

## **District VI Delegation BYLAWS**

### **PREAMBLE**

**The members of the delegation are elected by the direct vote of California Medical Association in their respective Component Medical Societies. As such, they individually represent their own constituency. The delegation as a whole shall review and advocate policies and principles that are developed by the district and its component societies at meetings of the House of Delegates of the CMA.**

### **MEMBERSHIP**

The Sixth Trustee District as defined in CMA bylaws includes the following component medical societies: Fresno-Madera, Kern, Kings, Merced-Mariposa, San Joaquin, Stanislaus, Tulare, and Tuolumne.

The delegation shall consist of the following CMA members: 1) delegates 2) alternate delegates (alternates) and 3) Sixth District Trustees.

Regularly invited guests shall include: 1) President and President-elects of component medical societies, 2) CMA Specialty Society delegates or alternates practicing within the district, 3) AMA officers or trustees residing within the district, 4) present or past officers of CMA residing in the district, 5) OMSS delegates or alternates from within the district, 6) Medical student or CHOMS delegates or alternates from within the district, 7) AMA delegates or alternates elected by the district, and 8) YPS delegates and alternates from within the district. Regularly invited guests shall be given full opportunity to participate in debate, but shall not have the right to vote or to hold office.

### **MEMBERSHIP RIGHTS**

All members of the delegation shall have the right to address the delegation and shall have the right to vote at any meeting of the delegation. Voting shall include delegation stands, election of delegation officers and election of CMA Trustees. However, AMA Delegates and Alternates shall be elected only by CMA Delegates and Alternates who are AMA members. In the event that a CMA Delegate is not an AMA member, an alternate who is an AMA member may be seated for the purpose of that election. Such substitution may only take place within the delegation of individual component societies.

## **California Medical Association**

### **MEMBERSHIP RESPONSIBILITIES**

Delegates and alternates are expected to be present at all meetings of the House of Delegates, to participate in Reference Committee hearings and to be present at all delegation caucuses.

### **QUORUM**

The number of members necessary for a quorum shall be twenty-five (25) percent of the total members, but shall not be less than twelve (12) delegates.

### **PARLIAMENTARY PROCEDURE**

The current edition of Sturgis Code of Parliamentary Procedure shall govern this organization except as specifically provided in these bylaws. In the event of conflict, CMA Constitution and Bylaws shall prevail over these bylaws.

### **MEETINGS OR CAUCUSES**

Meetings or caucuses will be held subject to the call of the Chair or the Vice Chair in his/her absence. The delegation will meet regularly during the annual session of the CMA House of Delegates in order to review, understand and debate issues.

A meeting or caucus should be held within the district, prior to the annual session, in time for submission of resolutions to the CMA House of Delegates.

Not more than 120 days or less than 90 days prior to the annual session of CMA, a mailing to all members

of the delegation shall include the following information:

- a) a call for resolutions and a final date for submission of resolutions
- b) the time, dates and place of the annual meeting
- c) a copy of these bylaws

A copy of each resolution considered by the resolutions committee shall be available to each member of the delegation at the annual meeting.

At the annual session, the first caucus shall be held at an hour designated by the chair, but prior to the first meeting of the House. Subsequent caucuses will be held upon a predetermined schedule during the annual session to facilitate the orderly consideration of business. The chair may call additional caucuses as needed. Additional caucuses may be called upon the request of six (6) members of the delegation.

The chair may call, at his/her option, an additional caucus 60 days after the annual

session, or he/she may elect to solicit comments from the delegation. This should be prior to the annual "post-mortem" session convened by the Speaker.

### **OFFICERS**

The delegation shall elect a Chair and a Vice Chair. The delegation may additionally elect a Parliamentarian and a Sergeant-at-arms.

The officers may be elected for two (2) year terms. Officers shall not hold a single office for more than two (2) successive terms.

Elections shall be conducted at the annual session. Terms of office shall begin at the close of the annual session. In the event of a vacancy in any office, an election shall be held at the next regularly convened caucus to replace that officer.

#### **I. Chair**

Duties:

- A) The Chair shall preside over meetings of the delegation and is responsible for calling regular and special meetings.
- B) The Chair is responsible for proper communication with members of the delegation and will from time to time give oral or written reports for the delegation.
- C) The Chair is responsible for appropriate correspondence with other delegations and other members of the House of Delegates.
- D) The Chair may represent the delegation in its various functions attendant to the normal activities of the House.
- E) Shall appoint committees of the delegation as is deemed appropriate by the caucus
- F) Shall submit nominations from the delegation for service upon reference committees and other House Committees at the discretion of the Speaker.
- G) Other duties as directed by the delegation.

#### **II. Vice Chair**

- A) Shall serve as chair in the absence of the chair.
- B) Shall assist the chair in conducting meeting and caucuses.
- C) Shall carry out other duties as assigned by the chair.

#### **III. Parliamentarian**

Shall interpret the rules of order, perform functions defined by these bylaws

#### **IV. Sergeant at Arms**

Shall maintain order at meetings and caucuses, perform functions as defined by these bylaws and perform functions as directed by the chair.

### **COMMITTEES**

The delegation shall have the following standing committees:

- 1) Alternates committee
- 2) Candidates committee
- 3) Finance committee
- 4) Resolutions committee
- 5) Rules committee

**Alternates Committee:**

Primary responsibility is to make certain that the delegation has a full complement of seated delegates by coordination of seating alternates with the delegation chairman. Additionally, this committee shall be responsible for promoting relationships with counterparts from other delegations. The purpose is to maintain effectiveness of the delegation as alternates progress within the organization.

Orientation of new alternates to procedures of caucuses, reference committees and the House of Delegates shall also be an important job of this committee.

All delegates and alternates shall provide their committee chair with anticipated absences so that seating of alternates can be arranged.

**Candidates Committee:**

This committee will assist the chair in nominating qualified members for positions on CMA committees and commissions. It will also function to advance and promote Sixth District for elective office in CMA.

**Finance Committee:**

Shall have a total of six (6) members: Delegation Chair, Vice Chair, Host County Executive (who shall act as Chair), immediate past Host County Executive, upcoming Host County Executive and Host County Delegation Chair. The charge of the committee is to work with staff to develop an annual budget, oversee delegation expenses, determine the appropriateness of requests requiring funds, and utilizing the delegation budget in an effective and judicious way.

and perform such other functions as may be assigned by the chair.

**Resolutions Committee:**

- 1) All of the resolutions submitted by Sixth District Physicians should be reviewed in depth. The resolutions may be considered on their merits or changes may be recommended. If the author agrees with the changes, they become district resolutions and are debated as such. The author shall always retain the right to carry his/her own resolution.
- 2) All other resolutions may be considered as mailed in the CMA packets. If the resolutions appear to have significant impact upon the physicians of the district, a position should be recommended.
  - a) To effectively review resolutions, the committee shall establish subcommittees corresponding to the reference committees of the House of Delegates. These committees shall be formed by the Chair of the delegation in consultation with the resolutions committee. For effective functioning due to geographic considerations, each subcommittee should be formed within individual component societies. There shall be no less than four (4) members on each subcommittee and they may be chaired by an alternate.
  - b) It shall be the function of each subcommittee to review all of the resolutions presented to its reference committee and present them to the District caucus with recommendations for support or opposition. Additionally, the chair of each subcommittee shall report upon the debate within the reference committee hearing to the caucus and if necessary to coordinate testimony in favor of or in opposition to resolutions upon which the delegation has taken a stand.

The position taken by the Sixth District upon any resolution shall be defined as follows:

- Unanimously Endorse** (shall mean what it says)
- Endorse** (it must be two-thirds [2/3] vote of the caucus)
- Support** (a majority)
- Oppose** (a majority)

**Strongly Oppose** (two-thirds [2/3]) or  
**Unanimously Oppose** (means what it says).

All Delegation positions shall be defined by the number of Delegates and Alternates present and voting.

**Rules Committee:**

appropriate. If changes are perceived to be necessary, they shall first be considered by the committee before presentation to and debate by the body of the Delegation.

The committees shall be appointed annually by the delegation chair with the advice and assistance of the vice-chair. In appointments, consideration shall be given to geographic distribution, expertise, area of interest and length of service within the delegation. Alternates shall be given equal considerations as delegates in the appointments.

Additional committees may be appointed from time to time as deemed appropriate by the chair, but to be considered standing committees shall require an amendment to these bylaws.

**DISTRICT COUNCIL**

Comprised of the Delegation Chair, Vice-Chair and the Chair of each component society delegation or his/her designee. The function of the council shall be to coordinate planning between District Delegation caucuses. Meetings of the council shall be at the discretion of the Delegation Chair.

**AMENDMENTS**

Any amendment(s) to these Bylaws must be proposed at a session of this delegation. It must then lie on the table one day before it can be voted upon and adopted. Any amendment must be passed by a majority of those eligible to vote upon it and failing this, the entire delegation must be polled by written ballot before adoption.

**ADOPTED: March 4, 1989**, District VI Delegation Caucus, CMA Annual Session

**AMENDED: March 4, 1999**, District VI Delegation Caucus, CMA Annual Session, Anaheim

**AMENDED: March 11, 2000**, District VI Delegation Caucus, CMA Annual Session, San Francisco

Shall oversee rules for the Delegation making certain that they are current and