



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS®

20N. WACKER DR., STE. 1575
CHICAGO, ILLINOIS 60606

**AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS
65th HOUSE OF DELEGATES
September 25, 2021**

Houston Westin Galleria Hotel – Houston, Texas

Deborah Novak, CMA (AAMA)	Speaker of the House
Monica Case, CMA (AAMA)	Vice Speaker of the House
Janice Caplan, CMA-A (AAMA)	Parliamentary Advisor (on site)
Carol Clapp, CMA (AAMA), CPC	Parliamentary Advisor (virtual)
Lisa Lee, CMA (AAMA)	Timekeeper
Carolyn Fuller, CMA (AAMA)	Nominee scribe
Paula Cooke, CMA (AAMA)	Sergeant-at-Arms
Lori Rager, CMA (AAMA)	Sergeant-at-Arms

CALL TO ORDER

Speaker Novak called the 65th House of Delegates (HOD) to order at 8:21 a.m. (Central Time).

OPENING CEREMONIES

Colors were presented by VFW Post 8790 Spring Branch. The Pledge of Allegiance was led by President Debby Houston, CMA (AAMA). The National Anthem was sung by Alyssa Bogar.

INTRODUCTIONS

Speaker Novak introduced the following individuals in attendance at the opening session:

Speaker of the House Deborah Novak, CMA (AAMA); Vice Speaker of the House Monica Case, CMA (AAMA); On site Parliamentary Advisor Janice Caplan, CMA-A (AAMA), virtual Parliamentary Advisor Carol Clapp, CMA (AAMA).

AAMA Board of Trustees:

Trustee Sherry Bogar, CMA (AAMA); Trustee Shelley Gingrich, CMA (AAMA)—participating remotely; Trustee Claire Houghton, CMA (AAMA); Trustee Rebecca Surratt, CMA (AAMA); Trustee Aimee Wicker, CMA (AAMA); Immediate Past President Sue Hawes, CMA (AAMA); Secretary-Treasurer Virginia Thomas, CMA (AAMA); Vice President Patty Licurs, CMA (AAMA); President Debby Houston, CMA (AAMA).

Past AAMA Presidents:

1992 Mary Lou Allison, CMA-C (AAMA), Life Member
1993 Janice Caplan, CMA-A (AAMA), Life Member



1994 Geneva Straughan, CMA-A (AAMA)
1995 Cheryl Vineyard, CMA (AAMA), Life Member
2000 Joyce Nakano, CMA (AAMA), Life Member
2001 Mary Dey, CMA-AC (AAMA)
2007 Rebecca Walker, CMA (AAMA)
2010 Boni Bruntz, CMA-A (AAMA), Life Member
2012 Ann Naegele, CMA (AAMA), Life Member
2013 Chris Hollander, CMA (AAMA)
2016 Paula Purdy, CMA (AAMA)
2017 Julie Flaatten, CMA (AAMA)
2018 Lisa Lee, CMA (AAMA)

Executive Office staff:

Chief Executive Officer Donald Balasa, JD, MBA; Chief Operating Officer Nikki Hochschild, MBA; Director of Certification Katie Gottwaldt; Associate Director of Operations and Certification Manager Lee Rumpel; Communications Director and Managing Editor of *CMA Today* Miranda Sanks; Creative Lead and Marketing Manager Gina Lang; Social Media and Marketing Manager Felicia Eldridge; Public Relations and Marketing Manager Francesca Llanos

REPORT OF THE CREDENTIALS COMMITTEE

Mary Gambrell, CMA (AAMA), chair of the Credentials Committee, presented the report. The possible voting power of the House was 157. The number of delegates registered for the opening session was 134. The number of proxy votes was 21. Total voting power of the House was 155. A quorum was present. A majority vote was determined to be 79 and a two-thirds vote was 103.

There were no objections, and the report was accepted by general consensus as the official roll call of voting power of this session of the House, subject to change by supplemental report.

APPROVAL OF HOUSE AGENDA

MOTION: TO APPROVE THE AGENDA OF THE HOUSE OF DELEGATES.
(Terri Slinker CMA (AAMA) – Kentucky / Karen Pershing, CMA (AAMA) – Indiana)

THE MOTION CARRIED.

ORIENTATION AND RULES



Vice Speaker Case announced that the delegates had been sent the Delegates Packet 60 days in advance, in accordance with AAMA Bylaws. Therefore, the reading of the “Guide for Delegates” (including the “General Rules of the House”) was dispensed with.

MOTION: TO ACCEPT THE RULES OF THE HOUSE.

(Don Miller, CMA (AAMA) – Wisconsin /Cyndi Baird, CMA (AAMA) – Idaho)

THE MOTION CARRIED.

COMMITTEES AND TELLERS, PAGES, SERGEANT-AT-ARMS

Katherine Gottwaldt, Director of Certification will take the minutes of the House. A Minutes Committee will be appointed to review these minutes. The Committee will consist of the current Speaker of the House, the current Vice Speaker, and two members of the Board of Trustees.

The timekeeper for this session of the House is: Lisa Lee, CMA (AAMA)

Our Sergeant-at-Arms: Paul Cooke, CMA (AAMA) and Lori Rager, CMA (AAMA)

Pages are stationed around the room, identified by their sashes. If you have a message for anyone in the delegation, or for the Speaker, Vice Speaker, or Parliamentary Advisor, please raise your hand and one of the pages will deliver your message. Please include the name and state of the intended recipient.

Scribe: Carolyn Fuller, CMA (AAMA)

SUPPLEMENTAL REPORT OF THE BOARD OF TRUSTEES

Debby Houston, CMA (AAMA), AAMA President, presented a supplemental report of the Board of Trustees. The report is on file.

Since submitting a report for the Delegates Packet, the Board of Trustees has done the following:

- Conducted meetings on Friday, September 24, 2021, during the 2021 Annual Conference.
- Approved appointments to the Continuing Education Board (CEB) task forces.
- Conducted three email ballots for the Marketing Committee Team,
 - Approve the MarCom T-Shirts logo.
 - Approve the MarCom Video Contest.
 - Approve the MarCom purchase of additional static clings for member to order.
- Reviewed final discussion for two new projects.



- Advisory Task Force project.
- Career Professional Development Committee.
- Approved South Carolina, Myrtle Beach for the hosting state for 2022 Annual Conference.
- Continued active participation in the alliance with CASAT, to bring awareness regarding Fetal Alcohol Spectrum Disorders (FASD).
- Continued our participation with the National Colorectal Cancer Round Table and the American Cancer Society.
- The 2019-2021 BOT has worked diligently throughout the year on behalf of the organization, our members, and the profession. I would like to thank them for their commitment and dedication.
- Copies of this report will be available in the Reference Committee hearings and in the evening session of the House of Delegates (HOD).

REPORT OF THE NOMINATING COMMITTEE

Speaker Novak called for the report of the Nominating Committee. Sue Hawes, CMA (AAMA), chair of the committee, presented the slate of candidates for 2021-2022 who met the qualifications as outlined in AAMA Bylaws:

Vice President:	Deborah Novak, CMA (AAMA)
Speaker of the House	Monica Case, CMA (AAMA)
Vice Speaker of the House	Aimee Wicker, CMA (AAMA)
Trustee	Sherry Bogar, CMA (AAMA)
Trustee	Claire Houghton, CMA (AAMA)
Trustee	Natasha Geno, CMA (AAMA)
Trustee	Candy Miller, CMA (AAMA)
Trustee	Diana Rogers, CMA (AAMA)
Trustee	Jane Seelig, CMA (AAMA)
Trustee	Sandra Williams, CMA (AAMA)

Speaker Novak noted that no nominations intended to be made from the floor of the House had been received (as per AAMA Bylaws) for the offices of Vice President, Speaker of the House, Vice Speaker of the House, or Trustee. Therefore, the nominations were closed.

2021-2022 Nominating Committee

Vice Speaker Case explained the duties of the Nominating Committee:

- To solicit, screen and present a slate of nominees for officer and trustee positions;
- To review and verify the qualifications of candidates in accordance with *AAMA Bylaws*;
- To complete and return approval forms to the chair prior to the designated deadline;
- To give prompt attention to all correspondence and notify chair immediately if unable to fulfill assignments for any reason;



- To attend the following year's conference to be available to process nomination forms, if necessary.

Vice Speaker Case explained the applicable *AAMA Bylaws*, under Article IX, Section 1A:

- Four members shall be elected by ballot by the House of Delegates, following nominations from the floor.
- A plurality vote will elect.
- If there is a tie between the candidates receiving the fourth highest number, another ballot shall be taken to determine the successful candidate.
- There shall be only four members from four different states serving on the committee.
- If two candidates are nominated from the same state, the one receiving the highest number of votes will be elected.

Vice Speaker Case opened the floor for nominations for members of the Nominating Committee for the year 2021-2022.

A delegate from Ohio, Melanie Shearer, nominated Aimee Quinn, CMA (AAMA).

A delegate from South Carolina, Stephanie Dotson, nominated Jacquelin Harris, CMA (AAMA).

A delegate from North Carolina, Betty Jones, nominated Summer O'Neal, CMA (AAMA).

A delegate from Wisconsin, Julie Flaatten, nominated Kim Cooper, CMA (AAMA).

A delegate from Tennessee, Tonya Milam, nominated Dawn Alter, CMA (AAMA).

Hearing no further nominations, the nominations for the Nominating Committee were closed

Speaker Novak thanked the Nominating Committee and informed the delegates and alternates that the candidates would be available in the "Meet the Candidates" session following the morning session of the House. She announced that the voting would take place electronically, in the evening session of the House.

REFERENCE COMMITTEE HEARINGS

Speaker Novak announced the order for Reference Committee Hearings, beginning at 1 p.m.: Reports, Bylaws. There were no Resolutions submitted for the consideration of the House.

There were no further announcements.

RECESS

Speaker Novak recessed the House at 9:24 a.m.

RECONVENE

Speaker Novak reconvened the House at 6:52 p.m.

REPORT OF THE CREDENTIALS COMMITTEE



Mary Gambrell, CMA (AAMA), chair of the Credentials Committee, presented the report. The possible voting power of the House was 157. The number of delegates registered for the opening session was 131. The number of proxy votes was 22. Total voting power of the House was 153. A quorum was present. A majority vote was determined to be 78 and a two-thirds vote was 102.

There were no objections, and the report was accepted by general consensus as the official roll call of voting power of this session of the House, subject to change by supplemental report.

ELECTION VOTING

Electronic voting was conducted for the election of AAMA Officers and Trustees. This included delegates present in the room and delegates participating remotely (from the states of Connecticut, Massachusetts, Nevada, and Pennsylvania). Jessica Mancini, of Turning Technologies, conducted the electronic vote. Clare Ley, CMA (AAMA), chair of the Tellers Committee, along with her Tellers, distributed the electronic voting devices. Due to incorrectly typed information of the Vice Speaker of the House position and the Nominating Committee position, a revote was taken. Upon completion of the voting process, Ms. Ley and Ms. Mancini retired to a separate room to prepare the report.

EULOGIES

- Rebecca Walker, CMA (AAMA), 2007 AAMA President and Regent of the Society of Past Presidents, presented a eulogy for 1974 President Marian Cooper, CMA-C (AAMA), from the state of Pennsylvania, who passed away in 2019.
- President Debby Houston, CMA (AAMA), presented a eulogy for 2002 President Julianna Drumheller, CMA (AAMA), from the state of Virginia, who passed away in 2019.
- Cindy Baird, CMA (AAMA), President of the Idaho State Society, presented a eulogy for 2003 President Luella Wetherbee, CMA (AAMA), CPC, from the state of Idaho, who passed away in 2021.
- Lori Rager, CMA (AAMA), presented a eulogy for past Sergeant-at-Arms, Mary Frances Burton, CMA (AAMA), from the state of Illinois, who passed away in 2020.

REFERENCE COMMITTEE REPORT ON REPORTS

Paula Purdy, CMA (AAMA), chair of the committee, presented the report. The Reference Committee on Reports met in the Galleria Ballroom at the Houston Westin Galleria Hotel, at 1:00 p.m. on Saturday, September 25, 2021. Approximately 200 members were present. The Ex Officio members attending the meeting were Virginia Thomas, CMA (AAMA) and Claire Houghton, CMA (AAMA). Following the hearing, the Reference Committee met in Executive Session at 4:22 p.m. in the Sage Room.



The Reference Committee moved that the following reports be accepted and filed for future reference (editorial revisions, if any, to be made as noted): Board of Trustees, Board of Trustees Supplemental, President Houston, CMA (AAMA), CPC; Vice President Licurs, CMA (AAMA), CPC; Immediate Past President Hawes, CMA (AAMA), MBA, RHIT, FACMPE; Secretary-Treasurer Thomas, CMA (AAMA); Speaker of the House Novak, CMA (AAMA); Vice Speaker of the House Case, CMA (AAMA). *The motion carried, by voice vote.*

The Reference Committee moved that the reports of the following Trustees be accepted and filed for future reference: Sherry Bogar, CMA (AAMA); Shelley Gingrich, CMA (AAMA); Claire Houghton, CMA (AAMA); Rebecca Surratt, CMA (AAMA); Aimee Wicker, CMA (AAMA), PCMH CCE. *The motion carried, by voice vote.*

The Reference Committee moved that the following AAMA Executive Office reports be accepted and filed for future reference: Chief Executive Officer and Legal Counsel Balasa, JD, MBA; Chief Operating Officer Hochschild, MBA. *The motion carried, by voice vote.*

The Reference Committee moves that the reports of the following Committees be accepted and filed for future reference: Ad Hoc Higher Education Resources, Annual Conference, Awards, Bylaws and Resolutions, Career Professional Development, Documents, Editorial Advisory, House of Delegates Minutes, Nominating, Social Media Committee, Strategic Issues Planning. *The motion carried, by voice vote.*

The Reference Committee moved that the reports of the following Strategy Teams be accepted and filed for future reference: Leadership Development, Marketing, Membership Development. *The motion carried, by voice vote.*

The Reference Committee moved that the reports of the following Task Forces be accepted and filed for future reference: Advisory, Partnership. *The motion carried, by voice vote.*

The Reference Committee moved that the reports of the following Boards and Councils be accepted and filed for future reference: Certifying Board, Continuing Education Board, Judicial Council. *The motion carried, by voice vote.*

REPORT OF THE TELLERS COMMITTEE

Clare Ley, CMA (AAMA), chair of the Tellers Committee, presented the report. The polls were conducted electronically at 7:30 p.m. Delegates were properly certified by the Credentials Committee. There were 131 votes, with 22 proxy votes, for a total of 153 votes.

VICE PRESIDENT:

Candidate Deborah Novak, CMA (AAMA)

Total votes for: 142



SPEAKER OF THE HOUSE:

Candidate Monica Case, CMA (AAMA) Total votes for: 147

VICE SPEAKER OF THE HOUSE:

Candidate Aimee Wicker, CMA (AAMA) Total votes for: 140

TRUSTEE:

Candidate Sandra Williams, CMA (AAMA) Total votes for: 120

Candidate Jane Seelig, CMA-A (AAMA) Total votes for: 105

Candidate Natasha Geno, CMA (AAMA) Total votes for: 103

Candidate Candy Miller, CMA (AAMA) Total votes for: 92

Candidate Diana Rogers, CMA (AAMA) Total votes for: 76

Candidate Sherry Bogar, CMA (AAMA) Total votes for: 83

Candidate Claire Houghton, CMA (AAMA) Total votes for: 52

NOMINATING COMMITTEE:

Kim Cooper, CMA (AAMA) Total votes for: 115

Summer O'Neal, CMA (AAMA) Total votes for: 114

Aimee Quinn, CMA (AAMA) Total votes for: 110

Jacquelin Harris, CMA (AAMA) Total votes for: 107

Dawn Alter, CMA (AAMA) Total votes for: 106

Speaker Novak thanked Chair Ley and her committee and announced the results of the election:

Vice President: Deborah Novak, CMA (AAMA)

Speaker of the House Monica Case, CMA (AAMA)

Vice Speaker of the House Aimee Wicker, CMA (AAMA)

Trustees
Sherry Bogar, CMA (AAMA)
Natasha Geno, CMA (AAMA)
Candy Miller, CMA (AAMA)
Jane Seelig, CMA-A (AAMA)
Sandra Williams, CMA (AAMA)

Nominating Committee:

Kim Cooper, CMA (AAMA)

Summer O'Neal, CMA (AAMA)

Jaquelin Harris, CMA (AAMA)

Aimee Quinn, CMA (AAMA)



324
325 **REFERENCE COMMITTEE REPORT ON BYLAWS**

326 Donna Gibbins, CMA (AAMA), chair of the committee, presented the report. The Reference
327 Committee on Bylaws met in the Galleria Ballroom at the Houston Westin Galleria Hotel, at 2:00
328 p.m. on Saturday, September 25, 2021. Approximately 200 members were present. The Ex Officio
329 members attending the meeting were Aimee Wicker, CMA (AAMA) and Sherry Bogar, CMA
330 (AAMA). Following the hearing, the Reference Committee met in Executive Session at 4:15 p.m. in
331 the River Oaks Room.

332
333 The proposed amendments to AAMA Bylaws were voted on electronically, as conducted by Jessica
334 Mancini of Turning Technologies.

335
336
337 **PROPOSED BYLAWS AMENDMENT 21-01**

338
339 ARTICLE X – OFFICERS AND TRUSTEES; TERM OF OFFICE, VACANCY IN OFFICE, REMOVAL
340 FROM OFFICE. SECTION 3

341
342 **PROPOSED WORDING**

343 ARTICLE X – OFFICERS AND TRUSTEES: TERM OF OFFICE, VACANCY IN OFFICE, **Failure to**
344 **perform duties**

345
346 SECTION 3. **Failure to perform duties or to pay dues by December 31st.** An Officer or Trustee
347 who fails to perform the required duties shall be **requested to resign by two-thirds vote of** the
348 Board of Trustees. **If said individual refuses to resign the matter shall be brought to the**
349 **attention of the current House of Delegates for a decision.**

350
351 **An officer or trustee who does not pay dues by December 31st for each year in office shall be**
352 **deemed to have resigned from office.**

353
354 The Reference Committee on Bylaws moves to amend Amendment 21-01 by adding after the
355 word “duties”: **“give just cause for removal,..”**

356
357 **Amendment to Proposed Bylaws Amendment 21-01 passed.**

358
359 **Amendment 21-01 AS AMENDED passed.**

360
361
362 **PROPOSED BYLAWS AMENDMENT 21-02**

363
364 ARTICLE XVI – EXECUTIVE OFFICE



PROPOSED WORDING

Remove all of Article XVI.

Amendment 21-02 passed.

PROPOSED BYLAWS AMENDMENT 21-03

ARTICLE XXI – DISSOLUTION

PROPOSED WORDING

A meeting of the House of Delegates must be called to discuss any proposal to dissolve the AAMA. Such dissolution proposal must be approved by a two-thirds vote of the House of Delegates. In the event of dissolution of the AAMA, the Board of Trustees shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the Delegates at a meeting called for the purpose of dissolution.

Amendment 21-03 passed.

PROPOSED BYLAWS AMENDMENT 21-04

ARTICLE VII – DUES. SECTION 3

PROPOSED WORDING

To serve **and continue to serve** as a Delegate, an Alternate, an Officer, or a Trustee, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 **for each year of office** (the controlling time is that of sending, not that of receiving).

Amendment 21-04 passed.

PROPOSED BYLAWS AMENDMENT 21-05

ARTICLE XVIII – PUBLICATION. SECTION 3

PROPOSED WORDING



Section 3. The Editorial Advisory Committee shall serve, **in conjunction with AAMA staff**, as content consultants to the publication.

Amendment 21-05 *was defeated.*

Clarification was needed on whether the HOD was voting on the recommendation made by the Reference Committee or the proposed wording of the Bylaws. Vice Speaker Case confirmed that the HOD was voting on the proposed wording of the Bylaws and not the recommendation by the Reference Committee on Bylaws not to adopt.

Due to the confusion caused, there was a revote.

Amendment 21-05 *was defeated.*

PROPOSED BYLAWS AMENDMENT 21-06

ARTICLE XV – HOUSE OF DELEGATES. SECTION 2. C 1-2

PROPOSED WORDING

Section 2. C

1. Delegates and Alternates shall be Active or AAMA National Life members whose membership has not been revoked, as delineated in Article VI, Section 4.
2. The number of Delegates shall be determined by the Constituent Society's total Active and Associate membership **as of December 31st** of the membership year prior to the date on which names of Delegates and Alternates shall be submitted to the Speaker of the House.

Amendment 21-06 *passed.*

PROPOSED BYLAWS AMENDMENT 21-07

ARTICLE XV – HOUSE OF DELEGATES. SECTION 2. C 3

PROPOSED WORDING

Section 2. C.

1. Delegates and Alternates shall be elected to serve from the opening of the House of Delegates for the year elected until **the next convening of** the House of Delegates.

Amendment 21-07 *passed.*



PROPOSED BYLAWS AMENDMENT 21-08

ARTICLE XV – HOUSE OF DELEGATES. SECTION 3. D

PROPOSED WORDING

Section 3.

D. Emergency resolutions shall be submitted to the Speaker of the House **at least 14 calendar days prior to** the opening of the House of Delegates.

Amendment 21-08 *was defeated.*

PROPOSED BYLAWS AMENDMENT 21-09

ARTICLE XV – HOUSE OF DELEGATES. SECTION 4. C

PROPOSED WORDING

Section 4. Meetings.

C. In the event any Constituent Society is unable to be represented by the full complement of Delegates to which it is entitled, it may assign proxy votes to another Delegate from that Constituent Society. Such proxies shall be submitted in writing and shall be signed by **any Constituent Society officer.**

Amendment 21-09 *passed.*

PROPOSED BYLAWS AMENDMENT 21-10

ARTICLE II – PURPOSE

PROPOSED WORDING

The purpose of the American Association of Medical Assistants is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills, and professionalism required by employers and patients; protect medical assistants' right to practice; and promote effective, efficient health care delivery through optimal use of multiskilled **medical assistant professionals.**

Amendment 21-10 *was defeated.*



PROPOSED BYLAWS AMENDMENT 21-11

ARTICLE VIII – QUALIFICATIONS OF OFFICERS AND TRUSTEES. SECTION 4.

PROPOSED WORDING

Section 4.

A. A candidate for Vice President shall:

have been an elected member of the Board of Trustees for **four** complete AAMA years (an AAMA year is from annual meeting to annual meeting of the House of Delegates). **At least one of the four complete AAMA years served as an elected member of the Board of Trustees must have been as an AAMA officer as defined in Article VIII, Section 1.**

B. A candidate for Secretary-Treasurer shall:

have served a **minimum of three** complete **AAMA** years as a member of the Board of Trustees. **An AAMA year is from annual meeting to annual meeting of the House of Delegates.**

C. A candidate for Speaker of the House of Delegates shall:

have served a **minimum of three** complete **AAMA** years as a member of the Board of Trustees. **An AAMA year is from annual meeting to annual meeting of the House of Delegates.**

D. A candidate for Vice Speaker of the House of Delegates shall:

have served a **minimum of two** complete **AAMA** years as a member of the Board of Trustees

E. A candidate for Trustee shall:

1. have attended at least two previous AAMA meetings as a Delegate or served as Chair of the Certifying Board, Continuing Education Board, or the Medical Assisting Education Review Board; **and**
2. have served as one of the following: President, Vice President, President-elect, Speaker or Vice Speaker of a Constituent Society; **and**
3. have actively served for one **complete term** on: (1) a national committee; **or** (2) a national board (i.e., the Certifying Board, Continuing Education Board, or the Medical Assisting Education Review Board) or one of its committees, task forces or strategy teams; **or** (3) a national task force or strategy team whose medical assistant members are appointed or approved by the Board of Trustees.

Amendment 21-11 was defeated.

PROPOSED BYLAWS AMENDMENT 21-12

ARTICLE IX—NOMINATIONS AND ELECTIONS, SECTION 1. NOMINATIONS



PROPOSED WORDING

Section 1.

A. There shall be a Nominating Committee **consisting** of five members:

1. **The AAMA Immediate Past President shall be Chair.**
2. Four members shall be elected by the House of Delegates following nominations from the floor, with a plurality vote electing. **Each member must be serving as a current delegate, alternate delegate, or an active member in good standing present in the House of Delegates to accept the nomination.**
3. **Members of the Nominating Committee cannot submit their paperwork to run as a trustee or officer while currently serving on the committee.**

Amendment 21-12 was defeated.

PROPOSED BYLAWS AMENDMENT 21-18

ARTICLE XX – CONFERENCE

PROPOSED WORDING

There shall be an Annual Conference of the AAMA in a city and month approved by the Board of Trustees. **As specified in Article IX, Section 2, B, the Board of Trustees may cancel an Annual Conference if a state of emergency, as determined by the Board of Trustees, precludes the holding of an Annual Conference.**

Amendment 21-18 passed.

PROPOSED BYLAWS AMENDMENT 21-19

ARTICLE XV – HOUSE OF DELEGATES. SECTION 4. B

PROPOSED WORDING

Section 4. Meetings.

B. Special meetings of the House of Delegates **including meetings held at a time other than during an Annual Meeting** may be held at the call of the Board of Trustees by **electronic** notice **sent** to each member of the House of Delegates at least 30 **calendar** days in advance of such meetings. Notice will be sent by **electronic** mail with return receipt requested.

Amendment 21-19 was defeated.



PROPOSED BYLAWS AMENDMENT 21-16

ARTICLE XVII – CHIEF EXECUTIVE OFFICER. SECTIONS 2-5.

PROPOSED WORDING

ARTICLE XVII – **Executive Office Leadership**

Section 1. The Chief Executive Officer shall serve as the chief administrator of the AAMA in cooperation with and under the direction of the Board of Trustees. **The Chief Executive Officer may solicit grants or funds to advance the goals of the AAMA.**

Section 2. The Chief Operating Officer shall oversee all staff with appropriate communication to the Board of Trustees.

Section 3. The **Executive Office Leadership** shall be a member ex officio, without vote, of all boards, councils and committees except the Judicial Council and Nominating Committee.

Section 4. The **Executive Office Leadership** shall keep the Board of Trustees fully informed on the condition and operations of the AAMA.

Section 5. The **Executive Office Leadership** shall present to the membership an annual report of the AAMA activities including a **detailed line-item** financial statement.

Section 6. The Executive Office Leadership shall establish the organizational structure, supervision, and administration of the Executive Office Staff.

Amendment 21-16 passed.

PROPOSED BYLAWS AMENDMENT 21-17

ARTICLE XIX – FINANCES. SECTIONS 2-4

PROPOSED WORDING

Section 2. Budget. The **Executive Office Leadership** shall prepare a **line-item** budget for the ensuing **fiscal** year for approval by the Board of Trustees **at its summer meeting**. The budget, as approved by the Board, shall be provided to the House of Delegates for its information.

Section 3. Fiscal year. The fiscal year of the Association shall be from July 1 through June 30.

The Executive Office Leadership shall oversee a compilation of the General Fund prepared and completed by an accounting firm no later than 90 calendar days after the close of the fiscal year that shall be submitted to the Board of Trustees immediately upon completion.

Section 4. Annual audit. The accounts of the Association shall be audited annually following the close of the fiscal year by a Certified Public Accountant **who does not perform any outsourced accounting work for the AAMA. The audit shall be completed no later than 150 calendar days**



after the close of the fiscal year and shall be presented to the Board of Trustees immediately upon completion. A copy of this audit shall be available to members for review, by appointment, in the Executive Office.

Amendment 21-17 passed.

PROPOSED BYLAWS AMENDMENT 21-14

ARTICLE XII – BOARD OF TRUSTEES. SECTION 1.

PROPOSED WORDING

Section 1. The Board of Trustees shall consist of the President, Vice President, Secretary-Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President, and at least five, but no more than seven Trustees. The **Executive Office Leadership**, Chair of the **Provider** Liaison Board, Certifying Board, Continuing Education Board, and the Medical Assisting Education Review Board (or their designees) shall be members ex officio, without vote. The President shall be Chair.

Amendment 21-14 passed.

PROPOSED BYLAWS AMENDMENT 21-13

ARTICLE XII – BOARD OF TRUSTEES. SECTION 1 AND SECTION 2 C and
ARTICLE XIII – BOARDS AND COUNCILS. SECTION 3.

PROPOSED WORDING

Article XII – Board of Trustees

Section 1. The Board of Trustees shall consist of the President, Vice President, Secretary-Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President, and at least five, but no more than seven Trustees. The **Executive Office Leadership**, Chair of the **Provider** Liaison Board, Certifying Board, Continuing Education Board, and the Medical Assisting Education Review Board (or their designees) shall be members ex officio, without vote. The President shall be Chair.

Section 2. The Board of Trustees shall:

- C. elect members to the **Provider** Liaison Board and appoint other committees as necessary at its meeting following the close of the annual House of Delegates meeting.

Article XIII – Boards and Councils



Section 3. The **Provider** Liaison Board shall consist of no more than **two providers, one to be appointed** in even years, and **one** in odd years. **Each provider shall serve for two AAMA years. A provider may not serve more than four consecutive years.**

Amendment 21-13 passed.

PROPOSED BYLAWS AMENDMENT 21-15

ARTICLE XII—BOARD OF TRUSTEES, SECTION 6. MANAGEMENT STEERING COMMITTEE

PROPOSED WORDING

Section 6.

1. The Management Steering Committee shall consist of the President, Vice President, Immediate Past President, Secretary-Treasurer, **Speaker, Vice Speaker and Executive Office Leadership.**

Amendment 21-15 was defeated.

PROPOSED BYLAWS AMENDMENT 21-20

ARTICLE XV – HOUSE OF DELEGATES. SECTION 5

PROPOSED WORDING

Section 5. In the event of an administrative emergency, declared as such by the Board of Trustees **and Executive Office Leadership after agreement is obtained in writing from House Counsel or Outside Counsel**, the Board may take a vote of the House of Delegates electronically **with return receipt requested** instead of calling a special meeting of the House of Delegates. Ballots shall be sent from and returned to the Executive Office electronically **no later than 15 calendar days after transmission from the Executive Office (the controlling time is that of sending, not that of receiving).**

Amendment 21-20 passed.

UNFINISHED BUSINESS

Speaker Novak announced that there was no unfinished business on the agenda.

NEW BUSINESS

Speaker Novak announced that there was no new business to bring before the House.



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692 The Vice Speaker thanked the House committees, sergeants-at-arms, past national Presidents,
693 scribe, and time keeper, for serving in the House of Delegates.

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695 **ADJOURNMENT**

696 Speaker Novak adjourned the 65th House of Delegates of the American Association of Medical
697 Assistants at 9:17 p.m.

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700 Submitted by:

701 Katherine Gottwaldt, Director of Certification