



19 Aviation Road
Albany, NY 12205-1142

(518) 435-0422
Fax (518) 435-0457

www.nyhima.org

An Affiliate of
AHIMA

MEMORANDUM

To: NYHIMA Delegates
FROM: Chris Harrington, Executive Director
DATE: 24 May, 2010
RE: 2010 House of Delegates

Congratulations on being selected by your Local as a Delegate to the NYHIMA 2010 House of Delegates. Attached are your Delegate materials to be covered during the House. Your name badge and delegate ribbon will be provided when you check-in for the House at the Turning Stone. Additional materials (2009-10 Annual Report, AHIMA 2010 Environmental Scan Form, NYHIMA 2010-11 Strategic Plan, 2011-12 Ballot Nomination Form) are posted on the About NYHIMA page of the website. **Please review the materials carefully prior to the House of Delegates.**

Two items in particular require completion prior to check-in at Delegate registration:

- **Delegate Profile Form:** Please complete and turn in when you check in.
- **CSA Environmental Scanning Form:** Since each member's input is important in assisting AHIMA with planning, please fill out form and turn in when you check in.

Delegate check-in will be held on Sunday, June 6 from **1:30 – 2:00 pm** in the foyer outside the Cypress meeting room in the Turning Stone Conference Event Center area. The House of Delegates will meet from **2:00 to 4:00 pm in the Cypress Room.**

It is very important that you check-in at the Delegate registration table no later than 2:00 pm.

The House will begin promptly at 2:00 pm when the list of Delegates who have checked in will be delivered to the Credentials Officer for the roll call. If you are late presenting yourself at the Delegate registration table, your admittance to the House will be delayed.

Enclosure

CC: NYHIMA Board of Directors
Parliamentarian
Credentials Officer / Tellers

NYHIMA DELEGATES - JOB DESCRIPTION

[Delegate Job Description extracted from the AHIMA Delegate job description provided by AHIMA HOD work group and approved with customization at the September 17, 1999 meeting of the NYHIMA Board of Directors]

HOUSE OF DELEGATES PARTICIPATION

Purpose

Each delegate represents their Local members at the NYHIMA House of Delegates held at the Annual Conference. This representation includes participation at issue forums and the business meeting.

Scope of Responsibility

- Remain informed on all issues that will be presented to the House of Delegates through team talks, written and electronic communications, etc.
- Seek out member opinions on all issues prior to attendance at the House of Delegates.
- Use their own good judgment in collaboration with other delegates when voting, keeping the wishes of their constituency and the best interests of the association in mind.

Specific Duties and Responsibilities

- Solicit input and feedback from the Local membership on issues impacting Health Information Management and the New York Health Information Management Association.
- Coordinate with the NYHIMA Legislative Director any bylaw amendments or HIM practice resolutions at the Local level for submission to NYHIMA.
- Follow the basic principles of parliamentary procedures as set forth in *Robert's Rules of Order and Modern Parliamentary Procedure*.
- Familiarize self with all documents presented by NYHIMA in the Delegate Packet prior to attendance at the Annual Conference.
- Represent and vote on behalf of the Local membership at the NYHIMA House of Delegates meeting.
- Prepare a report of the NYHIMA House of Delegates for the Local membership and/or Local Board of Directors as requested.
- Communicate provisions made mandatory by the House of Delegates of NYHIMA to the Local Association bylaws representative so that s/he can file an approved copy of said Bylaws with the NYHIMA Central Office by June 30 of the second year following adoption.
- Transition with incoming delegates and transfer delegate procedural manual and/or necessary information for continuity of upcoming issues facing the House of Delegates.

Meetings

Attend special meeting/or participate in telephone conference calls with Local Board of Directors and other elected Local Delegates. This may be held prior to the NYHIMA Annual Conference for discussion of NYHIMA House of Delegate materials, at a time and place to be determined by the Local President.

Attend NYHIMA spring/fall Team Talks, if possible, to learn about Delegate issues.

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RAPID RESPONSE NETWORK PARTICIPATION

Purpose

To provide a grass roots lobbying network for a rapid response to urgent legislative issues, whether state or national, that effect the members of the New York Health Information Management Association. The notification of members is anticipated to create dialogue between members and their representatives.

Development of Network

The Legislative Director and the Chair of the Legislative Committee (hereafter referred to as the Chair) are coordinators of the Rapid Response Network (RRN).

- The members of the Legislative Committee (one from each Local) are the key contacts for the RRN with the **Delegates** from each Local Association being the contacts in each Local.
- The Chair will obtain a list of national and state senators and representatives, including their names, addresses, telephone numbers and email addresses.

Procedure

1. The Legislative Director or Central Office would be notified of any new legislation that is introduced. Notification may come by the Washington Report from the AHIMA Washington office or notification by an individual or group to the Central Office.
2. The Legislative Chair will be notified. Research will be done on the bill to determine the recommendation of the Board regarding support or opposition to the bill. A statement of support or opposition will be prepared.
3. The Director and Chair will notify the members of the Legislative Committee of the impending legislation.
4. A copy of any information regarding the bills will be faxed by the Central Office to the Legislative Committee members.
5. The Legislative Committee representative from each Local will contact each of the **Delegates** from their Local or develop a phone tree system if desired. Each Local is responsible for keeping their lists of Delegates up to date with correct demographic information.
6. The Legislative Director, the Legislative Chair, the members of the Legislative Committee, and all members notified will all contact their respective legislator.

