



## **DELEGATE DUTIES**

Delegates to the OSMA House of Delegates (HOD) represent the entire membership of the association and should make decisions and vote for what is best for the entire membership, keeping in mind the desires and convictions of his or her constituents. Delegates are expected to attend district caucuses, review the HOD meeting agenda, and discuss with OSMA members the major issues to be faced at the meeting. Unless a particular issue is of truly outstanding importance to a county society or other constituency (such as a resolution they are proposing), it is always best that delegates attend the HOD well informed as to the opinions of their constituents but not instructed by their colleagues at home. At the meeting, the delegates will hear many viewpoints expressed, be exposed to perhaps new information and strong contrary opinions, and can make the best decision and be most effective by voting their conviction at the time of the vote.

### **Qualifications and Election of Delegates and Alternate Delegates**

Delegates or alternate delegates to the OSMA HOD must be OSMA active members and meet the selection requirements outlined in the OSMA Constitution and Bylaws. View the OSMA Constitution and Bylaws, on the [OSMA website](#) under the Annual Meeting House of Delegates tab.

Each OSMA district shall be entitled to one (1) Delegate and one (1) Alternate Delegate in the House of Delegates for each one hundred (100) Active Members and Retired Members working or residing in the district as of December 31st of the preceding year; provided, however, that each county within a district shall be entitled to at least one (1) Delegate and one (1) Alternate Delegate who works or resides in the county. If the total number of Active Members and Retired Members in the district is not evenly divisible by one hundred (100), that district shall be entitled to one (1) additional Delegate in the House of Delegates. The names of such Delegates and Alternate Delegates shall be submitted to the Association prior to the opening of the House of Delegates.

Seven medical students comprise the Medical Student Section with one delegate and one alternate delegate from each of the medical colleges in Ohio. The medical student delegates are seated in the House in a separate section.

The Resident and Fellows Section is comprised of five delegates and two alternate delegates who must be OSMA members in training. The resident and fellows delegates are seated in the House in a separate section.

The Organized Medical Staff Section is comprised of one delegate and one alternate delegate. The delegate is seated in the HOD with the councilor district in which that delegate's component society is represented.

All primary medical specialties listed by the American Board of Medical Specialties are eligible for representation in the HOD. All medical subspecialty societies whose members hold such subspecialty certificates approved by the American Board of Medical Specialties with 100 or more members in Ohio and, of whom, at least 50% are OSMA members, are eligible for

representation in the HOD. An OSMA member may be represented by only one subspecialty organization in the OSMA HOD. Each recognized medical specialty and subspecialty society delegate and alternate delegate must be a voting member of the OSMA. Medical specialty delegates are seated in the HOD with the councilor district in which that delegate's component society is represented.

## **Duties of Delegates and Alternate Delegates**

Delegates and Alternates are expected to be current on issues, concerns and problems facing physicians, the medical profession and the OSMA. Delegates will listen to members and transmit their ideas and concerns to county society officers, councilors, and association officers and staff throughout the year. Delegates will also communicate issues and concerns to members from the OSMA. The OSMA will communicate to delegates by e-mail and by posting information on the OSMA website. Other duties include:

### **1. Attendance at the Annual Meeting**

Prior to the annual meeting, all delegates and alternate delegates should review the meeting materials posted on the OSMA website under the Annual Meeting section.

Upon arrival at the annual meeting, register at the registration desk and receive your badge. After the staff has verified your credentials, they will record you as being seated as a member of the House. A delegate whose credentials have been accepted by the Committee on Credentials is seated as a delegate within a councilor district until final adjournment unless a certified alternate takes his/her place during his/her absence.

### **2. Attendance at Councilor District Caucus**

OSMA district councilors may call a caucus of all delegates and alternate delegates in his/her district at least once prior to the annual meeting and during the annual House of Delegates meeting. All OSMA members may be invited to attend district meetings. The purpose of the district meetings is to discuss OSMA elections and resolutions to be considered at the HOD. Counties within the districts are also encouraged to name and register delegates at the pre-annual meeting district meeting.

### **3. Resolutions**

Delegates and alternate delegates must be knowledgeable concerning all resolutions which are to come before the HOD. Be prepared to discuss during the business session of the House and at resolutions committee sessions any resolution of interest to you or your constituency. Also, you are a spokesperson for resolutions presented by your county medical society, specialty or section.

### **4. Committee Service**

Delegates may be asked to serve on one of the committees of the House of Delegates, appointed by the president, to expedite the business of the House.

The Resolutions Committees are composed of one delegate from each of the 8 geographic OSMA Councilor Districts, one from a medical specialty society, one Resident and Fellows Section representative, one Medical Student Section representative, plus a chair. If asked to serve, review all the resolutions and reports assigned to the committee and come to the meeting prepared to discuss the subject matter of the resolutions. Refer to the meeting agenda and schedule of events in the Annual Meeting program to determine the time and location of Resolutions Committee hearings and subsequent deliberations.

The Committee on Nominations includes the following 8 members: the OSMA President, the OSMA President-Elect and six additional members appointed by the President and approved by the Council. The OSMA President appoints two members each year to serve on the Nominating Committee (each member serves a three year term with two new members rotating on each year).

The President appoints a Committee on Tellers and Judges of Election from those members present at the annual meeting.

### **Responsibilities as a Member of the House of Delegates**

1. Attend and participate in all sessions of the House and report back to members.
2. Respect and cooperate with every other member of the House.
3. When you wish to speak, stand, approach the microphone, and wait for recognition.
4. When recognized by the presiding officer, state your name and affiliation, your motion or give your discussion.
5. After making a motion, wait until another member seconds the motion.
6. Listen carefully as the presiding officer states the motion, to ensure its accuracy.
7. If your motion is debatable, the presiding officer will allow you to begin the debate.
8. Always address your remarks to the presiding officer, even when you are answering another member's question.
9. Never verbally attack another member or use abusive language.
10. If you believe the presiding officer has erred in a ruling, appeal the ruling of the chair and have the assembly decide.
11. If you believe that there has been a violation of the rules, an omission, or an error in the proceedings, rise to a point of order and request a ruling from the presiding officer.
12. If you are unclear about the pending motion, for example whether it is debatable or amendable, or if you need help in correctly wording your own motion, request a parliamentary inquiry. The presiding officer will answer your inquiry or offer you help.
13. If you are unclear about the outcome of a vote or doubt the accuracy of the announced result, request division of the assembly and have a tally.