



SANTA CLARA COUNTY MEDICAL ASSOCIATION

RESPONSIBILITIES OF A CMA DELEGATE AND ALTERNATE-DELEGATE

Background

The District VII is comprised of the following seven medical societies: Santa Clara County, San Mateo County, Santa Cruz County, Monterey County and San Benito.

The House of Delegates consists of more than 400 Delegates elected by members of component medical societies, specialty societies, CMA mode of practice forums, CMA sections (Ethnic Medical Organization Section, Medical Student Section, Organized Medical Staff Section, Resident and Fellow Section, Young Physicians Section).

Delegations are discussion bodies that elect Trustees to the CMA Board, appoint a Delegation Chair from within themselves who serves on the CMA Committee of Delegation Chairs. They also endorse or oppose a policy proposal or officer candidate if they so choose. Delegations receive administrative staff support from within the geographic district from which they originate.

Component medical societies, specialty societies and mode of practice forums are entitled to a number of delegates determined by a "proportionate representation" formula (for example, county medical societies are entitled to two delegates plus one additional delegate for each full 100 regular active members), while CMA sections are allotted a fixed number of delegates as specified in the CMA Bylaws. Members of the Board of Trustees, past presidents of the association and members of the California Delegation to the American Medical Association also participate as ex officio members of the House.

Responsibilities of a Delegate and Alternate-Delegate

Delegates and Alternate-Delegates are responsible for participating in the Year-Round Resolution Process and representing their colleagues at the CMA House of Delegates. As a member of the Delegation, you will have a voice and vote in all deliberations, caucuses and policy determinations of the District VII. During meetings of the CMA House of Delegates, only the Delegates are entitled to vote on issues considered by the House.

Although Alternate-Delegates do not vote in deliberations of the House, they still attend all sessions of the CMA House of Delegates and all meetings of the District VII Delegation. In the event a Delegate is absent or disqualified, the Delegation chair will appoint any other elected Alternate-Delegate from within the Delegation to fill the seat of that Delegate. In general, Alternate-Delegates are seated frequently as Delegates throughout the duration of the House of Delegates.

Year-Round Resolution Process

The Year-Round Resolution Process 1) promotes the ability of members to introduce resolutions year- round; 2) expands and strengthens CMA councils and sub-committees for a greater role as

the drivers of policy-making; 3) encourages the nomination of well-qualified persons reflecting the diverse demography of CMA from districts, specialties, sections and forums.

The Year-Round Resolution Process is divided into 4 quarterly cycles and begins when resolutions are submitted to CMA within each quarter's time frame. The Speaker of the House reviews the resolution(s), and if accepted, the resolutions with the CMA Staff Analysis and background materials are posted at the CMA website for a 30-Day Online Testimony Period during which time members review and provide testimony as individuals regarding the resolutions.

- Delegates and Alternate-Delegates are responsible for reviewing all resolutions during the Testimony Period, and if needed, participate in a District VII Delegation Conference Call and/or live Caucus meeting to discuss a District Delegation Position on the resolutions.
- When the Testimony Period closes, the CMA Councils and Sub-committees will act on the resolution(s) and post their reports and recommendations on the CMA website for a 30-Day Comment Period.
- Delegates and Alternate-Delegates are responsible to review all CMA Council and Subcommittee reports, and if needed, participate in a District VII Delegation Conference Call and/or live meeting to discuss a District Delegation Position on the resolutions.
- When the Comment Period closes, the CMA Board of Trustees reviews and acts regarding the reports and recommendations from the CMA Council and sub-committees as well as any comments posted by individuals and delegations. The Board may: 1) adopt the resolution; 2) refer the resolution back to the Council or Sub-committee for further study; 3) refer the resolution to the House of Delegates for action; 4) not adopt the resolution.

House of Delegates Annual Session

The Annual Session of the House of Delegates is a two-day meeting (Saturday/Sunday) held in Los Angeles.

At the Annual Session each Delegation will meet to discuss the direction the House of Delegates should take regarding 3-4 Major Issues. In addition to action on Reports and Major Issues, the House of Delegates annually elects CMA's President-Elect, the Speaker and Vice Speaker. The House also ratifies the elections of CMA Trustees. Other business includes ceremonial functions (speeches, recognitions, etc.).

Delegates are required to attend the two-day Annual Session of the CMA House of Delegates. **If your schedule does not permit attendance, you must notify the SCCMA CEO before July 15th so an alternate can be named to replace you.** Alternate Delegates are encouraged to attend but it is not required unless you have been moved to a delegate role.

Meeting Requirements

1. Participate in all District 7 Delegation Conference Calls and/or live meetings to discuss the quarterly resolutions. A schedule of meetings will be distributed in advance of the Caucus

meetings. They are typically held quarterly at the SCCMA headquarters in San Jose from 6-8 pm on a Wednesday. Advance notification regarding the dates of the calls is provided at the beginning of the year. For 2021, Conference Calls have been scheduled for:

- Wednesday, January 12, 2021, 6:30 pm – 8:00 pm – Review 1st Quarter Resolutions and Other Business
- Wednesday, April 13, 2021, 6:30 pm – 8:00 pm – Review of 2nd Quarter Resolutions and Other Business
- Wednesday, July 20, 2021, 6:30 pm – 8:00 pm – HOD Organization Mtg & Review 3rd Quarter Resolutions and Other Business
- Wednesday, October 12, 2021, 6:30 pm – 8:00 pm – Pre-HOD Meeting; Review of 4th Quarter Resolutions.

The 2021 meeting will be tentatively held Oct. 23-24, 2021 at the Marriott LA Live in Los Angeles. It may be converted to a virtual event. Arrival is anytime on Friday October 22nd. The District VII Delegation meets at 7:00 am on Saturday and Sunday with the House of Delegates following later that morning then again for lunch from 11:30 am – 1:00 pm. The meeting adjourns on Sunday at 3:30 pm.

The 2022 meeting will be held October 22-23 at the Marriott Live in Los Angeles.

Expense Reimbursement Policy

SCCMA reimburses those delegates who are seated for two nights lodging and related transportation fees. Maximum reimbursement ranges by location.

Hotel Lodging

CMA has secured a block of guest rooms reserved at the Marriott LA Live at a special rate. More information will be forthcoming on rates and registration link. Hotel rooms go quickly, so do not delay in getting your room reserved.

Questions:

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