

## **MSNJ House of Delegates Guidelines and Deadlines for Revised Format**

### **Resolution Submission**

Resolutions will be submitted by individuals to their county societies. The county societies then will determine which resolutions to submit for consideration by the HoD.

- Resolutions may not be submitted to MSNJ directly by individuals, and resolutions must come from county societies or the MSNJ Board of Trustees (BoT). Resolutions submitted directly to MSNJ by an individual member will be forwarded to that member's county society for action.
- Specialty societies with seats in the HoD and MSNJ sections (e.g., OMSS, medical students) may submit resolutions directly to the BoT for evaluation for submission to the HoD. Resolutions must be pertinent to specific topics that directly, not peripherally, relate to the practice of medicine locally and/or nationally.
- Resolutions on topics that are important, though peripheral to the practice of medicine as determined by the MSNJ Executive Committee, will be referred by the Speaker of the House to the Policy and Strategy Panel (PSP) for further evaluation and information. Resolutions that are simply reaffirmations of policy, as determined by general counsel, will not be accepted, and their sponsors will be notified through their respective counties.

Resolutions must be submitted to MSNJ by March 1, 2011.

## **Resolution Review and Comments**

Resolutions will be reviewed by MSNJ staff and will be posted on the MSNJ web site for access by county societies and the delegates. Members without computers may contact their county society to request paper copies.

- County societies will caucus on the resolutions.
- Comments/recommended changes must come through the counties, not from individual delegates.
- County societies and the BoT will submit their comments and recommended changes to the resolutions in writing, via e-mail, to MSNJ, at [resolutions@msnj.org](mailto:resolutions@msnj.org) by April 1, 2011.
- Late resolutions will not be considered by the HoD. Late resolutions will be referred to the Policy & Strategy Panel for consideration at the next scheduled meeting of that body.
- Emergency resolutions will be accepted from county societies and the BoT, in writing, via e-mail, to [resolutions@msnj.org](mailto:resolutions@msnj.org) by April 22, 2011 and will be posted on the MSNJ web site. These resolutions will go to the Emergency Resolutions Committee, which will make a recommendation to the HoD, which then will decide whether or not to accept these as business for the third session of the HoD (Sunday May 15, 2011).

## **Reference Committee Hearings and Reports**

Once all comments are collected, they will be sent to the Reference Committee(s), via e-mail for their advanced review. Reference Committee(s) hearings will take place via conference call on April 13 and 14, 2011. Anyone wishing to discuss a resolution rather than responding in writing will be given the opportunity at this time. At the

end of the conference call, the Reference Committee(s) will produce their report(s).

The Reference Committee(s) report(s) will be sent to the county executives and the BoT via e-mail and will be posted on the MSNJ web site by April 21, 2011.

House of Delegates Meeting Business Meeting  
May 14 and May 15, 2011

The House will convene on Saturday May 14, 2011 to conduct elections and the usual ceremonial activities. During this session, any emergency resolutions will be considered for referral to the Reference Committee discussions on Sunday May 15, 2011.

The House will convene on Sunday May 15, 2011 to discuss and vote on the Reference Committee(s) report(s). Emergency resolutions that have been accepted as HoD business will be discussed and voted upon. The balance of the Sunday meeting will address topics of the utmost importance to the practice of medicine in the state and nationally and an invited speaker will give the House perspective on these issues.