



AHIMA House of Delegates (House)

Policy and Procedure Manual

House of Delegates

Year of House Establishment: 1946

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Section I. Objectives

The objectives of the House of Delegates (House) policy and procedure manual are to:

- Centralize the available policies and procedures as they affect delegate service to the House.
- Provide assistance to component state associations (CSAs), CSA presidents, and central office coordinators/executive directors for delegate preparation.

Section II. Delegates

The main role of the House of Delegates is to *govern the health information management (HIM) profession*. The House serves as a grassroots member forum of AHIMA and plays a critical and multi-dimensional role that includes:

- Governance—Governs the HIM profession.
- Document Authority—AHIMA Bylaws, Code of Ethics, and Standing Rules of the House.
- Environmental Scan—Conduct environmental scanning. Review and validate results. Identifies, educates, and advises AHIMA on current and emerging issues.
- Products and Services—Provides input on gaps in AHIMA products and services.
- Advocacy—Promotes advocacy and identifies issues affecting the profession. Advocates for the profession, the members, and the Association. Communication link between AHIMA and CSAs.
- HIM Practice—Vets HIM practice briefs, toolkits, and best practice statements.
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- Research and Innovation—Provides input on areas of HIM research and innovation to support the profession's advancement.
- Communication—provides bi-directional communication with the CSA leaders and members.

Delegates work virtually, all year-round. These leaders help keep our profession strong and moving forward by contributing or recommending action on issues affecting the industry and ensuring the voice of the member is heard. See Appendix B for job description.

Alternate Delegates

Members of the AHIMA House serve as the primary link between AHIMA and its members. The delegate is a key source of information on AHIMA activities, programs, and policies. Therefore, when the delegate is unable to fulfill his or her responsibilities, an alternate delegate should assume those responsibilities in the delegate's absence. The qualifications and responsibilities of the alternate delegate are the same as those identified for the delegate.

AHIMA Board of Directors in the House of Delegates

Members of the AHIMA Board of Directors participate in the AHIMA House as delegates. The Board's primary responsibility is governing the association with fiduciary oversight for AHIMA. The director does not represent his or her home CSA while serving as a Board member. He or she is elected by AHIMA's membership, and acts on its behalf, whereas the House acts on behalf of the profession. The Board's participation is

important in ensuring the House, as a unit with AHIMA, is working in a coordinated effort with the association and in alignment with the AHIMA strategy.

Speaker and Speaker-elect in the House

The Speaker chairs and presides over the House and serves as the primary liaison between the House and the Board of Directors. In addition, the Speaker heads the Envisioning Collaborative Team. In the event of the absence of the Speaker, the Speaker-elect shall act in place and exercise such other duties as may be delegated to the office by the House. Refer to the job descriptions in Appendix C.

The Speaker-elect heads the House Leadership Team and the House Forums.

Section III. House of Delegates Structure

Composed of delegates from the 52 CSAs, the House's operational framework allows it to move more agilely to address issues facing the HIM profession today and in the future, broaden opportunities for service, and make the best use of time and effort for delegates to govern the profession. The House includes two teams and ad hoc task forces.

Co-chairs

The House Leadership and Envisioning Collaborative teams shall have co-chairs who serve in a leadership role to guide each team and work with AHIMA staff to develop necessary work plans and meeting agendas. The House Leadership co-chairs shall be comprised of the Speaker-elect and a self-nominated delegate appointed by the Speaker-elect. The Envisioning Collaborative co-chairs shall be comprised of the Speaker of the House and a self-nominated delegate appointed by the Speaker-elect. Each co-chair serves a one-year delegate term. Refer to the job descriptions in Appendix D.

House Leadership Team

The House Leadership serves as a steering committee consisting of one (1) delegate from each CSA. They ensure effective House operations through alignment with strategy. House Leadership fosters the overall delegate experience and provides oversight of task force progression.

Envisioning Collaborative Team

The Envisioning Collaborative serves as a "think tank" composed of delegates, subject matter experts, and industry leaders bringing forward a robust exchange of perspectives, innovation, and ideas that inform strategy and enable solutions and sound decisions advancing the profession.

Triage Team

The Triage Team consists of AHIMA's CEO, President/Chair, and the Speaker of the House. The members of this Team will review SBARS submitted by an AHIMA member or a group of members to the House to ensure it is aligned with AHIMA's strategy.

Ad hoc Task Forces

The House leadership in conjunction with the delegates may identify professional issues or House related issues to be addressed by a task force of the House. The formation of task forces creates member-focused objectives linked to AHIMA strategy including a defined set of issues. This allows for more flexibility and agility in the completion of projects. Examples include House Meeting task force, Communication task force, and Consumer Engagement task force.

AHIMA Entities; **Practice Councils and State Advocacy Council Relationships**

The Practice Councils and the State Advocacy Council reside under the House due to the focus on professional issues. The groups communicate and cross-collaborate with each other on program of work and projects. and volunteer groups. To ensure all ideas, projects, and efforts are addressed and accomplished, a dashboard is used, serving as a resource tool to monitor progress and status. The Speaker-elect appoints the co-chairs and chair of the above groups. Refer to the Policy and Procedures on the Appointment Process as well as the Volunteer Organization Chart for more details.

Section IV. Meetings

Delegates are expected to participate in the following meetings:

On-site Meeting

- House on-site meeting held in conjunction with AHIMA’s Convention and Exhibit whenever possible.

Virtual meetings are scheduled on an as-needed basis.

- All delegate meetings
- House Leadership quarterly meetings (CSA designee for team)
- Envisioning Collaborative quarterly meetings (CSA designee for team)
- Other meetings as requested (e.g. House task force)

Procedure:

1. *“Written notice stating the place, day, and hour of any meeting of the House shall be provided to the membership of the House not less than five (5) nor more than sixty (60) days before the date of the meeting. Notice of meetings of House committees or other bodies shall be provided to their members not less than three (3) days before the date of the meeting.”*
2. Before a delegate participates in any meetings or activities, the [conflict of interest and nondisclosure agreement form](#) provided by AHIMA must be completed. If the delegate does not complete the form, then that delegate is unable to participate in delegate activities.
3. A calendar of activities and events will be provided to all delegates. Delegates are encouraged to attend the live meeting(s), participate virtually through a collaborative site, and/or listen in to the recording of such activities. Appendix E.

Section V. Official Call and Manner of Acting

CSAs are encouraged to develop guidelines to aid delegates in the performance of their duties. Some states have found it useful to develop procedure manuals for their delegates. These manuals are provided to the delegates upon their election and are designed to clarify the delegate’s responsibilities and the CSA’s responsibilities to the delegate.

Policy: Notice of Action Items

Basic decisions require the provision of adequate notice of an action item. This allows delegates to read the materials, research the topic, dialogue and deliberate with key stakeholders, and communicate with members.

Procedure (taken from the AHIMA Bylaws, Article VII, 7.9):

1. *Any requests from among the delegates for discussion of or action on new business shall be made to the Speaker of the HoD in writing at least thirty (30) days prior to any meeting of the HoD at which such business would be proposed. The Board of Directors may propose new business to the HoD without prior notice.*
2. *In the event new business is presented by a delegate at a meeting of the HoD without at least thirty (30) days prior written notice, the affirmative vote of two-thirds (2/3) of the delegates present and voting shall be required to take up the new business and to pass any such new business items.*
3. *A proposal to the House of Delegates to amend the Bylaws may be initiated by the Board of Directors, a Component State Association, and/or any Active Member at any time that is at least thirty (30) days prior to the House of Delegates meeting at which a vote on the proposal is to be taken. In the absence of such prior notice, the House of Delegates may still consider a proposal to amend the Bylaws upon the affirmative vote to do so of a two-thirds (2/3) majority of the votes of the House of Delegates cast at a meeting at which a quorum is present, and if the consideration is approved, may adopt the proposal upon the affirmative vote of at least ninety percent (90%) of the votes of the House of Delegates cast at such meeting.*
4. CSAs must provide opportunities for information exchange between the delegates and their constituency prior to the meeting or vote of the House.

Policy: Voting

Respect for diversity and differences should be observed in all discussions and deliberations. Delegates should act on behalf of the whole, basing decisions on knowledge and discussion with members, fellow delegates, board members, and respected industry leaders. Environmental scans, healthcare trends, workforce trends, and related data should be considered in the decision-making process.

During the meeting or the electronic voting period, delegates cast their vote. It is critical that delegates take all information and opinion into consideration and act on behalf of the Association, the profession, and the entire membership. The number of votes required to pass a motion are listed in the AHIMA Bylaws:

- *“The affirmative vote of a majority of the delegates present and voting shall be necessary for the adoption of any matter unless otherwise required by law or in these Bylaws.”*
- *“The affirmative vote of a two-thirds (2/3) majority of the votes of the House of Delegates cast at a meeting at which a quorum is present shall be sufficient to effectuate such action.”*

Procedure:

1. In accordance with AHIMA bylaws on providing notice, the Speaker of the House shall provide a thirty (30) day notice for house action items and all bylaw amendments to the

House of Delegates at large. Within that timeframe, discussion occurs both electronically or in-person. After the 30th day, the voting timeframe is seven (7) days (1 week) for house action items and bylaws amendments.

2. If a delegate has difficulty opening the electronic ballot, an e-mail or fax will be accepted within the voting period. The e-mail or fax should include the delegate name, member ID number, signature, and vote.
3. Four days prior to the close of the voting period, CSA presidents will be notified of delegates who have not yet voted.
4. At the close of the voting, the vote is verified and tallied.
5. After the voting period, the outcome will be announced to the House first, then the AHIMA membership through routine communications.
6. Delegates should communicate the outcome and rationale to their states and answer questions about decisions made. It is expected that the delegates will report back to their constituency the salient happenings in the House.
7. Each state may wish to establish its own requirements for reporting of the activities of the House to the state members. A formal reporting of the business of the House should be reported to the membership

Procedure: Proposal submissions

An AHIMA member, group of members, or delegation may submit a proposal to the House of Delegates, care of profession.governance@ahima.org. The proposal on a professional issue should be in the form of a SBAR; Situation, Background, Assessment, Recommendations, Appendix F. This is the central place where a member who has an initiative for the Association can submit issues of importance to the profession.

The SBAR will be shared with the Speaker and Speaker-elect for review. Once reviewed, a notification will be sent the delegates stating a new SBAR is posted on the State Leaders and House community. Delegates will have a 30-day comment period in which to discuss the SBAR. Concurrently, AHIMA staff will develop a gap analysis to assess what, if anything, is being done by AHIMA business units relating to the issue identified in the SBAR.

At the end of the comment period, a vote will be held for the delegates to determine the following:

1. The Issue should move forward as is
2. The Issue should move forward with the inclusion of delegate comments (if any).

After the comment period and vote, the SBAR, delegates comments, vote results, and gap analysis will be shared with the Triage Team. The members of this Team will review the SBAR to ensure it is aligned with AHIMA's strategy. The Triage team will make a recommendation on next steps and this will be communicated to the House of Delegates.

Potential options:

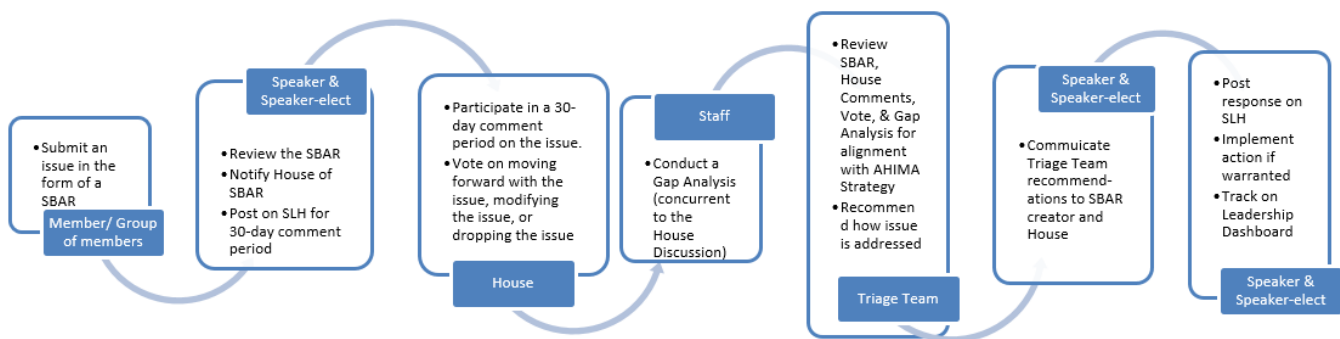
- If the Triage Team decides not to pursue the issue, the rationale will be communicated to the SBAR creator and the House.
- If the Team decides to pursue the issue, then the appropriate entity will be assigned to this issue to investigate and/or develop a mega issue if necessary based on the

recommendation from the Triage Team. Dependent on the issue, a House task force might be developed. This task force would then discuss and debate the issue, identify and evaluate choices, deliberate, determine consensus, and reach a decision.

The decision of the Triage Team will be communicated to the SBAR creator and the House. SBARs will be tracked on the Leadership Dashboard in the library item; [Dashboards: Leadership, Participation](#) which is updated at least monthly.

Procedure: Professional issues from other Association entities

Issues identified by other entities will be shared with the House of Delegates for review and comment as appropriate. Format will be dependent on needs of the entity developing the information. Also see Appendix G for this flow chart.



Section VI. Apportionment and Composition

Delegates are appointed or elected by respective state members. The number of delegates a state association is entitled to seat in the AHIMA House is based on the Active membership in the state association on record in the AHIMA Office at the close of business on December 31, of the immediate prior year.

Policy:

CSA delegates must be Active members of the state association they will represent at the time of election and at the time of service. Members of the AHIMA Board of Directors shall not serve as delegates from CSAs.

Each CSA is entitled to 1 delegate for any portion of 100 Active members and shall be entitled to 1 additional delegate for each additional 100 active members or major portion thereof. No state shall be entitled to more than 5 delegates. For purposes of this section, a remainder in excess of a group of 100 Active Members shall be rounded up and counted as an additional group of 100 members. For example, a CSA with 100 members would be entitled to one (1) delegate; a CSA with between 101 and 200 members, inclusive, would be entitled to two (2) delegates; and a CSA with 201 members would be entitled to three (3) Delegates. However, no CSA shall be entitled to more than five (5) delegates.

Procedure:

1. The AHIMA Office will inform each CSA before the House term through a report of the total number of delegates the CSA is entitled to seat in the AHIMA House.

2. Each CSA is expected to set qualifications for their delegates and communicate these to the state nominating committee for use in selecting candidates for delegate positions.
3. The CSA president has the responsibility to ensure the delegates' initial and ongoing eligibility.
4. The CSA is required to report back the names of their CSA delegates, and their preferred mailing and e-mail addresses before the House term. The names of all alternates are to be included on the official list, if available.
5. In states with two or more delegates, the term of delegates shall be two years. Terms of two or more delegates shall be staggered to maintain continuity in the House and in component state delegations. In states with only one delegate, the term of office may be one or two years as determined by the CSA. CSAs shall make provisions for filling delegate vacancies.
6. In the event a delegate is unable to serve, the CSA president or designee should appoint an alternate delegate to serve. After an alternate is appointed, the lead delegate must inform AHIMA staff of the alternate and share materials with the alternate delegate.
7. It is important to note that persons who may be elected during the state's election process and subsequently move out of state are no longer eligible to serve as delegates from that state unless they retain membership in the state. This is also at the CSA's discretion on whether a delegate may continue serve within a state.

Section VII. Powers and Duties

The HoD shall have primary responsibility and authority for establishing the position of AHIMA and taking action on the standards governing the HIM profession, (that is, the AHIMA Code of Ethics, Standing Rules of the HoD, vetting of positions and best practices in HIM, and environmental scanning), election of six (6) members of the AHIMA Nominating Committee and Speaker-elect, and any other matters put before the HoD by the AHIMA Board of Directors for final consideration and action. Refer to delegate job description in Appendix B.

Policy: Adoption of the Bylaws

The power to alter, amend, or repeal the Bylaws of AHIMA, or to adopt new bylaws, is vested in the HoD. The affirmative vote of a two-thirds (2/3) majority of the votes of the HoD, cast at a meeting at which a quorum is present, shall be sufficient to effectuate such action.

Procedure:

1. The CSA president should review with the state leadership early in the term of office the status of the state bylaws with regard to changes mandated by the AHIMA House. Arrangements should then be made to amend the state bylaws so that conformity with AHIMA is achieved.
2. Delegates must discuss bylaw amendments by asking questions, sharing opinions and information, and garnering support for their side of the issue.
3. *A proposal to the HoD to amend the Bylaws may be initiated by the Board of Directors, a CSA, or any Active Member at any time that is at least thirty (30) days prior to the HoD meeting at which a vote on the proposal is to be taken.*
4. *In the absence of such prior notice, the HoD may still consider a proposal to amend the Bylaws upon the affirmative vote to do so by a two-thirds (2/3) majority of the votes of HoD cast at a meeting at which a quorum is present. If the consideration is approved, the*

HoD may adopt the proposal upon the affirmative vote of at least 90 percent of the votes of the HoD cast at such meeting.

5. *Whenever an amendment or new Bylaw is adopted, a copy shall be appended to or noted at the appropriate place in the original Bylaws. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be appended to or noted at the appropriate place in the original Bylaws. Alternatively, AHIMA may restate the bylaws in their entirety as amended.*

Appendix A: Article VII. House of Delegates

7.1 Purpose. The HoD shall exist to govern the profession of HIM by providing a forum for membership and professional issues and to establish and maintain professional standards of the membership. The HoD advises the Board of Directors on matters of importance to the Active, Student, and Honorary Members and Delegates of AHIMA and to the HIM community at large. Core roles of the HoD will include, but not be limited to, adopting and maintaining a code of ethics, adopting and maintaining standards governing the HIM profession, and developing position statements and other professional papers. The HoD also makes recommendations to the Board of Directors on policy and strategic direction for AHIMA as provided for herein. The HoD shall have the authority to establish and similar bodies to address membership and professional issues, as well as rules and policies of HoD operation, subject to the terms of these Bylaws.

7.2 Meetings. An annual meeting of the HoD shall be held in conjunction with the annual AHIMA Convention and Exhibit whenever possible. The Board of Directors shall determine the time and place of an annual meeting. The date, time, and method of other meetings, if any, shall also be determined by the Board of Directors or by a simple majority of the HoD. The HoD shall take advantage of technological resources available to AHIMA to facilitate communications and meetings throughout the year.

7.3 Official Call. Written notice stating the place, day, and hour of any meeting of the HoD shall be provided to the membership of the HoD not less than five (5) nor more than sixty (60) days before the date of the meeting. Notice of meetings of HoD committees or other bodies shall be provided to their members not less than three (3) days before the date of the meeting.

7.4 Composition. The HoD shall be composed of the delegates from CSAs determined in accordance with Section 7.8. Each member of the HoD shall have one vote on matters before the HoD that require a vote and no proxies shall be permitted. Members of the Board of Directors of AHIMA shall also be voting members of the HoD.

7.5 Speaker of the House of Delegates. The HoD shall have a Speaker, whose function shall be to preside at any meeting of the HoD and to serve as the primary liaison between the HoD and the Board of Directors. The Speaker must be an Active Member of AHIMA, an AHIMA-approved certificant, and member of the HoD. The Speaker shall serve, ex officio with vote, as a member of the Board of Directors. The Speaker shall not be eligible for election as an officer of the Board of Directors while serving as Speaker.

7.6 Speaker-elect of the House of Delegates. The HoD shall elect annually a Speaker-elect. The Speaker-elect must be an Active Member of AHIMA, an AHIMA-approved certificant, and a current or previous member of the House of Delegates. The Speaker-elect shall act in place of the Speaker in the event of the absence of the Speaker and shall exercise such other duties as may be delegated to the office by the HoD. The Speaker-elect shall assume the office of the Speaker upon the expiration of the Speaker's term of office or in the event of a vacancy in the office.

7.7 Powers and Duties. The HoD shall have primary responsibility and authority for establishing the position of AHIMA and taking action on the following matters:

- (a) The standards governing the HIM profession, including:
 - The AHIMA Code of Ethics
 - Standing rules of the HoD
 - Development of positions and best practices in HIM*
- (b) Election of six (6) members of the AHIMA Nominating Committee in accordance with the process set forth in the AHIMA Policy and Procedure Manual.*
- (c) Any other matters put before the HoD by the AHIMA Board of Directors for final consideration and action.*

7.8 Election. Delegates from each CSA shall be drawn from and elected by the Active Members of such CSA.

Apportionment. The apportionment of delegates shall be based on the number of Active Members in good standing of the CSA duly registered in its records at the close of business on December 31, of the prior year. Each CSA shall be entitled to one (1) delegate in the HoD for every 100 Active Members. For purposes of this section, a remainder in excess of a group of 100 Active Members shall be rounded up and counted as an additional group of 100 members. For example, a CSA with 100 members would be entitled to one (1) delegate; a CSA with between 101 and 200 members, inclusive, would be entitled to two (2) delegates; and a CSA with 201 members would be entitled to three (3) Delegates. However, no CSA shall be entitled to more than five (5) delegates.

Term of Office. In states with two (2) or more delegates, the term of delegates shall be for two (2) years. In such states, the terms of office of delegates shall be staggered to maintain continuity in the HoD and in CSA delegations. In states with only one (1) delegate, the term of office may be one (1) or two (2) years as determined by the CSA. CSAs shall make provision for filling delegate vacancies.

7.9 Quorum and Manner of Acting. Delegate representation of at least one (1) delegate from at least one-third (1/3) of the CSA shall constitute a quorum for the HoD. The affirmative vote of a majority of the delegates present and voting at a meeting at which a quorum is present shall be necessary for the adoption of any matter to be acted upon or to be recommended to the AHIMA Board of Directors unless otherwise required by law or in these Bylaws. Any requests from among the delegates for discussion of or action on new business shall be made to the Speaker of the HoD in writing at least thirty (30) days prior to any meeting of the HoD at which such business would be proposed. The Board of Directors may propose new business to the HoD without prior notice. In the event new business is presented by a delegate at a meeting of the HoD without at least thirty (30) days prior written notice, the affirmative vote of two-thirds (2/3) of the delegates present and voting shall be required to take up the new business and to pass any such new business items.

Appendix B: Delegate Position Description

Volunteer Core Competencies

AHIMA has identified core competencies for all volunteers, including delegates:

- **Adheres and Advocates** for the AHIMA code of ethics, and any other appropriate codes of conduct, values honesty, integrity and transparency.
- **Demonstrates Commitment** to the mission, vision, values, and strategy of AHIMA.
- **Acts as a Team Player/Collaborator**, works well on teams and fosters trust among group members, and adjusts behavior to establish relationships with teams. Motivates and desires to improve the quality of service.
- **Respects Diversity and Fosters Inclusion**, of all races, cultures, disabilities, ages, and genders equitably, with respect and sensitivity. Ensures all voices are listened to and respected.
- **Presents a Positive Professional Image**, reflects the profession as a confident, proficient, skilled, qualified expert, and qualified authority in HIM.

All volunteer leaders are encouraged to complete the Volunteer Leadership Competencies Self-Assessment. It is a useful tool for professional development and when considering volunteering for leadership positions.

Qualifications (*at a minimum*)

- Active member of AHIMA and CSA
- Knowledgeable and experienced HIM professional
- Demonstrates leadership and promotes advocacy
- Accessible by phone or e-mail
- Available and engaged

Desired Attributes

- Understanding of AHIMA, the profession, and the industry
- Possesses critical and strategic thinking skills
- Presents a professional image and has high ethical standards

Role of the Delegate

The role of delegate is to govern the HIM profession. This is done by performing the following activities:

- Advocates for the profession, the members, and the Association
- Communicates and provides feedback on House activities and professional issues with the CSA leaders and membership.
- As outlined in the Bylaws:
 - ✓ Approves the standards governing the profession
 - ✓ Elects the members of the AHIMA Nominating Committee, except the Chair and appointed members
 - ✓ Elects the Speaker-elect
- Vets professional practice content

- Conducts environmental scanning
- Contributes or recommends action on issues affecting the HIM profession
- Votes on important matters pertaining to the House
- Seeks feedback and informs the membership on AHIMA and House activities
- Provides input on gaps in AHIMA programs and services and areas of HIM research and innovation
- Participates in meetings:
 - ✓ CSA and/or local meetings and Board meetings
 - ✓ House Meeting
 - ✓ Facilitates the voice of the member

Appendix C: Speaker-elect and Speaker of the House Position Description

Speaker-elect of the House of Delegates

The House of Delegates (House) shall elect annually a Speaker-elect. The Speaker-elect supports the HoD along with the Speaker. The Speaker-elect serves a one-year term and then becomes the Speaker of the House.

Qualifications

- Active member
- AHIMA-approved certificant
- Current or previous member of the House
- If elected, the person must resign as a member of the House and/or CSA officer. The Speaker-elect is unable to hold a position on the CSA Board or delegate during term of office as Speaker-elect and Speaker of the House.
- Demonstrate leadership skills and experience commensurate with leading the House, the body that governs the profession.

Desired Attributes

High ethical standards in both personal and professional decision making and acting in the best interest of the Association as well as upholding AHIMA values of integrity, leadership, quality, and respect. Candidates must have experience working on boards of directors and developing strategy.

Added value would be experience in:

- Leadership
- Innovation

Other desirable attributes:

- Global perspective
- Excellent public speaking skills

Candidate diversity is also important.

Term of Office and Time Commitment

The Speaker-elect position is a one-year term, January – December, serving as ex-officio member of the House without vote. The Speaker-elect shall assume the office of the Speaker upon the expiration of the Speaker's term of office or in the event of a vacancy in the office. The Speaker-elect shall act in place of the Speaker in the event of the Speaker's absence and shall exercise such other duties as may be delegated to the office by the House.

The Speaker-elect attends the following:

- Speaker/Speaker-elect calls bi-monthly or as needed by the Speaker
- Co-chair calls as needed
- Monthly House webinars
- Advocacy Summit in Washington, DC
- July CSA Leadership Symposium in Chicago

- Fall Board orientation
- House meeting during the AHIMA Convention & Exhibit.

The Speaker-elect may be called on to attend Board meetings, related House meetings, and other meetings in preparation for the role as Speaker of the House.

General Expectations

- Understands and articulates AHIMA's mission, vision, values, strategies, policies, programs, services, and strengths.
- Mentors future Association leaders.
- Serves in leadership position and undertakes special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follows relevant trends in healthcare and HIM.
- Refers matters of potential significance to the AHIMA President/Chair and the Chief Executive Officer.
- Expresses opinions for the good of the Association, rather than to advance one's personal agenda.
- Suggest possible nominees for the Board, councils, committees, and task forces and submit names of individuals who should be recognized through awards and other forms of recognition.
- Communicates between regularly scheduled meetings, by
 - ✓ Participating in conference calls collectively or as part of a team
 - ✓ Answering correspondence promptly

Responsibilities

- Participates as a member of the House in all meeting and electronic dialogues.
- Prepares for office by being familiar with House materials and participates in House of Delegates activities.
- Develops the work plan and agendas for meetings as webinars as designated in conjunction with the Speaker.
- Presides over the House Leadership Team developing agenda content and program of work in conjunction with the House Leadership co-chair. The team:
 - Serves as a steering committee consisting of one (1) delegate from each CSA.
 - Ensures effective HoD operations through alignment with strategy.
 - Fosters the overall delegate experience and provides oversight of task force progression.
- Presides over the quarterly House Forum identifying topics, developing agenda content and program of work.
- Ensures democratic process at House meetings by following AHIMA Bylaws and parliamentary process.
- Refers all motions from House meetings to the appropriate organizational units.
- Serves as a moderator for electronic dialogues in the House communication platform (that is, State Leaders and House of Delegates Engage Community).
- Provides support and closely works with the Speaker to ensure continuity from one year to the next by maintaining routine communication.
- Delivers incoming Speaker address at the annual House meeting.

- Ensures orientation of incoming delegates and oversees development of orientation materials.
- Participates in AHIMA Board of Directors meetings and conference calls as invited, excluding voting.
- Appoints co-chairs of Practice Councils and chair of Advocacy and Policy Council as well as reviews and approves the Practice Councils and charges for the year in office as Speaker. Refer to the Policy and Procedures on the Appointment Process as well as the Volunteer Organization Chart for more details.
- Performs additional functions, as needed, to assist in facilitating work of the House of Delegates.

Election of Speaker-elect

The Speaker-elect is elected by the House. The ballot and self-nominations will be open to all current and previous delegates. The election will be concurrent with the election of the nominating committee annually during the month of August. To be considered for the Speaker-elect position, one must:

- Complete an application through the Application to Serve.
- Build and complete the candidate profile via the application by the specified date
- Be a member in good standing. Members in the student membership category aren't eligible.
- Be an AHIMA-approved certificant

The House will have a voting period of one week to vote for the Speaker-elect of the House for the upcoming year.

Speaker of the House of Delegates

The Speaker serves a one-year term and presides over the House while serving as the primary liaison between the House and the Board of Directors (BOD). The Speaker shall not be eligible for election as an officer of the Board of Directors while serving as Speaker, as outlined in the AHIMA Bylaws.

Qualifications

- Be a member in good standing. Members in the student membership category aren't eligible.
- AHIMA-approved certificant
- Current or previous member of the House
- If elected, the person must resign as a member of the House and/or CSA officer. The Speaker is unable to hold a position on the CSA Board or delegate during term of office as Speaker of the House.
- Demonstrate leadership skills and experience commensurate with leading the House, the body that governs the profession.

Desired Attributes

High ethical standards in both personal and professional decision making and acting in the best interest of the Association as well as upholding AHIMA values of integrity, leadership, quality, and respect. Candidates must have experience working on boards of directors and developing strategy.

Added value would be experience in:

- Leadership
- Innovation

Other desirable attributes:

- Global perspective
- Excellent public speaking skills

Candidate diversity is also important.

Term of Office and Time Commitment

The Speaker is a one-year term, January - December serving as member of the House with vote and a member of the BOD.

For the House, the Speaker attends the following:

- Speaker/Speaker-elect bi-monthly calls or as needed
- Co-chair calls as needed
- Monthly House webinars
- Advocacy Summit in Washington, DC
- July CSA Leadership Symposium in Chicago
- Fall Board orientation
- Annual House Meeting during the AHIMA Convention & Exhibit.

For the BOD, the Speaker attends quarterly BOD meetings and additional calls, serves on the Governance Committee, and completes other duties as assigned.

General Expectations

- Understands and articulates AHIMA's mission, vision, values, strategies, policies, programs, services, and strengths.
- Mentors future Association leaders.
- Serves in leadership positions and undertake special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follows relevant trends in healthcare and HIM.
- Refers matters of potential significance to the AHIMA President/Chair and the Chief Executive Officer.
- Expresses opinions for the good of the Association, rather than to advance one's personal agenda.
- Suggest possible nominees for the Board, councils, committees, and task forces and submit names of individuals who should be recognized through awards and other forms of recognition.
- Communicates between regularly scheduled meetings, by

- ✓ Participating in conference calls collectively or as part of a team
- ✓ Answering correspondence promptly

Responsibilities

Speaker

- Presides over the House.
- Presides over the annual House meeting and delivers the Speaker address.
- Develops the work plan and agendas for meetings as webinars as designated.
- Participates as a member of the House in all meeting and electronic dialogues.
- Prepares for office by being familiar with House materials and participates in House of Delegates activities.
- Preside over the Envisioning Collaborative Team; developing agenda content and program of work in conjunction with the Envisioning Collaborative co-chair. The team:
 - Serves as a “think tank” composed of delegates, subject matter experts, and industry leaders bringing forward a robust exchange of perspectives, innovation, and ideas that inform strategy and enable solutions and sound decisions advancing the profession.
- Develops the Environmental Scan Report used by the BOD to develop and refine AHIMA’s strategy.
- Performs additional functions, as needed, to assist in facilitating work of the House of Delegates.
- Ensures democratic process at House meetings by following AHIMA Bylaws and parliamentary process.
- Refers all motions from House meetings to the appropriate organizational units.
- Serves as a moderator for electronic dialogues in the House communication platform (that is, State Leaders and House of Delegates Engage Community).
- Works together with AHIMA President/Chair-elect on committee and House co-chair appointments.
- Provides support and closely working with the Speaker-elect to ensure continuity is kept from one year to the next by maintaining routine communication.
- Ensures orientation of incoming delegates and oversees development of orientation materials.
- Serves ex officio with vote, as a member of the Board of Directors. The Board of Directors meets at least four times a year and follows Article V of the AHIMA Bylaws.

Board of Directors

- Prepare for and participate in Board, Committee, and other meetings, including the Advocacy Summit in Washington, DC, the July CSA Leadership Symposium in Chicago and the AHIMA Convention and Exhibit.
- Monitor the Board of Directors activities on at least a weekly basis.
- Ask timely and substantive questions at Board, committee and other meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the Board.
- Maintain confidentiality of the board's executive sessions and speak for the Board or AHIMA only when authorized to do so.

- Attends the Board retreat in January, the BOD meetings in March, July and in conjunction with the AHIMA Convention & Exhibit.
- Participates in meetings involving issues of a critical nature requiring close Board coordination.
- Prepares for BOD meetings by being familiar with HoD materials.
- Supports an atmosphere in which every member of the board can actively and fully participate.
- Brings goodwill and a sense of humor to the board's deliberations.
- Communicates between regularly scheduled meetings, by
 - ✓ Participating in conference calls collectively or as part of a team
 - ✓ Monitoring the Board of Directors communication timely
 - ✓ Answering correspondence promptly
- Liaison Roles and Special Assignments
 - Serving on one of the Board Committees and on special committees as assigned.
 - Speaking to groups of members at component state association or other meetings, as requested.
 - Serving as liaison from the Board of Directors to committees, councils, task forces and other bodies
 - Representing AHIMA with alliance and other groups.
- Avoiding Conflicts
 - Serve AHIMA rather than any special interest group or constituency.
 - Avoid even the appearance of a conflict of interest that might embarrass the board or AHIMA and disclose any possible conflicts to the Board in a timely fashion.
 - Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate.
 - Understand fully, comply with, and adhere to the terms and spirit of AHIMA's conflicts of interest and dualities and confidentiality and nondisclosure agreements.
- Fiduciary Responsibilities
 - Exercise prudence with the Board in the control, transfer, and investment of funds.
 - Consider the impact of each recommendation and decision on AHIMA's mission and resources.
 - Adhere to expense guidelines and expense reporting procedures.
 - Read and understand the AHIMA financial statements and status, and otherwise help the board fulfill its fiduciary responsibility.
- Fundraising
 - Give an annual gift to the AHIMA Foundation according to personal means.
 - Assist the Foundation and staff by supporting fundraising strategies through personal influence with others (corporations, individuals, and foundations).

Appendix D: House Leadership and Envisioning Collaborative Co-Chairs Position Description

Summary: House Leadership and Envisioning Collaborative shall have co-chairs who serve in a leadership role to guide each team and work with AHIMA staff to develop necessary work plans and meeting agendas with the Speaker-elect and Speaker of the House. The House Leadership co-chairs shall be comprised of the Speaker-elect and a self-nominated delegate appointed by the Speaker-elect. The Envisioning Collaborative co-chairs shall be comprised of the Speaker of the House and a self-nominated delegate appointed by the Speaker-elect. Each co-chair will serve a one-year delegate term and may continue in an advisory role to the incoming co-chairs.

Eligibility: The chairs must be an active member of AHIMA, an AHIMA approved certificant, and a current member of the House of Delegates, preferably a 2nd year delegate or in a second delegate term.

Responsibilities: The primary responsibility is to foster collaboration with the Speaker and Speaker-elect to direct and facilitate the activities of their respective teams.

- Preside over their respective team meetings using a pre-established agenda and engage delegates to actively participate.
- Solicit progress and status reports from members who have agreed to carry out their team's activities and tasks.
- Attend the annual House meeting, Leadership and Advocacy Symposium (March), Leadership Symposium (July), and all delegate related meetings.
- Actively advocates AHIMA's mission.
- Continuously participates and encourages use of AHIMA's online community's platform in carrying out the Team's work and discussion.
- Review meeting summaries from each meeting and Board reports outlining the major activities and issues and next steps.
- Participate in preparation calls with the Speaker, Speaker-elect and AHIMA staff liaison(s) to build the team's agenda, project status updates, and brainstorm.
- Lead and facilitate the Team meetings in conjunction with the Speaker and Speaker-elect:
 - ✓ At the start...
 - Conduct roll call
 - Review agenda and meeting ground rules
 - ✓ During...
 - Ensure focused discussion
 - Summarize topic discussion
 - Help create action plans
 - ✓ At the end...
 - Summarizes each topic and identified action steps
 - Invite feedback if the meeting goal was achieved
 - Identify future team meeting
 - Express thanks for team member participation

- Where appropriate, guide the team in proposing new activities and service that will further the mission and goals of the association.
- Attend at least 75 percent of called meetings or conference calls.
- Establish a level of involvement, meeting and conference calls attendance and expectations, members are expected to participate in at least 50 percent of activities.
- Respond to communications in a timely manner.

Time Commitment: Varies greatly based on team activities, but generally a minimum of three to ten hours monthly for discussion and planning activities. The co-chair will serve a one-year delegate term (July-June), and may continue in an advisory role to the incoming co-chairs.

The Speaker and Speaker-elect terms align with the AHIMA Board (January – December), whereas, the co-chairs will serve a one-year delegate term (July to June), and may continue in an advisory role to the incoming co-chairs (July to December) for continuity purposes.

Appendix E: Delegate Timeline

Below is a brief listing of all delegate activities and events planned for Delegate term. These events may be subject to change and the list is not inclusive. Delegates work and communicate virtually, all year-round serving on a variety of ad hoc task forces, practice councils, and teams.

JULY

- Attend Welcome Delegate Webinar presented by the Speaker and Speaker-elect of the House of Delegates
- Review delegate resources such as the Delegate Toolkit and the House Policies and Procedures via AHIMA's community platform
- Speaker of the House attends the Board meeting in conjunction with the Leadership Symposium
- Speaker, Speaker-elect, and Co-chair Leaders introductions during first House conference call.
- **Read *CSA Leaders and House Digest* e-newsletter**

AUGUST

- Elect members of the Nominating Committee and Speaker-elect of the House
- Incoming Board members (i.e. Speaker-elect) attend the onboarding Board orientation virtual webinar
- Prepare for the House Meeting during AHIMA Convention & Exhibit.
- Attend a forum on a topic of professional interest.
- Read *CSA Leaders and House Digest* e-newsletter
- Communicate with your delegates in preparation for the House of Delegate Meeting
- Did you review the information for the House meeting? Share the information with your state members on your Geographic Engage Community.

SEPTEMBER

- Read *CSA Leaders and House Digest* e-newsletter
- Attend House meeting preparation webinar.
- Communicate with CSA members as needed.
- Appointed positions - The Speaker-elect will look for chairs for the Practice Councils and make recommendations for the next year's groups.

OCTOBER

- Attend the House of Delegates onsite meeting/s prior to the AHIMA's Convention and Exhibit
- Share the House recap article with other CSA leaders and/or membership.
- Members of Envisioning Collaborative attend their first Envisioning Collaborative Team meeting
- Communicate results of the Envisioning Collaborative Meeting to your CSA members.
- Complete the Environmental Scan survey
- Speaker-elect approves co-chairs for Practice Councils

- Read *CSA Leaders and House Digest* e-newsletter

NOVEMBER

- Members of House Leadership attend their first House Leadership Team meeting
- Speaker and Speaker-elect of the House attend Board orientation onsite meeting
- Communicate the outcome of the House of Delegates meeting to your CSA members
- Communicate the outcome of the House Leadership Team meeting
- Read ***CSA Leaders and House Digest*** e-newsletter

DECEMBER

- Attend a forum on a topic of professional interest.
- Read *CSA Leaders and House Digest* e-newsletter
- Application to Serve: Open elected positions for following year AHMA Board of Directors, Commission on Certification for Health Informatics and Information Management (CCHIM), and Speaker-elect nominations are due at the end of March

JANUARY

- Deliver the Environmental Scan Report to the Board
- Members of the Envisioning Collaborative attend the Envisioning Collaborative Team meeting
- Communicate results of the Envisioning Collaborative Meeting to your CSA members.
- Speaker of the House attend the Board Strategy Session
- Speaker, Speaker-elect, and Co-chair Leaders attend quarterly meetings
- Mid-term Delegate Survey
- Read *CSA Leaders and House Digest* e-newsletter

FEBRUARY

- Members of House Leadership attend their House Leadership Team meeting
- Communicate results of the House Leadership Meeting to your CSA members.
- AHIMA provides House Apportionment Data (data based on Active membership information as of year-end, previous year)
- House of Delegates Apportionment Report available.
- Read ***CSA Leaders and House Digest*** e-newsletter

MARCH

- Nominations for elected positions due
- Attend a forum on a topic of professional interest.
- Read ***CSA Leaders and House Digest*** e-newsletter

APRIL

- Members of the Envisioning Collaborative attend the Envisioning Collaborative Team meeting.

- Communicate results of the Envisioning Collaborative Meeting to your CSA members.
- CSA president or Central Office Coordinator/Executive Director report to AHIMA the CSA delegates for CSA year opens (refer to the Apportionment Report)
- Speaker, Speaker-elect, and Co-chair Leaders attend quarterly meetings
- Celebrate AHIMA Volunteer Week
- Read ***CSA Leaders and House Digest*** e-newsletter

MAY

- Members of House Leadership attend their third House Leadership Team meeting
- Communicate results of the House Leadership Meeting to your CSA members.
- CSA president or Central Office Coordinator/Executive Director report to AHIMA the CSA delegates for following CSA year opens (refer to the Apportionment Report)
- Read ***CSA Leaders and House Digest*** e-newsletter

JUNE

- Submit end-term delegate survey
- Delegates attend the All Delegates Meeting.
- Communicate results of the Delegate Meeting to your CSA members.
- Read ***CSA Leaders and House Digest*** e-newsletter



Appendix F: SBAR

Directions: Please review the Situation, Background and use the references for additional information on this topic. The Assessment and Recommendations/Trends will be discussed during the working session. Please feel free to bring additional references to supplement and support discussion.

Situation

Background

Assessment

What is happening now?

What is your assessment of the situation?

How does this issue fit in with AHIMA's strategy? What strategic objective does the issue address or relate to? Link: [AHIMA Strategy](#) – will included when available.

Recommendations/Trends

In 5-10 years

1
2 **Appendix G: Procedure for Issue Submission**

