

**TO: NYSAFP Members**  
**FROM: Raymond Ebarb, MD - Secretary**  
**RE: 2<sup>nd</sup> Official Notice of NYSAFP Congress of Delegates – Virtual**  
**DATE: May 8, 2020**

In light of COVID 19 and accompanying guidelines, NYSAFP has made the decision to conduct the 2020 Congress of Delegates virtually.

### **Notice**

Notice is hereby given that the 72nd Congress of Delegates (COD) of the New York State Academy of Family Physicians will convene on **Saturday, June 6<sup>th</sup> at 8:00 AM** as a **virtual meeting**. Here is a very brief description of the meeting. More detailed information will be provided as plans for the virtual meeting are finalized.

In order to conduct the Congress as a virtual event it will be necessary to complete as much work as possible prior to publication and consideration of reference committee reports. Consequently, resolutions will be published, and instructions will be provided regarding how members may comment on resolutions electronically.

Comments on resolutions will be accepted until 11:59 PM on Friday, June 12<sup>th</sup>. The reference committees will meet on Saturday, June 13<sup>th</sup> to prepare their respective reports. The reports will be available online as soon as possible that afternoon.

The **Congress will reconvene on Sunday, June 14<sup>th</sup> at 8:00 AM** to conclude business.

[COD registration is available online](#) – June 6 COD convenes; June 14 COD reconvenes.

All COD files will be available and updated as warranted available here:

<http://www.nysafp.org/Member/Governance/Congress>

If you want to submit a resolution, please refer to the [Resolution Writing Template](#) for guidance. Anything submitted after May 7 will be considered late.

### **April 7**

Bylaws amendments posted (see links below)

### **May 7**

Resolution due date:

Any resolutions received after this date will be deemed LATE.

### **Friday June 5**

Delegate and Alternate registration deadline

### **Saturday June 6**

Open Congress

Opening remarks

Request for any additional late resolutions

Annual Reports

AAFP President Elect, Dr. Ada Stewart presentation video

Remarks by Dr. Keber

Introduction of Reference Committees by Dr. Symons

Opening of written testimony on resolutions

Orientation for the rest of the COD process

### **Friday June 12**

Testimony (comment period) closes at 11:59pm

### **Saturday June 13**

Reference Committees meet

Reference Committee reports posted and notice sent to access the links here:

<http://www.nysafp.org/Member/Governance/Congress>

Students and Residents meet with President Barbara Keber

Residents elect board representatives

### **Sunday June 14**

Congress re-convenes

Remarks by Dr. Matuszak

Elections and Installation

Extractions due: send in advance via email to [Speaker, Vice Speaker, Staff](#)

Reference Committee reports discussion

- - - - - MORE IN-DEPTH DETAILS

### **Introduction**

Emergency guidelines issued by the State and Federal governments regarding large gatherings compel us to conduct Congress as a virtual event using a video conferencing platform and emergency rules of procedure necessary to accommodate a virtual meeting.

The Congress is an annual meeting of the membership of the NYSAFP. This is the forum wherein active members voice their opinions on Academy positions and operations and present suggestions for Academy policy.

All members are invited and encouraged to attend the Congress, to participate in discussions of current issues and to debate Academy policy. Delegates to the Congress include delegates elected by county chapters and family medicine residency program chapters, members of the board of directors, past presidents, delegates selected by resident and student members, and delegates selected from counties that do not have a component chapter. County chapters are entitled to two delegates and alternates. Counties with more than 100 members have an additional delegate and alternate for each additional 100 members. In counties where there is no component chapter, any member(s) interested in becoming a delegate must provide written notice to the Speaker of the Congress. If more than one member in a county where there is no component chapter want to be delegates, the Speaker will conduct an election not less than 30 days prior to the Congress and will limit participation in that election to members in good standing of that county. Although all members may participate in the Congress, only delegates may vote. In the event of a virtual Congress it will be necessary to take exceptional measures to assure that only delegates authorized to vote are allowed to vote on motions and in elections. There are different tools within the platforms we are considering which are available to accommodate this.

If you are interested in becoming a delegate and you live in a county that does not have an organized county chapter, contact EVP Vito Grasso for information regarding how you can become a delegate. You may reach Vito at [vito@nysafp.org](mailto:vito@nysafp.org) or 1-518-489-8945.

## **Resolutions**

Resolutions are the means by which members of the NYSAFP convey ideas or concerns to the Congress of Delegates. Resolutions which are adopted by the Congress of Delegates become policy of the NYSAFP.

Resolutions which have been submitted in advance and reports of commissions and officers are presented at the Congress. Reference committees meet and hear testimony regarding resolutions and reports. The reference committees make recommendations regarding resolutions and reports. Any member may submit a resolution.

Resolutions received after close of business thirty (30) days prior to the Congress (May 7, 2020), including those submitted at the opening of the Congress of Delegates of the NYSAFP, shall be deemed Late Resolutions. Resolutions so offered shall be considered under a Late Resolution Process.

If you want to submit a resolution, please refer to the [Resolution Writing Template](#) for guidance.

Often, resolutions presented at the NYSAFP COD reflect **EXISTING POLICY** of the NYSAFP or the AAFP. Resolutions need not be submitted to support existing policy. **Before submitting a resolution, please use these links to investigate if your resolution is already reflected in existing NYSAFP or AAFP policy.**

[Through 2018 NYSAFP Policies](#) and [2019 Summary of Actions](#)

(Note: Please be patient as we reformat our policy manual on Key Health Issues)

[Current AAFP Policies](#)

### **Bylaws Resolutions**

Bylaws amendments must be presented 60 days prior to the Congress (April 7, 2020). There are three bylaws amendments which are included with this notice and are published as follows:

[Bylaws Resolution One – COD:](#)

The deletions are ~~strikethroughs~~ and the insertions are **BOLDED and UNDERLINED**

[Bylaws Resolution Two – Emergency Governing Bylaws:](#)

The entire document is an addition, so it is underlined, but not bolded.

[Bylaws Resolution Three – AAFP Changes:](#)

The deletions are ~~strikethroughs~~ and the insertions are **BOLDED and UNDERLINED**

These are .pdf documents in GoogleDocs. To provide 'testimony', please click on the link provided at the top and bottom of each document. Please provide your name, constituency you are representing (county, residency program or self) and testimony in either the 'For' or 'Against' column.

Use these same guidelines when commenting on resolutions as they become available.

### **Elections**

The Congress also conducts elections. Elections will be held for the following offices at the Congress:

President-elect

Vice president

Secretary

Treasurer  
Director (3 positions)  
Delegate to the AAFP Congress  
Alternate delegate to the AAFP Congress  
Delegate to MSSNY  
Alternate delegate to MSSNY  
Speaker  
Vice speaker

The three director positions are for 3-year terms. The AAFP delegate and alternate positions are for 2-year terms. The MSSNY delegate and alternate positions are for 3-year terms. All other offices are for 1-year terms.

### **Operational Plan for Virtual COD**

**More detailed instructions will be sent to you prior to June 6 to allow time to test your systems and become familiar with the virtual platform.**

1. A web-based virtual meeting platform will be used.
2. All files will be available from the Congress of Delegates page on our website. Access the links here: <http://www.nysafp.org/Member/Governance/Congress>
3. Delegates and alternates will be required to register for the Congress by 5:00 PM on Friday, June 5<sup>th</sup> and to provide their preferred cell phone and email address so that we might contact you during the Congress. [Registration is available online](#)
4. There will be three reference committees, one for the three bylaws amendments and two to make recommendations regarding resolutions. Reports of officers and commissions will be posted in the COD Handbook. Please send an email to [Donna Denley](#) if you have questions about reports.
5. Bylaws amendments were published in the newsletter the week of April 7<sup>th</sup> to satisfy the 60-day notice requirement. See links above. Resolutions were due by May 7<sup>th</sup>. Any resolutions received after May 7<sup>th</sup> are considered LATE.
6. Resolutions will be assigned to the two reference committees as they are received on an alternating basis so that each committee will have the same number of resolutions (unless there is an odd number in which case one committee will have one more resolution than the other committee). As resolutions are assigned to a reference committee a member of that committee will be assigned responsibility for reviewing the resolution for content and format and reporting to the reference committee whether the action requested is existing policy of either the NYSAFP or the AAFP, if the evidence cited for the

action requested is reliable and if there are any format or technical problems which should be corrected.

7. Resolutions received after May 7<sup>th</sup> will also be assigned on an alternating basis to the two reference committees but will be designated as late resolutions. Late resolutions will be treated like regular resolutions and will be vetted by a reference committee member. When comments are received by members, they will see the following highlighted statement on late resolutions: *This resolution was submitted after the May 7<sup>th</sup> deadline and may be accepted or rejected by the Congress. You may comment on the merits of this resolution. If you are a delegate with voting privileges you are also requested to vote regarding whether this resolution should be accepted by the Congress. If a majority of delegates vote to reject this resolution, it will not be considered by the Congress and the reference committee report will indicate that it was not accepted.*
8. [Registration for the COD](#) will close at 5:00 PM on Friday, June 5<sup>th</sup>.
9. The virtual Congress will convene at 8:00 AM on Saturday, June 6<sup>th</sup>. The primary purpose will be to publish resolutions, reference committee assignments and agendas, and to conduct an orientation to introduce the virtual meeting platform and demonstrate how to participate in the virtual event through the week and on Sunday, June 14<sup>th</sup>.
10. On June 6<sup>th</sup> resolutions will be available for review here: <http://www.nysafp.org/Member/Governance/Congress>. Members will be able to comment electronically on the resolutions during the ensuing week of June 6- June 12.
11. Delegates will be encouraged to view the comments posted on the resolutions during the week, add their own comments, and “comment on comments” as a means of conducting virtual discussion. All members will be able to comment digitally on resolutions once they are published.
12. Comments on resolutions will end Friday, June 12<sup>th</sup>. Reference committees will review testimony and write their reports on Saturday, June 13<sup>th</sup>. Delegates will receive a link to the reports and will have until 8:00 AM on Sunday, June 14<sup>th</sup> to extract items from the consent calendar. Items may be extracted by emailing the extracted item number and title to [Speaker, Vice Speaker, Staff](#)
13. The reference committees will meet virtually on June 13 to review the testimony and produce the reference committee reports. Once finalized, the reports will be posted and available for review here: <http://www.nysafp.org/Member/Governance/Congress>. We will send notification to all registrants when the reports have been posted.
14. The Congress will reconvene at 8:00am on Sunday June 14<sup>th</sup>. Only delegates and alternates will be allowed to speak and vote in the June 14<sup>th</sup> COD. Other

members may comment on resolutions, reports and bylaws through the digital process established (through June 12) and will also be able to watch or listen to the June 14<sup>th</sup> session. (Delegates include all voting members: board members, past presidents, county delegates, special constituency (NCCL) delegates, and residency program delegates). [Registration is available online.](#)

15. Delegates, please plan to participate in all sessions by computer rather than phone as voting will be difficult by phone. If you are in an area with poor Wi-Fi, please plan to be at a location with consistent connectivity (your office or a nearby hotel). Please test your computer access well in advance of the start of the meeting. Please make sure that all other windows are closed for best performance of your computer. Please join the meeting at least 10 minutes in advance.
16. On Sunday, June 14<sup>th</sup> for each reference committee report the entire report will be displayed. Extracted items will be highlighted. Using the on-line platform, the reference committee chair will invite the individual who extracted the item to explain why they extracted it. Discussion will be managed using the universal mute, hand raising and chat features of the virtual meeting platform. Staff will control the virtual meeting platform and will unmute people as they raise their hand to comment. Screen sharing will be used to facilitate discussion of amendments and motions. The virtual meeting platform chat tool may be used to vote on motions.
17. Candidates for office will provide written statements and their CV by May 13<sup>th</sup>. The slate and supporting materials will be published [here](http://www.nysafp.org/Member/Governance/Congress) <http://www.nysafp.org/Member/Governance/Congress> for elections. Registered delegates will be allowed to make other nominations by emailing the speaker by Saturday, June 6<sup>th</sup>. A candidate nominated by this process will be contacted. If that person accepts nomination, he/she will be asked to provide a written statement and CV. Elections will occur using a voting tool on Sunday, June 14<sup>th</sup>. Elections will be conducted for offices individually. Names of candidates will be listed in the voting tool. If an unsuccessful candidate wants to be considered for election to another office, their name (if nominated and seconded) will be added to the polling tool for that office. Since the candidate's statement and CV will already have been posted that person will not be allowed to make another statement.
18. If you are considering being nominated (or nominating someone else) from the floor for an office, please have a personal statement, CV and photo prepared ahead of time and send to [donna@nysafp.org](mailto:donna@nysafp.org) in advance so that we have the materials on hand.
19. Installation of officers will occur at the end of the elections process by displaying the oath of office and inviting each officer and director to use the voting tool or

hand raise to acknowledge the oath. The incoming president will make remarks live or by a prerecorded statement which could be presented using the video tool.

20. A full agenda for the virtual COD will be forthcoming.

[Registration is available online.](#)

All COD files will be available and updated as warranted:

<http://www.nysafp.org/Member/Governance/Congress>