

# Guidelines for the Ohio Delegation to the American Osteopathic Association House of Delegates

## Elections

**OOA Bylaws, Article VI, Section 4 - Election of AOA Delegates.** *The officers and district trustees shall be voting members of the elected delegation to the American Osteopathic Association House of Delegates during their term of office. The additional delegates and alternates shall be nominated and elected at the annual meeting of the Ohio Osteopathic Association House of Delegates in the same year they will be serving in the AOA House. These nominations and elections shall follow the same procedure as provided for in Section 1 of this Article. The student delegate(s) and alternate(s) assigned by the AOA to the Ohio delegation shall enjoy the same rights and privileges as all other elected delegates and alternates and each shall have **one vote**.*

**Section 5 - Election of AOA Alternates.** *The Nominating Committee may nominate one or more alternate for each delegate allotted by the American Osteopathic Association. The number of alternates who will be funded to attend shall be determined each year by the Ohio Osteopathic Association Board of Trustees. Alternates shall be elected to a one year-term and shall automatically include any regular member of this association who has been elected to the AOA Board of Trustees. The duly elected delegates and alternates shall hold at least one meeting annually to elect a chair and to conduct such other business as necessary. In the event that the actual number of delegates certified by the American Osteopathic Association exceeds the number of delegates that have been elected, the chair of the delegation, in consultation with the Nominating Committee shall appoint one or more alternates to fill the position(s). If the number of elected delegates exceeds the number certified by the American Osteopathic Association, the chair shall displace the delegate(s) with the least seniority of attendance at American Osteopathic Association houses, and seat him/her as the first alternate(s).*

## Officers

Officers of the Ohio Delegation shall include the chair, the first vice chair and the second vice chair, who shall be elected annually. The president of the OOA shall automatically serve as the second vice chair. Officers of the delegation shall not hold elective office in the AOA.

## Duties of the Chair

1. The chair is the unquestioned leader of the delegation and should expect a long tenure in his/her position. He/She shall preside at all meetings of the delegation.
2. He/She shall attend the OOA House of Delegates in order to be familiar with the feelings of the OOA House.
3. During the entire year, he/she shall make contacts and keep in touch with other states' chair regarding political issues and potential candidates for office.
4. He/She shall acknowledge any letters received from other state osteopathic delegations, and a copy of the acknowledgments shall be sent to the first and second vice chairmen.

5. As soon as the AOA House of Delegates Manual is available, he/she shall assign each delegate/alternate one or more resolutions(s) to discuss at the pre-AOA House meeting.
6. He/She shall present elected Ohio delegates to the AOA.
7. He/She shall be in attendance at all AOA Board of Trustees meetings as appropriate.
8. The Chair shall submit nominations for AOA committees to the AOA president-elect. Nominations should include those Ohio DOs who aspire to AOA elective office.
9. Immediately following the OOA House the chair shall submit the names of Ohio delegates to the Speaker of the AOA House for possible appointment to House reference Committees.
10. The Chair, whenever possible, shall be bound by the wishes of the delegation, *except* he/she shall have the authority to make changes in the best interest of Ohio candidates, as long as the reasons for the changes are reported to the delegation.

### **Duties of the First Vice Chair**

1. The first vice chair shall preside at all meetings of the delegation in the absence of the chair.
2. The vice chair shall attend all caucus meetings with the chair.
3. The vice chair shall perform other duties as on the floor at the start of the session and remain until adjournment.

### **Duties of the Second Vice Chair**

1. The second vice chair shall preside at all meetings of the delegation in the absence of the chair and the vice chair.
2. The second vice chair shall attend all caucus meetings in the absence of the chair or vice chair.
3. The second vice chair shall perform such other duties as requested by the chair.

### **Rules of Conduct**

1. Any remarks made about potential Ohio candidates which are heard from members of other state delegations, etc., should be reported immediately to the chair.
2. Delegates should not respond with personal opinions about Ohio candidates during conversations with other state delegates, but should advise the delegate to talk with the Ohio chair.
3. All personal complaints and opinions should be aired at meetings of the Ohio delegation for the sake of unity.
4. All remarks made within the delegation meetings shall be kept strictly confidential.

### **Meetings**

1. *OOA Annual Delegation Meeting*. Whenever possible, the delegation will hold an annual briefing meeting.
  - a. Election of Chair and first vice chair
  - b. Review of Ohio resolutions
  - c. Review of Delegation Guidelines
  - d. Room reservations
  - e. Other matters as determined by the Chair
2. *AOA House of Delegates Organizational Meeting (July)*. During the AOA House, the delegation shall meet as determined by Delegation Chair on Thursday evening before the opening session in order to exchange room numbers and discuss necessary business.
  - a. Any Ohio DO attending the AOA House of Delegates in an official capacity (i.e. OU-HCOM Dean, AOA trustees and officers. and specialty college representatives) shall be invited to the delegation meetings.

- b. Any OOA member attending the AOA House as an observer is welcome to participate in delegation discussions; however such observers shall not be served meals.
  - c. Some matters may necessitate executive sessions. In such instances, only members of the delegation (delegates and alternates) and OOA staff will be invited to remain.
  - d. The delegation shall review each resolution and determine what preliminary action shall be taken by the delegation on all matters. To facilitate discussion, the chair shall assign resolutions to reference committee study groups as soon as the AOA House of Delegates Manual is available. After discussion groups have met, the chair of each study group shall identify each resolution the study group believes should be amended or defeated, state the reason, and make a motion as to what position should be taken on each. Once moved, the entire delegation shall discuss the motion, with input from the Ohio members of the AOA Board of Trustees and other appropriate individuals.
  - e. All members of the delegation should attend the AOA House of Delegates reference committee hearing to which they have been assigned by their study group. Whenever appropriate, the delegate/alternate should testify at the meetings to present Ohio's point of view.
3. *Strategy Sessions During the AOA House.* Only one breakfast meeting will be held during the AOA House
    - a. Saturday, 6:00 a.m. - Continental Breakfast
  4. *Special Meetings.* Special meetings may be called at the request of the delegation, the chair or at the written request of any two members.

### **Seating And Voting**

1. The seating arrangements at the delegation table should facilitate caucusing when necessary.
2. All Ohio delegates to the AOA House shall be on the floor at the start of the session and remain until adjournment.
3. Every alternate, except AOA officers, shall be seated before the House is adjourned. The order of seating alternates shall be determined by "lot".
4. Unit rule vote shall be enforced concerning all elections and all resolutions, unless the delegation votes to suspend unit rule for a specific resolution.

### **Reimbursement**

1. The OOA Board Of Trustees shall set the reimbursement for delegates annually.
2. Any elected official who serves as a delegate or alternate and received reimbursement by the national office shall not be compensated by the OOA.

### **Room Reservations**

1. Rooms will be reserved by the OOA central office for all funded Delegates and Alternates. The OOA will make reservations for all delegate lodging. All delegates except student delegates and the OOA Executive Director are responsible for payment of their hotel bill, including incidental charges such as room service and telephone. Please check to see if your bill is correct at checkout. *Normal arrival time is Thursday evening by 5:00p.m. Normal departure is Sunday after 12:00 Noon.*
2. Delegates/Alternates shall notify the OOA Central office as early as possible in the event that they cannot attend the meeting. Room cancellations require a 72-hour notice. Except in cases of emergency, delegates will be charged for any cancellation penalty resulting from failure to notify the hotel by the cancellation deadline.

3. A one-bedroom suite should be reserved as necessary upon request of the chair or his/her designee.

### **Ohio Addendum**

Prior to the AOA House of Delegates meeting, the OOA Central Office shall email the following to each delegate/alternate as an addendum to be placed in the Manual:

- a) Explanatory memorandum
- b) Resolution assignment list
- c) Supplemental Ohio agenda
- d) List of delegates, alternates, Ohio guests

The following shall be distributed at the Thursday orientation meeting:

- a) Signed Delegate or Alternate Card
- b) Reimbursement form (for those entitled to reimbursement.)

### **Campaigns**

The delegation shall plan a campaign strategy for any Ohio candidates for AOA office endorsed by the delegation prior to January of the election year.

### **Criteria For Screening AOA Board Candidates**

1. The chair will appoint a nominating committee to evaluate potential candidates for the AOA Board of Trustees. The name of the recommended candidate will be presented to the Ohio delegation for approval.
2. Ohio candidates for election to the AOA Board of Trustees shall be selected using the following criteria.
  - a. **Demonstration of leadership in many of the following areas of the osteopathic profession and the perception as one who can contribute to the needs of the profession.**
    - i. Membership in local academy, OOA, & AOA
    - ii. AOA Specialty Board Certification
    - iii. State/Divisional Society leadership
      1. Past President of the OOA
      2. Officer of the OOA
      3. Trustee OOA
      4. Speaker OOA
      5. Academy leadership (Past Officer)
      6. Committee Chair (OOA)
      7. Delegate to the OOA House
    - iv. Osteopathic Education (Pre/Post Doctoral)
      1. Member of AOA Committee
      2. Specialty College Leadership
      3. OU-HCOM or other college background
    - v. Hospital Leadership
      1. Medical Staff leadership
      2. Hospital Board Member
      3. Hospital Administrative Leadership
      4. Clinical Department Chair
  - b. **Good working knowledge of AOA Governance**
    - i. Active Involvement in live AOA and OOA House of Delegates
    - ii. Active on AOA Committees

**c. Leadership Qualities**

- i. Ability to organize
- ii. Speaking Ability
- iii. Ability to inspire others
- iv. Knowledge of Issues
- v. Ability to win friends and influence people
- vi. Reputation at the state, local and national level
- vii. Ability to offer innovative ideas
- viii. Ability to run meetings
- ix. Ability to mentor others in leadership roles

**d. Age and Experience Requirements**

- i. There are no criteria for age, geographical rotation or number of years of experience or service in any specific leadership position(s)
- ii. There are no specific requirements for holding offices in either an academy or the OOA; however, the individual must have a demonstrated commitment to the OOA, his/her local academy and Ohio's delegation.

(Revised 2/2024; Approved by OOA HOD 4/2024)