



## **HOD Implementation Plan**

**Submitted by the HOD Reform Team**

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## **HOD-001**

### **DELEGATE**

**POLICY:** The powers, duties, functions and responsibility of members of the House of Delegates are as outlined in the AAMT bylaws and the bylaws of the S/R associations which the delegates represent, as well as the Delegates Code of Commitment.

**PROCEDURE:** To assist in performing these duties and responsibilities more effectively, the following is a descriptive list of some of the tasks that are involved in carrying out the duties as outlined in the above-mentioned documents:

**MEETINGS OF THE HOD:** The HOD now meets regularly through both webinars as well as one face-to-face meeting at the ACE.

- All delegates will participate in all webinar HOD meetings. If a delegate is unable to attend, they must notify the Speaker of the House and make arrangements for their alternate to attend in their place.
- All delegates will participate in the annual HOD face-to-face meeting. If a delegate is unable to attend, they must notify the Speaker of the House and make arrangements for their alternate to attend in their place.

#### **PRIOR TO MEETINGS, THE DELEGATE WILL:**

- Encourage the component association president to submit the credentialing materials to AAMT prior to the specified deadline for delegate and alternate(s).
- Become aware of the identification materials required for recognition by the Credentials Committee as an authorized delegate. Be sure these are brought to the face-to-face House of Delegates meeting. Arrive at the location of the meeting of the House of Delegates in ample time to be credentialed and prepared for all sessions.
- Make sure the alternate is aware of the meeting and has the information needed in case they have to fill the responsibilities of delegate for this meeting
- Become acquainted with the standing rules of participation in the HOD
- Study in detail the information received
- Familiarize the members of the component association with the issues on which action is expected, and solicit the opinion(s) of the members on these issues so that the viewpoint of the constituents may be adequately considered during the deliberations of the HOD
- The delegate should avoid making a binding commitment to vote in a prescribed way before all information is available (i.e. before the issue has been thoroughly debated by the HOD).
- Visit and participate in the House of Delegates section of the Forum and/or participate in “town hall” meetings or listserv discussions prior to HOD meetings to see viewpoints from other delegates and membership and to also put forward your opinions or those solicited by you from membership

## **AT THE MEETING OF THE HOD:**

- If through webinar meetings, log on identifying yourself as delegate and whom you represent (state/regional or board).
- If at the House of Delegates face-to-face meeting, make sure you bring all credentialing materials necessary.
- Make sure you have all pertinent information for the meeting, be on time, and be prepared to observe all convention rules carefully.
- If necessary to leave the floor of the HOD, make sure your alternate is signed in at the credentialing table. Make sure you do not leave with a motion on the floor as you will not be allowed to return until the vote is finished.
- Be respectful of others and mindful of the need for close attention to all that is being discussed; leave personalities out of discussion.
- Delegates will treat an online meeting with the same respect as face-to-face meetings by not initiating or participating in personal conversations or making personal comments where the entire group can see them. The rules that are in force for the face-to-face meetings will still be observed, and the meeting centrally focused on the issues at hand. If a personal conversation is absolutely critical, it will be directed only to the person being addressed in a private conversation. All questions from the delegates will be in the form of a question mark (?) and all statements will be in the form of an exclamation point (!), and be recognized in the order of submission. Questions not submitted in this fashion will not be recognized.
- The delegate must not consider that s/he is bound by the constituent opinion but must make an informed decision based on all information available at the time of voting. When it is necessary to vote contrary to previously voiced constituent opinion, the delegate should take complete notes to report back to their membership regarding the decisions voted on.

## **FOLLOWING THE HOUSE OF DELEGATE MEETING:**

- Communicate within a timely manner to the members of the component association electronically, through the component association newsletter, and/or verbally to the component association membership regarding the outcomes of the meeting.
- Present the final decisions of the HOD in a positive manner since they represent deliberation of the entire delegation present at this meeting, with due consideration for the benefit of the entire association membership.
- At all times the delegate must remember that s/he represents AAMT. The delegate should always be professional. The delegate must be sure that statements made reflect positively on the association and demonstrate pride in being a member of this professional association.

## **ADDITIONAL REQUIREMENTS/RESPONSIBILITIES OF THE DELEGATE:**

- All delegates must have accessibility to email.
- All delegates must actively serve on an AAMT committee, task force, or advisory council. Committee accountability is mandatory.
- All delegates will identify an appropriate representative from their state/regional to serve on the Legislative Issues Group.
- Delegates will ensure there is a representative from their S/R association to the AAMT Lobby Day and/or participate in their state lobby day.
- Each delegate is required to communicate with their membership in writing at least once every quarter. This communication will include updates for their region, as well as coordination of

information from the AAMT board and staff to membership. A copy of this communication will be sent to the Speaker of the House to assure the delegate is in compliance with this requirement.

- Participation in S/R committee assignments is encouraged, such as legislative committee, membership committee, being cert connector, providing leadership presentations at component association meetings.
- Help coordinate activities to promote future leadership, such as helping to host an annual leadership conference, helping with legislative activities such as a state lobby day or legislative workshop.

#### **ACCOUNTABILITY FOR THE DELEGATE:**

- A point system spreadsheet will be developed to help track activities of delegates to make sure all responsibilities are being completed by each delegate. This will be a January 1 to December 31 time frame each year.
- The delegate must comply with all HOD activities. If the delegate falls below 85% according to the delegate checklist/point system, the delegate and the S/R president, or the AAMT president if the delegate is a member of the AAMT board of directors, would be notified by the Speaker of the House that they are not in compliance. If a delegate falls below 80% compliance, further steps will be taken by the Speaker of the House in accordance with the Delegate Removal policy.
- Attendance at all HOD meetings, whether face-to-face or through webinars, will be counted in the point system. It is very important for all delegates to make every meeting; however, if they are not able to do this they must notify their alternate and make sure they will be available to cover this meeting, as well as to inform the Speaker of the House. If this responsible method of making sure their S/R is represented is followed, this will be considered an excused absence. If, however, the delegate does not communicate this to either their alternate or the Speaker of the House it will be considered an unexcused absence. If there is more than one unexcused meeting per year, the delegate will be considered to be in noncompliance and action will be taken.

Adopted: 8/96

Revised: 8/01, 8/03, 06/04

Reviewed: 11/04

## American Association for Medical Transcription Delegates Code of Commitment

As an elected and voting member of the American Association for Medical Transcription House of Delegates, I am aware that it is my responsibility to represent the membership of our association and assist in executing policy at the membership level. I understand that I am first a member representative for the entire association and secondly a representative of the membership I am charged to represent, and, therefore, must vote for what I believe is best for the organization as a whole. It is my responsibility to discuss issues being brought before the HOD for discussion and/or vote with membership and invite their participation in the decision-making process. It is also my responsibility to report the outcomes of the meetings of the HOD with membership and why decisions were made in the best interest of membership. I understand the delegate plays a crucial role in uniting the AAMT membership around its mission and strategic direction.

I understand that it is my responsibility to:

- Communicate regularly, not only with membership, but also with the Speaker of the House, as well as participate regularly in all HOD meetings which are held throughout the year
- Participate in activities of the HOD as well as other duties as outlined in the HOD Delegate Policy HOD-001.
- Communicate no less than quarterly with my membership concerning national issues that have already been voted upon as well as issues that have yet to be brought to the national level.
- Be ready to assist in the process of bringing a resolution/amendment to the HOD.

I further realize that being a delegate to the AAMT House of Delegates is both an honor and a privilege. If I am unwilling or unable to perform the duties of a delegate, I understand that my resignation will be accepted and the alternate delegate will take my place.

I hereby attest that I will abide by this Code of Commitment for delegates to the American Association for Medical Transcription House of Delegates.

\_\_\_\_\_  
Signature of Delegate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of S/R President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of AAMT President

\_\_\_\_\_  
Date

## **ELECTION OF THE SPEAKER OF THE HOUSE**

Notification of Call for Candidates for the Speaker of the House position will be sent out via email blast on Friday, September 15.

Term for this Speaker of the House will begin immediately after this election and end on December 31, 2008.

### Eligibility of candidates for Speaker of the House:

- a. An individual Professional Member in good standing.
- b. Has served at least one full term (2 years) as a delegate or as an AAMT director.
- c. Proven leadership skills in organizing, leading and implementing plans.
- d. The Speaker is a nonvoting member of the HOD, so the Speaker of the House cannot concurrently serve as a delegate.
- e. The Speaker cannot hold office, committee chair, committee membership, or any other official position in AAMT component associations.

### The Speaker of the House will then have the following responsibilities:

- a. Chair the HOD Lead Team, which will act as the executive committee of the HOD.
- b. Preside over the business of the HOD.
- c. Assures that implementation of HOD decisions occurs.
- d. Serve as ex-officio member of the AAMT Bylaws Committee and HOD Resolutions Committee.
- e. Lead the reforming of the HOD to fulfill the intent of the approved reformation document.
- f. Train the Speaker Elect in 2008 as to all duties required of the Speaker of the House in order to assure continuity of HOD business and activities.

The following items are required to complete the candidate application process and must be received from each candidate by Friday, September 29, 2006:

- Letter of Intent
- AAMT bio-sketch form
- Goals and objectives statement

All materials should be directed to the HOD Reformation Task Group Chair at the administrative office, and the materials will then be forwarded to the HOD Reformation Task Group members. The Task Group will make an effort to identify, evaluate, and approve no more than three qualified candidates for this ballot.

The ballot will be posted for election by delegates of the 2006 HOD on Monday, October 16, 2006. This secure online voting process will be done in the manner consistent with the established HOD policy (HOD-018) on Online Voting and Documentation.

Election results will be provided to the AAMT President who will notify all candidates of those results. The newly elected Speaker of the House will immediately take office.

**AAMT Speaker of the House Candidate**

**BIOSKETCH**

Name: \_\_\_\_\_

AAMT #: \_\_\_\_\_

**Present position**

Current job title \_\_\_\_\_

Name and location of employment: \_\_\_\_\_

Number of years with current employer: \_\_\_\_\_

**Previous medical transcription positions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Academic degree(s) and credentials**

\_\_\_\_\_  
\_\_\_\_\_

**AAMT and/or Component Association activities and achievements\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOD experience\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*AAMT RESERVES THE RIGHT TO CONFIRM THE INFORMATION PROVIDED.**

Goals and Objectives (200 words or less)

(This will appear on the ballot as your official statement if you are selected as a candidate.)

## Delegate Success List

### First Quarter

- Actively serve on an AAMT committee, task force, or SIG. **3 points**
- Participation in all HOD meetings. **10 points**
- Required communication with membership at least quarterly. **6 points**
- Component representation on Legislative committee. **3 points**

Delegate Points (18 points required for 80%) \_\_\_\_\_

### Second Quarter

- Actively serve on an AAMT committee, task force, or SIG. **3 points**
- Participation in all HOD meetings. **10 points**
- Required communication with membership at least quarterly. **6 points**
- Component representation on Legislative committee. **3 points**

Delegate Points (18 points required for 80%) \_\_\_\_\_

### Third Quarter

- Actively serve on an AAMT committee, task force, or SIG. **3 points**
- Participation in all HOD meetings. **10 points**
- Required communication with membership at least quarterly. **6 points**
- Component representation on Legislative committee. **3 points**

Delegate Points (18 points required for 80%) \_\_\_\_\_

### Fourth Quarter

- Actively serve on an AAMT committee, task force, or SIG. **3 points**
- Participation in all HOD meetings. **10 points**
- Required communication with membership at least quarterly. **6 points**
- Component representation on Legislative committee. **3 points**

Delegate Points (18 points required for 80%) \_\_\_\_\_

### Lobby Day

- National Lobby Day and/or State Lobby Day. **6 points**
- Help coordinate activities to promote future leadership. **6 points**

Delegate Points (12 points required for 80%) \_\_\_\_\_

Total Delegate Points (80 points required for 80%) \_\_\_\_\_

State/Regional Assn President Name and Email \_\_\_\_\_

State/Regional Assn Delegate Name and Email \_\_\_\_\_

Check circle for completed responsibilities. Total points for each quarter and year. Submit to the Speaker of the House and your state/regional assn. president no later than 30 days after each HOD meeting. If points are less than 80%, include an explanation and a plan to correct the deficiency.

Delegate Removal  
(Refer to the HOD Compliance Checklist)

- If a delegate falls to 85% compliance after the 2<sup>nd</sup> and subsequent quarters, the Speaker of the House will notify the State/Regional President and delegate so that the State/Regional Association can take steps to compliance or towards removing the delegate from office. If the delegate is an AAMT Director, the AAMT President will be notified.
- If a delegate falls below 80% compliance after the 2<sup>nd</sup> and subsequent quarters, the Speaker of the House will notify the State/Regional President and delegate that the delegate has resigned and will be replaced by the Alternate of record, so that the State/Regional Association can take steps to transition. If the delegate is an AAMT Director, the AAMT President will be notified.
- Should a delegate assume the position after January 1<sup>st</sup>, the point system will be prorated from the time they assumed the delegate position.
- The delegate removal policy will not be in effect until January 2008 to allow the HOD Lead Team to assess the HOD Reform changes for the first year and make changes/additions as needed. Until that time, warnings will be given to the delegate and the state president will be notified if a delegate falls below 80% compliance so that they may choose the appropriate action to take towards compliance.

## ***Model Policy for Delegate Reimbursement by S/R Components of AAMT***

### **POLICY:**

Article XI, Section 9. Funding of State/Regional Delegates

**STATE/REGIONAL ASSOCIATIONS SHALL BE RESPONSIBLE FOR THEIR  
DELEGATES/**

meeting expenses.

### **PROCEDURE:**

Expenses for Delegates and/or Alternate Delegates to attend required face-to-face meetings of the HOD, including but not limited to AAMT Lobby Day and the annual HOD session at the AAMT Annual Meeting, will be paid by the S/R component as funds are available.

### **EXPENSES**

1. The least expensive round-trip airfare available OR mileage per IRS guidelines (actual odometer miles) plus parking and/or taxi expenses if needed from airport.
2. Lodging (1/2 room rate) for each required night of stay (S/R can determine if this will be for the entire duration of the meeting or only for the nights their participation is required).
3. Early-bird registration for Lobby Day sessions.
4. (Optional) Early-bird registration to Leadership Conference at AAMT Annual Meeting, as funds are available.
5. (Optional) Early-bird registration for AAMT ACE (total package), as funds are available.
6. (Optional) Per diem of \$30, as funds are available.

### **REIMBURSEMENT SCHEDULE**

1. S/R board will notify delegate/alternate delegate prior to early bird deadline which expenses will be allowable and covered by the S/R, based on availability of funds.
2. Delegates/alternate delegates will be reimbursed for all allowable expenses within 30 days following the attended event upon submission of all applicable paperwork pertinent to said expenses (receipts, etc.) and submission of delegate report regarding HOD activity for distribution to membership.

## **HOD OPERATIONAL FUND**

**POLICY:** The operational fund is established to help underwrite the cost of conducting the business of the House of Delegates. The HOD represents all members of AAMT and will operate in a cost-efficient manner.

**PROCEDURE:** Membership renewal forms will offer the opportunity to contribute to the HOD Operational Fund by designating fields of \$5 or more to go towards the House of Delegates. This option will be added to renewal notices for all membership categories. AAMT staff will use general accounting practices to post these dollars in the HOD Operational Fund budget line.

**RATIONALE:** Because state/regionals already fund their delegate and many fund the president as well, and because members within state/regions are constantly changing, and because the HOD represents all members of AAMT and not just those who reside in recognized state/regional associations, each membership category will have the privilege of contributing. This revenue will go towards covering HOD expenses. These expenses include Speaker airfare, Speaker hotel, Speaker per diem, Parliamentarian fee and expenses, catering, legal services, rent room and equipment, printing and reproduction, webinars, and a portion of staff salaries.

## ***Model Policy for Selection of Alternate Delegate(s) by S/R Associations***

### **POLICY:**

Selection of an alternate may be accomplished via standard election procedures or at the direction of the component Board of Directors.

(AAMT Model S/R Bylaws, Article VIII.)

### **PROCEDURE:**

State/Regional Associations of AAMT are strongly encouraged to adopt a specific procedure for the selection of an Alternate Delegate to ensure compliance with all HOD requirements.

### **METHODOLOGY**

- Option A
  - Alternate Delegates, if needed, are selected from the component's current roster of Directors/Officers. The order in which Alternates are asked to assume the duties of the Delegate is prescribed by the adoption of a policy governing same (e.g., President as first Alternate, President-Elect as second Alternate, Secretary as Third Alternate, Treasurer as Fourth Alternate, etc.).
  - In the event that none of the Directors/Officers are able to assume the duties of the Delegate, the Board of Directors will elect an Alternate Delegate.
- Option B
  - Alternate Delegates are elected using standard election procedures. They are elected to serve a specific term of office, one year or two years. Alternate Delegates must demonstrate the same qualifications as Delegates.
  - In the event that the Alternate Delegate is unable to serve if called upon to do so, the Board of Directors will elect an Alternate Delegate.

## **House of Delegates Mission Statement**

**MISSION:** The AAMT House of Delegates is committed to implementing the strategic initiatives of our association through representation of membership with effective communication to membership and from membership, promotion of advocacy, legislative, and credentialing issues, and the development of future leadership within all levels of our association.

## Expanding HOD Representation for those who do not live within the boundaries of established S/R associations.

- The current **Online Chapter (OC)** to be reclassified from a local chapter to a **Web-Based Association (WBA)**.
- With the change in category to an association rather than a chapter, the WBA would be given 1 delegate only, along with an alternate delegate, not to be based on any apportionment of membership population. Further delegate representation would be considered by AAMT in the future if membership numbers so dictate for those members without state/regional representation.
- The WBA's bylaws would combine local chapter bylaws in order to include giving members the ability to join the WBA in addition to being a member of their local and/or state/regional, and also the state/regional association bylaws in that there would be delegate representation for the WBA members without their own specific state/regional delegate. If the state in which they reside has a state/regional they **would not qualify nor be considered for** delegate representation via the WBA. **There would be no double representation or any opportunity for choice.**
- In order to be eligible for representation from the WBA delegate, it would be required that the individual be a current AAMT member in good standing and also a current member of the WBA in good standing. Membership records would be checked on a regular basis by the WBA with updates from AAMT in order to guarantee this
- The AAMT office will notify the WBA President of any newly formed or dissolved state/regional associations so that affected members could either be added to or removed from the list of members served by the Delegate.
- The WBA would assume all responsibility for designation of members qualifying for WBA delegate representation, and would maintain a separate roster of those members being represented by the WBA delegate and submit to AAMT on a regular basis, as specified by AAMT. The Online Chapter already has the ability to separate the members and this would be easily accomplished and carried over to the WBA. There would be minimal support required from the AAMT staff.
- The WBA would provide a mode of communication for the WBA delegate to keep in contact with the members that they represent separate from the communication of the entire chapter--such as a private forum and/or listserv that would only be visible to those who qualify for the WBA delegate.