Keeping the Business Meetings Efficient

Your speakers wish to keep the business sessions of the TMA House of Delegates effective, efficient, and enjoyable. They strongly encourage members to submit any testimony on business items (including requests to amend or refer items) prior to the virtual reference committee hearings on May 8 and use the hearings to wordsmith the final document prior to the May 14-15 house meetings.

Submit Testimony Online
Please make every effort to provide formal and substantive comments online prior to the live reference committee hearings. This will help streamline the hearings. The written testimony website will be available until April 22. You may upload up to three documents per business item and provide testimony in the comment box of up to 2,000 characters. Everything submitted will be reviewed by TMA reference committees and visible to all members through the testimony website.

Testify at the Live Reference Committee Hearings
Reference committees will review online testimony and publish their initial recommendations to the house by May 3. Members are encouraged to testify on these recommendations at the live reference committee hearings May 8.

<table>
<thead>
<tr>
<th>Virtual Reference Committee Hearings</th>
<th>May 8, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Committee on Financial and Organizational Affairs</td>
<td>8 am, Zoom Link TBA</td>
</tr>
<tr>
<td>Reference Committee on Medical Education and Quality</td>
<td>8 am, Zoom Link TBA</td>
</tr>
<tr>
<td>Reference Committee on Socioeconomics</td>
<td>Noon, Zoom Link TBA</td>
</tr>
<tr>
<td>Reference Committee on Science and Public Health</td>
<td>Noon, Zoom Link TBA</td>
</tr>
</tbody>
</table>
WHAT TO DO WHEN

THURSDAY, March 25
Handbook for Delegates Posted Online
View the handbook at texmed.org/HOD.

Online Testimony Opens
Review items for consideration by the house and submit your written testimony at texmed.org/Testimony.

Candidate Materials Posted for Delegate Review
Review candidate profiles and videos before elections at texmed.org/Elections.

TUESDAY, March 30
Due Date for Items for Supplement to the Handbook for Delegates

THURSDAY, April 8
Supplement to the Handbook for Delegates Posted Online
View the handbook at texmed.org/HOD.

THURSDAY, April 22
Online Testimony Closes
Submit your testimony before end of day, April 22. Your reference committees will meet in executive session to review testimony and write interim reports between April 23-30.

FRIDAY, April 23
Deadline for Reporting Delegates
County medical societies and sections, please submit your delegate roster to TMA by April 23.

THURSDAY, April 29
TMA House of Delegates Opening Session
Delegates and alternates, check your email for a link to view a prerecorded opening session.

Voting on Elected Offices, House Standing Rules, House Standing Rules Special Circumstances, and Elections Policy Amendments Opens (midnight)
Delegates will be emailed a link.

MONDAY, May 3
Interim Reference Committee Reports Posted
A link to interim reference committee reports will be emailed to house members and posted online. View the reports at texmed.org/HOD.

Voting Closes (11:59 pm)

THURSDAY, May 6
Runoff Election Voting Opens (If Necessary)

SATURDAY, May 8
Live Virtual Reference Committee Hearings
Links and instructions to join Zoom meetings will be emailed to members and posted at texmed.org/HOD.

8 am: Financial and Organizational Affairs
8 am: Medical Education and Health Care Quality
-Break-
Noon: Science and Public Health
Noon: Socioeconomics

SUNDAY, May 9
Runoff Election Voting Closes (If Necessary)

MONDAY, May 10
Final Reference Committee Reports Posted
A link to the final reference committee reports will be emailed to house members and posted online. View the report at texmed.org/HOD.

FRIDAY, May 14
Live TMA House of Delegates First Business Session
9 am
Check your email for a link to join as either delegate, alternate, or guest.

SATURDAY, May 15
Live TMA House of Delegates Second Business Session
9 am
Check your email for a link to join as either delegate, alternate, or guest.

NOTES
• Availability of Reference Committee Reports: We will post the interim and final reports on the TMA House of Delegates webpage as early as possible.
• This schedule includes house events ONLY. For other meetings, please check with your appropriate county society, caucus, section, board, council, and committee staff to determine if and when these meetings will occur.
• Reminder: The Handbook for Delegates refers only to items being considered by the house. Reports and resolutions in the handbook and posted on the website are working drafts; they should not be considered as expressing Texas Medical Association views and programs until the house acts on them.
• Clarification: ONLY the Recommendation portions of reports and the Resolve portions of resolutions are considered by the House of Delegates; the Whereas portions are informational and explanatory.
Texas Medical Association
House of Delegates Standing Rules

Preamble
These House of Delegates Standing Rules serve as an operational guide and description for how the Texas Medical Association’s House of Delegates conducts its business at the annual meeting and throughout the year in accordance with the Texas Medical Association’s Constitution and Bylaws, the American Institute of Parliamentarians Standard Code of Parliamentary Procedure, and standing tradition.

House Meeting Dates and Times
The speakers will announce the dates and times of the annual session of the House of Delegates, and any special meeting of the house, well in advance in the Speakers’ Letter. The letter will specify the dates and times of deadlines to include delegation reporting of delegates and alternates, deadlines for candidate nominations, and deadlines for submission of business items.

Credentialing Delegates
Delegations, including county medical societies and other recognized delegations, must submit the names of TMA members who will serve as delegates and alternates by the published dates in the Speakers’ Letter preceding any formal meeting of the House of Delegates.

Substitution of Alternates for Delegates: If at any time after formal submission of the delegation an alternate wishes to serve as a delegate for all or part of the meeting, the delegation chair shall notify the chair of the Tellers and Credentials Committee of the name(s) of alternate(s) replacing delegates and if for the entire meeting or any specific part of the meeting. Once a formal request is received and the alternate designation and availability are verified, the chair of the Tellers and Credentials Committee (or the designee) may authorize the alternate to serve as a delegate.

Substitution of Members on Delegation: In the event of a delegation needing to add a TMA member as a voting delegate, or alternate, who was not initially submitted as a delegate or alternate, formal written notice must be submitted to the chair of the Tellers and Credentials Committee. After confirmation of the individual’s membership, presence, and intention to participate, and review by TMA staff and the chair of the Tellers and Credentials Committee, the individual member may be added as a delegate or alternate for all or part of the meeting.

Alternate Delegates Addressing the House of Delegates
During in-person meetings, alternate delegates may address the house by approaching the alternate delegate microphone and waiting to be called upon by the speaker. Recognition of alternate delegates is at the discretion of the speaker. Alternate delegates may neither make motions, nor alter the business of the house, nor vote.

House Steering Caucus
For purposes of discussing these standing rules and to help facilitate house function, the speaker may call a meeting composed of caucus chairs and representatives. The speakers, in collaboration with this House Steering Caucus, will develop appropriate guidelines for this function. This role is advisory, and any formal policy decision will be made only by a convened House of Delegates.
**Overruling the Speaker of the House**
The speaker of the house can be overruled by a two-thirds vote.

**Suspension of the House Standing Rules**
Suspension of these house standing rules requires a two-thirds vote.

**Rules Governing Time Limits During House Sessions**
Delegates, once recognized by the speaker, shall be given two minutes to speak. A member of the house may not be recognized more than twice on any given motion. The speaker retains the right to grant a point of personal privilege to those who wish to address the house for longer than two minutes, such as special guests and invited dignitaries.

For a meeting of the house using virtual technology, debate on resolutions considered by the full house shall be limited to 15 collective minutes of testimony per resolution. When the time expires, the speaker may allow a motion to extend this period; otherwise the speaker will enact the motion to close debate and vote on all pending motions.

**Reference Committee Referrals**
Each year, the speaker shall appoint and convene reference committees, and appoint a chair for each committee. Prior to any resolution being considered by the full house, the resolutions will be assigned a reference committee hearing by the speakers, who charge each reference committee to hold hearings on their designated resolutions and report back their recommendations to the House of Delegates.

**Written Testimony**
The acceptance of written testimony for reference committees will close before the start of each house meeting at a time announced in the Speakers’ Letter or *Handbook for Delegates*.

Collection: Physicians will be required to log in at texmed.org to submit written testimony through a dedicated submission page.

Staff Review: Once written testimony is received, TMA staff will review each submission for potential malware. Submissions will then be reviewed to make sure no submission contains slander, libel, or antitrust or HIPAA violations.

Dissemination: Once the submission is approved, it will be formatted and placed on the House of Delegates online testimony portal for all TMA members to access.

Testimony submitted after the deadline can be sent to a shell email address (refcom@texmed.org) monitored by House of Delegates staff. Such submissions will be disseminated to the reference committee members but will not be available to all TMA members, since these submissions will not have time to undergo review. There is no guarantee that any submission sent after the 14-day window will be seen by any reference committee members. The reference committee chair will inform the session about any additional submissions that will be considered as part of the consideration of each agenda item.

**Live Reference Committee Hearings**
During in-person meetings of the house, times and rules for live reference committee hearings will be announced in the *Handbook for Delegates*. For house meetings using virtual technology, the times of the hearings will be announced in advance in the *Handbook* with instructions on how to participate. Rules will be provided in the *Handbook*, and additional limits may be announced by chairs of the committees, including limits on the duration of each individual’s testimony and the duration of consideration for each item. Any TMA member may speak to issues in the reference committee meetings but should identify his or her role as an alternate or nondelegate member.

**Referral for Study or Action/Decision**

Items brought for consideration to the House of Delegates may be referred to either the Board of Trustees or the Board of Councilors for action/decision. The motion to “refer for action/decision” shall be a higher-order motion than “refer for study,” and the two types of referrals shall be considered separate, nonduplicative motions. Items may be “referred for study” to any TMA body. All referred items will include a report back at the next annual meeting of the house. Once a motion to refer is adopted, the original item shall be considered disposed of by the house and becomes the business of the body to which it is assigned.

**House Standing Rules**

The speakers shall annually propose House Standing Rules, and rules shall be adopted by a majority vote and become effective immediately. Once adopted, these rules shall remain in effect until the house is called to order the following year.

**House Standing Rules – Special Circumstances**

In the event of unusual or special circumstances requiring use of virtual technology or other circumstances where the house is not able to meet in a routine manner or in a common session with all delegates present, the speakers may propose additional rules, termed “House of Delegates Standing Rules – Special Circumstances,” to allow clear guidelines for the conduct of business in these circumstances. These rules will apply only for the year proposed and will require adoption by the house by vote. These House Standing Rules – Special Circumstances will be communicated to the house in a routine manner and in the Speakers’ Letter or *Handbook for Delegate*.

**Elections and Voting**

The speakers may establish a process for voting and election using electronic technology that is consistent with the TMA Bylaws and the TMA Election Process. This process will be communicated in the Speakers’ Letter and/or *Handbook for Delegates*. 
Preamble
These House of Delegates Standing Rules – Special Circumstances serve as an operational guide and description for how the Texas Medical Association’s House of Delegates will conduct its business due to the unusual circumstances requiring a virtual meeting for the 2021 session, which opens April 29 and concludes May 15, 2021. The TMA House of Delegates will adopt these standing rules by majority vote once the house opens. These rules shall be in effect until the adjournment of the closing session of the virtual house.

Special Circumstances Rules for TMA House of Delegates Elections
1. Nominations for 2021 TMA House of Delegates elections will close Feb. 26 as announced in the January Speakers’ Letter.
2. Candidates for elections must submit their candidate materials, including a two-minute campaign video to be posted on the TMA website, by March 19. This material will be made available to delegates and TMA members on March 25. No other candidate videos will be posted or allowed to be forwarded.
3. Candidates are limited to two mass communications (an impersonal, one-way email or mail communication, sponsored by or on behalf of a candidate) to all or part of the house membership.
4. Caucuses are strongly encouraged to ensure that any contact with candidates provides equal and fair opportunities to each candidate in a contested race. Further, caucuses are prohibited from soliciting additional interviews or speeches from candidates outside the TMA-sponsored virtual event and online speeches.
5. The deadline is April 23 for caucuses to report to TMA their list of delegates and alternates.
6. Candidates in contested races will be asked to take part in a virtual event to familiarize delegates with candidates. This may be open to concurrent viewing by TMA members and recorded to allow delayed viewing.
7. Voting will occur through a secure and confidential electronic method and will be open starting Thursday morning, April 29, at 12 am. A “Voting for Candidates Is Now Open” email will be sent the morning of April 29 to each credentialed delegate to his or her preferred TMA email address. Delegates may cast their vote by clicking on an auto-login link in the email, which will take them to the TMA website where they can review each candidate’s campaign information and cast their ballot securely. Voting will close Monday, May 3, at 11:59 pm. Voting may allow adoption of items of business before the house, such as House Standing Rules, in addition to election of candidates.
8. In the event of the need for a runoff election, the house will be notified of the runoff in a similar manner. Candidate materials will be available. Runoff candidates and caucuses will be allowed a single additional contact with delegates. Runoff elections would be open Thursday, May 6, at 12 am, and close Sunday, May 9, at 11:59 pm. The chief teller will review election results.
9. Validated results of the election will be provided by the chief teller, who will review the voting process and canvass election results. The final confirmed election results will be presented during the final house session on Saturday, May 15.
10. Due to logistical issues using electronic technology, the speaker will call the house to order using a virtual session prior the formal meeting of the house May 14 and 15. This will place the house in session, allow for formal voting on the conduct of the meeting and for elections, and be considered as part of the layover for TMA Bylaws amendments.
Special Circumstances Rules for TMA House of Delegates Business

1. Due to logistical issues with a virtual meeting, 2021 house business should focus on essential business. Every effort should be made both to provide testimony and to finalize business during the two-phase reference committee process to attempt to find consensus prior to the formal house meeting.

2. All 2021 business items will be referred by the speakers to the appropriate TMA reference committee (Financial and Organizational Affairs, Medical Education and Health Care Quality, Science and Public Health, or Socioeconomics) and posted online for written testimony. After reference committee consideration of this testimony, interim reference committee reports will be published on the TMA website.

3. Virtual reference committee hearings will take place May 8. Following these hearings, the reference committee members will meet in executive session to create final reference committee reports. These reports will be the order of business for the house meeting.

4. Final Session Consideration of Business: After review by the speakers of the final special session reference committee reports, the reports will be posted as the order of business, as consent items. The final session of the house will allow parliamentary consideration of the reference committee report recommendations. The speakers will be allowed to table (to the 2022 TMA House of Delegates) any final business considered on the house floor that becomes too confusing, complex, or intricate or that creates a prolonged or confusing deliberation during the final session. This decision by the speakers may be overruled but a two-thirds affirmative vote of the house.

5. Extraction of Consent Items from the Reference Committee Report: Extractions of consent items from the final reference committee report order of business will allow parliamentary consideration and changes for adoption by the house. However, every effort should be made to submit substantive changes or information during the initial call for written testimony in preparation for the interim reference committee report. Every effort should be made for consideration of final wording changes during the virtual May 8 reference committee hearings prior to the preparation of the final reference committee report. For changes during the full house meeting, the speakers strongly encourage that motions be limited to either a motion to table the item to the 2022 House of Delegates or a motion to refer to the board (for consideration or action) with report back at the 2022 annual session.

Caucus Representation at the TMA House of Delegates Broadcasting Headquarters, May 14-15
To facilitate communication among members during the business meetings, one to two delegates from each of the six geographical TMA caucuses (Bexar, Dallas, Harris, Lone Star, Tarrant, Travis) as well as one to two delegates each from the Medical Student Section, Resident and Fellow Section, and Young Physician Section will be permitted to attend the May 14 and 15 meeting broadcasting headquarters at the JW Marriott. These members shall be selected through their caucus or section. Delegates who attend in person must still use the virtual platform to queue up to testify during the meeting.
REFERENCE COMMITTEES
May 2021

TELLER AND CREDENTIALS COMMITTEE
Vani S. Vallabhaneni, MD, chair and chief teller, Travis County Medical Society
Timothy Rae Chappell, MD, Collin-Fannin County Medical Society
Leah Hanselka Jacobson, MD, Bexar County Medical Society

FINANCIAL AND ORGANIZATIONAL AFFAIRS
Lisa Jennifer Go, MD, chair, Bell County Medical Society
Audrey E. Ahuero, MD, Harris County Medical Society
Zahra Ali, MD (Resident), Ector County Medical Society
David J. Donahue, MD, Tarrant County Medical Society
Samuel E. Mathis, MD, Galveston County Medical Society
Kanchan A. Phalak, MD, Harris County Medical Society
Lisa Louise Swanson, MD, Dallas County Medical Society

MEDICAL EDUCATION AND HEALTH CARE QUALITY
Linda M. Siy, MD, chair, Tarrant County Medical Society
Apeksha Nitendra Agarwal, MD (Resident), Bexar County Medical Society
Stephanie Copeland, MD, Dallas County Medical Society
Robert K. Cowan, MD, Travis County Medical Society
Alison J. Haddock, MD, Harris County Medical Society
Alejandro Joglar (Student), Galveston County Medical Society
Holli T. Sadler, MD, Travis County Medical Society

SCIENCE AND PUBLIC HEALTH
Emily D. Briggs, MD, chair, Comal County Medical Society
Tilden L. Childs, III, MD, Tarrant County Medical Society
Anh Q. Dang, MD, Harris County Medical Society
Li-Yu H. Mitchell, MD, Smith County Medical Society
Maria Claire Monge, MD, Travis County Medical Society
Jennifer R. Rushton, MD, Bexar County Medical Society
Mammen A. Sam, MD, Brazoria County Medical Society
Joshua Baker (Student), Tarrant County Medical Society

SOCIOECONOMICS
John Joseph Nava, MD, chair, Bexar County Medical Society
Roel E. Cantu, MD, Hidalgo-Starr County Medical Society
Chad P. Dieterichs, MD, Travis County Medical Society
Kireet Koganti (Student), Dallas County Medical Society
Arathi A. Shah, MD, Travis County Medical Society
Ezequiel Silva III, MD, Bexar County Medical Society
Michael J. Snyder, MD, Harris County Medical Society
Speakers refer implementation to TMA components;
Audit trail action may be forwarded to AMA

House of Delegates Takes Action on Reference Committee Reports

Reference Committees Final Report to House of Delegates

Reference Committee Executive Sessions

Reference Committee Hearings

Reference Committees Interim Report to House of Delegates

Reference Committees Review Online Testimony

Reference Committee on Financial & Organizational Affairs
Reference Committee on Science and Public Health
Reference Committee on Medical Education and Health Care Quality
Reference Committee on Socioeconomics

Speaker of House of Delegates

Resolution or Action Report
**FLOW CHART FOR BUSINESS ITEMS**

1. Did a member of the house request the item be extracted from the consent calendar?
   - **NO**

2. Did the reference committee suggest “adopt”?
   - **YES**

3. Did the reference committee recommend “do not adopt”?
   - **NO**

4. Did the reference committee recommend a “refer”?
   - **YES**

5. Did the reference committee recommend “amend” or “adopt the following in lieu of the original”?
   - **YES**

6. The speaker will explain the situation.

The reference committee recommendation is enacted when consent calendar is adopted.

The reference committee recommendation is enacted when consent calendar is adopted.

The original item of business is before the house, and the reference committee suggests a “yes” vote.

The original item of business is before the house, and the reference committee suggests a “no” vote.

Original item is before the house as the Main Motion, with the subsidiary motion “refer” as the immediately pending motion; discussion is on the “refer.” The reference committee suggests a “yes” vote on referral.

Original item is before the house as the Main Motion, with the subsidiary motion “refer” as the immediately pending motion; discussion is on the “refer.” The reference committee suggests a “yes” vote on referral.

Original item is before the house without a recommendation from the reference committee.

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Original item is before the house as the Main Motion; discussion is on the original item.

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Original item is before the house without a recommendation from the reference committee.

Original item is disposed of and will be considered by the body to which it is referred.

Original item is disposed of and will be considered by the body to which it is referred.

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Original item is before the house as the Main Motion; discussion is on the original item.

Original item is before the house as the Main Motion; discussion is on the original item.
# Basic Rules Governing Motions

## PRIVILEGED MOTIONS

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>None</td>
<td>Amend, close debate, limit debate</td>
<td>Yes</td>
</tr>
<tr>
<td>2.</td>
<td>Recess</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Majority</td>
<td>None</td>
<td>Amend, close debate, limit debate</td>
<td>Yes</td>
</tr>
<tr>
<td>3.</td>
<td>Question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## SUBSIDIARY MOTIONS

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>4.</td>
<td>Table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Main motion</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>5.</td>
<td>Close debate</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Debatable motions</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>6.</td>
<td>Limit or extend debate</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3</td>
<td>Debatable motions</td>
<td>Amend, close debate</td>
<td>Yes</td>
</tr>
<tr>
<td>7.</td>
<td>Postpone to a certain time</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Main motion</td>
<td>Amend, close debate, limit debate</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Refer to committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Main motion</td>
<td>Amend, close debate, limit debate</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Amend</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Rewordable motions</td>
<td>Amend, close debate, limit debate</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

## MAIN MOTIONS

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>a. The main motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>None</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>b. Specific main motions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adopt in-lieu-of</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>None</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Amend a previous action</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Same Vote</td>
<td>Adopted main motion</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Ratify</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Same Vote</td>
<td>Adopted main motion</td>
<td>Subsidiary</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Recall from committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>Referred main motion</td>
<td>Close debate, limit debate</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reconsider</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Vote on main motion</td>
<td>Close debate, limit debate</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Rescind</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Same Vote</td>
<td>Adopted main motion</td>
<td>Subsidiary, except amend</td>
<td>No</td>
</tr>
</tbody>
</table>

## Incidental Motions

<table>
<thead>
<tr>
<th>Motion</th>
<th>Can interrupt?</th>
<th>Requires a second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote required?</th>
<th>Applies to what other motions?</th>
<th>Can have what other motions applied to it?</th>
<th>Renewable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Ruling of chair</td>
<td>Close debate, limit debate</td>
<td>No</td>
</tr>
<tr>
<td>Suspend the rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Procedural rules</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Consider informally</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>Main motion or subject</td>
<td>None</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## REQUESTS

<table>
<thead>
<tr>
<th>Motion</th>
<th>Can interrupt?</th>
<th>Requires a second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote required?</th>
<th>Applies to what other motions?</th>
<th>Can have what other motions applied to it?</th>
<th>Renewable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Procedural error</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Inquiries</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>All motions</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>All motions</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Division of question</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Main motion</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Division of assembly</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Indecisive vote</td>
<td>None</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Motions are in order only if no motion higher on the list is pending. Thus if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.
2. Restricted.
3. Is not debatable when applied to an undebatable motion.
4. A member may interrupt the proceedings but not a speaker.
5. Withdraw may be applied to all motions.
6. Renewable at the discretion of the presiding officer.
7. A tie or majority vote sustains the ruling of the presiding officer; a majority vote in the negative reverses the ruling.
8. If decided by the assembly, by motion, requires a majority vote to adopt.
### The Chief Purposes of Motions

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present an idea for consideration and action</td>
<td>Main motion, Resolution, Consider informally</td>
</tr>
<tr>
<td>Improve a pending motion</td>
<td>Amend, Division of question</td>
</tr>
<tr>
<td>Regulate or cut off debate</td>
<td>Limit or extend debate, Close debate</td>
</tr>
<tr>
<td>Delay a decision</td>
<td>Refer to committee, Postpone to a certain time, Postpone temporarily, Recess, Adjourn</td>
</tr>
<tr>
<td>Suppress a proposal</td>
<td>Table, Withdraw a motion</td>
</tr>
<tr>
<td>Meet an emergency</td>
<td>Question of privilege, Suspend rules</td>
</tr>
<tr>
<td>Gain information on a pending motion</td>
<td>Parliamentary inquiry, Request for information, Request to ask member a question, Question of privilege</td>
</tr>
<tr>
<td>Question the decision of the presiding officer</td>
<td>Point of order, Appeal from decision of chair</td>
</tr>
<tr>
<td>Enforce rights and privileges</td>
<td>Division of assembly, Division of question, Parliamentary inquiry, Point of order, Appeal from decision of chair</td>
</tr>
<tr>
<td>Consider a question again</td>
<td>Resume consideration, Reconsider, Rescind, Renew a motion, Amend a previous action, Ratify</td>
</tr>
<tr>
<td>Change an action already taken</td>
<td>Reconsider, Rescind, Amend a previous action</td>
</tr>
<tr>
<td>Terminate a meeting</td>
<td>Adjourn, Recess</td>
</tr>
</tbody>
</table>

*TMA follows the American Institute of Parliamentarians Standard Code of Parliamentary Procedure*
CONFLICTS OF INTEREST POLICY OF THE TEXAS MEDICAL ASSOCIATION

When acting as representatives of the Texas Medical Association, members shall exercise the utmost good faith in all transactions touching upon their representation. In their dealings with and on behalf of the association, they are held to a strict rule of honesty and fair dealing between themselves and the association.

If a matter involves a member acting as a representative of TMA that in any way could give rise to conflict of interest for that member, then that member must physically withdraw from the situation so as not to participate in any discussion or vote regarding that matter. If that member does not self-identify in such situations, then any member or executive staff member may make known the conflict to the chair of the meeting at the earliest opportunity. If there is any question as to whether a conflict exists, the matter shall be put to a vote of the appropriate component of the association.

At the discretion of the external entity or TMA component involved, the member who has withdrawn may provide information to the group in the same manner as any person requested by the group.

Adopted by the Board of Trustees Feb. 27, 2004 — Adopted by the House of Delegates May 14, 2004

EXPLANATION OF CONFLICTS OF INTEREST

Definitions (The following is intended to be illustrative rather than exhaustive.)

A. “Interests” — Following are examples of financial and business “interests”:
1. Sales to or purchases from the association by a board, council, or committee member, either individually or through a company or other entity in which that person has a substantial interest;
2. Loans to or from the association by a board, council, or committee member directly or through a substantially owned entity; or
3. Other interests in a related business or profession which might conflict with the policies of the association.

B. “Direct” or “Indirect” — The meaning of “direct” interest is clear enough, but “indirect” has a wide range of meanings. Examples of “indirect” interests are:
1. A board, council, or committee member owns a substantial share of a company but has put the ownership interest in that person’s spouse’s or another’s name; or
2. The spouse or another relative owns a company which sells goods or services to the association.

C. “Substantial” — Where the outside interests consist of ownership (direct or indirect) of an entity doing business with the association, a “substantial” conflict means 5 percent or greater ownership of the other business.

Activities That Might Cause Conflict of Interest

Conflict of interest may be considered to exist in those instances where the actions or activities of an individual on behalf of the association also involve (a) the obtaining of an improper personal gain or advantage, (b) an adverse effect on the association’s interests, or (c) the obtaining by a third party of an improper gain or advantage. Conflicts of interest can arise in other instances. While it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities which might cause conflicts and which should be fully reported to the association.

A. Gifts, Gratuities and Entertainment — Direct or indirect acceptance by an individual (including members of that person’s family) of gifts, excessive or unusual entertainment, or other favors from any outside concern which does or is seeking to do business with the association. This does not include the acceptance of items of nominal value which are of such nature as to indicate that they are merely tokens of respect or friendship and not related to any particular transaction or activity.

B. Investments — Financial Interests
1. Holding by an individual, directly or indirectly, of a substantial financial interest in any outside concern from which the association secures goods or services (including the service of buying or selling stocks, bonds, or other securities).
2. Competition with the association by an individual, directly or indirectly, in the purchase or sale of property or property rights or interest.
3. Representation of the association by an individual in any transaction in which the individual or a member of his family has a substantial financial interest.

C. Inside Information — Disclosure or use of confidential information for the personal profit or advantage of the individual or anyone else.

Conflicts of Interest — Scenario 1

A TMA member serves as a TMA representative in a group that includes physicians and nonphysicians. For the group to meet its ultimate goal, it must choose a vendor of certain services. At the time of the selection process, the TMA member has
a significant financial interest in one of the proposed vendors that is not widely known among the group’s members. The TMA Conflicts of Interest Policy would apply as follows:

The TMA member should withdraw from the meeting so as not to participate in any discussion or vote regarding the selection of a vendor. If the TMA member does not self-identify, then any TMA member or executive staff member may make known to the group’s chair the TMA member’s financial interest in the vendor. If there is any question as to whether a conflict exists, the matter should be put to a vote of the appropriate component of the association.

At the discretion of the council, the member who withdrew from the meeting may provide information to the council the same as any person so requested by the council.

Conflicts of Interest — Scenario 2
A TMA member serves on a TMA council as well as on the board of trustees of his or her state specialty society. The state specialty society has taken a position on a scope of practice issue of high concern to that group of specialists. The TMA council on which the member serves also is considering TMA policy on the same issue for the purpose of making a recommendation to the House of Delegates.

To comply with the Conflicts of Interest Policy, that member should withdraw from the council meeting so as not to participate in any discussion or vote regarding the TMA position on scope of practice with respect to that specialty society position. If the member does not self-identify, then any TMA member or executive staff member may make known to the chair the member’s service on the specialty society board of trustees. If there is any question as to whether a conflict exists, the matter shall be put to a vote by the council. Should the council vote that the member has a conflict of interest on the scope of practice issue, the member should withdraw from the discussion (leave the room) and not vote.

At the discretion of the council, the member who withdrew from the meeting may provide information to the council the same as any person so requested by the council.

Conflicts of Interest — Scenario 3
A TMA member serves on a TMA board, council or committee (hereinafter, “board”) as well as on the board of trustees of an endorsed entity. The TMA board has an agenda item before it that directly affects the endorsed entity (e.g., a proposal for a royalty payment, a proposal regarding underwriting or rate setting by the endorsed entity, or a proposal concerning operations).

To comply with the Conflicts of Interest Policy, that TMA board member should withdraw from the meeting so as not to participate in any discussion or vote regarding the TMA position on any matters directly affecting the endorsed entity. If the TMA board member does not self-identify, then any TMA member or executive staff member may make known to the chair the TMA board member’s service on the board of trustees of the endorsed entity. If there is any question as to whether a conflict exists, the matter shall be put to a vote by the board. Should the board vote that the TMA board member has a conflict of interest on the issue directly affecting the endorsed entity, the TMA board member should withdraw from the discussion (leave the room) and not vote.

At the discretion of the board, the board member who withdrew from the meeting may provide information to the board in the same manner as any person so requested by the board.

Conflicts of Interest — Scenario 4
A TMA member serves on a TMA board, council or committee (hereinafter, “board”) as well as on the board of trustees or in an executive capacity with ABC health insurance company (hereinafter, “ABC”). The TMA board has an agenda item before it which directly affects ABC (e.g., a proposal for a royalty payment by ABC; a proposal regarding payment practices by ABC; or litigation with ABC as a plaintiff, defendant, or as amicus curiae).

To comply with the Conflicts of Interest Policy, that TMA board member should withdraw from the meeting so as not to participate in any discussion or vote regarding the TMA position on any matters directly affecting ABC. If the TMA board member does not self-identify, then any TMA member or executive staff member may make known to the chair the TMA board member’s service on the board of trustees or in an executive capacity with ABC. If there is any question as to whether a conflict exists, the matter shall be put to a vote by the board. Should the board vote that the TMA board member has a conflict of interest on the issue directly affecting ABC, the TMA board member should withdraw from the discussion (leave the room) and not vote.

At the discretion of the board, the board member who withdrew from the meeting may provide information to the board in the same manner as any person so requested by the board.
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May 2021

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