which they will be considered
- Changes must be approved by a two-thirds vote

Elections

Elections

The HOD is responsible for electing executive officers, members-at-large to serve on the Board of Trustees, and AOA delegates & alternates to represent AOMA at the AOA's House of Delegates

An AOMA Nominating Committee comprised of the Immediate Past President, Speaker of the House of Delegates, and three available Past Presidents meet prior to the HOD to select candidates for consideration

Additional nominations may be made from the floor

Advice for New Delegates & Alternates

Don't feel as though you need to know everything about the HOD to participate – it can be confusing!

Speak up if you have a question, be an active participant and get involved in the discussions

Ask other delegates and alternates for help if you need it

Be respectful of others — there may be disagreement

Contact the AOMA office if you have any questions