



**Humboldt-Del Norte County Medical Society • Mendocino - Lake County Medical Society
Napa County Medical Society • Solano County Medical Society
Sonoma County Medical Association**

DISTRICT X DELEGATION BYLAWS

ARTICLE I - NAME

The name of the organization is the Tenth District Delegation of the California Medical Association (hereinafter referred to as the Delegation).

ARTICLE II - PURPOSES

The purposes of the organization are to: 1) provide effective representation to the California Medical Association (CMA) House of Delegates (HOD) and Board of Trustees (BOT) on behalf of District X members; 2) provide a forum for discussion of business coming before the HOD **during the year-round process**; and 3) provide a mechanism for cohesive and responsive leadership of the Delegation.

ARTICLE III - MEMBERSHIP / REPRESENTATION

- A. District X is defined in CMA Bylaws as consisting of Del Norte, Humboldt, Lake, **Marin**, Mendocino, Napa, Solano, and Sonoma counties.
- B. District X component medical societies (CMS) are the Humboldt-Del Norte County Medical Society (HDNCMS), Mendocino-Lake County Medical Society (MLCMS), Napa County Medical Society (NCMS), Solano County Medical Society (SCMS), and Sonoma County Medical Association (SCMA).
- C. The Delegation shall consist of District X CMA delegates and alternate delegates, District X CMA Trustees, and CMA president-elect, president, past presidents, and/or executive committee members residing or practicing in District X.
- D. Those listed below shall be regularly invited guests provided opportunity to participate in discussion, but shall not have the right to vote or hold office:
 1. Presidents and presidents-elects of the District X medical societies.

2. CMA specialty society delegates and alternate delegates practicing in District X.
3. American Medical Association (AMA) delegates and alternate delegates representing District X.
4. Delegates and alternate delegates attending the HOD who practice or live in District X representing mode of practice forums, OMSS, Medical Student Section, Resident Fellowship Section, and Young Physician Section.

E. In case of dispute regarding who properly represents a body within the Delegation, clarification shall be by certification by the organization whose representation is in dispute.

ARTICLE IV - PROCEDURE

A. The current edition of American Institute of Parliamentarians Standard Code (2012) shall govern this organization, except as specifically provided for by the bylaws or adopted rules.

B. In the event of conflict, CMA bylaws shall supersede these bylaws.

C. Twenty percent (20%) of the delegation (ARTICLE III. C.) shall constitute a quorum for meetings of the Delegation so long as representatives from three (3) CMS are represented.

ARTICLE V - VOTING PROCEDURES

A. Delegation business shall be conducted by majority vote of those present at convened meetings, except in the following instances:

1. Election of Officers and Trustees.
2. Special Delegation business as designated by agreement of the Delegation chair and vice-chair or by two-thirds (2/3) vote of the Delegation.

B. Election by mail shall be announced by the Delegation chair eight (8) weeks or more prior to the close of the period of receipt of ballots.

1. Four (4) weeks shall be allowed for filing of nominations and distribution of campaign materials.
2. Ballots shall be distributed within two (2) weeks of the close of nominations and at least two (2) weeks shall be allowed for their return.
3. Two (2) members will count ballots, one from each CMS designated by the Chair, on the first business day following the date ballots are due and not less than seven (7) days from that date.

4. Election results shall be announced by a general mailing (postal, fax, or e-mail) to the Delegation members and will include the vote tally.

C. Special business conducted by mail vote:

1. The business to be transacted shall be expressed as a motion and asked for approval or disapproval.
2. The Delegation Chair shall announce the motion eight (8) weeks prior to the close of balloting.
3. Four (4) weeks shall be allowed for pro and con arguments to be circulated by interested parties.
4. Ballots shall be distributed no sooner than four (4) weeks or no later than six (6) weeks from the date of the announcement.
5. Two (2) weeks will be allowed for the return of ballots.
6. Ballots will be counted and the results reported in the same fashion as for mail elections.

ARTICLE VI - OFFICERS

A. Delegation Officers shall be the Chair and Vice-Chair and should not be from the same District X CMS, except when a candidate is unavailable from one of the other CMS's.

B. Election of Officers:

1. Election shall be by secret written ballot by majority vote of the members present at the annual organizational meeting at the HOD. In event of an uncontested nomination, election by acclamation is permitted. The election results shall be announced with a tally count before any motion to adjourn can be acted upon.
2. In event an Officer is unable to complete a term of office, a special election shall be held at the next regular meeting. If the next regular meeting is scheduled to be six (6) or more months in the future, the election may take place by mail, as specified in Article V, Paragraph B.

C. The term of office shall be for two (2) years. Officers may be re-elected for up to five (5) consecutive terms in any one office. The Officer will serve until a successor has been chosen.

D. Duties:

1. The Chair
 - a. Shall preside at all meetings and caucuses.
 - b. Shall serve as liaison to other CMA District Delegations.
 - c. Shall represent the Delegation at meetings of Delegation Chairs called by the Speaker of the CMA House of Delegates.
 - d. Shall submit nominations for service on CMA Councils and Committees.
 - e. Shall call for resolutions to be submitted to the CMA year-round process.
 - f. Shall appoint Delegation committees and a parliamentarian, as deemed appropriate and necessary.
2. The Vice Chairperson:
 - a. Shall serve as Chair in the absence of the Chair.
 - b. Shall assist the Chair in conducting meetings and caucuses.
 - c. Shall report on the status of resolutions submitted by the Delegation to the immediate past CMA HOD.
 - d. Shall carry out other duties as assigned by the Chair.

ARTICLE VII - MEETINGS AND CAUCUSES

- A. Caucuses by conference call will be held quarterly by the Delegation through the CMA Year-Round HOD process for purposes of discussion of any pertinent business. There will be at least one in-person meeting during the year in addition to the caucus at the HOD.
- B. Additional caucuses shall be called at the request of six (6) or more Delegation members.
- C. Additional meetings may be called by the Chair or upon written request of at least thirty percent (30%) of the Delegation representing at least fifty percent (50%) of the District X CMS's.
- D. Order of Business of Meetings:

1. Call to Order.
2. Minutes of previous meeting.
3. Reports of Officers.
4. Reports of Trustee, AMA Delegates and AMA Alternate Delegates.
5. Committee reports.
6. Other business.

E. Annual Organization Meeting Specific Business:

1. Election of Officers.
2. Status of District X resolutions adopted during the preceding quarter to be given by Delegation Vice-Chair.
3. Suggestions for resolutions for the CMA Year-Round Process.

ARTICLE VIII - VOTING RIGHTS

All members of the Delegation shall have equal voting privileges at all meetings and caucuses.

ARTICLE IX - HOUSE OF DELEGATES RESOLUTIONS

In accordance with CMA Bylaws, any member may submit a resolution through the on-line process to CMA, however must be introduced by a Delegate or Alternate Delegate.

**ARTICLE X - TRUSTEES, AMA DELEGATES AND ALTERNATE
DELEGATES, MODE OF PRACTICE FORUM REPRESENTATIVES, COUNCIL
ON LEGISLATION AND CALPAC REPRESENTATIVES**

A. Trustees shall be elected for a three year term so as to equally represent each District X CMS on the CMA Board of Trustees and will regularly report back to the Delegation at the quarterly meetings/caucus. Written reports for distribution are encouraged. Election will be held at the end of HOD when needed.

B. AMA delegates and alternate delegates:

1. District X AMA members shall act as a nominating committee for elections of AMA delegates and alternate delegates.
2. Any District X AMA member may make additional nominations.
3. District X AMA delegates and alternate delegates shall be elected by the District X AMA membership (per CMA bylaws).
4. In the event of the inability of an AMA delegate to serve, the District X Delegation shall nominate and elect a replacement for the unexpired term within 120 days.

C. Mode of Practice Forum Representatives shall be elected to represent District X Delegation in accordance with CMA ByLaws.

D. District X Delegation representative to the CMA Council on Legislation shall be elected annually to serve on a fiscal year.

E. Cal Pac Representatives shall be elected for Senate District 2 and Senate District 3 for a one year term to serve on a fiscal year.

F. Resident Delegate. Whenever possible, District X Delegation should have at least one Resident Delegate in accordance with CMA Bylaws.

G. "Monitors" will be assigned for all CMA Councils and Committees and will be responsible for monitoring resolutions and testimony on that Council/Committee and reporting back to the Delegation during caucus. Lead Monitor will be responsible for posting District X testimony and any position taken on resolution.

ARTICLE XI - STAFFING

A. Staff of the District X CMS the Delegation Chair represents shall coordinate Delegation activities for that year with the assistance of the other county executive staff as needed.

ARTICLE XII - FISCAL MATTERS

A. The fiscal year shall be July 1 through June 30

B. Each District X CMS shall be responsible for its share of the Delegation expenses and shall pay such share within sixty (60) days of receipt of billings.

ARTICLE XIII - RATIFICATION AND AMENDMENT OF BYLAWS*

These bylaws may be adopted or amended by majority vote of fifty percent (50%) plus one person of the total members of the Delegation, either in person or represented in writing, with such amendments going into effect immediately thereafter. Any proposed bylaws changes must be circulated to the Delegation at least 24 hours prior to a vote on the proposed changes.

Approved November 28, 2018