Speakers’ Letter
2014 Annual Meeting of the MSNJ
House of Delegates
Friday, May 2, 2014
NEW LOCATION: CROWNE PLAZA PRINCETON
870 Scudders Mill Road, Plainsboro, NJ 08536

Ladies and Gentlemen:

MSNJ is excited about our First Annual Physicians’ Advocacy Conference and MSNJ House of Delegates. The morning session will have presentations by Steven J. Sacks, MD, AMA Immediate Past Chair, on “Tackling the Prescription Drug Abuse Epidemic, Medical Liability Reform: What’s on the Horizon for New Jersey Physicians?” and the keynote speaker, Honorable Chris Christie, Governor, State of New Jersey. The MSNJ House of Delegates will convene at 1:30 p.m. For physicians who are not involved with MSNJ House of Delegates, there will be concurrent Advocacy Workshops. Closing the day will be a MedAC Reception featuring Honorable Vincent Prieto (D-Hudson), Speaker, New Jersey General Assembly for Capital Club members. If you are not a capital club member, please consider joining today.

MSNJ invites you to attend the Presidential Inaugural Gala honoring Paul J. Carniol, MD, the 222nd President of MSNJ on Saturday, May 10, 2014 and a Cocktail Reception honoring Ruth J. Schulze, MD, the 221st President of MSNJ at Hilton Parsippany, 1 Hilton Court, Parsippany, NJ. Special guest, Asi Wind, a mentalist will be performing, black tie optional, tickets are $175 and available until April 30, 2014 online at http://www.msnj.org/annualmeeting.

On behalf of your Speaker, Michael J. Richardson, MD and Vice-Speaker, Nancy L. Mueller, MD, we wish to thank you for your service to organized medicine and to the Medical Society of New Jersey in particular. As a Delegate, we appreciate that your time practicing medicine is valuable and that your time with family and friends is precious. Therefore this Speakers’ Letter is designed to provide you relevant, concise information to enhance your knowledge, effectiveness, and efficiency as you prepare for the House of Delegates. Please take note of the requirements for processing amendments to resolutions (see page 3).

Please print or download any necessary information that would make your work more productive and enjoyable. Additional information is available on MSNJ’s website in About MSNJ/House of Delegates. Please register online at http://www.msnj.org/annualmeeting and use code AC2014.

Respectfully yours,

Michael J. Richardson, MD, Speaker
Nancy L. Mueller, MD, Vice Speaker
**House of Delegates Schedule:**

Session I of the House of Delegates occurred on April 8, 2014, when the Webinar Virtual Reference Committee heard testimony on submitted resolutions. Following this meeting, the Reference Committee met in executive session to formalize their recommendations. The Report of the Reference Committee is included in this packet and is available on MSNJ’s website.

The 2014 Annual Meeting of the Medical Society of New Jersey House of Delegates Session II and III will occur on Friday, May 2, at the Crowne Plaza Princeton. Sessions II and III will be consolidated into one afternoon in order to better utilize physicians time. Your speaker asks that delegates arrive early and be seated by 1:30 p.m. as we intend to start promptly and expect to adjourn at 5:00 p.m.

Please refer to the attachments for information on special events.

**Brief Outline of Events:**

**May 2: Crowne Plaza Princeton, 870 Scudders Mill Road, Plainsboro, NJ  7:30 am- 7:00 p.m.**

7:00 am – 8:45 am  Registration/Exhibits Open/ Continental Breakfast  
9:00 am – 9:45 am  Welcome Dr. Ruth Schulze/Tackling the Prescription Drug Abuse (Amphitheater)  
9:45 am – 10:15 am  Morning Break (Please visit the exhibitors)  
10:15 am – 11:00 am  Medical Liability Reform: What’s on the Horizon for New Jersey Physicians?  
11:00 am – 12 noon  Keynote Speaker, Honorable Chris Christie, Governor, State of New Jersey  
12 noon – 1:30 pm  Lunch with the Exhibitors  
1:30 pm – 5:00 pm  House of Delegates Session II and III (Amphitheater)  
3:00 pm – 3:30 pm  Afternoon Break (Please visit the exhibitors)  
5:00 pm – 7:00 pm  MedAC Cocktail Reception, Honorable Vincent Prieto, Speaker NJ General Assembly (Overlook Ballroom)

**May 10: Hilton Parsippany, 1 Hilton Court, Parsippany, Parsippany, NJ  7:00 p.m. – 11:00 p.m.**

7:00 – 8:00 pm  Cocktail Reception honoring Ruth J. Schulze, MD, 221st President of MSNJ  
8:00 – 11:00 pm  Presidential Inaugural Gala honoring Paul J. Carnioli, MD, 222nd President of MSNJ

**Meeting Details and Reminders:**

**Registration:**

The MSNJ Registration Desk is located in the Lobby. Registration opens at 7:00 a.m.

DELEGATES AND ALTERNATE DELEGATES SHOULD CHECK WITH THEIR COUNTY SOCIETY EXECUTIVE DIRECTOR TO ENSURE THAT THEIR NAMES HAVE BEEN PROPERLY SUBMITTED TO MSNJ PRIOR TO THE MEETING. INDIVIDUALS WHOSE NAMES HAVE NOT BEEN SUBMITTED AS DELEGATES OR ALTERNATE DELEGATES WILL NOT BE ISSUED A CREDENTIALED BADGE.
Meeting Attire:

Your Speakers have determined that business casual attire is the order for the Annual Meeting, although business attire is preferred for those seated on the dais during the meeting.

**HOD Reference Committee Report and Resolutions:**

Delegates are expected to prepare in advance for the House Session by reviewing the resolutions and the Report of the Reference Committee. Delegates who wish to make substantive amendments to any resolution in the Reference Committee’s Report should be prepared to offer the substantive changes and be prepared to testify on the proposed amendment prior to the annual meeting. To ensure that substantive amendments can be considered by the House and to expedite the review, proposed amending language should be submitted to MSNJ via e-mail to resolutions@msnj.org up until noon on Thursday, May 1. Proposed substantive amendments will be accepted on the day of the annual meeting, May 2, up until 11:00 a.m. by Melinda Martinson, MSNJ General Counsel, in the MSNJ Office located near the registration desk (Room 114).

**Hotel Internet Access Information:**

Wireless Internet will be available. Please be sure that all your devices (i.e. computer, tablet and smart phone) are fully charged before the meeting begins. In addition, please turn your volume to “mute” during the meeting, and make or take your calls off the floor of the House of Delegates; as not to interrupt the business of the HOD.

**Exhibits:**

The Annual Meeting Committee would like to remind the delegates and guests to visit the exhibitors before and during the breaks. They are sponsors of our meeting and expect traffic and visits from our members in order to re-invest in next year’s program. Exhibitors help defray the cost of the annual meeting. We appreciate their support of our organization.

**Special Events:**

There are separate flyers included in this packet regarding additional events.

**Hotel:**

To make hotel reservation, please contact the Crowne Plaza directly at 609.936.6512 or book online at http://www.princetoncp.com
HOUSE OF DELEGATES REFERENCE MANUAL: PROCEDURES, POLICIES AND PRACTICES:

PREFACE:

The House of Delegates of the Medical Society of New Jersey transacts its business according to a combination of rules imposed by its Constitution and Bylaws, tradition established by custom, decrees by its presiding officer, and generally pursuant to the dictates of American Institute of Parliamentarians’ Standard Code of Parliamentary Procedure, as recently revised. Parliamentary procedure serves to aid an assembly in the orderly, expeditious, and equitable accomplishment of its desires.

The majority opinion of the House in determining what it wants to do and how it wants to do it should always remain the ultimate determinant. It is the obligation of the Speaker and Vice-Speaker to sense the will of the House, to preside accordingly, and to hold rulings ever subject to challenge from and reversal by the assembly. In accordance with this concept, the following outline of procedures is offered as a guide, subject to reasonable modification, in the hope that adherence to its principles will advance smoothness of operation by reducing confusion and misunderstanding.

INTRODUCTION OF BUSINESS:

Business comes before the House of Delegates in one of three ways:
Resolutions introduced by component societies.
Reports from the Board of Trustees, councils, committees, and certain officials of the Society.
Recommendations from the President.

Tradition governs a substantial portion of each formal session of the House of Delegates. Addresses by outgoing and incoming presidents, remarks by the Speakers, recognition of distinguished guests, presentation and acceptance of awards and gifts, and the like are in this category. It is the prerogative of the Speakers to permit so many of these niceties as may be appropriate without unduly intruding upon the time necessary for the House to accomplish its regular business. Unscheduled presentations may be arranged, either with the Speaker, or by a request for unanimous consent of the House to hear them. It is to be recognized that the Speaker usually must discourage extraneous unscheduled presentations, not because of any lack of merit of the proposals, but because of the primary obligation to conserve the time of the House for its immediate deliberations.

Business is of two broad categories:
Informational, which will not affect the policy of the Society.
Policy statements such as a resolution or recommendation.

Disposition of an Item of Business: Items of business will be ultimately disposed of in one of five ways:
Adoption (with or without amendment).
Not Adoption.
Filed.
Refer.
Postpone.
In general, purely informational items without recommendations should be filed. It is not appropriate to file resolutions and recommendations; they should be disposed of in one of the other ways.

**REPORTS:**

Reports are routinely received as business of the House when they come from the Board of Trustees, councils and committees, and certain officials of the Society. Except under special circumstances, such reports are referred to the Reference Committee so that hearings may be held on the substance thereof. The Speakers may request acceptance of a report by unanimous consent or by a vote without referral, but a motion to refer is always in order.

**RESOLUTIONS:**

Business is introduced into the House through the presentation of resolutions by voting delegates on behalf of their county medical society, specialty society or sections if they exist, or certain officers of the society.

Any resolution to be considered as regular business must have been filed with the Secretary of the Society at least 45 days before the first session of the House of Delegates. It is a standing rule of the House of Delegates that resolutions submitted 45 days before a meeting of the House shall be posted and become the business of the House. Late resolutions are defined as resolutions received after the 45-day deadline. The sponsor of a late resolution must submit a written statement of justification, which will be reviewed by the Committee on Resolutions. The Committee's recommendation on acceptance or rejection will be made to the House of Delegates at the second session. A majority vote of the House decides.

All resolutions submitted after the deadline, except those submitted by the Board of Trustees, must be voted on favorably by the House at the opening session to become the business of the House.

**REFFIRMATION CONSENT CALENDER:**

Reaffirmation resolutions reaffirm existing MSNJ policy. The Speakers remind the members of the House of their right to extract resolutions. The resolutions extracted will be referred to the Reference Committee, and the remainder adopted as a group.

The House of Delegates will consider the Reaffirmation Consent Calendar at the Second Session.

**Fiscal Note.** All resolutions introduced in the House of Delegates whose implementation necessitates an expenditure of funds should include a fiscal note supplied by the sponsor or MSNJ staff. The following guidelines should be used in the development of appropriate fiscal information:

Resolutions requiring the expenditure of funds should show a specific dollar amount where possible. The executive director office can assist sponsors with the development of financial information, but requests of this nature should be forwarded well in advance of the deadline for submitting resolutions.

Resolutions that call for the institution of legal action, the repeal of legislation or similar action for which a precise cost estimate cannot be determined should indicate that a substantial commitment of resources may be necessary for implementation.
Resolutions that establish policy and do not require other special action beyond that which would be covered by the Society routine work will be marked no significant fiscal impact.

**STRUCTURE OF RESOLUTIONS:**

The essential element of a resolution is its portion expressed as one or more Resolved sections setting forth its specific intent. It may carry with it a prefatory statement, or preamble, explaining the rationale of the resolution. This may also be accomplished by the time-honored mechanism of a series of "whereas" statements.

It is not necessary for a resolution to have such a preamble or whereas when the full significance of the resolved portion seems apparent. If such introductory statements are supplied, they should identify the problem briefly, advise the House as to the timeliness or urgency of the problem, the effect of the issue upon the Society, and indicate if the action called for is contrary to, or will revise, current Society policy.

It is a general principle of common law that an assembly, in adopting a resolution, formally adopts only the “Resolved” section. It follows that the important matter before the House is to state a free-standing “Resolved” precisely that upon which it wishes to act. It is not necessary to amend the language of the introductory portions of a resolution, unless it is the desire of the House to do so. On occasions the introduction to a resolution will contain detailed sets of guidelines, rules, regulations, or principles that the resolution proposes to approve. In such circumstances, it may be entirely appropriate to amend this related material to bring it into conformity with the will of the House.

In general, the question that will be ultimately before the House is the adoption or other disposition of a specific Resolve or a series of Resolves. It is time-consuming, unnecessary (except as indicated above), and, therefore, usually out-of-order to propose formal amendments to the wording of accessory statements, or to the language of the Reference Committee report in making its recommendations.

When preparing resolutions, close attention should be given to the following:

The title of the resolution should appropriately reflect the action for which it calls.

Information contained in the preamble or whereas statements should be checked for accuracy.

The Resolves should stand-alone and not refer back to the prefatory statements, since the House adopts only the resolves, and the whereas do not appear in the MSNJ Transactions.

Fiscal notes should be added when appropriate and should set forth the estimated cost, if any, of the policy, program or action proposed by a resolution.

**REFERENCE COMMITTEE:**

The Reference Committee is a group of at least four delegates selected by the President with input from the Speaker and Vice-Speaker to conduct open hearings on matters of business before the Society. Having heard discussion on the subject before it, the Reference Committee prepares a report with recommendations to the House of Delegates for disposition of its items of business.

Reference Committee hearings are open to all members of the Society. Any member of the Society is privileged to speak on the resolution or report under consideration. Nonmember physicians, guests, or interested outsiders
may, upon recognition by the Chair, be permitted to speak if their testimony is considered worthy. The Chair is privileged to call upon anyone attending the hearing if, in the Chair's opinion, the individual called upon may have information that would be helpful to the Committee.

Equitable hearings are the responsibility of the Reference Committee Chair, and the Committee may establish its own rules on the presentation of testimony with respect to limitations of time, repetitive statements, and the like. The Chair also has jurisdiction over such matters as photography, television filming, and the introduction of recording devices. If, in the Chair's opinion such factors would be or become, undesirable for the conduct of an orderly hearing, the Chair may act to prohibit them. It is recommended that the Reference Committee Chair not ask for an expression of the sentiments of those attending the hearing by an informal vote on particular issues. The committee members may ask questions to be sure that they understand the opinions being expressed, or may answer questions if a member seeks clarification. **However, the Committee members should not enter into arguments with those giving testimony or express opinions pro or con or make comments during the hearing.** The Committee listens carefully and evaluates all opinions presented so that it may provide the voting body with a carefully considered recommendation.

The Reference Committee hearing is designed to obtain and study the relevant background information on all matters referred to the committee, to hold open hearings to receive additional information, to consider opinions and testimony requiring action by the full house of delegates; and to recommend the most appropriate actions to be taken by the House of Delegates.

It may be necessary to place some restrictions on the amount of time available for testimony on some or all items of business, on the duration of testimony by any given person and the number of times any one person may testify. Usually those testifying may not testify a second time until all those wishing to testify have done so once.

While Reference Committee testimony is somewhat informal, decorum must be maintained. Those in attendance must be recognized by the Chair and must be respectful of others in their testimony. Disparaging remarks about individuals or groups should not be permitted; testimony should address the merits, or lack thereof, of the resolution itself. The Committee Chair is empowered to eject from the hearing anyone who is disruptive.

Members wishing to amend the resolution may provide the Reference Committee with a digital copy of the proposed amendment. Members of the Committee should take care to conduct themselves impartially. Discussion of testimony between Reference Committee members must not take place during the hearings.

The Reference Committee Chair is authorized to combine resolutions of similar intent or composition in one group during the hearing and to arrange the resolutions in a logical order to consolidate discussion and maximize the productivity of the hearing. The Committee may consider written testimony as well as verbal.

The Reference Committee hearing is the proper forum for discussion of controversial items of business. In general, delegates who have NOT taken advantage of such hearings for the presentation of their viewpoints or the introduction of evidence should be reluctant to do so on the floor of the House.

Following its open hearing, a Reference Committee goes into executive session for deliberation and construction of its report. It may call into such executive session anyone whom it may wish to hear or question (i.e. counsel, staff, Speakers, experts etc.) In its report, the Reference Committee should describe the sense of the will of those giving testimony, both the majority and/or the minority. The Reference Committee may state
their position of agreeing or disagreeing with the will of the testimony and why if appropriate. They should describe if testimony was considerable, minimal, limited, contentious, divided, unanimous or non-existent. They may add that testimony came from officers, the Board of Trustees, staff, councils or committee Chairs. The Reference Committee should state that with regard to current policy, the resolution is contrary, a revision, a reaffirmation or completely new. Finally, the Reference Committee shall recommend one of the following dispositions:

- Adoption
- Adoption as amended or substituted
- Not Adoption
- Filing
- Reaffirmation of Previous Policy (in lieu of ____)
- Referral to the BOT, Executive Committee, AMA Delegation or Policy and Strategic Panel

Minority reports from the Reference Committee are always in order.

**Preparation of Reports.** Reference Committee reports comprise the bulk of the official business of the House of Delegates. They need to be constructed swiftly and succinctly after completion of the hearings in order to be processed and made available to the delegates as far in advance of formal presentation as possible.

The Reference Committee is given wide latitude in its efforts to facilitate expression of the will of the majority on the matters before them and to give credence to the testimony they hear. They may amend resolutions, consolidate similar resolutions by constructing substitutes, and they may recommend the usual parliamentary procedure for disposition of the business before them, such as adoption, not adoption, amendment, filing and referral.

In the event that a number of closely related items of business have been considered by the Reference Committee and a consolidation or substitution has been proposed by the Committee, the Reference Committee substitute will be the matter before the House for consideration.

Your Speakers recommend that each item referred to a Reference Committee be reported to the House as follows:

- Identify the resolution or report by number and title.
- State concisely the Committee's recommendations.
- Comment on the testimony presented at the hearings.
- Incorporate supporting evidence within the recommendations of the Committee.

Consent Calendar. The consent calendar includes those items referred to the Reference Committee that are of a noncontroversial or informational nature, or which generated little or no debate during the hearings. These items are listed at the end of the Committee’s report with recommendation for adoption, not adoption, file, referral, filing, or reaffirmation. At the time of presentation of the consent calendar, a request may be made for extraction (removal) of any item for debate or individual action without the need for a vote on permission to separate it from the other items. Extractions do not require a second. Items dealing with amendments to the Bylaws cannot be placed on the consent calendar, as the Bylaws must be amended by a two-thirds vote of the delegates present and voting.
Your Speakers instruct the Reference Committee to ensure that their report does not contain a direct motion, but a recommendation. The Chair will open for discussion the matter that is the immediate subject of the Reference Committee report. The effect is to permit full consideration of the business at hand, unrestricted to any specific motion for its disposal. Any appropriate motion for amendment or disposition may be made from the floor. In the absence of such a motion, the Chair will state the question in accordance with the recommendation of the Reference Committee.

Examples of five common variants employing this procedure are as follows:

The Reference Committee is reporting on informational material provided to the House that encompasses no specific proposal for action. The Committee expresses appreciation of the report and recommends that the matter be filed for information. The Chair declares the original matter to be before the House for discussion. In the absence of any other motion from the floor, the Chair places the question on the adoption or approval of the Reference Committee recommendation to file for information. When it appears that there is no debate, the Chair may declare it is filed without the necessity of a formal vote. Such a statement records the action and concludes such an item of business.

The Reference Committee in reporting on a resolution which, in its opinion should not be adopted, it so recommends. The Chair places the resolution before the House for discussion. In the absence of other motions from the floor, the Chair at the appropriate time, places the question on adoption of the resolution, making it clear that the Reference Committee has recommended a vote in the negative. The vote, however, is on the resolution, not on the Reference Committee's recommendation.

The Reference Committee is reporting on a resolution or report that it feels should be transmitted for further consideration to the Board of Trustees, or through the Board to an appropriate council or committee, it so recommends. The Chair places the original matter before the House for discussion. It may be that the House prefers to adopt this matter, amend it, or postpone it, any one of which it is free to do; or the House may wish to follow the Reference Committee's recommendation. If there is no motion from the floor, the chair will put the motion on the recommendation of the Reference Committee “to refer.” If this fails to pass, the motion is again on the adoption of the resolution or report.

The Reference Committee is reporting on a resolution or report that it wishes to amend by addition, deletion, or substitution. In order to permit the normal procedures for parliamentary handling, the matter that is placed before the House for discussion is the amended version as presented by the Reference Committee together with the recommendation for its adoption. It is then in order for the House to apply to this Reference Committee version amendments of the first and second degree in the usual fashion. Such procedure is clear and orderly and does not preclude the possibility that someone may wish to restore the matter to its original unamended form. This may be accomplished quite simply since it may be moved to amend the Reference Committee version by restoring the original language.

The Reference Committee is reporting on two or more similar resolutions or reports and, it wishes to recommend a consolidation into a single resolution, or it wishes to recommend adoption of one of these items in its own right and as a substitute for the rest. For orderly handling, the matter before the House for consideration is the recommendation of the Reference Committee of the substitute or consolidated version. A motion to adopt this substitute is a main motion and is so treated. If the Reference Committee's version is not adopted, the entire group of proposals has been rejected, but it is in order for any delegate to then propose consideration and adoption of any one of the original matters.
Form of Action on Reports and Resolutions. There should be clear understanding of the precise effect of the language used in disposing of items of business. There has been variance in interpretation of such proposals as to accept for information, to approve in principle, or to approve, accept or adopt. In the interest of clarity, the following recommendations are offered so that the House may accomplish its intent without misunderstanding.

When the House wishes to acknowledge that a report has been received and considered, but that no action upon it is either necessary or desirable, the appropriate proposal for action is that the report be filed. For example, a report that explains a government program or regulation, or clarifies the issues in a controversial matter, may properly be filed for information. This does not have the effect of placing the Society on record as approving or accepting responsibility for any of the material in the report.

When a report offers recommendations for action, these recommendations may be adopted, approved, or accepted, each of which has the effect of making the Society responsible for the matter. In the interest of clarity, the use of the terms accepted for information or approved in principle should be avoided. The term endorse means to express definite approval of--implying a commitment to implementation not otherwise expressed.

When the House does not wish to assume responsibility for the recommendation of a report in its existing form, it may take action to refer back to committee, to refer elsewhere, to reject the report in entirety or in specific part or to adopt as amended.

The House of Delegates should take a definite action on resolutions and, only if necessary, reaffirm current policy. In the event that no action is the only appropriate posture for the Society with respect to a particular resolution, the Chair of the Reference Committee after consultation with the Speakers, may place such resolution on the consent calendar in a category designated no action. Such a motion, if adopted, is the equivalent of a motion to postpone indefinitely, and results in suppression of the resolution for the current meeting and in effect quashes it.

PARLIAMENTARY PROCEDURES IN THE HOUSE:

It is necessary in an assembly of approximately 200 delegates to insist that each individual speaking to an issue be recognized by the presiding officer, be at a microphone, and be properly identified for those who transcribe the proceedings.

Note. Depending on time constraints, the Speakers may suggest adopting a rule that no member may speak longer than two and one half minutes, 90 seconds in rebuttal or more than twice on any subject except by consent of the Speaker. In the absence of specific provisions to the contrary in the Bylaws or in these procedures, the House shall be governed by The American Institute of Parliamentarians: Standard Code of Parliamentary Procedure, current edition [see Principal Rules Governing Motions.

A few comments on specific procedures may be helpful:

The motion to Refer. If it is desired that a matter be referred to the Board of Trustees or through the Board to the appropriate council or committee, it should be specifically indicated if a report back to the House of Delegates is desired and when. Without such a directive, the matter of reporting back and its timing is up to
the body receiving the referral. If the motion to Refer is adopted, all pending or adopted amendments as well as the subject are referred. All referrals to specific councils are made through the Board of Trustees.

**The motion to Reconsider.** If a motion to Reconsider is sustained, the situation reverts to the exact position it occupied prior to its previous disposition, e.g., the action that is being reconsidered.

**The motion to Amend something already adopted.** Not infrequently it becomes desirable on the basis of afterthought or further consideration to modify an action that already has been taken. If the modification is a simple addition to the action taken, rather than a substantive change, it is not necessary to reconsider. A motion to Amend the previous action is in order, and it becomes a main motion.

**The previous question or a motion to vote immediately.** The previous question is perhaps sufficiently entrenched to merit preservation, but its modern counterpart, a motion to vote immediately, should be entertained as the preferred equivalent. It requires a two-thirds affirmative vote to sustain (uphold) such a motion. It is, in effect, a statement by the assembly that it has heard enough and wishes to vote on the matter at hand at once. It applies only to the immediately pending question unless the delegate making the motion to vote immediately qualifies the motion by specifically stating that it applies to all pending questions. A motion to vote immediately on all pending matters will only be accepted if the Speaker rules that both sides have been heard on all pending matters. In the event such a motion prevails, the House must act without further debate on the item of business and on all pending amendments in proper order of precedence.

The Speaker will not recognize the motion to vote immediately or terminate debate as being “in order” if it is added at the conclusion of a significant discussion of the immediately pending question. At the option of the Speaker, a motion to vote immediately will not be accepted until the House has heard at least one speaker representing each side of the issue.

**Withdrawal of a Resolution.** Occasionally the sponsor of a resolution becomes persuaded that the resolution is somehow inappropriate or inaccurate. At any time prior to the acceptance of the resolution as the business of the House, with referral to a Reference Committee, the sponsor may withdraw the resolution, and it then does not become the business of the House. After referral to a Reference Committee, it is the business of the House. At the time of the Reference Committee hearings, the sponsor may become persuaded to withdraw the resolution, and may suggest to the Reference Committee that withdrawal would be preferable to other action. If the Reference Committee agrees, and the sponsor concurs, it may recommend to the House in its report to withdraw the resolution. A majority vote in the affirmative accomplishes withdrawal.

**AMENDMENTS TO THE CONSTITUTION AND BYLAWS:**

The procedure for amending the Constitution and Bylaws is delineated in those documents.

**IF YOU WANT THE SPEAK BEFORE THE HOUSE:**

If you wish to speak during a meeting of the House of Delegates, go to the nearest microphone and wait to be recognized by the presiding officer. Before making your statement, please identify yourself by name and affiliation (county, specialty society, or section or whether speaking as an individual), any conflicts of interest and your position pro or con. Otherwise, the Speaker may interrupt you and request you to do so.

**SUGGESTIONS AND REMINDERS:**
Here are a few additional suggestions and reminders to help you prepare to function efficiently as a member of the House of Delegates: Read the Bylaws of MSNJ (available at www.msnj.org website) so you have a good working knowledge of the organizational structure, rules, and procedures.

Acquaint yourself with all resolutions, proposals, or policies that your county medical society, specialty society, or section plans to present at the meeting.

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