

## **OVERVIEW OF VIRTUAL ANNUAL MEETING**

The Virtual Annual Meeting will take place Saturday, October 23rd. The meeting will be divided into two sessions. The first session will be open to the public to attend and will include awards, updates, speeches, and the inauguration of the incoming President. The second session serves as the closed session for Delegates business, but all Annual Meeting attendees are permitted to attend the second session.

The Rules of Procedure have been amended to reflect the considerations of our virtual setting, and only govern the business conducted at the 2021 House of Delegates.

All attendees are required to register for the meeting in order to access the virtual meeting platform. Non-delegates are granted access to the first session of the Annual Meeting through live stream, available on the MSV website the day of the meeting. Non-delegates are permitted to attend the second session but are not authorized to vote nor speak for or against a resolution. Once delegates are selected and approved, MSV staff will grant them voting rights and access during the second session to the House of Delegates.

To protect the integrity of votes on House of Delegates business in the virtual setting, please identify any Delegates that will be unable to serve and provide a name for their alternate before Thursday, October 21st. This will allow MSV staff to provide the necessary materials to the alternate delegate before the Annual Meeting. To maintain proper credentialing, MSV staff will not perform ad-hoc requests for alternate delegates after Thursday, October 21st.

## **GUIDELINES FOR RESOLUTIONS**

Resolutions for the 2021 House of Delegates will follow the guidelines described in the Speaker's memo (Appendix A). Resolutions meeting the established criteria will be regarded as officially received for consideration by the House of Delegates. Resolutions may only be submitted by MSV members.

### **Postponed Resolutions**

A list of resolutions recommended for postponement to the 2021 meeting based on the authority and criteria of the Speaker's Memo will be presented to the Board of Directors on September 18th, 2021. Postponement of a resolution requires a 2/3 supermajority vote of the Board of Directors. Resubmission is not required the following year if a Resolution is postponed but edits or withdrawals are permitted prior to consideration by the 2022 House of Delegates.

### **Late resolutions**

Late resolutions will not be accepted except as described in the Speakers' memo.

## **REFERENCE COMMITTEES**

Reference Committees are groups of delegates selected by the Speaker to conduct hearings on matters of business of the Society, which are referred to it by the Speaker. Having heard discussion on the subjects referred to it, the Committee draws up a report with its recommendations to the House.

- A. **Organization**: The Speaker shall appoint Reference Committees and a Chair for each Committee. The number of Reference Committees appointed shall be at the discretion of the Speaker. Each Reference Committee shall be composed of not less than five delegates, each from a different District to the best ability of the staff and Speakers. The committee will also include a non-voting representative of the BOD. The Speaker shall refer all resolutions to an appropriate Reference Committee. In the assignment of business to Reference Committees, the ruling of the Speaker shall be final.
- B. **Resolution Commenting**: The robust discussion and debate seen at every House of Delegates meeting is not possible at this time with a strictly virtual format. Consequently, we have developed an online forum that will be used in lieu of a traditional reference committee hearing.

The online forum site will be live by midnight on **September 18, 2021**. Any resolutions that have been postponed by the Board of Directors will not be posted online for commenting. Aside from entering your comments as text, it should be treated as any other reference committee hearing. All individuals commenting must provide their name and specialty or component society if they are submitting comments on behalf of a society.

Resolution authors will not present their resolutions to the Reference Committees as traditionally required at an in-person meeting. Instead, resolution authors will be individually notified at the time the online forum is live to ensure authors have the opportunity to further comment on their resolution.

Ad hominem comments and other inappropriate comments will be deleted. The forum will remain open until **October 1<sup>st</sup>, 2021**. Comments will be presented to each reference committee for their consideration and in preparation for a report.

- C. **Reference Committee Executive Session**: Reference Committee will convene for executive session for deliberation and construction of its report on **Saturday, October 9, 2021**. The executive session will be held virtually via Zoom. Reference Committee members will be required to participate using the Zoom application via a computer so they can view the materials shared by staff and provide live feedback. The number of Reference Committees will be dependent on the number of resolutions received and decided upon by the Speaker. Prior to the executive session, Reference Committee members will receive a compilation of materials including resolutions, staff analysis, and online comments.
- D. **The Ten Year (Sunset) Provision of the New Policy Procedure**: Ten years after the adoption of each policy action, the Speakers and MSV Staff will present to the MSV Board a “Ten Year Policy Review Report.” Renaming or retitling MSV policy is allowed at the Ten Year Policy review. Unless each such policy is acted upon by the subsequent House of Delegates, it will cease to be policy of the MSV.
- E. **Reference Committee Reports**: Reference committee reports comprise the bulk of the official business of the House of Delegates.

Reference committees have wide latitude in their efforts to facilitate expression of the will of the majority on the matters before them and to give credence to the testimony they received. They may amend resolutions, consolidate kindred resolutions by constructing substitutes, and they may recommend the usual parliamentary

procedure for disposition of the business before them, such as adoption, rejection, amendment, referral, and the like.

The reports of the Reference Committees shall be posted on the Medical Society of Virginia meeting website, no later than **Tuesday, October 12, 2021**. Societies are encouraged to caucus on their own and review the available reports.

- F. **Consent Calendar and Extractions:** The consent calendar will be the subject of discussion during the Virtual House of Delegates Meeting. Extractions from the reference committee's consent calendar must be submitted to MSV staff via email by **11:59 PM Tuesday, October 19, 2021**. Submissions must be sent to [hod@msv.org](mailto:hod@msv.org). Receipt of your extraction will be confirmed by return e-mail message. If you do not receive a confirmation, your extraction has not been received. **Resolution extractions will not be permitted during the Virtual House of Delegates meeting.**
- G. **"Seconding" Resolutions:** The Board of Directors will meet in September to review submitted resolutions. At this meeting, the Board of Directors will act as the body seconding resolutions, omitting the need for a second during introductions of resolutions. A two thirds-majority of the MSV Board of Directors may vote to consider any proposed resolution a "Postponed Resolution."
- H. **Amendments:** During debate in the House of Delegates, whenever a delegate proposes an amendment to a Reference Committee report, they shall use the "Amendment" function and submit the amendment in the following manner:

Delegate must provide their name, delegation, on behalf of whom they are proposing an amendment (as an individual or their delegation).

The amendment must be typed out in its final form as you wish it would appear in the Policy Compendium via the chat.

Staff will then present the amendment for all delegates to see using the appropriate format (strikethroughs represent deletions, underlines additions).

Amendments must be substantive in nature; incidental edits and grammatical corrections will be ruled out of order by the Speakers. Amendments will be accepted prior to HOD at the same time as extraction. Amendments submitted prior to Annual Meeting must be sent to [hod@msv.org](mailto:hod@msv.org).

## **DEBATES, MOTIONS AND VOTING**

Your Speakers are committed to promoting a thorough discussion of business items before the House. Limited debate will be possible using our virtual meeting platform. Your Speakers will do our best to manage fair and impartial debate. The Speaker will refer to each Reference Committee report and state, if any, the Resolutions that have been extracted from the report.

- A. **Debate:** Discussion will commence in the order that items were extracted. Delegates will need to indicate an interest to speak by using the Raise Hand function. Delegates should indicate on behalf of whom they are commenting (as an individual or their delegation) at the beginning of their remarks. The Speaker will acknowledge Delegates in the order they submitted their names to speak using the Raise Hand function and be unmuted by staff and able to present.

If a delegate needs to interrupt the discussion for a question of privilege, point of order or withdraw a motion, etc., they should use the chat function.

- B. **Motions:** To make a motion or point of order, Delegates should indicate interest to speak by using the Raise Hand function in Zoom. Delegates should indicate on behalf of whom they are commenting (as an individual or their delegation) at the beginning of their remarks. Delegates should refer to the *American Institute of Parliamentary Procedure* guide in their handbook when making a motion. When a motion needs a second, the Speakers will request seconds be issued in the chat. If several delegates have made the same motion, the motion will be considered duly seconded, and announced as such.
- C. **Voting:** The Speakers will, where appropriate, call for a vote. Your Speakers with the assistance of MSV staff, will conduct a poll on the item before the House with options “Aye” and “Nay” presented via the smartphone app for voting Delegates. Verbal instructions will be delivered on the polling technology during the meeting. The bulk of the resolutions will be voted on via consent calendar. Only extracted resolutions will be debated and individually voted on during the HOD.

## **COMMITTEES OF THE HOUSE OF DELEGATES**

To facilitate accomplishment of the business of the House of Delegates, the Speaker may appoint any number and combination of Delegates and/or MSV Staff during this digital meeting to meet the duties of the typical Committees of the House of Delegates. Specifically, the Speaker will designate individual(s) to:

1. Record the attendance of Delegates;
2. Ensure a quorum as described in the MSV bylaws is maintained throughout the duration of the business meeting; and
3. Count and record votes at direction of the Speaker and according to Rules of Procedure.

The Speakers will partner with MSV staff to ensure the technology platform allows for these actions to occur.

## **NOMINATIONS**

The House of Delegates, at its Annual Meeting, shall elect from its membership a committee on nominations, Officers and members of the Board of Directors, according to the applicable article of the Bylaws.

Members of the House of Delegates may make further nominations for each office at the Annual Meeting from the floor. If a delegate wishes to make a floor nomination, they must enter “Floor Nomination: Name of Nominee and Position” into the chat. A second to the nomination is required for acceptance; a second must be submitted via chat.

When applicable, one nominating speech for each candidate shall be limited to two minutes. Candidates will be recognized by the Speakers and unmuted for their speech.

## **POLICYMAKING/RECORD KEEPING**

After each Annual Meeting of the House of Delegates of the MSV, the Speakers and MSV staff will:

1. Incorporating all statements of new policy and policy changes into the Policy Compendium (PC);
2. Assign a topic category or categories for the index of the PC;
3. Address any non-substantive edits, such as grammar or formatting of policies in the PC;
4. Any policy which is rescinded will be transferred to the “Archives,” which will be a separate document from the PC and is available upon member request. The “Archives” document is for historical purposes only and will utilize the same policy number, title, and category, adding the date of its rescission, together with the reason. All policies present in the Archive do not represent active policy positions of the MSV.

5. As in all matters, the House of Delegates has the final authority over the Speakers and Staff in these largely procedural and secretarial matters.



## MEMORANDUM

**Date:** October 12, 2021

**Memo to:** MSV Members  
Presidents, Secretaries and Executive Directors of Component and Specialty Societies  
Academic Medical Schools  
Health Systems

**From:** Alan Wynn, MD, Speaker  
Michele Nedelka, MD, Vice Speaker

**Subject:** Call for Resolutions  
2021 Annual Meeting of the Medical Society of Virginia House of Delegates

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Given the current pandemic, the demands upon our physicians and healthcare system, the continuing restrictions on large-scale gatherings, and future uncertainties, the Medical Society Board of Directors, and your Speakers have decided to host a modified virtual meeting of the 2021 House of Delegates on Saturday October 23, 2021 to conduct essential business.

Your Speakers will continue to work with the MSV staff to design a meeting that will ensure secure voting and protect participants' rights. Those details, including participation instructions and modified rules of procedures, will be worked out over the next several weeks and you should anticipate further communication as details become available. It is our goal to keep you as informed, with as much notice, as possible.

To ensure the meeting is productive, we will modify the typical format of the House of Delegates meeting so it can occur virtually in a single day. In addition, your Speakers have modified the resolution submission criteria to allow for a productive focused discussion on timely topics.

### Resolution Criteria

Resolutions should be submitted online by **September 7, 2021** to the MSV House of Delegates to be considered as regular business.

- Visit <https://www.msv.org/rcreports> to submit a resolution and for additional materials.
- Late resolutions will not be accepted.
- If your society has a scheduled meeting that occurs after September 7, 2021, your society may submit a resolution within 7 days of the meeting. Resolutions submitted on behalf of a society must be submitted no later than September 17, 2021. Please email [healthpolicy@msv.org](mailto:healthpolicy@msv.org) to let us know.

To be considered at the MSV House of Delegates, all resolutions must meet the following criteria:

- Identify who is submitting the resolution and include a point of contact;
- Submitted in final form - resolution(s) submitted on behalf of a society must be approved by the society;

- “Whereas” clauses shall include where appropriate and available evidence-based guidelines, and with appropriate citations upon the submission of the resolution per MSV Policy 55.3.05 Establish Evidence Based Guidelines for MSV Resolutions;
- The “Resolved” must not refer back to any “Whereas” statement, nor to an appended table or report.
- Changes or additions to MSV policy should refer to the [Policy Compendium](#) with appropriate policy numbers, strikethroughs, and underlines; and
- Supporting background material may be submitted electronically with the resolution.

Please visit our [“How to Write a Resolution Guide”](#) and [“Sample Resolution”](#) for additional assistance.

**In addition, for consideration at the 2021 Annual Meeting of the House of Delegates, resolutions must:**

- Meet an immediate need for policy change; or
- Establish new MSV policy likely to be discussed at the 2022 Virginia General Assembly session, the United States Congress, or the American Medical Association: or
- Substantially amend or delete existing MSV policy likely to be discussed at the 2021 Virginia General Assembly session, the United States Congress, or the American Medical Association.

All other resolutions submitted will be considered by your Speakers, in conjunction with the MSV Board of Directors at their September meeting. Resolutions requiring extensive discussion are best suited for in-person meetings to ensure transparency and a fair discourse. Such resolutions will be postponed to the next House of Delegates meeting. Resolutions that do not meet the above criteria may be recommended for postponement until the 2022 House of Delegates Meeting.

Reference Committees will meet on the morning of Saturday, October 9<sup>th</sup>. Reports from these committees will be available to review on Tuesday, October 12<sup>th</sup>.

Questions: Email [healthpolicy@msv.org](mailto:healthpolicy@msv.org).