CMA MEETINGS – PROCEDURES

Conduct of meetings for CMA’s General Council and Annual Meeting

CMA wants to engage participants in its General Council and annual meetings more innovatively and inclusively in courageous and influential dialogue to advance health in Canada. Participants will have an opportunity to connect with colleagues to discuss issues that affect physicians and their patients, build on their leadership and advocacy skills, and help build a strong and united future.

Rules of order

As set out in the CMA Bylaws, the basis for orders and rules of procedure is to be taken in accordance with the current edition of Robert’s Rules of Order Newly Revised. Several sessions, including the Emerging Issues Dialogue, will follow more free-flowing discussion format so that participants have the opportunity to provide input for ongoing policy development without debating specific motions.

All CMA meetings should be transacted in an orderly manner to enable members to express opinions; at all times, participants will support a respectful and collaborative environment.

The meetings will proceed according to the program agenda and session overviews. The resolutions approved at last year’s General Council and their disposition, as well as the Proceedings for CMA’s 149th Annual Meeting are available here. Members may raise questions relevant to those resolutions or any other matter at the Annual Meeting during the Members’ Q&A session.

Delegates use electronic voting during General Council meetings unless manual voting is requested by the speaker or General Council for a specific vote. The use of plurality voting in elections is proposed when there are three or more candidates. A motion will be brought forth at the time of the elections.

Member observers are encouraged to address General Council from member observer microphones and without having to seek permission to speak in each instance.

Procedural motions

MOTION SP 0-1

In keeping with Canadian Medical Association bylaw 18.1, the rules of conduct and procedural rules and guidelines for this meeting outlined herein are adopted.

MOTION SP 0-2

General Council approves the use of plurality voting in elections when there are three or more candidates.

Emerging issues dialogue

This session, held as a discussion forum, provides CMA with a process for collecting and analyzing information on emerging issues (areas of concern) for the purpose of identifying and/or recommending strategic options.

Emerging issues are topics about which delegates are unlikely to have much background information, are time sensitive and national in scope. An emerging issue must meet one of the following criteria:

• is likely to have significant ramifications for clinical practice or the professional well-being of a large number of Canada’s physicians, or
• has the potential of affecting the health and well-being of a significant number of Canadians.
The outcome of an emerging issue might be to suggest that CMA carry out further monitoring or analysis such as the development of a discussion paper or suggest some action if warranted. There are no motions associated with the Emerging Issues Dialogue.

The Resolutions Committee will review the submissions received before the June 5 deadline, and select 5 or 6 issues for discussion. Any remaining issues will be suggested as topics for discussion during the Member Conversations session on Sunday, Aug. 20. Participants will receive the selected emerging issue topics at the end of July.

**General motions**

Having a courageous and influential conversation on advancing health and health care in Canada is one of the key objectives of our annual meeting. Please note that the majority of motions this year will be adopted through the consent agenda, allowing attendees to focus their discussion on those motions representing critical priorities for the profession. Note that there is a limited amount of time for debating motions.

Please keep in mind the following parameters when preparing and submitting a motion for discussion at this year’s event:

- Motions must be received by the July 10 deadline (see motion form for details). Motions received after the deadline will only be considered time permitting.
- Motions need to align with CMA’s strategic priorities. The Resolutions Committee will determine the order for discussing motions, selecting and prioritizing them based on relevancy, fit, focus and alignment with CMA’s strategic priorities. (See the 2017 CMA Report to Members for more details about our priorities.)
- The list of general motions will be circulated to meeting participants via email on Aug. 11. If your motion has been placed on the consent agenda, you will have the opportunity to submit a video outlining your motion upon arrival at the meeting, to enhance awareness and advocacy with impacted groups.
- Motions will be discussed on Tuesday, Aug. 22 between 10:15 am and 11:40 am. Motions that are passed by General Council become resolutions and will be posted on cma.ca/gc.

Participants will have an opportunity to continue discussions on social media or through the meeting’s mobile app.

Following General Council, the CMA Board will determine the level of effort/resources (financial/human) needed to effectively act on each issue and will weigh this information against the fit within the strategic plan, the knowledge and expertise available to the association and budgetary implications. Participants will be kept apprised of how the issues are evolving through periodic communications.

**Consent agendas**

The use of consent agendas allows non-controversial motions that meet the following criteria to be approved ‘en bloc’ and without debate so as to allow time for dialogue on topics that require full discussion and debate:

1. Motions that are not likely to initiate debate or dissent among delegates or the profession
2. Motions that are in keeping with the CMA’s strategic direction and plan
3. Motions that require little to no resources to implement

Consent agendas are presented to General Council for adoption on Day 1. At that time, any delegate may request that a motion be removed from the consent agenda for reasons of dissent. The motion(s) in question will be considered, if time allows, following the debate of all motions.

**Discussion/debate procedures**

- Participants are expected to bring forward the opinions of those whom they represent; however, voting should be carried out on the basis of merit and in CMA’s interests.
- When a main motion has been moved, seconded and read from the chair, it is before the meeting. When the mover speaks a second time, this closes debate.
- Participants wishing to speak during debate should, after being recognized by the speaker, identify themselves by name and representation, state whether they are for or against the motion and speak only once to a motion for no more than
2 minutes. To avoid confusion and respect all in attendance, time will be indicated by a ‘traffic light’ system. The speaker may turn off a microphone if a participant exceeds his/her 2 minutes.

• When debate on a motion appears to have closed, the Speaker will put the question to a vote (after making clear the exact question to delegates). Note: Only delegates may vote on motions presented.

• Designated member-observer microphones will be managed by the Office of the Speaker.

In-camera procedures

A delegate may request on a ‘point of procedure’ that a particular discussion or session be held in camera. The participant must specify which level of in camera (listed below) is requested. A vote will be taken and a majority will be required. The two levels of in camera are:

  Level 1 – Exclusion of media
  Level 2 – Exclusion of media and non-member observers

Should General Council approve to deliberate in camera, the speaker will seek additional clarification as to the appropriateness of staff and/or the technical crew remaining in the room to facilitate business.

Note: The use of social media to publicly convey communications on content discussed within closed sessions of General Council is prohibited.