Memo to: Delegates, Alternate Delegates
       Executive Directors
       State Medical Associations, National Medical Specialty Societies, Other National
       Medical Societies, AMA Sections and Special Groups

From: Andrew W. Gurman, MD, Speaker, House of Delegates
      Susan R. Bailey, MD, Vice Speaker, House of Delegates

Date: July 16, 2012

Subject: 2012 Interim Meeting of the American Medical Association House of Delegates

Your Speakers want to inform you of plans for the upcoming Interim Meeting in Honolulu, Hawaii (November 10-13, 2012). The Interim Meeting will be held at the Hawaii Convention Center while the headquarters hotel will be the Hilton Hawaiian Village. Shuttle buses will be available to transport meeting attendees between venues if they choose not to walk.

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 2012 Interim Meeting will convene at 2:00 pm on Saturday, November 10, and is scheduled to adjourn by noon on Tuesday, November 13. Attached is a tentative schedule that your Speakers have determined for the meeting.

Resolution Submission

We would appreciate your cooperation in sending your resolutions 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 11 for I-12). Resolutions that are received by September 28 will be included in the Delegate Handbook. Resolutions received September 29 – October 11 will be distributed in the Handbook Addendum. All business will be posted on the meeting website.

AMA Bylaws (§2.4311) 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 6). These organizations are allowed seven (7) days after their adjournment to submit resolutions, except that such resolutions must be received by noon, Friday, Nov. 9.

Late resolutions (i.e., those received after October 11 but not under the exception of §2.4311) will be distributed on Sunday morning, Nov. 11, 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). The receipt of all resolutions will be confirmed by a return email message. If you do not receive such an email, your resolution has not been received.

### IMPORTANT DATES

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<tr>
<th>Deadline for resolutions to be included in the Handbook</th>
<th>Friday, September 28</th>
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<td>Deadline for on-time resolutions (subject to exceptions)</td>
<td>Thursday, October 11</td>
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Guidelines for preparing resolutions are found in Policy G-600.061 and on the “Resolution Submission Checklist;” copies of both are attached. The checklist conveniently 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 intended as 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.

**Resolution Committee and Reference Committees**

As required under Bylaw 2.63, the Resolution Committee has been appointed to review all submissions and 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 be accepted for consideration at the Interim Meeting, as will resolutions that address ethics issues. The recommendation not to consider a resolution is subject to appeal to the HOD. Resolutions not accepted for consideration will not be held over, but may be resubmitted at another HOD meeting.

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

> 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.

Five reference committees will hold open hearings at the Interim Meeting, with business 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 and public health and related topics.

Each reference committee will include a virtual (online) component. Details will be provided by email to all members of the House and will also be included on the meeting website and in the Speakers’ Letter.
The virtual reference committees should be available on or about October 12 for items that will appear in the initial Handbook. We hope that you will take advantage of this opportunity, particularly in light of the fact that all reference committees at the Interim Meeting take place concurrently.

As was the case in June, the focus of the onsite hearings should be on draft reference committee reports rather than the original resolutions or reports, although nothing in the virtual reference committee process is meant to preclude the full discussion of matters onsite.

Handbook Availability and Distribution

The House of Delegates Handbook will be available in downloadable form on the Interim Meeting website (www.ama-assn.org/go/interim2012) on or about October 12. 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.

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<th>IMPORTANT DATES</th>
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<tr>
<td>eHandbook availability on meeting website</td>
<td>Friday, October 12</td>
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<tr>
<td>Virtual reference committees available</td>
<td>On or about Friday, October 12</td>
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<tr>
<td>Handbook mailing date (paper copies)</td>
<td>Friday, October 19</td>
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<tr>
<td>eHandbook Addendum availability on meeting website</td>
<td>Tuesday, October 23</td>
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<tr>
<td>Handbook Addendum mailing date</td>
<td>Tuesday, October 30</td>
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The interleaved Handbook (i.e., the combined initial Handbook and Addendum) will be available on CD-ROM if desired. However, downloadable versions of all materials will be available well before the Handbook/Handbook Addendum can be produced on any physical medium, and we encourage users to download a copy.

Delegates and alternate delegates who requested a physical copy of the Handbook—whether on paper or CD—for June’s meeting, will be sent a copy of the Handbook in the same format for the Interim Meeting. If you wish to change your preference, please call (312) 464-4405 or send an email to handbook.optin@ama-assn.org, providing your name, contact information and the name of the society that you represent. In the absence of a request for a physical copy of the Handbook, we expect users will download a copy from the meeting website. The deadline for notifying us of your preference is Friday, September 21.

Please bear in mind that paper copies of the Handbook are available only to delegates and alternate delegates.

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.
Registry of Retiring Delegates and Retiring Medical Executives

At the Interim Meeting, the names of delegates and alternate delegates who are retiring from the House will be announced along with the names of medical society executives who are retiring. The registry will be published and distributed during the meeting. Names may be faxed to (312) 464-4505 or emailed to hod@ama-assn.org prior to Monday, Nov. 5. Otherwise, please let the Headquarters Office at the Hawaii Convention Center know whom to include on this listing by noon on Friday, Nov. 9.

“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, Nov. 8, will be collected in a bag and placed on delegates’ tables and on chairs in the House before 2 p.m. on Saturday when the House convenes. Thirteen hundred (1300) copies are required for a complete distribution throughout the House. Mailing information is also available online to ensure proper delivery.

Housing and Travel Information

The headquarters hotel for the Interim Meeting is the Hilton Hawaiian Village (2005 Kalia Road, Honolulu, Hawaii 96815-1999). Information on hotel reservations and flight discounts is available on the meeting website. Your room can be booked online or by calling Hilton reservations at 1-800-445-8667. Room rates range from $229 to $350 (not including city tax at 13.96%).

Reservations should be made by the cutoff date of October 5, 2012. Room availability after the published cutoff date is not guaranteed.

Both American and United are offering travel discounts. To book a flight on American Airlines, visit www.aa.com and enter your flight information and authorization code 78N2BF in the promotion code box. For United Airlines, visit www.united.com and use ZZTY631546 in the offer code box. Airline discounts are valid for travel 3 days prior to and 3 days after the official meeting dates.

Reminders

- As a reminder, Bylaws require that credentials be verified before each meeting of the House of Delegates. While this 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 have been confirmed.

- Your Speakers wish to remind the House of the rules and procedures governing campaigns for AMA offices. No formal campaign activities are permitted during the Interim Meeting. However, an announcement of candidacy can be made on the last day of the Interim Meeting OR via a single mailing prior to the Interim Meeting (if one has not already been made on the last day of the Annual Meeting). Another option would be to post an announcement of candidacy on the AMA web site (www.ama-assn.org/go/candidates); please contact the HOD Office for particulars. In lieu of an announcement card or letter, an announcement of candidacy may also be posted at www.ama-assn.org/go/candidates by contacting the Office of House of Delegates Affairs.

Visit www.ama-assn.org/go/elections for complete campaign rules and election procedures, although we are happy to entertain individual questions at any time.
• The House of Delegates has adopted a job description describing the roles and responsibilities for delegates and alternate delegates; a copy is attached for your review.

• The HOD Reference Manual describes House procedures and may be especially helpful to new delegates. It is online at www.ama-assn.org/ama1/pub/upload/mm/38/hodrefmanual.pdf.

• Dress for all sessions of the House at the Interim Meeting will be “business casual.” Those seated at the head tables during general sessions of the House, including the presentation of reference committee reports, are requested to wear business attire when in front of the House.

• The Speakers’ Letter will provide detailed information on various meeting elements and will be mailed about October 5.

Please feel free to contact us or the Office of House of Delegates Affairs (hod@ama-assn.org or (312) 464-4463 or (312) 464-4344) if you have any questions.
American Medical Association
2012 Interim Meeting of the House of Delegates
November 10-13, 2012
Hawaii Convention Center, Honolulu, Hawaii

Preliminary Schedule – SUBJECT TO CHANGE

Saturday, November 10

2:00 – 5:30 pm House of Delegates Opening Session
(Ceremonial – Speeches, Awards Presentations;
Business – Rules of Order)

Sunday, November 11

8:30 – 9:00 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)

9:00 – 1:00 pm Reference Committee Hearings:
Reference Committee on Amendments to Constitution and Bylaws
Reference Committee B (Legislative advocacy)
Reference Committee F (AMA finance and governance)
Reference Committee J (Advocacy related to medical service, practice
and insurance)
Reference Committee K (Advocacy related to medical education,
science, public health)

1:00 – 3:00 pm Forum for Medical Affairs

3:00 – 5:00 pm Education / ancillary sessions I

Monday, November 12

8:00 – 11:00 am Education / ancillary sessions II

11:00 am – 1:45 pm Caucuses

2:00 – 6:00 pm HOD Business Session

Tuesday, November 13

8:30 – 12:00 pm HOD Business Session
G-600.061 Guidelines for Drafting a Resolution or Report

Resolutions or reports with recommendations to the AMA House of Delegates shall meet the following guidelines:

(1) When proposing new AMA policy or modification of existing policy, the resolution should meet the following criteria:
   (a) The proposed 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;
   (b) The proposed policy should be clearly identified at the end of the resolution;
   (c) Recommendations for new or modified policy should include existing policy related to the subject as an appendix provided by the sponsor and supplemented as necessary by AMA Staff. If a modification of existing policy is being proposed, the resolution should set out the pertinent text of the existing policy, citing the policy number from the AMA Policy Database, and clearly identify the proposed modification. Modifications should be indicated by underlining proposed new text and lining through any proposed text deletions. If adoption of the new or modified policy would render obsolete or supersede one or more existing policies, those existing policies as set out in the AMA Policy Database should be identified and recommended for rescission. Reminders of this requirement should be sent to all organizations represented in the House prior to the resolution submission deadline;
   (d) A fiscal note setting forth the estimated resource implications (expense increase, expense reduction, or change in revenue) of the proposed policy, program, or action shall be generated by AMA staff in consultation with the sponsor. Estimated changes in expenses will include direct outlays by the AMA as well as the value of the time of AMA's elected leaders and staff. A succinct description of the assumptions used to estimate the resource implications must be included in each fiscal note. When the resolution is estimated to have a resource implication of $50,000 or more, the AMA shall publish and distribute a document explaining the major financial components or cost centers (such as travel, consulting fees, meeting costs, or mailing). No resolution that proposes policies, programs, or actions that require financial support by the AMA shall be considered without a fiscal note that meets the criteria set forth in this policy.

(2) When proposing to reaffirm existing policy, the resolution or report should contain a clear restatement of existing policy, citing the policy number from the AMA Policy Database.

(3) When proposing to establish a directive, 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 from the AMA Policy Database, underlying the directive.

(4) Reports responding to a referred resolution should include the resolves of that resolution in its original form or as last amended prior to the referral. Such reports should include a recommendation specific to the referred resolution. When a report is written in response to a directive, the report should sunset the directive calling for the report.

(5) The House's action is limited to recommendations, conclusions, and policy statements at the end of report. While the supporting text of reports is filed and does not become policy, the House may correct factual errors in AMA reports, reword portions of a report that are objectionable, and rewrite portions that could be misinterpreted or misconstrued, so that the "revised" or "corrected" report can be presented for House action at the same meeting whenever possible. The supporting texts of reports are filed.

(6) All resolutions and reports should be written to include both "MD and DO," unless specifically applicable to one or the other.

(7) Reports or resolutions should include, whenever possible or applicable, appropriate reference citations to facilitate independent review by delegates prior to policy development.
(8) Each resolution resolve clause or report recommendation must be followed by a phrase, in parentheses, that indicates the nature and purpose of the resolve. These phrases are the following:
(a) New HOD Policy;
(b) Modify Current HOD Policy;
(c) Consolidate Existing HOD Policy;
(d) Modify Bylaws;
(e) Rescind HOD Policy;
(f) Reaffirm HOD Policy; or
(g) Directive to Take Action.

(9) Our AMA’s Board of Trustees, AMA councils, House of Delegates reference committees, and sponsors of resolutions will try, whenever possible, to make adjustments, additions, or elaborations of AMA policy positions by recommending modifications to existing AMA policy statements rather than creating new policy.

RESOLUTION SUBMISSION CHECKLIST

☐ Resolution† submitted by: ___________________________________________________________________
   (name of state, specialty, 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 substantiate the intent of the RESOLVEDS. You may include as many whereas statements as necessary to provide the foundation for the intent(s) of the RESOLVED statements.*

☐ RESOLVED statement(s) is (are) included

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
- Recind 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 or for download at [www.ama-assn.org/go/policyfinder](http://www.ama-assn.org/go/policyfinder).)

☐ 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 recission.

☐ 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, unless extracted.

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Notes:

† 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.
Delegate/Alternate Delegate Job Description, Roles and Responsibilities

At the 1999 Interim Meeting, the House of Delegates adopted as amended Recommendation 16 of the final report of the Special Advisory Committee to the Speaker of the House of Delegates. This recommendation included a job description and roles and responsibilities for delegates and alternate delegates. The description and roles and responsibilities were modified at the 2002 Annual Meeting by Recommendation 3 of the Joint Report of the Board of Trustees and Council on Long Range Planning and Development. The modified job description, qualifications, and responsibilities are listed below.

Delegates and Alternate Delegates should meet the following job description and roles and responsibilities:

Job Description and Roles and Responsibilities of AMA Delegates/Alternate Delegates

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 e-mail addresses so that the AMA can make the information accessible to individual members through the AMA web site and through other communication mechanisms. The qualifications and responsibilities of this role are as follows:

A. Qualifications
   - AMA member.
   - Elected or selected by the principal governing body or the membership of the sponsoring organization.
   - The AMA encourages that at least one member of each delegation be involved in the governance of their sponsoring organization.

B. Responsibilities
   - Regularly communicate AMA policy, information, activities, and programs to constituents so he/she will be recognized as the representative of the AMA.
   - Relate constituent views and suggestions, particularly those related to implementation of AMA policy positions, to the appropriate AMA leadership, governing body, or executive staff.
   - Advocate constituent views within the House of Delegates or other governance unit, including the executive staff.
   - Attend and report highlights of House of Delegates meetings to constituents, for example, at hospital medical staff, county, state, and specialty society meetings.
   - Serve as an advocate for patients to improve the health of the public and the health care system.
   - Cultivate promising leaders for all levels of organized medicine and help them gain leadership positions.
   - Actively recruit new AMA members and help retain current members.
   - Participate in the AMA Membership Outreach Program.