

Memo to: PALTmed State Chapter Presidents & Executive Directors

From: Christian Bergman, MD, CMD, Chair, House of Delegates

Date: November 8, 2024

Subject: 2025 Meeting of the PALTmed House of Delegates

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Your PALTmed House of Delegates Chair wants to inform you of plans for the upcoming House of Delegates (HoD) Meetings on March 13 & 15, 2025 in Charlotte, NC. **Both meetings are in-person only.**

**House of Delegates Website:** <https://paltmed.org/hod>

**Schedule for HOD Activities**

- **Thursday, March 13<sup>th</sup> at 11:30am-12:30pm**-Business meeting with candidates' speeches. (Lunch provided)
- **Saturday, March 15<sup>th</sup> at 3:30pm-5:30pm** -Working meeting with resolutions and election results.

**Resolution Submission**

We would appreciate your cooperation in sending your resolutions as soon as they are available. Under PALTmed Bylaws “on-time” resolutions are those received at the national PALTmed office at least 60 days (**January 13, 2025**) prior to the opening of each House of Delegates meeting. Resolutions that are received by January 13<sup>th</sup> will be included in the business schedule and will be posted on the meeting website at least 30 days prior to the meeting.

Late resolutions (i.e., those received after January 13<sup>th</sup>) will, per By-Laws, receive limited debate on the HOD floor and may be considered by the PALTmed Board.

Resolutions must be submitted via email to [Gaby Geise](mailto:ggeise@paltmed.org) in the Public Policy & Advocacy department ([ggeise@paltmed.org](mailto:ggeise@paltmed.org)). **The receipt of all resolutions will be confirmed by a return email message. If you do not receive such an email, your resolution has not been received.**

<b>IMPORTANT DATES</b>	
Deadline for Delegate registration	<b>January 13, 2025</b>
Deadline for resolutions to PALTmed national office	<b>January 13, 2025</b>
Resolutions Committee Call (for those who submit resolutions)	<b>January 20, 2025</b>
On-time resolutions posted to HoD Delegate website	<b>February 12, 2025</b>

A “Resolution Submission Checklist” and template are below. The checklist conveniently enumerates the elements of a resolution and outlines the steps to follow so that the resolution conforms to HoD policy. The checklist may be, but is not required to be, submitted with a proposed resolution. A template resolution is also available for download on the [HOD website](#).

## [Registry of Delegates Due January 13, 2025](#)

Delegates must be full general members of PALTmed including physicians, physician assistants, nurse practitioners, or clinician with Doctorate degree with active PALTmed memberships. PALTmed must certify each delegate before they are official. Each delegate will receive email confirmation of their selection once certified.

**PLEASE MAKE EVERY EFFORT TO ENSURE ALL DELEGATES ARE REGISTERED ON TIME.**

Please [click here](#) to see how many delegates you have and to register the delegates for the meeting. Any questions? Contact PALTmed at [statechapters@paltmed.org](mailto:statechapters@paltmed.org). Please note all alternate delegates must be verified by the State Chapter President and/or Chair of the State Delegation.

### **Resolution Committee**

The Resolution Committee has been appointed to review all submissions and ensure that the business of the HoD is focused on issues of importance and ready to be presented to the House. Anyone submitting a resolution is encouraged to join the review call to gather feedback on their resolution. The Resolutions Committee call set for **Tuesday, January 20, 2025 at 6pm EST (5pm CST)**. If unable to attend, please have a surrogate available for the call.

Thank you.

## **PALTmed RESOLUTION PROCESS**

All resolutions, policy papers, and position statements are submitted for consideration and endorsement by the House of Delegates. Resolutions may be submitted from the Board of Directors, state chapters, committees, and subsections of the association.

Before reaching the floor of the House of Delegates, resolutions must follow a review process:

1. Resolutions are submitted to the PALTmed national office.
2. Resolutions are reviewed against previous policies and actions to ensure consistency and identify potential conflicts with prior policy.
3. Resolutions are sent to appropriate committees and board members for review and to staff for analysis of the fiscal impact on the association.
4. Resolutions Committee meets by conference call prior to the annual meeting of the House of Delegates to review the resolutions and comments.
5. Resolutions Committee makes edits and suggestions for format compliance and clarity
6. Suggested changes are sent back to the originators of those resolutions with suggested changes.
7. Resolutions Committee meets by conference call (if needed) to review and agree upon the final resolutions included in this delegates' webpage 30 days prior to the meeting.
8. The House of Delegates convenes, reviews, and debates resolutions.
9. The Board of Directors has final vote to implement resolutions into policy.
10. Passed resolutions are implemented by the appropriate committee or department.

## RESOLUTION SUBMISSION CHECKLIST

- Resolution<sup>†</sup> submitted by: \_\_\_\_\_  
(Board of Directors, state chapters, committees, etc.)
- Subject: \_\_\_\_\_  
(the title of the resolution should appropriately and concisely reflect the action for which it calls)
- Whereas statement(s) is (are) included      - or-       Whereas statements not necessary  
*Whereas statements support / provide background to substantiate the intent of the RESOLVEDS. You may include as many whereas statements as necessary to provide the foundation for the intent(s) of the RESOLVED statements.*
- RESOLVED statement(s) is (are) included  
RESOLVED statements are requests for PALTmed to take a specific position or course of action to address the concern(s) expressed in the whereas statement(s). The House acts only on the RESOLVED portions of resolutions. Each RESOLVED statement must be accompanied by one of the following identifiers indicating the nature and purpose of the proposed RESOLVED:
- New HOD Policy<sup>1</sup>
  - Reaffirm HOD Policy<sup>3</sup>
  - Consolidate Existing Policy
  - Rescind HOD Policy
  - Modify Bylaws
  - Modify Current HOD Policy<sup>2</sup>
  - Directive to Take Action<sup>4</sup>
- Each RESOLVED statement is focused, stands alone (without reference to whereas statements or other resolves), and provides a specific, clear direction or action required by PALTmed should it be adopted.
- Resolution includes a list of existing policy related to the subject, if applicable. (The active policies are located <https://paltmed.org/policies>)
- To the extent possible, each RESOLVED makes adjustments, additions or elaborations to existing policy rather than creating new, possibly redundant policy.
- Existing policy statements that would be superseded or deemed contrary to newly proposed policy are proposed for rescission.
- Information contained in the resolution has been checked for accuracy and, if applicable, includes appropriate reference citations to facilitate independent review.
- Use resolution template provided below.
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### Notes:

† PALTmed will develop fiscal notes for all resolutions.

- 1 New policy should be stated as a broad guiding principle that sets forth the general philosophy of the Association on specific issues of concern to long term care. If adoption of the new policy could render obsolete or supersede one or more existing policies, those policies should be identified by number and recommended for rescission or revision.
- 2 This designation is intended for resolutions that call for specific amendments or modifications to existing policy. Please set out the pertinent text of the existing policy, citing the policy number, and clearly identify the proposed modifications. If adoption of modified policy could render obsolete or supersede one or more existing policies, those policies should be identified by number and recommended for rescission.
- 3 Reaffirmation of existing policy should contain a clear restatement of the existing policy, citing the policy number.
- 4 This designation is for use if the intent of the resolution is to have the PALTmed take a specific action (work with coalitions, lobby Congress, etc.) Directives to take action should include all elements required for establishing a new policy as well as a clear statement of existing policy, citing the policy number underlying the directive.

Please email items of business to [ggeise@paltmed.org](mailto:ggeise@paltmed.org) in the Public Policy Department. The receipt of items will be confirmed via return email. This checklist may be, but need not be, returned with your resolution.



**RESOLUTION TEMPLATE (Also available in downloadable Word format at <https://paltmed.org/hod>)**

**POST-ACUTE AND LONG-TERM CARE MEDICAL ASSOCIATION**

**HOUSE OF DELEGATES**

**RESOLUTION # <FOR PALTmed OFFICE ONLY>**

**SUBJECT:** Click or tap here to enter text.

**INTRODUCED BY:** Click or tap here to enter text.

**INTRODUCED ON:** <FOR PALTmed ONLY>

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1 Whereas, Click or tap here to enter text.; and

2

3 Whereas, Click or tap here to enter text.; and

4

5 Whereas, Click or tap here to enter text.; and

6

7 Whereas, Click or tap here to enter text.; therefore be it

8

9 RESOLVED, that our Post-Acute and Long-Term Care Medical Association (PALTmed) Click  
10 or tap here to enter text.; and be it further

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12 RESOLVED, that our PALTmed Click or tap here to enter text.; and be it further

13

14 RESOLVED, that our PALTmed Click or tap here to enter text.; and be it further

15

1 RESOLVED, that our PALTmed [Click or tap here to enter text..](#)

2

**FISCAL NOTE: (Assigned by PALTmed)**

**RESOLUTION RESULTS: < FOR PALTmed OFFICE ONLY>**

**REFERENCES**

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.

**RELEVANT PALTmed POLICY**

Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

**Post-Acute and Long-Term Care Medical Association  
BYLAWS**

**ARTICLE IX -- HOUSE OF DELEGATES**

**Section 1. Composition**

The House of Delegates shall be a continuing body consisting of:

A. Accredited delegates from the state chapters as follows:

1. Delegates must be general members of PALTmed.
2. Each state chapter shall be entitled to a minimum of one (1) voting delegate from that state. A regional chapter shall be entitled to a minimum of one (1) voting delegate from each of the states within the regional chapter.
3. Each state chapter shall be entitled to delegates on the basis of one (1) delegate for each twenty-five (25) or portion of twenty-five (25) PALTmed general members in good standing. A regional chapter shall be entitled to delegates on the basis of one (1) delegate for each twenty-five (25) PALTmed general members in good standing from each of the states within the regional chapter.
4. Each state chapter delegation shall have a chair, who may be the state chapter president or a member of the state's delegation appointed by the state chapter president.
5. Delegates must be accredited in writing by the chair of each state's delegation, who shall provide the PALTmed Executive Director with the state's delegate list at least sixty (60) days prior to the annual meeting.
6. Alternate Delegates:
  - a. Each state chapter may designate alternate delegate(s) to assume a delegate position should the need arise.
  - b. Alternates must be certified by the chair of each state's delegation and acknowledged by the PALTmed staff on or before the day of the House meeting.

B. The three (3) House of Delegates members serving on the Board of Directors, one (1) of whom at any one time may be a licensed nurse practitioner or physician assistant.

C. All members of the Past Presidents Council.

D. Representatives of state groups that are beginning to organize, without vote.