March 14, 2017

TO: FMA Component County Medical Society Presidents and Executive Directors
FMA Recognized Specialty Medical Society Presidents and Executive Directors
FMA Board of Governors
FMA Past Presidents
2016 FMA House of Delegates

FROM: Corey L. Howard, M.D. and Joshua Lenchus, D.O.

RE: 2017 FMA Annual Meeting, August 4-6, 2017
Loews Sapphire Falls Resort at Universal Orlando

The 2017 FMA Annual Meeting is scheduled for August 4-6, 2017 at Loews Sapphire Falls Resort at Universal Orlando. Preparations are currently underway for the business of the House of Delegates and other aspects of the meeting. The following information and deadlines will assist you and your Delegates in planning for this event. Updates will be posted on the FMA Annual Meeting website at http://am.celebratemedicine.com as they become available.

**HOTEL INFORMATION**

Loews Sapphire Falls Resort at Universal Orlando is located at 6601 Adventure Way. The room rate for a standard/double room is $199 and reservations can be made by calling group reservations at 866-360-7395 or by clicking https://uo.loewshotels.com/en/Sapphire-Falls-Resort/GroupPages/FMA17.

The group cut-off date is July 3.

One night’s room deposit is required when making a reservation. Cancellation of guaranteed reservations must be received five (5) days prior to arrival to avoid one night’s room/taxes. Check in is at 4:00 pm and checkout is at 11am.

The Mariner’s Club at adjoining Royal Pacific offers supervised children’s activity center (4-14 years of age). Open 5 pm to midnight on Fridays and Saturdays. Call 407-503-3200 or click https://www.universalorlando.com/Hotels/Loews-Royal-Pacific-Resort/The-Mariners-Club.aspx

**PRELIMINARY SCHEDULE OF EVENTS FOR DELEGATES**

*(times are subject to change)*

**Friday, August 4, 2017**
Afternoon
- Rules and Credentials Committee
- Reference Committee Orientation (*mandatory for delegates appointed to serve on a reference committee*)
- Delegate Orientation and Instructions

**Saturday, August 5, 2017**
6:00 am – 8:00 am
- Caucus Meetings
8:00 am - 9:30 am
- House of Delegates – 1st Session
10:00 am – Noon
- Reference Committee Hearings
12:30 pm – 2:00 pm
- Good Government Luncheon
Evening
- President’s Installation Ceremony & Celebration
FMA affiliate groups wishing to meet should submit their request directly to the FMA no later than April 14, 2017. All requests will be considered on a priority basis, with FMA programs first, followed by groups conducting scientific programs, then business and caucus meetings. Every effort will be made to accommodate requests within the space available. It is important to note that the FMA entered into a contract with Loews Sapphire Resort for meeting space based on food & beverage minimum requirements. If your group requests meeting space, we respectfully ask that you commit to a minimum food & beverage order of $250 per day. If you have no food/beverage requirements, a room rental fee of $250 per day will be assessed. For more information and group meeting request form, click here or email Donna Rigo at donna.rigo@flmedical.org.

**FMA HOUSE OF DELEGATES**

The FMA House of Delegates (House) is comprised of delegates representing the following groups:

- FMA officers
- FMA Board of Governors (elected members only)
- FMA component county and recognized specialty medical societies
- Specialty Society Section
- Young Physician Section
- Medical Student Section
- Resident & Fellow Section
- Florida Medical Association Alliance

The business of the House is established by a blend of tradition and requirements of the Charter and Bylaws, and includes:

1. Setting policy for the FMA by acting on recommendations from the Board of Governors and resolutions presented by component county medical societies, recognized specialty medical societies, special sections and Delegates.
2. Hearing addresses and reports from the Treasurer, Speaker, and outgoing and incoming Presidents.
3. Presenting awards recognizing distinguished work by members of the FMA and others whom the FMA decides to honor.
4. Electing FMA officers, board members and AMA Delegates/Alternates.

Additional presentations may be arranged by the Speaker or by request of a member of the House with unanimous consent of the House for discussion.

The first House is scheduled to meet on Saturday, August 5 from 8:00 - 9:30 am, followed by four Reference Committee hearings from 10:00 am – 12:00 noon. The House will reconvene on Sunday, August 6 from 8:00 am -12:00 pm. For complete guide to the process by which the FMA House transacts business click here.

**Delegate Entitlements and Certification**

Each society represented in the House is required to provide the FMA with the names of delegates 60 days in advance of the House. With the exception of the FMA Alliance, each delegate is required to be an active dues paying member in good standing with the FMA.

County and specialty medical society executive directors are responsible for providing the names of all delegates and alternates by June 9, 2017. Submit rosters to Angelique Bowman by email at abowman@flmedical.org or by fax 850.224.6627.

**Delegates – County Medical Societies**

Each component county medical society is entitled to representation in the House as follows:
One (1) voting delegate for every forty (40) active/current dues paying members of the FMA (or fraction thereof) as of December 31, 2016. No delegate may represent more than one organization. Please make every effort to select Delegates and Alternates who are able to attend the FMA Annual Meeting in its entirety. For a list of entitlements refer to the attached.

Delegates - Specialty Medical Societies
Each recognized specialty medical society is entitled to representation in the House as follows:
One (1) voting delegate for every forty (40) active/current dues paying members of the FMA (or fraction thereof). No delegate may represent more than one organization. Please make every effort to select Delegates and Alternates who are able to attend meeting in its entirety. For a list of entitlements refer to the attached.

Delegates– FMA Board of Governors, Sections and Other
Delegate entitlements for FMA Sections, FMAA and elected members of the FMA Board of Governors can be found by clicking here.

Resolutions
Business is introduced into the House through the presentation of resolutions by delegates on behalf of their county or specialty medical society, section or as an individual. Resolutions received by Friday, June 9, will be published in the FMA Delegate Handbook. Resolutions received after June 9 and prior to end of day June 23 will be published in the Handbook Addendum. For additional information on resolutions refer to the attached procedures and instructions. Prior to submitting resolutions, it is recommended that you review the current FMA Policy Compendium and the summary of actions from the 2016 House of Delegates. These items are available to FMA members only at http://am.celebratemedicine.com/home/delegate-information/

Late Resolutions
Resolutions received after June 23, 2017 and prior to 11:00 a.m., August 4, 2017 will be considered late and referred to the Credentials and Rules Committee for review. The Credentials and Rules Committee is responsible for determining whether the late-filed resolution should be considered as business of the House. Sponsors of late resolutions are required to attend the Credentials and Rules Committee on Friday, August 4 and formally request consideration by the House.

FMA REFERENCE COMMITTEES
Four Reference Committees are scheduled to meet on August 5, 2017 and conduct open hearings on resolutions. Reference Committees consist in part of five delegates, appointed by the Speaker and President to conduct open hearings on matters of business submitted to the House. All members of Reference Committees are voting members. The Committees are responsible for receiving testimony and finalizing reports with recommendations to the House for disposition of its items of business.

FMA ELECTIVE OFFICE
FMA Officers, select seats on the FMA Board of Governors, and AMA Delegates/Alternates are elected by the House during the House. Any active member in good standing seeking to run for elective office should notify Brittany Jackson at the FMA bjackson@flmedical.org by June 23 for publication in the FMA Delegate Handbook. Voting will take place Sunday, August 6. A list of open seats and announced candidates can be found here. For a guide to the election process refer to the FMA Election Process and Campaign Rules.

INSTALLATION OF THE FMA’S 141ST PRESIDENT
On Saturday, August 5, all meeting attendees are invited to attend the installation of the FMA’s 141st President, John Katopodis, M.D. of Tallahassee. FMA Past Presidents as well as county and specialty medical society presidents are invited to participate and be recognized during the ceremony. Please respond to Lauren Byrd lbyrd@flmedical.org if your society president would like to participate.
OTHER EVENTS AND REGISTRATION

In addition to the business of the House there are a number of other activities scheduled during the weekend including Medical and Resident Student activities, CME, the Good Government Luncheon, the annual Presidential Installation Celebration (following the Installation) and the FMA David Paulus, M.D. Poster Symposium. Refer to http://am.celebratemedicine.com/ for up to date information on the weekend’s schedule of events, updates from the Speakers, announced candidates, meeting registration information, etc.

IMPORTANT DEADLINES

A summary of important deadlines and staff contact information is listed below to assist in preparing for the meeting.

**Affiliate Meeting Request –**
- **Donna Rigo**
  - 850.661.6958
  - donna.rigo@flmedical.org

**Delegate Certification –**
- **Angelique Bowman**
  - 850.224.6496
  - Fax 850.224.6627
  - abowman@flmedical.org

**Reference Committee Nominations –**
- **Brittany Jackson**
  - 850.224.6496
  - Fax 850.224.6627
  - bjackson@flmedical.org

**On-Time Resolutions –**
- **Brittany Jackson**
  - 850.224.6496
  - Fax 850.224.6627
  - bjackson@flmedical.org

**On-Time Resolutions for Handbook Addendum –**
- **Brittany Jackson**
  - 850.224.6496
  - Fax 850.224.6627
  - bjackson@flmedical.org

**Announced Candidates for Elective Office –**
- **Brittany Jackson**
  - 850.224.6496
  - Fax 850.224.6627
  - bjackson@flmedical.org

**Hotel Room Block Deadline –**
- **June 9, 2017**

**Delegate Handbook Available –**
- **July 7, 2017**

**Delegate Handbook Addendum Available –**
- **July 21, 2017**