

## MMA House of Delegates and MMA Policy Council, 2014-2016

### **I. House of Delegates**

#### **A. Suspension of the House of Delegates**

In accordance with the action of the 2013 House of Delegates, future meetings of the Minnesota Medical Association House of Delegates are suspended until 2016.

#### **B. Speaker and Vice-Speaker**

The Speaker and Vice-Speaker of the House of Delegates shall remain in office through the adjournment of the House of Delegates meeting in 2016, unless either steps down or is unable to remain in the office. If either position becomes open that position shall not be refilled until the House meets in 2016.

If the Speaker is still in office in 2016, he shall preside over the meeting of the House of Delegates; if he is no longer in office, the Vice-Speaker shall preside. If neither is in office, the MMA President shall convene the 2016 House of Delegates and one of the first items of business shall be an election for a Speaker and a Vice-Speaker to preside over the meeting.

#### **C. Annual Meeting of the Minnesota Medical Association**

The Annual Meeting of the MMA shall be at a time and place determined by the Board of Trustees. All MMA members shall be invited to the Annual Meeting. At least one meeting of the Policy Council, described below, shall occur in conjunction with the Annual Meeting.

### **II. Policy Council**

#### **A. Purpose**

The purpose of the MMA Policy Council is to provide a representative mechanism and simplified process for obtaining broad member input, feedback and ideas on critical health policy issues facing Minnesota physicians. Recommendations of the Policy Council shall be submitted to the MMA Board of Trustees for consideration.

#### **B. Composition**

The Policy Council shall be comprised of 40 members, none of whom can be MMA committee chairs or MMA Board of Trustees members at the time of their appointment to the Policy Council. The Council Chair shall be elected from among Council members.

Thirty-one (31) members shall be appointed by component medical societies and/or sections as follows:

- Twin Cities Medical Society 15 members
- Zumbro Valley Medical Society 11 members

- Lake Superior Medical Society    2 members
- Sterns Benton Medical Society    2 members
- Range Medical Society            1 member

Five (5) members shall be appointed by the MMA Board of Trustees from non-staffed component medical societies or from among at-large members (i.e., members for whom there is no component medical society). Such appointments shall be apportioned based on membership levels and consistent with other characteristics of Policy Council appointees described in Section C.

Three (3) members shall be appointed from the following MMA Sections:

- Medical Student Section            1 member
- Resident and Fellow Section       1 member
- Young Physician Section           1 member

One (1) member shall be the MMA President-Elect.

**C.     Terms of Office**

Each Policy Council member is eligible to serve for a term of three years, beginning at the conclusion of the MMA Annual Meeting. Terms for initial Council appointees shall begin as soon as appointments are completed and end no later than the 2016 MMA Annual Meeting. Terms will be arranged so that, as nearly as possible, one-third of members shall be appointed each year. Each member may serve no more than two complete, consecutive terms. Section members must be eligible members of their Section during their term on the Policy Council. No alternate or proxy members shall be appointed to the Policy Council. In the event of a resignation or death, the appointing authority shall be notified and a new appointment shall be made.

Policy Council appointments are the responsibility of the component medical societies, sections or MMA Board of Trustees. Appointing authorities will be encouraged to appoint members who are able to commit to serving their entire term; who will work to attend and prepare for all Council meetings; who are actively engaged in medical practice; and, who can represent the diversity of MMA membership in in terms of age, gender, race/ethnicity, geography, specialty, and practice size/type.

The term of office of the Policy Council Chair shall be one year, with a maximum of three terms.

**D.     Policy Council Members on the Board of Trustees**

The Policy Council shall elect two members to serve as full-voting members of the MMA Board of Trustees. Policy Council members of the Board of Trustees may be recognized in meeting any geographic membership requirements associated with the Board of Trustees and shall be counted as part of the total Board size. The term of office on the Board of Trustees shall be three years, limited to one term. Physicians who have

previously served a maximum 9-year term on the MMA Board of Trustees are not eligible to serve as Policy Council representatives to the Board.

**E. Quorum and Rules of Order**

The business of the MMA Policy Council shall be conducted using parliamentary rules of order, consistent with that used by the MMA Board of Trustees.

Fifty percent of members from four or more component medical societies or sections shall constitute a quorum for purposes of conducting Policy Council business. If the quorum is no longer present after commencement of the proceedings, the proceedings shall be suspended until a quorum is again present.

Recommendations made by the Council to the MMA Board of Trustees require a majority vote of those present. Recommendations made to the MMA Board of Trustees with at least a two-thirds majority vote of Policy Council members can only be overturned by at least a two-thirds majority vote of the MMA Board of Trustees.

**F. Voting Privilege**

Each Policy Council member is entitled to one vote.

**G. Conduct of Meeting**

All meetings of the Policy Council, except executive sessions, shall be open to all members of the Association. The Policy Council Chairperson, or a majority of the Policy Council members present, shall have authority to declare a session of the Policy Council to be an executive session; only Policy Council members, and those invited by the Chairperson, may be present at executive sessions.

**H. Policy Council Meetings and Policy Council Member Forums**

The Policy Council shall meet no less than two times per year, one of which will be at the MMA Annual Meeting.

The first meeting of the Council shall be convened by the MMA President-Elect and the Chair will be elected at the first meeting.

The Policy Council may convene meetings of Council members and staff for the purpose of planning the structure, content and goals of Policy Council Member Forums.

Policy Council Member Forums will be structured 1) to provide foundational education/information on previously-identified issues and/or themes; 2) to facilitate input, dialogue and discussion by and among physician attendees; and, 3) to allow for the development of recommendations by the members of the Policy Council for consideration by the MMA Board of Trustees.

Prior to each Policy Council Member Forum, the Council will establish the specific issues and/or themes on which member input, feedback and ideas are needed to guide MMA policy and advocacy activities. The identified issues and/or themes will be widely promoted to all Minnesota physicians with a request for the submission of comments and ideas (including resolutions) on the identified issues and/or themes in advance of Policy Council Member Forums. An online mechanism will be established to submit and track submissions. Comments, ideas or resolutions on the identified issues and/or themes submitted by component medical societies, state specialty societies, MMA sections, MMA committees or the MMA Board of Trustees shall be considered by the Policy Council. Staff and members of the Policy Council may review submitted comments, ideas or resolutions to help further organize and refine the Policy Council Member Forums.

Specific time shall be reserved at the Policy Council Member Forum held during the MMA Annual Meeting for the consideration of new issues, ideas or resolutions. A process for soliciting new issues, ideas or resolutions in advance of the Annual Meeting will be established to ensure time for adequate research and planning. Comments, ideas or resolutions submitted by component medical societies, state specialty societies, MMA sections, MMA committees or the MMA Board of Trustees shall be considered by the Policy Council. Staff and members of the Policy Council may review submitted comments, ideas or resolutions to help further organize and refine the Policy Council Member Forums.

### **III. Other**

#### **A. Dues and Assessments**

During the period of time during which the House of Delegates is suspended, the Board of Trustees shall be authorized to oversee dues and assessments for all classifications of membership, the time of payment and exemptions from payment of dues for each fiscal year.

#### **B. Component Medical Societies**

During the period of time during which the House of Delegates is suspended, the Board of Trustees shall be authorized to oversee the jurisdiction of each component medical society, charter qualifications for component medical societies, and revocation or consolidation of component medical societies that otherwise would be handled by the House of Delegates.

#### **C. Sunset Policy Review**

During the period of time during which the House of Delegates is suspended, the Board of Trustees shall be authorized to manage the review and dispensation of MMA policies subject to sunset review.