



AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS
66th HOUSE OF DELEGATES
October 22, 2022

Marriott Myrtle Beach Resort & Spa at Grande Dunes – Myrtle Beach, SC

Monica Case, CMA (AAMA)	Speaker of the House
Aimee Wicker CMA (AAMA)	Vice Speaker of the House
Janice Caplan, CMA-A (AAMA)	Parliamentary Advisor
Carol Clapp, CMA (AAMA)	Parliamentary Advisor
Lisa Lee, CMA (AAMA)	Timekeeper
Vicki Sokolnik, CMA (AAMA)	Nominee scribe
Karen Pershing, CMA (AAMA)	Sergeant-at-Arms
Lori Rager, CMA (AAMA)	Sergeant-at-Arms
Candace Miller, CMA (AAMA)	Sergeant-at-Arms, Ex Officio

CALL TO ORDER

Speaker Case called the 66th House of Delegates (HOD) to order at 8:06 a.m. (Eastern Time).

OPENING CEREMONIES

Colors were presented by North Strand American Legion Post 186. Color Guard Captain-Len Tobin Retired Army Lieutenant Colonel. The National Anthem was sung by Tawna Rogers, CMA (AAMA), delegate from South Carolina The Pledge of Allegiance was led by President Patty Licurs, CMA (AAMA)

INTRODUCTIONS

Speaker Case introduced the following individuals in attendance at the opening session.

AAMA Board of Trustees:

Trustee Sherry Bogar, CMA (AAMA); Trustee Rebecca Eldridge, CMA (AAMA); Trustee Natasha Geno, CMA (AAMA); Trustee Shelley Gingrich, CMA (AAMA); Trustee Candace Miller, CMA (AAMA); Trustee Jane Seelig, CMA-A (AAMA); Trustee Sandra Williams, CMA (AAMA);

AAMA Officers:

Vice Speaker of the House Aimee Wicker, CMA (AAMA); Speaker of the House Monica Case, CMA (AAMA); Immediate Past President Debby Houston, CMA (AAMA); Secretary-Treasurer Virginia Thomas, CMA (AAMA); Vice President Deborah Novak, CMA (AAMA); and President Patty Licurs, CMA (AAMA).

Past AAMA Presidents:



46 1992 Mary Lou Allison, CMA-C (AAMA), Life Member
47 1993 Janice Caplan, CMA-A (AAMA), Life Member
48 1994 Geneva Straughan, CMA-A (AAMA)
49 1995 Cheryl Vineyard, CMA (AAMA), Life Member
50 1997 Carol Clapp, CMA (AAMA), Life Member
51 2000 Joyce Nakano, CMA (AAMA), Life Member
52 2001 Mary Dey, CMA-AC (AAMA)
53 2006 Mary Dyer, CMA-A (AAMA)
54 2007 Rebecca Walker, CMA (AAMA)
55 2009 Kathryn Panagiotacos, CMA (AAMA)
56 2010 Boni Bruntz, CMA-A (AAMA), Life Member
57 2012 Ann Naegel, CMA (AAMA), Life Member
58 2013 Chris Hollander, CMA (AAMA)
59 2015 Charlene Couch, CMA (AAMA)
60 2016 Paula Purdy, CMA (AAMA)
61 2017 Julie Flaatten, CMA (AAMA)
62 2018 Lisa Lee, CMA (AAMA)
63 2019 Susan Hawes, CMA (AAMA)
64

65 Executive Office staff:

66 Chief Executive Officer and Legal Counsel Donald Balasa, JD, MBA; Director of
67 Certification Katie Gottwaldt; IT Consultant Michael Knight
68

69 Parliamentary Advisors:

70 AAMA Past President Janice Caplan, CMA-A (AAMA)
71 AAMA Past President Carol Clapp, CMA (AAMA)
72

73 COMMITTEES AND TELLERS, PAGES, SERGEANT-AT-ARMS
74

75 Katie Gottwaldt, Director of Certification, will take the minutes of the House. A Minutes
76 Committee will be appointed to review these minutes. The Committee will consist of the current
77 Speaker of the House, the current Vice Speaker, and two members of the Board of Trustees, to
78 be appointed by the Speaker.
79

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

81 Our Sergeants-at-Arms: Karen Pershing, CMA (AAMA), and Lori Rager, CMA (AAMA).
82

83 Pages are stationed around the room, identified by their sashes. If you have a message for anyone
84 in the delegation, or for the Speaker, Vice Speaker, or Parliamentary Advisors, please raise your
85 hand and one of the pages will deliver your message. Please include the name and state of the
86 intended recipient.
87

88 Scribe: Vicki Sokolnik, CMA (AAMA)
89

90 **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 162. The number of delegates registered for the opening session was 156. The number of proxy votes was 6. Total voting power of the House was 162. A quorum was present. A majority vote was determined to be 82 and a two-thirds vote was 108.

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.
(Cyndi Baird, CMA (AAMA) – Idaho / Joyce Hardee, CMA-A (AAMA) – Virginia)
THE MOTION CARRIED.

The Speaker recognized the Kansas Society Delegation. Kansas Society has reorganized, submitted bylaws which were approved by the BOT and is now recognized as a state society.

ORIENTATION AND RULES

Vice Speaker Wicker 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.
(Carrie Gravelle, CMA (AAMA) – New York / Marsha Benedict, CMA-A (AAMA) – Florida)

THE MOTION CARRIED.

SUPPLEMENTAL REPORT OF THE BOARD OF TRUSTEES

Patty Licurs, CMA (AAMA), AAMA President, presented a supplemental report of the Board of Trustees. Since submitting a report for the Delegates Packet, the Board of Trustees has done the following:

- Conducted meetings on Friday, October 21, 2022, during the 2022 Annual Conference
- Approved minutes for the June and September 2022 meetings
- Received verbal reports of activities from the past year from each committee chair
- Received verbal reports of activities from the past year from the Certifying Board, Continuing Education Board, and Medical Assisting Education Review Board chairs
- Received verbal reports of activities from the past year from AAMA Chief Executive Officer and Legal Counsel Donald Balasa
- Approved the Chapter Management Guide
- Approved the 2022-23 Committees
- Approved the exhibitor booth for the 2023 Medical Group Management Association (MGMA) Conference
- Approved MARWeek products



SUPPLEMENTAL REPORT OF THE BYLAWS COMMITTEE

Trustee Eldridge presented a supplemental report of the Bylaws Committee with additional rationale for PBA 22-04 and PBA 22-05 as follows:

As of 09/30/2022, the AAMA Membership Type Totals included the following:

Active-	23,845
Associate-	1,639
Sustaining-	86
Student-	2,670
Affiliate-	306

- The AAMA Code of Ethics in Appendix A of the AAMA Bylaws states “The Code of Ethics of the AAMA shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.” The AAMA Code of Ethics also uses the wording “Members of the AAMA.”
- The AAMA Creed in Appendix A of the AAMA Bylaws states “I believe in the principles and purposes of the profession of medical assisting.”
- The AAMA Mission states, “The mission of the American Association of Medical Assistants is to provide the medical assistant professional with education, certification, credential acknowledgment, networking opportunities, scope-of-practice protection, and advocacy for quality patient-centered health care.”
- The AAMA Code of Ethics, the AAMA Creed, and the AAMA Mission includes **all** members of the AAMA and **all** Medical Assistants regardless of their certification status, or membership status.

REPORT OF THE NOMINATING COMMITTEE

Speaker Case called for the report of the Nominating Committee. Debby Houston, CMA (AAMA), chair of the committee, presented the slate of candidates who met the qualifications as outlined in AAMA Bylaws:

Vice President:	Monica Case, CMA (AAMA)
Secretary-Treasurer:	Virginia Thomas, CMA (AAMA)
Vice Speaker of the House:	Sherry Bogar, CMA (AAMA), CN-BC
Trustee:	Claire Houghton, CMA (AAMA)
Trustee:	Shelly Gingrich, CMA (AAMA)
Trustee:	Pamela Neu, CMA (AAMA), MBA

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

2022-2023 Nominating Committee

Vice Speaker Wicker 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 Wicker 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 Wicker opened the floor for nominations for members of the Nominating Committee for the year 2022-2023:

A delegate from Arkansas nominated Melinda Rhynes, CMA (AAMA).

A delegate from North Carolina nominated Paula Cooke, CMA (AAMA).

A delegate from Michigan nominated Leigh Newell, CMA (AAMA).

A delegate from Massachusetts nominated Dawn Jordan Leblanc, CMA (AAMA).

MOTION: TO CLOSE THE NOMINATIONS FOR THE NOMINATING COMMITTEE.

(Joyce Hardee, CMA-A (AAMA) – Virginia / Marsha Benedict, CMA-A (AAMA) – Florida)

THE MOTION CARRIED.

Speaker Case thanked the Nominating Committee and informed the delegates and alternates that Keynote Speaker, Donald Balasa, JD, MBA, CEO and House Legal Counsel's presentation will follow the morning session of the House. The candidates would be available in the "Meet the Candidates" session following the Keynote Speaker. She announced that the voting would take place electronically, in the evening session of the House.

REFERENCE COMMITTEE HEARINGS

Speaker Case announced the order for Reference Committee Hearings, beginning at 1:30 p.m.: Reports, Bylaws. There were no Resolutions submitted for the consideration of the House.

RECESS

Speaker Case recessed the House at 8:50 a.m.



RECONVENE

Speaker Case reconvened the House at 7:41 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 164. The number of delegates registered for the opening session was 158. The number of proxy votes was 6. Total voting power of the House was 164. A quorum was present. A majority vote was determined to be 83 and a two-thirds vote was 109.

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. 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. Upon completion of the voting process, Ms. Ley, Ms. Mancini, Janice Caplan, CMA-A (AAMA), and AAMA Chief Executive Officer and Legal Counsel Donald Balasa retired to a separate room to prepare the report.

EULOGIES

- Trustee Jane Seelig, CMA-A (AAMA), and Pamela Neu, CMA (AAMA), presented a eulogy for 1961 President Bettye Baldwin, CMA (AAMA), from the state of Indiana, who passed away in 2020.
- Geneva Straughan, MBA, CMA-A (AAMA), AAMA Past President 1994, presented a eulogy for 1964 President Judy Coleman, CMA-AC (AAMA), from the state of Texas, who passed away in 2022.
- Mary Lou Allison, CMA-C (AAMA), AAMA Past President 1992 and Life Member, presented a eulogy for 1988 President Ann Jordana, CMA-AC, (AAMA), RT, from the state of Florida, who passed away in 2018.

REFERENCE COMMITTEE REPORT ON REPORTS

Erica Arends, CMA (AAMA), chair of the committee, presented the report. The Reference Committee on Reports met in the Atlanta Ballroom at the Marriott Myrtle Beach Resort & Spa at Grande Dunes, at 1:30 p.m. on Saturday, October 22, 2022. Approximately 250 members were present. The Ex Officio members attending the meeting were Sandra Williams, CMA (AAMA), and Virginia Thomas, CMA (AAMA). Following the hearing, the Reference Committee met in Executive Session at 5:00 p.m. in the Tides 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 Licurs, CMA (AAMA), CPC; Vice President Novak, CMA (AAMA);



Immediate Past President Houston, CMA (AAMA); Secretary-Treasurer Thomas, CMA (AAMA); Speaker of the House Case, CMA (AAMA); Vice Speaker of the House Wicker, 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); Rebecca Eldridge, CMA (AAMA); Natasha Geno, CMA (AAMA); Shelley Gingrich, CMA (AAMA); Candace Miller, CMA (AAMA); Jane Seelig, CMA-A (AAMA); Sandra Williams, CMA (AAMA). *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 moved that the reports of the following Committees be accepted and filed for future reference: Annual Conference, Awards, Bylaws and Resolutions, Career Professional Development (as corrected), Documents, Editorial Advisory, House of Delegates Minutes, Maxine Williams, Nominating, Social Media, 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 Program, 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.*

REFERENCE COMMITTEE REPORT ON BYLAWS

Cameron Smith, CMA (AAMA), chair of the committee, presented the report. The Reference Committee on Bylaws met in the Atlantic Ballroom at the Marriott Myrtle Beach Resort & Spa at Grande Dunes, at 2:45 p.m. on Saturday, October 22, 2022. Approximately 250 members were present. The Ex Officio members attending the meeting were Sherry Bogar, CMA (AAMA), CN-BC and Natasha Geno, CMA (AAMA). Following the hearing, the Reference Committee met in Executive Session at 5 p.m. in the Tides 1 Room.

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

PROPOSED BYLAWS AMENDMENT 22-01



ARTICLE IX – NOMINATIONS AND ELECTIONS. SECTION 1.
NOMINATIONS., A 1-2

PROPOSED WORDING

ARTICLE IX – NOMINATIONS AND ELECTIONS

SECTION 1. Nominations

A. There shall be a Nominating Committee of five members as follows:

1. The AAMA Immediate Past President shall be the appointed chair.
2. Following nominations from the floor at the House of Delegates, four members shall be elected by plurality vote.

a. Each member nominated must be an active member present at the current House of Delegates session.

b. Members of the Nominating Committee cannot run as a trustee or officer while currently serving on the committee

c. No two members of the committee shall be from the same Constituent Society. If more than one member from a Constituent Society receives sufficient votes to be elected, the one receiving the largest number of votes shall serve.

d. If there is a tie between the candidates receiving the fourth highest number of votes, another ballot shall be taken to determine the successful candidate.

Amendment 22-01 passed.

PROPOSED BYLAWS AMENDMENT 22-02

ARTICLE XV – HOUSE OF DELEGATES, SECTION 4. MEETINGS, B

PROPOSED WORDING

ARTICLE XV – HOUSE OF DELEGATES

SECTION 4: Meetings.

B. Special meetings of the House of Delegates may be held at the call of the Board of Trustees by written **or electronic notice** sent to each member of the House of Delegates at least **14 days** in advance of such meetings.

MOTION: TO REFER BYLAWS AMMENDMENT 22-02 BACK TO THE BYLAWS COMMITTEE.

The motion carried by majority vote.



PROPOSED BYLAWS AMENDMENT 22-03

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

PROPOSED WORDING

ARTICLE XII – BOARD OF TRUSTEES

SECTION 6: Management Steering Committee.

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

MOTION: TO REFER BYLAWS AMMENDMENT 22-03 BACK TO THE BYLAWS COMMITTEE.

The motion carried by majority vote.

Speaker Case added for clarification, in the judgment of the Speaker and Vice Speaker of the House, if the Proposed Bylaws Amendment 22-04 is adopted then Proposed Bylaws Amendment 22-05 will be automatically adopted. If Proposed Bylaws Amendment 22-04 is defeated, then Proposed Bylaws Amendment 22-05 will not need to be considered.

PROPOSED BYLAWS AMENDMENT 22-04

ARTICLE VI – MEMBERSHIP, SECTION 3. PRIVILEGES

PROPOSED WORDING

ARTICLE VI – MEMBERSHIP

SECTION 3: Privileges

Active and **AAMA** Life members who are CMAs (AAMA) holding current status are eligible to serve as officers and trustees. Any Active, **AAMA** Life or **Associate** member may serve as a Delegate **or Alternate or on an AAMA Committee.** Privileges on a Society and Chapter level will be determined by those entities respectively.

MOTION:TO CALL FOR THE VOTE.

(Joyce Hardee, CMA-A (AAMA) – Virginia / Cyndi Baird, CMA (AAMA) – Idaho)

The motion carried.

Amendment 22-04 was defeated.

PROPOSED BYLAWS AMENDMENT 22-05



ARTICLE XV – HOUSE OF DELEGATES, SECTION 2.C(1)

PROPOSED WORDING

ARTICLE XV – HOUSE OF DELEGATES

SECTION 2: The composition of the House of Delegates shall be as follows:

- C. Each Constituent Society shall be entitled to two Delegates for the first 100 Active and Associate members or fraction thereof plus one Delegate for each additional 400 Active and Associate members or fraction thereof.

1. Delegates and Alternates shall be Active, AAMA Life, or **Associate** members whose membership has not been revoked, as delineated in Article VI, Section 4.

Amendment 22-05. This PBA was not considered since 22-04 was defeated.

REPORT OF THE TELLERS COMMITTEE

Clare Ley, CMA (AAMA), chair of the Tellers Committee, presented the report to the Speaker of the House. The polls were conducted electronically at 8:00 p.m. Delegates were properly certified by the Credentials Committee. There were 158 votes, with 6 proxy votes, for a total of 164 votes.

Speaker Case announced the results of the election:

Vice President:	Monica Case, CMA (AAMA)
Secretary-Treasurer:	Virginia Thomas, CMA (AAMA)
Vice Speaker of the House:	Sherry Bogar, CMA (AAMA), CN-BC
Trustees:	Shelley Gingrich, CMA (AAMA)
	Claire Houghton, CMA (AAMA)
	Pamela Neu, CMA (AAMA), MBA

Nominating Committee:

Paula Cooke, CMA (AAMA)
Dawn Jordan Leblanc, CMA (AAMA)
Leigh Newell, CMA (AAMA)
Melinda Rhynes, CMA (AAMA)

Report of the Tellers:

VICE PRESIDENT:

Candidate Monica Case, CMA (AAMA)	Total votes for: 149
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SECRETARY-TREASURER:

Candidate Virginia Thomas, CMA (AAMA)	Total votes for: 145
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VICE SPEAKER OF THE HOUSE:

Candidate Sherry Bogar, CMA (AAMA)

Total votes for: 119

TRUSTEE:

Candidate Pamela Neu, CMA (AAMA)

Total votes for: 125

Candidate Shelley Gingrich, CMA (AAMA)

Total votes for: 124

Candidate Claire Houghton, CMA (AAMA)

Total votes for: 91

NOMINATING COMMITTEE:

Candidate Melinda Rhynes, CMA (AAMA)

Total votes for: 147

Candidate Leigh Newell, CMA (AAMA)

Total votes for: 140

Candidate Paula Cooke, CMA (AAMA)

Total votes for: 138

Candidate Dawn Jordan Leblanc, CMA (AAMA)

Total votes for: 98

UNFINISHED BUSINESS

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

NEW BUSINESS

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

The Speaker thanked the House of Delegates committees: Reference Committees, Credentials Committee, Chair of the Tellers Clare Ley, CMA (AAMA) and the Tellers Committee, Pages Committee, our Sergeants at Arms, and past national Presidents for serving in the House of Delegates.

ADJOURNMENT

Speaker Case adjourned the 66th House of Delegates of the American Association of Medical Assistants at 9:23 p.m.

Submitted by:

Katherine Gottwaldt, Director of Certification