



**ATTENDEE'S GUIDE  
TO THE  
ISMS  
HOUSE  
OF  
DELEGATES**

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## **For New Delegates**

Welcome to the Illinois State Medical Society House of Delegates!

The House guides the Society in its principles, priorities and programs, and its directives are carried out by the Board of Trustees, with input from councils and committees made up of physicians appointed by the Board.

Your participation in this meeting will ensure that the voices of the physicians you represent are heard, and that ISMS policy and action are aligned with the needs and interests of Illinois physicians and patients.

Please review the document titled "Your Role as a Delegate," found in the first section of your House materials. Please also review the Program Summary by Days, which lays out the schedule of the weekend, and note the time and place of the New Delegates Welcome meeting.

The Glossary of Terms will also be very helpful as you navigate the House materials and the meeting itself.

Thank you for your participation and leadership in the Illinois State Medical Society!

## **Navigating the House Packet**

Delegates should review the House materials prior to arriving at the meeting.

*TIP: In the electronic packet, click on "Bookmarks" in your PDF reader for easy navigation.*

The packet is divided into sections:

- **General Information**: Schedules, event notices and other important information
- **Agenda**: Information about the House of Delegates itself, including a directory of members of the House and the summary of actions from the previous year
- **Rules & Order of Business**: Rules that govern the conduct of the House
- **Unfinished Business**: Reports related to resolutions from previous years that required further study and House action
- **Resolutions**: Memorial and commemorative resolutions, as well as a listing of all resolutions submitted
- **Reference Committees**: Substantive resolutions and reports assigned to each reference committee for review

## **Rules & Order of Business**

The Committee on Rules & Order of Business sets the rules and procedures that govern the conduct of the House. The committee's report includes information about credentialing of delegates, procedures for House floor debate, consideration of resolutions, and more.

## **Unfinished Business**

Some resolutions require more study before a final decision is made. When the House refers a resolution to the Board for study and report back, the Board (usually through one of its councils or committees) will review the issue and report to the House at a future meeting.

These reports will recommend action regarding the underlying resolution, and may recommend other actions as well. The House will then decide how to act on the report.

## Resolutions

Resolutions are the building blocks of House policy and action. Submitted by delegates and voted on by the House, they lay out the reasons for adopting a certain policy or taking a particular action, and specify exactly what policy or action is needed.

Resolutions consist of two main parts:

- Whereas clauses explain why the proposed policy or action is necessary. They are informational, and are NOT voted upon by the House.
- Resolved clauses specify exactly what policy or action is being proposed. Each clause must be implementable and make sense on its own. Resolved clauses are the only part of the resolution voted upon by the House.

When a resolution addresses a topic on which there is existing ISMS policy, that policy will be listed below the resolved clauses as background information for the House. If the House decides to “reaffirm existing policy” in lieu of the resolution, these policies will be marked as Reaffirmed in the ISMS policy database.

## Reaffirmation Calendar

The Speaker of the House reviews all resolutions prior to the meeting. To streamline the business of the House, resolutions that re-state existing ISMS policy are placed on the Reaffirmation Calendar, which is presented as a “consent calendar.”

A consent calendar represents a recommendation being made to the House, in this case by the Speaker. Any delegate may “extract” an item from a consent calendar for further debate. Once all extractions have been heard, the remaining items on the calendar are voted on as a bloc.

The Reaffirmation Calendar and the reports of the reference committees are presented in this format.

If the Reaffirmation Calendar is approved, the resolutions on the calendar that have not been extracted are recorded as Not Adopted, and the existing policies they relate to will be reaffirmed in the ISMS policy database.

## **Late Resolutions**

Resolutions received after the submission deadline (45 days prior to the opening of the House) are reviewed prior to the meeting by the Committee on Rules & Order of Business, which determines whether they are of an urgent nature. Only late resolutions that are of an urgent nature will be considered by the House.

The committee will report its decision on each late resolution during the opening session of the House. The House may override the committee by a two-thirds vote.



## **Commemorative/Memorial Resolutions**

Commemorative resolutions celebrate the accomplishments and contributions of Illinois physicians and others. Memorial resolutions note the passing of physicians and other individuals who made a significant impact in their communities and the medical profession.

These resolutions are presented before the House, but are not sent to reference committees or debated, and are typically adopted without objection.

## Registration and Credentialing

When you arrive at the meeting, visit the registration table outside the main House meeting room. There you will receive your badge and other materials.

Your county medical society or section should have submitted your name in advance to notify ISMS whether you are a delegate or an alternate delegate; last-minute changes require a signed letter from the president or secretary of your county society or section.

All ISMS members are welcome to attend the meeting, but only credentialed delegates may speak on the floor and vote on matters before the House. The Speaker encourages alternate delegates to share their perspectives with the House, through seeking permission to speak on the floor.

Each day before the House comes to order, delegates must present themselves at the credentialing desk to receive a colored voting sticker, which must be fastened on the delegate's badge. Only credentialed delegates with the proper voting sticker will be permitted to vote.

## Seating, Speaking and Voting

Credentialed delegates with the correct voting sticker will be given a handheld electronic voting device upon entering the House. Votes of the House will be taken through this electronic response system, which will be demonstrated during the first session of the House. If you experience a problem with your device, notify staff and a new one will be provided.

Please remember to silence your cell phone and pager for the duration of the session.

Power outlets and wireless internet access are provided for those who bring laptops and other devices.

The Speaker often allows delegates and alternate delegates to sit together for purposes of mentoring and camaraderie. Delegations often sit together, but are not required to do so.

<p>While only delegates are normally permitted to speak on the floor, alternate delegates and others may ask to address the House; a two-thirds vote of the House is necessary for approval. The Speaker encourages alternate delegates to seek permission to speak on the floor.</p>
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## **Reference Committees**

Reference committees are the heart of the business of the House. Their role is to hear testimony on resolutions and make recommendations to the House.

All substantive resolutions being considered by the House (including resolutions extracted from the reaffirmation calendar and late resolutions that are of an emergency nature, but not including memorial or commemorative resolutions) are sent to a reference committee for discussion.

Reference committees consist of delegates, alternate delegates and council/committee members appointed by the Speaker.

There are three reference committees, organized by topic area:

- Reference Committee A: Constitution and Bylaws; Policy, Administration & Finance
- Reference Committee B: Health Care Economics & Medical Legal
- Reference Committee C: Education and Medical Service, Governmental Affairs & Public Relations

## Reference Committee Hearings

Each reference committee will hold a hearing to allow members to testify on the resolutions before that committee. Any ISMS member may testify.

Additionally, resolutions assigned to Reference Committees B and C are posted on the ISMS website before the meeting to allow all ISMS members to testify in advance. Comments from these “virtual reference committees” will be provided to the reference committee members for consideration.

Reference committee hearings are the place for debate; please attend reference committee hearings and testify on resolutions on which you have a strong position.

Sponsors of resolutions may provide additional materials as background to the members of the reference committee, but these materials should not be distributed at the hearing, except with permission of the Speaker and committee chair.

## Reference Committee Reports

Following the hearing, the members of each reference committee will meet in executive session to consider all the testimony heard during the hearing and the comments submitted online beforehand.

They will then produce a report detailing their recommendation for each resolution before the committee. This report will be distributed to the members of the House before the following day's session.

Delegates should review reference committee reports carefully before the House comes to order. Reference committee reports are presented in a consent calendar format. Any item may be extracted for debate.

## House Floor Debate

When each reference committee first presents its report, the Speaker will ask if any delegates wish to extract any items for further discussion. If you want to extract an item, go to the nearest microphone and state its item number in the report.

Because the reference committee's report is a consent calendar, all items not extracted will then be voted upon as a bloc; if the report is approved, the reference committee's recommendations are adopted. The speaker will then return to the extracted items.

When the Speaker calls an item for discussion, delegates who wish to give testimony or propose an amendment or alternative to the reference committee's recommendation will come to the microphones placed around the room. The Speaker will recognize each delegate in turn by calling the number of the microphone at which they are standing.

<p>When recognized, first give your name and affiliation, noting any conflict of interest. Then state your position on the item and give your testimony.</p>
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Each time a delegate is recognized by the Speaker, a large stoplight at the front of the room will indicate how much time the delegate has to speak.

## Amendments

Amendments of five words or less will be allowed with no written copy needed. These will be handled routinely by the Speaker.

Complex amendments, or those proposing a substitute resolution, must be presented in writing, either by email to [HOD@ISMS.ORG](mailto:HOD@ISMS.ORG) or to an ISMS staff member.

Amendments will be projected on screens as directed by the Speaker to assist in tracking proposed changes.



## **Voting**

When a vote is called for, the Speaker will announce exactly what is being voted upon and the results of a “Yes” vote or a “No” vote.

Once the vote commences, delegates will have 10 seconds to enter their vote using the electronic response system. At the conclusion of the 10-second voting period, the results of the vote will be displayed on the screens at the front of the House.

Every action taken by the House will be recorded in the Summary of Actions, which is sent to all House members soon after the meeting and is included in the following year’s House packet.