



cosgp

COUNCIL OF OSTEOPATHIC
STUDENT GOVERNMENT PRESIDENTS

A COUNCIL OF THE
AMERICAN ASSOCIATION OF
COLLEGES OF OSTEOPATHIC MEDICINE

Council of Osteopathic Student Government Presidents

**Member Guidebook
2015-2016**

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COSGP History and General Meeting Information

COSGP Historical Background

The Council of Osteopathic Student Government Presidents (COSGP) was established in 1974 as an official component of the American Association of Colleges of Osteopathic Medicine (AACOM) as the official national representative and voting voice of osteopathic medical students nationwide. Students are represented at the national level to AACOM, the AOA and the governing bodies of these organizations in a legislative function. COSGP also performs the duty of dissemination of information regarding the students' educational interests to and from these organizations and groups within AACOM and the AOA.

Purpose of COSGP

The objective of the COSGP is to be the official national representative and voting voice of all osteopathic medical students to the AACOM, AOA and their governing bodies by:

1. Maintaining communication with and assisting in the dissemination of information between osteopathic medical students and the organizations within AACOM, and the AOA;
2. Providing a mechanism for the interchange of ideas and perceptions of osteopathic medical students and others concerned with osteopathic medical education; and by
3. Fostering student leadership and identity by providing a means for osteopathic medical student participation in the governance and direction of the affairs of AACOM and the AOA.

The organization is comprised of the student government presidents from each of the 10 colleges of Osteopathic Medicine. COSGP members meet regularly with the college of osteopathic medicine presidents and other AACOM as well as AOA officials. In addition, COSGP meets four times each year as a council.

As the official representative body for all osteopathic students, COSGP provides an avenue for all students to have a voice in the workings of the AACOM and AOA as student council presidents. COSGP members are voting members of the AOA House of Delegates and through this, are able to have an effect on the future of osteopathic medicine.

Information is disseminated to osteopathic medical students through the following:

- Face-to-face reports from the student government president to his/her school's students
- COSGP website and via e-mail
- Publications in related magazines, such as *The DO*, *The Student Doctor*, and *The PULSE*
- Numerous COSGP surveys of student opinion
- Providing guest speakers at COSGP meetings

Advisor/Links to other Group/Organizations

Liaisons between COSGP and the following organizations are appointed and often present at COSGP meetings

- AACOM Liaison
- AACOM Council of Deans
- AOA Representative.

COSGP Member Schools

General Information Regarding Organization/Operations

Officers are elected at the spring meeting held in April. Interested individuals must declare their intention to run for office to the parliamentarian no less than one week before the spring meeting.

- Chairperson: Presides at COSGP meetings; Ex-officia member of all COSGP committees; represents COSGP before AACOM Council of Deans and Board of Governors; attends AACOM and AOA meetings upon invitation
- 1st Vice Chairperson; Presides in absence of chairperson; chairs the Leadership Committee
- 2nd Vice Chairperson: Presides in the absence of the chairperson and 1st vice-chairperson; chairs the Public Relations Committee
- Secretary: Maintains and distributes minutes of each regular meeting; maintains complete record of all actions and recommendations of COSGP and COSGP's representatives on AACOM committees.
- Treasurer: Responsible for the Council's finances; chairs Budget and Finance Committee
- Parliamentarian: Interprets COSGP's Rules and Regulations and Robert's Rules of Order; chairs Legislation Committee; serves as caretaker of the archives; maintains historical information; advises COSGP of past policy and current pertinent legislation.

Basic Documents

1. *COSGP Official Constitution and Bylaws*: This is the working governing document of COSGP. It is under COSGP control and is reviewed annually to ensure it's accuracy and consistency with our Strategic Plan.
2. *Strategic Plan*: This is a document that reflects the systematic process of envisioning our desired future, and translating this vision into broadly defined goals or objectives and a sequence of steps to achieve them.

A current copy of each of the governing documents is to be included at all times in the COSGP Guidebook and available on the COSGP website at: www.cosgp.org.

COSGP Planning Calendar

The dates listed here are tentative, but may be useful for planning:

AOA House of Delegates – July
OMED – October
Winter Meeting at Host School – January
AACOM Meeting – April

Important information Regarding COSGP Meetings

COSGP generally has four meetings per year and tries to schedule general council meetings around other pertinent Osteopathic medical conferences to allow maximum utilization of human and financial resources.

All Meetings

General Information:

- The COSGP Secretary distributes information pertinent to the meeting in advance. It is important that this information be reviewed when received, as there may be requests for information to be brought from your school to COSGP.
- Meetings generally start by 8:00AM so plan travel accordingly. Continental breakfast is generally available at morning meetings. Ending times are variable depending on the agenda.
- During non-meeting hours, COSGP members try to catch-up on happenings at each school, explore the town and enjoy a brief respite from school's pressures. Plan on an evening meal out with the group during each meeting time.
- Things to Bring
 - Enthusiasm, positive attitude, and attention!
 - Issues at your local COM/SOM or within SGA
 - Ideas that would improve COSGP, it's effectiveness, organization and/or representation of osteopathic medical students
-

July - House of Delegates

COSGP holds general council meetings during the 2-3 days prior to the start of the annual AOA House of Delegates (HOD) Meeting. At this meeting, many attendees will be first-time attendees to COSGP, as they will have recently officially taken office at their local COM/SOM's as new Student Government leaders.

Student Government Presidents are usually actual voting members of their state's respective HOD delegation, and are expected to participate fully in the proceedings; this includes but is not limited to resolution review meetings, committee meetings, state society functions, etc.

Some important things to prepare for which are unique to this conference include:

- House of Delegates List of Resolutions. It is crucial that you read these resolutions in advance to become familiar with the issues before the House of Delegates. Be especially prepared to discuss issues relating to students!
- Copy of Robert's Rules of Order – Modern Edition. While this document is always important, it is extra important to review these rules for the HOD meeting. You will be discussing resolutions and voting according to these rules; not only will you want to be comfortable with these for general council meetings, but also while discussing the student position on the House floor if you choose to. It is crucial that you follow Parliamentary procedure during these discussions.

October - OMED

COSGP meets as a general council during the 2-3 days before the start of the AOA's Annual OMED convention. Our COSGP meetings are concluded by the start of the convention to allow your participation in the convention activities. COSGP has planning input, with sponsorship, for a student luncheon and seminar.

It is helpful if COSGP members can secure reservations in the hotel in which COSGP meetings are being held. Not having to go between hotels multiple times is a big advantage. Work through your school's procedures on this.

If possible, try to be able to stay at the convention until after the President's Banquet, as COSGP members generally get complimentary tickets to the banquet. If you can't stay, the tickets MIGHT be able to be used by other students from your school, like immediate past president of student council, etc.

Check with your school to see if there are any ways in which you can assist at the convention, like staffing an exhibit, helping attending an alumni luncheon, etc.

January - COSGP at a COM/SOM

COSGP Winter meetings are unique in that they are not held in conjunction with a larger Osteopathic medical conference. As a result our schedule is different, and allows time for our annual D.O. For You service event, as well as our annual COSGP Leadership Series.

For each winter meeting, COSGP accepts applications from any interested COM/SOM's SGA to host our meeting at their school's campus. The chosen COM/SOM provides COSGP with a conference room on their campus, coordinates a campus tour, and sets up the local community service event.

April - AACOM

This meeting is held during the 1-2 days prior to the start of the Annual AACOM Conference, which is held in either Washington, DC, or Ft. Lauderdale, FL biennially.

During this meeting, COSGP holds council elections for the upcoming year's officers. Elections are held on Saturday toward the end of the day, and newly elected officers are required to stay longer on Sunday for leadership transitions.

What to Expect from COSGP

Each COSGP Member Should Expect to:

- Receive written minutes within a month of each meeting, unless an agreement to the contrary is made in advance.
- Receive notice of each meeting, accompanied by pertinent information for that meeting, in advance of each meeting.
- Receive updated member lists from COSGP secretary.
- Have opportunities to meet with AACOM representatives to share concerns
- Have opportunities to get to know other osteopathic medical students
- Have access to information/ideas from other schools that might help you at your school
- Have fun while working

What to Expect to do for COSGP

Each COSGP member should expect to:

- Attend COSGP meetings or send a delegate if you cannot attend
- Participate in the committee work of COSGP
- Solicit ideas and opinions from students at your school
- Help with COSGP projects

- Distribute resources and information gathered at meetings to students at your school
- Recruit students from your school for projects
- Promote COSGP projects/seminars to students at your school
- Maintain necessary communication between COSGP members
- Distribute, collect and return questionnaires for COSGP
- Submit articles about your school for publications
- Maintain current e-mail address and telephone with COSGP Secretary
- Maintain current COSGP files for your school
- Appoint a Legislative representative to distribute all AOA Governmental Relations questionnaires to students and “Call-to-Actions” when necessary

Common Abbreviations

AACOM	American Association of Colleges of Osteopathic Medicine
AAOPP	American Association of Osteopathic Postgraduate Physicians
ACGP	American College of General Practitioners
ACOM	Alabama College of Osteopathic Medicine, Dothan, AL
AMSA	American Medical Student Association
AOA	American Osteopathic Association
AODME	Association of Osteopathic Directors of Medical Education
AOF	American Osteopathic Foundation
AOHA	American Osteopathic Healthcare Association
ATSU-KCOM	A. T. Still University of Health Sciences Kirksville College of Osteopathic Medicine, Kirksville, MO
ATSU-SOMA	A.T. Still University of Health Sciences School of Osteopathic Medicine in Arizona, Mesa, AZ
AZCOM	Arizona College of Osteopathic Medicine of Midwestern University, Glendale, AZ
BSA	Bureau of Student Affairs
CCOM	Chicago College of Osteopathic Medicine of Midwestern University, Chicago IL
CMSO	Consortium of Medical Student Organizations
COMLEX	Comprehensive Osteopathic Medical Licensing Examination
COPT	Committee on Post Doctoral Training (AOA Committee)
CUSOM	Campbell University Jerry M. Wallace School of Osteopathic Medicine
DMU-COM	Des Moines University College of Osteopathic Medicine, Des Moines, IA
FASHP	Federation of Associations of Schools of the Health Professions
GA-PCOM	Georgia Campus, Philadelphia College of Osteopathic Medicine
KCUMB-COM	Kansas City University of Medicine and Biosciences College of Osteopathic Medicine, Kansas City, MO
LECOM	Lake Erie College of Osteopathic Medicine, Erie, PA
LECOM-B	Lake Erie College of Osteopathic Medicine, Bradenton, FL
LMU-DCOM	Lincoln Memorial University DeBusk College of Osteopathic Medicine, Harrogate, TN
MSU-COM	Michigan State University – College of Osteopathic Medicine, East Lansing, MI
MU-COM	Marian University College of Osteopathic Medicine, Indianapolis, IN
NAOF	National Association of Osteopathic Foundations
NBOME	National Board of Osteopathic Medical Examiners
NOM Week	National Osteopathic Medicine Week
NSOC	National Student Osteopathic Consortium
NSUCOM	Nova Southeastern University College of Osteopathic Medicine, Ft. Lauderdale, FL
NYIT-COM	New York Institute of Technology College of Osteopathic Medicine, Old Westbury, NY
OMIC	Osteopathic Mutual Insurance Company
OSU-COM	Oklahoma State University Center for Health Sciences College of Osteopathic Medicine, Tulsa, OK
OU-HCOM	Ohio University Heritage College of Osteopathic Medicine, Athens OH
PCOM	Philadelphia College of Osteopathic Medicine, Philadelphia, PA

PNWU-COM	Pacific Northwest University of Health Sciences College of Osteopathic Medicine, Yakima, WA
RowanSOM	Rowan School of Osteopathic Medicine, Stratford, NJ
RVUCOM	Rocky Vista University College of Osteopathic Medicine, Parker, CO
SNMA	Student National Medical Association
SOMA	Student Osteopathic Medical Association
SOSA	Student Osteopathic Surgical Association
TouroCOM-NY	Touro College of Osteopathic Medicine, New York City, NY
TUCOM-CA	Touro University College of Osteopathic Medicine, Vallejo, CA
TUNCOM	Touro University Nevada College of Osteopathic Medicine, Henderson NV
UAAO	Undergraduate American Academy of Osteopathy
UNECOM	University of New England College of Osteopathic Medicine, Biddeford, ME
UNTHSC/TCOM	University of North Texas Health Science Center at Fort Worth Texas College of Osteopathic Medicine, Fort Worth, TX
UP-KYCOM	University of Pikeville Kentucky College of Osteopathic Medicine
VCOM-CC	Edward Via College of Osteopathic Medicine Carolinas Campus, Spartanburg, SC
VCOM-VC	Edward Via College of Osteopathic Medicine, Virginia Campus, Blacksburg VA
WCUCOM	William Carey University College of Osteopathic Medicine, Hattiesburg, MI
WesternU-COMP	Western University of the Health Sciences/College of Osteopathic Medicine of the Pacific, Pomona CA
USMLE	United States Medical Licensing Examination
WVSOM	West Virginia School of Osteopathic Medicine, Lewisberg, WV

Council of Osteopathic Student Government Presidents

Strategic 3 Year Plan

Mission Statement

The Council of Osteopathic Student Government Presidents (COSGP), as the student council of the American Association of Colleges of Osteopathic Medicine (AACOM) will be the principal advocate for all osteopathic medical students, empowering and providing leadership for the osteopathic medical student body.

Vision Statement

Be the recognized national leader and voice of osteopathic medical students, working to strengthen the osteopathic profession by continuously representing and empowering students.

Core Values

COSGP will work to promote the principles of and pride in the osteopathic profession and will work to protect its future. COSGP serves as the primary student voice for all osteopathic medical students to professional and educational organizations including AACOM, the American Osteopathic Association (AOA), the American Osteopathic Foundation (AOF), the National Board of Osteopathic Medical Examiners (NBOME) and other relevant organizations. By assembling student leaders from each college of osteopathic medicine (COM), COSGP will continuously work to promote excellence in medical education.

Goals

Goal One: Represent the comprehensive voice of osteopathic medical students

1. Advocate for students needs

- a. Continuously seek feedback from local schools to bring to the national level through quarterly meetings and school discussion
- b. Quarterly survey the osteopathic student body in order to gather questions, concerns, feedback and ideas
- c. Send Chair, 1st VC, 2nd VC and AOA BOT to biannual Student Forums with leaders in the osteopathic profession to advocate for student concerns
- d. Elect AOA BOT to sit on the BOT and represent students
 - i. In the years the position is held by a SOMA (Student Osteopathic Medical Association) representative, invite to COSGP general council meetings to provide updates
- e. Chair or representative E board member will visit campuses each year, especially new campuses, in order to foster osteopathic community development and hear student feedback
 - i. ISSUES: funding + time commitments/logistics → we are first medical students and this may be unrealistic for one person to travel someone be
 - ii. INSTEAD: Coordinate with student services and have them disseminate information to SGA and each campuses' students in order to foster osteopathic community development and hear student feedback
 1. Videochats/phone calls/emails
 2. Chair take care of new campuses and the rest of the campuses under the COSGP E-board member of which they are a committee member

2. *Act as the conduit between student body and national organizations*
 - a. Executive Board members will continue to work with national organizations to gather information to provide to students and develop opportunities and programs for students
 - b. Continue to invite speakers from National Organizations and senior leadership to give presentations and updates at COSGP meetings
3. *Involvement in AOA legislature and state societies through individual student delegates at the AOA- House of Delegates (HOD) and the National Osteopathic Student Caucus (NOSC)*
 - a. Continue to host annual NOSC to gather student input on AOA HOD resolutions to present to the Resolution Committees
 - b. 2nd VC/PR/Web Rep to work to promote event and promote idea of hosting viewing parties at schools

Goal Two: Protect and promote the osteopathic profession

1. *Define and maintain osteopathic distinctiveness, encouraging osteopathic medical students in its implementation and practice*
 - a. Live each day as an example of what an osteopathic physician should be
2. *Promote and support continued understanding and use of Osteopathic Manipulative Medicine (OMM)*
 - a. Medical education representative will collaborate with SAAO (Student American Academy of Osteopathy) and AAO (American Academy of Osteopathy)
 - b. Medical education will promote pride in practice of OMM to students and encourage future use
3. *Promote pride and accountability within the profession among osteopathic medical students*
 - a. Encourage students to remain engaged and continue on as active members of the osteopathic profession through the AOA, and professional organizations
 - b. Promote the understanding in students that the AOA is the distinctive voice for osteopathic physicians which will represent them most actively/accurately
4. *Promote the osteopathic profession and ideals to the community and pre-medical students*
 - a. 2nd VC and Public Relations /Web Representative will work with AACOM Pre-Medical Associate Director of Application Services to increase COSGP involvement in osteopathic medical presentation and promotion to pre-medical students
 - b. Continue collaboration with Pre-SOMA chairs
 - c. Secretary, 2nd VC/PR/Web to plan annual “What Can Your DO4U?” event
5. *Continue to cultivate relations with the AOA Council of Interns and Residents (CIR)*
 - a. 2nd Vice Chair E-Board Member will work with the CIR student delegate to share information
 - b. Plan an intern/networking event at OMED for COSGP and interns/residents both in attendance for conference
 - c. Work with CIR to develop a contact list of COSGP Alumni to serve as mentors to current COSGP members

- d. Continue to collaborate on annual OMED presentation from CIR to students in attendance
6. *Involvement in political advocacy and public policy for osteopathic medical students and the profession at the state and national level*
- a. Lobby locally with state societies and nationally at events like DO Day on the Hill and COM Day on the hill
 - b. Collaborate with Omega Beta Iota
 - c. Legislative representative to bring AACOM Government Relations staff to meetings to present legislative and political updates and promote involvement in their AACOM Action Alerts
 - d. Include a legislative update in each newsletter using AACOM GR staff as resource
 - e. Continue to research the ability to promote the development of a legislative representative position at each COM
 - f. Continue to promote policy internships for students such as OHPI (Osteopathic Health Policy Intern), WHO(World Health Organization) and PAHO (Pan American Health Organization) internships
 - g. Legislative representative to continuously update website page with political updates to keep students informed
 - h. Plan a student political networking event at DO Day on the Hill

Goal Three: Promoting excellence in osteopathic medical education

- 1. *Stimulate conversation for the future of osteopathic medical education*
 - a. Discuss ideas and concerns of education with COSGP Council
 - b. Continue research into the ever-changing field of medicine and medical education
 - i. Researching new technology within medical education
 - c. Increase awareness of student needs in the ever changing medical education environment
 - d. Medical education representative will research and collect data on student preference and the efficacy of various study materials for exams (Shelf, Licensing exams, NBOME practice exams)
- 2. *Provide tools to aid in student preparation and success on exams*
- 3. *Be an active member of the SOME Steering Committee*
 - a. Keep the SOME members aware of the student's needs and the reality of the instruction and the outcomes based on current practices
 - b. Attend both in person and conference call meetings for the SOME Steering committee and help plan for AACOM presentations
- 4. *Coordinate a lecture based on the topic researched by the Medical Education Representative at all possible meetings*
- 5. *Ensure that a creative environment for progress and insight within osteopathic medical education is fresh in the minds of leaders of our profession as well as the student leaders*

Goal Four: Dedication to service and the improving the health of the local and global community

1. *Maintain the Translating Osteopathic Understanding into Community Health (TOUCH) Program*
 - a. Grow student involvement through grassroots outreach and encourage development of opportunities for students to participate
 - b. Recognize exceptional students and provide incentives to participate

2. *Build Global Health awareness and involvement in the osteopathic student body*
 - a. Maintain a data base of information regarding local and international medical outreach programs
 - b. Provide articles, websites, blogs and updates regarding news and status updates of the global health community
 - c. Continue to unify and build upon the international osteopathic community by working with the Osteopathic International Alliance and the Bureau of International Osteopathic Medicine
 - d. Strengthen relationships with DOCARE and other organizations that offer medical outreach opportunities
 - e. Strengthen relationships with AACOM's International Collaborative
 - f. Continue to promote global health policy internships for students such as OHPI, WHO and PAHO internships
 - g. Continue to promote cultural competency training within undergraduate osteopathic medical education institutions
 - h. Help students find ways to fundraise for local and international rotations and outreach trips

3. *Strengthen relationships with the American Osteopathic Foundation (AOF)*
 - a. Raise awareness of the scholarships, awards and service opportunities available through the AOF
 - b. Encourage council members to participate in the annual AOF HumanTouch [Student Leadership Project]

Goal Five: Leadership and growth in osteopathic schools

1. *Equip student leaders to engage and provide information to their students*
 - a. Quarterly presentations by each committee and executive board member highlighting the latest updates, maintaining COSGP as the primary source of accurate information
 - b. Make all documents and presentations available to general council members
 - c. Provide live and online forums for student leaders to discuss specific topics

2. *Empower the osteopathic medical student body*
 - a. General council members will disseminate relevant information from quarterly meetings to all osteopathic medical students
 - b. Promote the usage of the COSGP website as a resource to all osteopathic medical students
 - c. Develop activities to foster leadership development and provide students with tools to meet the unique management needs faced by student leaders
 - d. Finance committee will work to gather general information on COM budgeting and inflation to provide osteopathic medical students information on how their tuition is spent

- e. 1st Vice Chair and leadership committee will plan an annual National Osteopathic Student Seminar (NOSS) for all osteopathic medical students
3. *Foster leadership development and professional growth*
- a. 1st Vice Chair and leadership committee will plan Concurrent Leadership Series featuring innovative topics not typically included in the medical school curriculum
 - b. Deliver presentations on professional etiquette, public speaking and presentation techniques
 - c. Continue to provide opportunity to grow public speaking and presentation skills through school reports, special reports, committee reports and resolution discussions
 - d. Provide recognition for student achievements through Student DO of the Year (SDOY)

Goal Six: Maintain the sustainability and professionalism of the organization

1. *Manage the council budget fiscally and continue to develop and promote fundraising to support organizational costs.*
- a. Treasurer will serve as point of contact for all council purchases and will assure all purchases are feasible
 - b. Executive Board members will have all purchases approved by Treasurer and Chair prior to purchasing and will have researched pricing and quality of product to decrease costs
 - c. Chair and Treasurer will annually review the budget, in collaboration with the Executive Board, and propose it to the Board of Deans and AACOM for approval for the following year
 - d. Silent Auction fundraiser will be planned by the Treasurer and Finance Committee and will be held annually at the AOA House of Delegates
 - e. Treasurer and Finance Committee will research potential COSGP memorabilia to sell to general council members as a yearly fundraiser
 - f. Treasurer will continue to work with AACOM, 2nd Vice Chair and PR/Web Representative to receive online donations through the cosgp.org and AACOM websites
 - g. Treasurer will continue to sell COSGP alumnae pins at the spring COSGP conference as a fundraiser
 - h. Invest time in researching further development of the AOF position as a potential source for future funding opportunities
2. *Continue to implement and follow parliamentary procedure*
- a. Parliamentarian will have a functional knowledge of parliamentary procedure as laid out by Robert's Rules of Order to facilitate meetings and the National Osteopathic Student Caucus (NOSC) accordingly
 - b. Parliamentarian will educate the general council on parliamentary procedure in preparation for general meetings, the AOA House of Delegates (HOD) and NOSC
 - c. Parliamentary procedure documents will be made available to all council members
 - d. A continuous effort will be made to have a presentation by the AOA House of Delegates parliamentarian at the beginning of the NOSC to help better prepare students in attendance for the HOD procedures

3. *Maintain COSGP constitution and bylaws*
 - a. Parliamentarian will be responsible for developing overseeing proposed bylaw changes,
 - b. Parliamentarian will be responsible for maintaining updates and edits to the COSGP Constitution and Bylaws documents and will make the constitution available to the general council within one month of AACOM Board of Deans approval in order to keep all information current.
 - c. Incoming executive board members must review the constitution and bylaws upon entering office to be in accordance with them and discuss any changes they would like to propose to council for the betterment of COSGP
 - d. The Constitution and Bylaws must be reviewed by the executive board at the end of their term to confirm all changes are current and recommend any possible changes to the incoming officer

4. *Self-regulate membership to maintain a professional atmosphere*
 - a. 1st Vice Chair will collect Standards Contract from each executive board and general council member at their first attended meeting
 - b. Meeting attendees will be held to the standards outlined in the aforementioned contract by the executive board
 - c. All programs and events will be planned and carried out with the utmost professionalism

5. *Maintain COSGP strategic plan*
 - a. 1st Vice Chair will head a committee comprised of interested members from the Leadership Committee, general council and executive board to review the strategic plan at the
 - i. quarterly at each meeting in order to confirm its inclusion in the thought process of all council actions and decisions
 - b. The aforementioned committee will revisit the strategic plan before the March meeting to update the status of goals and projects and make edits to correlate with the changing climate of the profession, health care and the collective student body's concerns and goals
 - c. Each year the executive board will perform an analysis of the strengths, weaknesses, opportunities and threats (SWOT) of the organization
 - d. All changes proposed by the strategic planning committee must be reviewed by the executive board then approved by the general council
 - e. The strategic plan should be revisited every 3 years for amendments or complete restructuring to remain in line with the current goals of COSGP

6. *Promote timely discussion and provide current information through quarterly meetings with full COM representation*
 - a. The executive board will enforce the attendance policies approved by AACOM and the Board of Deans and to work to change these attendance policies as they see fit to assure all schools are adequately represented at all COSGP meetings
 - b. General council members will be expected to follow set attendance policies
 - c. The executive board will continuously advocate for AACOM's continued support to host a minimum of four meetings annually

7. *Equip and ensure proper transition for COSGP representatives from each school to their incoming COM's representatives*
 - a. 2nd Vice Chair will maintain a cohesive welcome document that should be made available to all incoming council members and must be discussed by each COM's outgoing representatives with their incoming representatives
 - b. Work to create a general SGA document to outline timelines, events, projects and responsibilities generally shared by every COM
 - c. Continue to make available all COM Constitutions and Bylaws as permitted by their schools
 - d. Make available COM Student Handbooks to general council members
 - e. Secretary will continue to develop mentor program for new COMs
 - f. Work with AACOM to research sending COSGP Chair to visit new and struggling COMs throughout their term
 - g. General council members will be expected to transition future attendees to be prepared to follow parliamentary procedure at COSP meetings

Council of Osteopathic Student Government Presidents

Official Constitution

I. Name

- a. The name of this organization shall be the Council of Osteopathic Student Government Presidents, hereinafter referred to as COSGP, of the American Association of Colleges of Osteopathic Medicine, hereinafter referred to as AACOM.
- b. COSGP was established as an official council of the governance of the AACOM by motion of the Assembly of Presidents on July 10, 1974.
- c. The COSGP is recognized by the American Osteopathic Association, hereinafter referred to as AOA, as the official national representative and voting voice of all osteopathic medical students to AACOM, AOA, and their governing bodies.

II. Purpose and Goals

- a. Assemble student leaders from each college of osteopathic medicine.
- b. Collaborate on issues affecting all osteopathic medical students.
- c. Foster the exchange of ideas, information, and problem-solving affecting individual colleges of osteopathic medicine.
- d. Effectively communicate and represent the osteopathic medical student perspective to professional and education organizations including AACOM, AOA, and other relevant organizations.
- e. Encourage professional development and leadership among osteopathic medical students.
- f. Support and promote the principles and pride of osteopathic medicine among osteopathic medical students and the American public.

III. Membership

- a. All COSGP Members shall be seeking the degree of Doctor of Osteopathic Medicine, hereinafter referred to as a D.O. degree, actively enrolled at an accredited college of osteopathic medicine or an accredited branch campus, and in good standing as defined by his/her respective college.
- b. General Council Member
 - i. COSGP voting member.
 - ii. President of the Student Government Association at an accredited college of osteopathic medicine or an accredited branch campus.
 - iii. Every accredited college of osteopathic medicine and every accredited branch campus shall each have only one General Council Member.
 - iv. If the president of the Student Government Association at a particular college is not seeking a D.O. degree, the highest ranking student government association officer who is seeking the D.O. degree shall be the representative of that school and inherit the title of president, receiving all the rights and responsibilities of a student government association president.
 - v. If the student government association president at a particular college is unable to attend a meeting of the COSGP, he/she may proxy his/her duties and rights as president to an officer of his/her respective school's Student Government Association.

- c. Alternate Council Member
 - i. Non-voting member.
 - ii. Officer, other than the president, of the Student Government Association at an accredited college of osteopathic medicine or an accredited branch campus.
 - iii. Each college may send one or more Alternate Council Members to attend COSGP meetings.
- d. Executive Board Member
 - i. Non-voting member at General Council Meetings.
 - ii. Voting members at Executive Board Meetings.
 - iii. Six Seven elected officer positions: Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, Parliamentarian, and the AOA Board of Trustees (BOT) Student Delegate (voted on alternative years).
- e. Representative Officer
 - i. Non-voting member.
 - ii. SixFive appointed officer positions: Global Health, Legislative Affairs, Medical Education Education, Research, Programs, and Public Relations and Website, and Research.
- f. Members-at-Large
 - i. Non-voting member.
 - ii. All osteopathic medical students are COSGP Members-at-Large, represented through their General Council Member and Alternate Council Member(s), and may attend open COSGP meetings.

IV. Executive Board

- a. The Executive Board shall consist of sevensix members elected by the General Council Members: Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, Parliamentarian, and the AOA Board of Trustees Student Delegate; duties shall be defined in the COSGP Bylaws.
- b. The Executive Board may make interim decisions for COSGP between meetings, excluding changes to the Constitution and the Bylaws.
- c. Eligibility for Office
 - i. Candidates must meet one of the following criteria:
 - 1. a president or immediate past president of their respective Student Government Association at the time of the election,
 - 2. a current member of the Executive Board, or
 - 3. a current Representative Officer.
 - ii. Candidates for the office of AOA BOT Student Delegate must meet these additional criteria:
 - 1. Have completed one year of clinical education rotation experience before assuming responsibilities for the position in July of the year elected.
 - iii. Should the individual defined in Article IV,C,1,i choose not to seek a position on the Executive Board, he/she may relinquish his/her right to run to a member of his/her college's Student Government Association's executive board.
 - 1. This member must have attended at least two COSGP meetings during the past year.
 - 2. A written request to relinquish his/her right to run must be received by the COSGP Chair prior to the election.

- d. Election of Office
 - i. Election of the Executive Board shall be held annually at the April Quarterly Meeting of COSGP.
 - ii. Elected officers must receive greater than fifty percent of the votes, providing that a quorum is present.
 - iii. The election process shall be defined in the COSGP Bylaws.
- e. Term of Office
 - i. Executive Board Members shall assume their duties immediately following adjournment of the April Quarterly Meeting, and service shall conclude one year later at adjournment of the following April Quarterly Meeting.
 - ii. Each Executive Board Member will submit a Transition Document as described in the COSGP Policies and Procedure Manual no later than 21 days before the final meeting.
 - iii. Outgoing Executive Board Members shall immediately transfer all pertinent items of their position to the newly elected officer.
 - iv. Each outgoing Executive Board Member shall serve as the official advisor to the newly elected member in his/her previously held position for an indefinite time, not less than one month.
- f. Withdrawal, Removal, and Vacancy
 - i. Withdrawal
 - 1. An Executive Board Member who chooses to withdraw from office shall submit a written resignation to the Chair.
 - 2. If the Chair chooses to withdraw, a written resignation must be submitted to the next highest ranking Executive Board Member.
 - 3. The resignation shall be read at the next COSGP meeting.
 - ii. An Executive Board Member shall be removed by a two-thirds majority vote of the COSGP upon review and recommendation of the Standards Committee.
 - iii. Vacancy
 - 1. Each Executive Board vacancy shall be filled.
 - 2. The succeeding Executive Board Member shall be eligible to assume the vacated position.
 - a. The First Vice Chair shall succeed the Chair.
 - b. The Second Vice Chair shall succeed the First Vice Chair.
 - c. The Secretary shall succeed the Second Vice Chair.
 - d. The Treasurer shall succeed the Secretary.
 - e. The Parliamentarian shall succeed the Treasurer.
 - 3. If the succeeding member does not assume the vacated position, the Chair shall immediately appoint a COSGP Member to fill the vacancy; this appointment shall be subject to a majority vote of the General Council Members.

V. Representative Officers

- a. The COSGP Executive Board shall appoint five six Representative Officers to the Executive Board: Global Health, Legislative Affairs, Medical Education, Research, Programs, Public Relations and Website and Research. The COSGP Executive Board shall also appoint the AOF Representative to the Finance Committee. Duties shall be defined in the COSGP Bylaws.

- b. An Ad Hoc Representative Officer may be appointed if deemed necessary by the COSGP for a time not to exceed one year.
- c. Eligibility for Office
 - i. Candidates must meet one of the following criteria:
 - 1. a president or immediate past president of his/her respective Student Government Association at the time of the election,
 - 2. an Alternate Council Member of his/her respective Student Government Association at the time of election,
 - 3. a current Executive Board Member, or
 - 4. a current Representative Officer.
 - ii. Candidates must have attended at least two COSGP meetings during the past year.
- d. Appointment of Office
 - i. The Executive Board, elected at the April Quarterly Meeting, shall appoint the Representative Officers.
 - ii. Appointments shall occur within one month after adjournment of the April Quarterly Meeting.
 - iii. The appointment process shall be defined in the COSGP Bylaws.
- e. Term of Office
 - i. Representative Officers shall assume their duties immediately upon appointment, and service shall conclude at adjournment of the following April Quarterly Meeting.
 - ii. Each Representative Officer will submit a Transition Document as described in the COSGP Policies and Procedure Manual no later than 21 days before the final meeting.
 - iii. Outgoing Representative Officers shall immediately transfer all pertinent items of their position to the newly appointed officer.
 - iv. Each outgoing Representative Officer shall serve as the official advisor to the newly appointed officer in his/her previously held position for an indefinite time, not less than one month.
 - v. The AOF Representative shall serve a two-year term.
- f. Withdrawal, Removal, and Vacancy
 - i. Withdrawal
 - 1. Representative Officers who choose to withdraw from their office shall submit a written resignation to the Chair.
 - 2. The resignation shall be read at the next COSGP meeting.
 - ii. A Representative Officer shall be removed by a two-thirds majority vote of the COSGP upon review and recommendation of the Standards Committee.
 - iii. Vacancy
 - 1. Each Representative Officer vacancy shall be filled.
 - 2. The Executive Board shall appoint a replacement Representative Officer within one month of a vacancy.

VI. Committees

- a. Standing Committees
 - i. There shall be seven Standing Committees: Finance, Legislative Affairs, Medical Education, Research, Public Relations, Student Affairs, and Leadership development; duties shall be defined in the COSGP Bylaws

- ii. Each Standing Committee shall be chaired by a member of the Executive Board.
 - iii. Each college of osteopathic medicine shall be assigned by the Executive Board each year to participate in a Standing Committee.
- b. Ad Hoc Committees
 - i. An Ad Hoc Committee may be formed if deemed necessary by the COSGP for a time not to exceed one year.
 - ii. It shall be chaired by a member of the Executive Board, appointed by the Chair.
 - iii. It shall be staffed by at least four COSGP members, appointed by the Chair; duties as an Ad Hoc Committee member shall be in addition to his/her Standing Committee and other duties.
- c. Standards Committee
 - i. Any member of the COSGP including, but not limited to, Executive Board Members, Representative Officers, General Council Members, and Alternate Council Members may be reviewed by the Standards Committee.
 - ii. Shall meet only when a review of a COSGP Member is requested by any COSGP Member and one of the following criteria is met:
 - 1. the member has two unexcused absences at COSGP meetings,
 - 2. the member has violated this Constitution or failed to fulfill her/her duties as defined in the COSGP Bylaws, or
 - 3. the member has violated the COSGP Code of Ethics.
 - iii. Upon recommendation of the Standards Committee, any member of the COSGP may be removed as a member by a two-thirds majority vote of the COSGP.
 - iv. Duties, operations, and members of the Standards Committee shall be defined in the COSGP Bylaws.

VII. Finances

- a. Budget
 - i. The Treasurer shall prepare the budget.
 - 1. It shall be approved by the Executive Board prior to the AACOM Board of Deans Annual Meeting.
 - 2. The approved budget shall be presented to the AACOM Board of Deans at its annual meeting for approval.
 - 3. Final adoption shall be by COSGP General Council Members at the July Quarterly Meeting.
 - ii. A \$1000 emergency fund shall be budgeted annually for COSGP.
- b. Expenditures
 - i. All expenditures must be submitted to the Treasurer.
 - ii. The expenditure shall be validated and must not exceed the allotment in the approved budget line item.
 - 1. If any expenditure does not meet these criteria, the expenditure shall be brought before COSGP General Council Members for approval.
 - 2. Any or all expenditures may be brought to COSGP General Council Members for approval at the Treasurer's discretion.
 - iii. The Treasurer shall submit receipts to the AACOM finance office within the timeline set forth by AACOM for final disbursement by check.

- c. Reimbursements
 - i. Expenses incurred by the Chair at quarterly meetings shall be budgeted for and reimbursed; expenses that are reimbursable by other organizations, such as trustee and committee obligations reimbursed by the AOA, shall not be reimbursed by COSGP.
 - ii. Expenses incurred by members of the Executive Board and Representative Officers in the fulfillment of the responsibilities and functions defined in the Bylaws shall be budgeted for and reimbursed; this shall exclude quarterly meetings, except for the Chair.
 - iii. Policy for specific reimbursable expenses including, but not limited to, travel, lodging, and *per diem* shall be reviewed annually by the Finance Committee and approved by COSGP at the July Quarterly Meeting.

VIII. Meetings and Legislation

- a. General Council
 - i. There shall be four regular meetings of the COSGP, and they shall be referred to as quarterly meetings; the meetings shall be as follows:
 - 1. July Quarterly Meeting (summer) in conjunction with the AOA House of Delegates,
 - 2. October Quarterly Meeting (fall) in conjunction with the AOA Annual Convention and Scientific Seminar,
 - 3. January Quarterly Meeting (winter) at or adjacent to a college of osteopathic medicine, and
 - 4. Spring Quarterly Meeting in conjunction with the AACOM Annual Meeting.
 - ii. Special meetings of the COSGP may be called by the Chair with at least two weeks notice to all members; face-to-face meetings require the approval of the AACOM President.
 - iii. A quorum must be present to conduct business or take action; it shall be defined as greater than fifty percent of the General Council Members.
- b. Executive Board
 - i. Meetings of the Executive Board may be called by the Chair with at least one week notice to each Executive Board Member and Representative Officer; face-to-face meetings require the approval of the AACOM President.
 - ii. The Executive Board is authorized to take interim action on behalf of the COSGP between meetings of the COSGP.
 - iii. A quorum must be present to conduct business or take action; it shall be defined as greater than fifty percent of the Executive Board Members.
- c. Meeting Operations
 - i. Meetings shall be conducted under the rules in the most recent edition of *Robert's Rules of Order*, except where in conflict with the COSGP Constitution and Bylaws or the AACOM rules and regulations.
 - 1. Motions, seconds, and discussion may be offered by any member of the COSGP.
 - 2. The member making a motion shall state his/her name and the college of osteopathic medicine where he/she is a student followed by the motion.
 - ii. Formal action requires greater than fifty percent of the voting members, providing a quorum is present.

1. Greater than fifty percent of the General Council Members at COSGP General Council meetings.
 2. Greater than fifty percent of the Executive Board Members at Executive Board meetings.
- iii. All COSGP General Council meetings and Executive Board meetings shall be open to all members unless an executive session is announced by the Chair or upon a majority vote by the voting members.
1. Executive sessions of the COSGP General Council shall include only the General Council Members, Alternate Council Members, Executive Board Members, and Representative Officers.
 2. Executive sessions of the Executive Board shall include only the Executive Board Members and Representative Officers.
- d. Voting
- i. At COSGP General Council meetings, each college of osteopathic medicine and each branch campus shall have one single vote which shall be cast by its General Council Member as defined in Article III,B.
 - ii. At Executive Board meetings, each Executive Board member shall each have one vote.
- e. Any major action of the COSGP including, but not limited to, submission of resolutions to the AOA House of Delegates shall be subject to review and approval by the AACOM Board of Deans.

IX. Amendments

- a. This Constitution shall be adopted and may be altered or amended by a two-thirds vote of COSGP General Council Members at any official meeting of the COSGP for which thirty days prior written notice of the change has been given.
- b. All changes and amendments of this Constitution are subject to the approval of the AACOM Board of Deans.
- c. This Constitution shall take effect when approved by the action of the COSGP and when subsequently approved by the AACOM Board of Deans.

Council of Osteopathic Student Government Presidents

Official Bylaws

I. Duties of Executive Board Members

- a. Each Executive Board Member shall submit a report to the COSGP at each quarterly meeting of his/her activities between meetings.
- b. Executive Board Members shall attend all COSGP meetings and all Executive Board meetings; they shall have no vote at COSGP meetings, but shall vote at Executive Board meetings.
- c. Chair
 - i. Preside at all meetings of COSGP and its Executive Board.
 - ii. Call for and announce all meetings of COSGP or the Executive Board.
 - iii. Prepare and distribute preliminary meeting agendas two weeks prior to all meetings.
 - iv. Serve as the ex-officio member on all COSGP committees.
 - v. Direct COSGP toward fulfillment of annual and long-term goals.
 - vi. Ensure the completion of General Council recommendations and resolutions.
 - vii. Appoint ad hoc committees.
 - viii. Serve as the liaison between COSGP and all affiliates of AACOM including, but not limited to, the Board of Deans.
 - ix. Act as the official representative and spokesperson of COSGP.
 - x. Provide COSGP representation at meetings of related or affiliated organizations upon their request or appoint an alternate to attend.
 - xi. Serve as the student member of the Board of Trustees of the AOA during years which alternate with the Student Osteopathic Medical Association.
 - xii. Serve as a member of the AOA Student Selection Committee and chair this committee in years when also serving on the Board of Trustees of the AOA.
- d. First Vice Chair
 - i. Preside or otherwise serve in the absence of the Chair.
 - ii. Chair the Medical Education and Research Committee.
 - iii. Serve as the Liaison to the National Board of Osteopathic Medical Examiners.
 - iv. Organize an annual Student Seminar to coincide with the AOA Annual Convention and Scientific Seminar.
 - v. Oversee the activities of the Medical Education and Research Representative Officer.
 - vi. In alternating years, when the Chair serves on the Board of Trustees, prepare the agenda for and preside over those meetings during which the Chair will be absent from a significant part or all of those meetings.
 - vii. Serve as a member of the AOA Student Selection Committee.
- e. Second Vice Chair
 - i. Chair the Public Relations Committee.
 - ii. Publish the COSGP Newsletter to all osteopathic medical students within one month following each COSGP quarterly meeting.
 - iii. Oversee the activities of the Public Relations and Website Representative Officer.

- iv. Serve as a member of the AOA Student Selection Committee in alternating years when the Chair is also serving as the Chair of this committee.
- f. Secretary
 - i. Chair the Student Services Committee.
 - ii. Record the minutes and maintain the official meeting records for the COSGP and the Executive Board.
 - iii. Distribute the following meeting records to all COSGP members and the COSGP website within one month following each COSGP quarterly meeting:
 - 1. minutes,
 - 2. attendance records, and
 - 3. all recommendations or actions.
 - iv. Serve as the communications conduit both internally and externally.
 - v. Assist the Chair in the development of the agenda.
 - vi. Notify COSGP members of upcoming meetings including the dates and locations.
 - vii. Oversee the activities of the Programs Representative Officer.
- g. Treasurer
 - i. Chair the Finance Committee.
 - ii. Maintain accurate line item records of all COSGP finances including monies collected and expended.
 - iii. Authorize, in accordance with the Constitution and Bylaws, the disbursement of budgeted funds from the COSGP account which is held by AACOM.
 - iv. Propose an annual budget and distribute updates of the approved budget at each quarterly meeting.
 - v. Comply with all finance laws and the rules and regulations of AACOM.
- h. Parliamentarian
 - i. Chair the Legislative Committee.
 - ii. Serve as the official interpreter of the COSGP Constitution and Bylaws and of parliamentary procedure.
 - iii. Preserve order at COSGP meetings at the request of the Chair.
 - iv. Oversee voting, elections, and appointments.
 - v. Review and ensure total compliance with the COSGP Constitution and Bylaws.
 - vi. Serve as the historian and caretaker of the COSGP archives, and advise COSGP of past policy.
 - vii. Coordinate an annual National Osteopathic Student Caucus to meet prior to the AOA House of Delegates in accordance with the Constitution of the National Osteopathic Student Caucus.
 - viii. Oversee the activities of the Legislative Affairs Representative Officer.
 - ix. Serve as a member of the AOA Student Selection Committee.
- i. AOA Board of Trustees Student Delegate
 - i. Serve as the student member of the Board of Trustees of the AOA during years which alternate with the Student Osteopathic Medical Association.
 - ii. Serve as a member of the AOA Student Selection Committee and chair this committee in years when also serving on the Board of Trustees of the AOA.

- iii. 3. Serve as an Ex-Officio member of each committee of the Council Osteopathic Student Government Presidents.
- iv. 4. Provide a report on the Board of Trustees to each quarterly meeting of the Council of Osteopathic Student Government Presidents.

II. Duties of Representative Officers

- a. Each Representative Officer shall submit a report to the COSGP at each quarterly meeting of his/her activities between meetings.
- b. Representative Officers shall attend all COSGP meetings and all Executive Board meetings; they shall have no vote at either.
- c. Additional duties of the Representative Officers shall be assigned by the Executive Board Member or Standing Committee which provides oversight of the Officer.
- d. Legislative Affairs
 - i. Serve on the Legislative Committee.
 - ii. Establish contact with and develop a network of Legislative Affairs Representatives at each college of osteopathic medicine.
 - iii. Serve as a resource for each college of osteopathic medicine in coordinating lobbying events such as D.O. Day on the Hill at the state or federal level.
 - iv. Keep abreast of pertinent legislative issues; inform and mobilize osteopathic medical students to act on critical legislation.
 - v. Maintain contact with the legislative offices at AACOM, the AOA, and other appropriate organizations.
 - vi. Develop a list of contacts that osteopathic medical students have with Congressional members or politically influential members of the public.
- e. Medical Education
 - i. Serve on the Medical Education and Research Committee.
 - ii. Actively participate with AACOM and AOA to improve the medical education.
 - iii. Establish contact with and develop a network of students on Curriculum Committees at the colleges of osteopathic medicine.
 - iv. Investigate and report on the effectiveness of preclinical and clinical undergraduate education.
 - v. Serve on the Steering Committee of the AACOM Society of Osteopathic Medical Educators (SOME).
 - vi. Participate in the following meeting, or send an alternate as determined by the Chair, and report to the COSGP following the meeting:
 - 1. AACOM annual meeting.
- f. Research
 - i. Serve on the Medical Education and Research Committee
 - ii. Actively participate with AACOM and AOA to improve the research database.
 - iii. Disseminate opportunities in research to the osteopathic medical student body.
 - iv. Maintain contact with osteopathic research organizations such as the Osteopathic Research Center.
 - v. Participate in the following meetings, or send an alternate as determined by the Chair, and report to the COSGP following each:

1. Osteopathic Collaborative Clinical Trials Initiatives Conference (OCCTIC) and
 2. Council of Researchers (COR) and
 3. AACOM annual meeting.
- g. Programs
- i. Serve on the Student Affairs Committee.
 - ii. Organize non-meeting events at meetings sites.
 1. Collect and distribute local information.
 2. Coordinate plans for travel, dining, and social events.
 - iii. Coordinate distribution of all information at meetings including, but not limited to, agendas, school reports, Executive Board and Representative Officer reports, and all other printed material, and compact discs.
 - iv. Assist with photocopying and all logistics at COSGP quarterly meetings.
- h. Public Relations and Website
- i. Serve on the Public Relations Committee.
 - ii. Maintain, update, and improve upon the COSGP webpage and maintain regular contact with the AACOM Webmaster.
 - iii. Coordinate with the Secretary the web-posting of all meeting records within one month following each COSGP quarterly meeting.
 - iv. Draft and submit articles at least biannually to publications such as *The D.O.* and *StudentDO*, and other relevant publications which shall inform the osteopathic medical community of COSGP and its activities.
- i. AOF Student Representative
- i. Serve on the Finance Committee.
 - ii. Serve as a liaison to AOF.
 - iii. Provide AOF updates to the COSGP.
 - iv. Foster a humanitarian network between physicians and students.
 - v. Communicate with the Research Representative regarding notable osteopathic student research deserving recognition and/or funding from the AOF.
 - vi. Work with the Finance Committee to communicate available national student scholarships.

III. Duties of Committees

- a. Finance
- i. Chair: Treasurer
 - ii. Members: rotating schedule
 - iii. Representative Officer: American Osteopathic Foundation
 - iv. Duties
 1. Assist with and review the Treasurer's proposed budget for submission to the Executive Board, the General Council, and the AACOM Board of Deans.
 2. Establish guidelines for expenses and disbursement of COSGP funds; and review for annual approval at the July Quarterly Meeting.
 3. Maintain liaison with financial supporters.
 4. Serve as a source of information and address concerns of osteopathic medical students regarding student financial matters, including loans and debt management.

5. Develop and coordinate fundraising activities to meet COSGP fundraising goals.
 6. Annually coordinate the planning and purchasing of recognition awards to be presented to the following:
 - a. AOA outgoing president,
 - b. Liaisons from AACOM staff and AOA guest staff,
 - c. the outgoing Executive Board and Representative Officers,
 - d. General Council Members and Alternate Members, and
 - e. other individuals as the COSGP or the Executive Board deem appropriate.
- b. Legislative
- i. Chair: Parliamentarian
 - ii. Members: rotating schedule
 - iii. Representative Officer: Legislative Affairs
 - iv. Duties
 1. Annually review and, if deemed necessary, recommend revisions to official COSGP documents including, but not limited to, the Constitution, Bylaws, and the Constitution of the National Osteopathic Student Caucus.
 2. Ensure that current copies of the COSGP Constitution and Bylaws are included in the COSGP Handbook and available to all COSGP members.
 3. Serve as the Nominating Committee and coordinate Executive Board election proceedings.
 4. Serve as a resource for researching and writing resolutions being considered by COSGP.
 5. Collect, review, and draft proposals from COSGP for the AOA House of Delegates.
 6. Review resolutions coming before the AOA House of Delegates and recommend to COSGP action positions to be held at the National Osteopathic Student Caucus.
 7. Keep abreast of pertinent legislative issues facing osteopathic medical students, AACOM, AOA, and osteopathic physicians.
 8. Provide guidance on proper policy and protocol to student organizations seeking national charters.
- c. Medical Education and Research
- i. Chair: First Vice Chair
 - ii. Members: rotating schedule
 - iii. Representative Officers: Medical Education, Research
 - iv. Duties
 1. Address curriculum development and policy enforcement at the colleges of osteopathic medicine.
 2. Gather and share resources for students on the process of attaining opportunities in osteopathic research and medical education.
 3. Notify students of national medical education and research conferences and any conferences that COSGP or other student organization is hosting.
 4. Advocate and support the development of Student Osteopathic Research Association (SORA) chapters at each of the colleges of

osteopathic medicine; advocate and support the development of a national SORA organization.

5. Do an annual review of how students prepare for licensing board exams and provide assistance as requested for addressing student concerns with exam preparedness.

d. Public Relations

- i. Chair: Second Vice Chair
- ii. Members: rotating schedule
- iii. Representative Officer: Public Relations and Website
- iv. Duties
 1. Annually review and revise the COSGP Handbook, and distribute it to all COSGP members.
 2. Develop ideas for and coordinate National Osteopathic Medicine Month activities both nationally and at the colleges of osteopathic medicine.
 3. Draft letters or contribute articles about COSGP and its activities to various publications including, but not limited to, *The D.O.* and *StudentDO*.
 4. Contribute articles to comprise the quarterly COSGP Newsletter.

e. Student Services

- i. Chair: Secretary
- ii. Members: rotating schedule
- iii. Representative Officer: Programs
- iv. Duties
 1. Organize and facilitate the annual Student D.O. of the Year Award both nationally and at the colleges of osteopathic medicine.
 2. Serve as a source of information and guidance both locally and nationally to relevant student clubs/organizations.
 3. Develop and maintain a list of clubs/organizations and their officers from each college of osteopathic medicine for networking among their respective groups.
 4. Oversee service projects for COSGP and for osteopathic medical students including, but not limited to, the D.O. Day of Compassion and the T.O.U.C.H. program.
 5. Organize and disseminate accommodation information for COSGP quarterly meetings.

f. Standards Committee

- i. Chair: highest ranking member of the Executive Board not facing the Standards Committee.
- ii. Members: Executive Board Members, two randomly selected General Council Members, and the AACOM President or his/her designee.
- iii. Operations
 1. Shall meet only when deemed necessary as defined in the Constitution.
 2. The individual(s) under review will be asked to present his/her case before the committee; they may bring one advocate on his/her behalf.

3. The meeting shall be a closed executive session, attended only by the committee members, the member(s) under review, and his/her advocate.
 4. Possible outcomes, among others, that may be decided upon by the Standards committee include:
 - a. No action; the recommendation is in favor of the individual(s), the case is closed and no details are to be discussed.
 - b. Corrective action; corrective action may be proposed with a set specific timeline to again review the member, at which time either a vote for No Action or Removal must be made.
 - c. Removal; the case, all pertinent details, and the recommendation for removal shall be presented to General Council Members by the committee chair for immediate action and vote.
- g. Leadership Development
- i. Chair: First Vice Chair
 - ii. Members: rotating schedule
 - iii. Duties
 1. Identify and contact new COMs to aid in the establishment of their student government association (SGA)
 2. Supply the *New College of Osteopathic Medicine SGA Handbook* to all new COMs
 3. Gather and share resources from existing COMs to supplement the *New College of Osteopathic Medicine SGA Handbook*
 4. Maintain and revise the *New College of Osteopathic Medicine SGA Handbook* as needed
 5. Provide support and guidance for new SGAs outside of the *Handbook*
 6. At least one member of the Leadership Development Committee will serve as the mentor for all new COMs
 7. Organize and perform transition training for new SGA presidents prior to close of the first quarterly meeting of the COSGP
 8. Provide the *College of Osteopathic Medicine SGA Leadership Transition Handbook* to each out-going SGA president and their respective student services coordinator about effective officer transition training for each COM's respective SGA at each spring quarterly meeting of the COSGP
 9. Maintain and revise the *College of Osteopathic Medicine SGA Leadership Transition Handbook* as needed

IV. Election of the Executive Board

- a. The Executive Board Members shall be elected annually by the COSGP at the April Quarterly Meeting; they shall be elected separately in the following order: Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, and Parliamentarian.
- b. Nominations
 - i. Eligible candidates must submit to the Parliamentarian their desire to run for the Executive Board, specifying the position, at least one week prior to the election.

- ii. Once determining their eligibility, all candidates who submit their desire to run for the Executive Board shall be nominated for office by the Legislative Committee acting as the Nomination Committee.
- iii. Nominated candidates shall submit to the Parliamentarian signed documentation from the Dean of their respective colleges acknowledging both good standing and the financial obligations inherent to serving on the Executive Board; if this documentation is not received before the time of the election, the candidate shall be withdrawn from the election.
- c. Any candidate not elected to the office for which they were nominated may immediately choose to run for another position below it in succession, and there shall be no limit on the number of positions for which that candidate may run if they are not elected.
- d. Election Procedure
 - i. Speeches
 1. Each candidate will have the opportunity to address the COSGP prior to the election of the position for which he/she is nominated.
 2. Candidates will speak in alphabetical order by the candidate's last name.
 3. Speeches shall last no more than three minutes.
 4. If an unelected candidate utilizes the option in Article IV,C, he/she may address the COSGP prior to that position's election in a speech lasting no more than three minutes.
 - ii. Discussion
 1. After the conclusion of speeches for a single elected position, candidates will leave the room and the COSGP shall begin closed executive session.
 2. In a time not to exceed ten minutes, there will be open discussion regarding the candidates.
 3. Any COSGP member may speak for up to one minute, and each member shall speak no more than twice when discussing a single position.
 4. At the conclusion of the ten minute discussion time, or when there is no further discussion, the discussion period shall end for that position.
 - iii. Voting
 1. Each college of osteopathic medicine and each branch campus shall have one single vote which shall be cast by its General Council Member.
 - a. Executive Board Members and Representative Officers shall not vote unless they are acting as the proxy from their college as described in the Constitution: Article III,B,5.
 - b. Candidates may vote only if they are also a General Council Member.
 2. Each voting member shall have an assigned number that is printed on each ballot.
 3. Immediately following discussion time, each voting member shall cast their vote with a completed ballot including his/her assigned number and the name of the candidate for whom he/she is voting; they shall be collected by the Parliamentarian.

4. Counting Ballots

- a. The Parliamentarian shall count the ballots, and the count shall be immediately verified by one AACOM staff member; if the Parliamentarian is running for office, another COSGP member shall be appointed by the Chair to count the ballots.
- b. The candidate receiving greater than fifty percent of the votes, providing that a quorum is present, shall be announced as the winner.
- c. Runoff Election
 - i. If no candidate receives greater than fifty percent of the votes, an immediate runoff election shall be held between the candidates receiving the top two greatest numbers of votes; it shall be conducted in the same manner as the initial election.
 - ii. There will be no speeches before a runoff election.
 - iii. There will be five additional minutes of discussion time before a runoff election.
 - iv. The runoff process shall continue until one single candidate receives greater than fifty percent of the votes.
- d. In the event of a tie vote when there are just two candidates, the Chair shall cast a single vote.
- e. All votes shall be kept confidential by the vote counters and immediately destroyed upon completion of the elections.

V. **Appointment of the Representative Officers**

- a. Within five days following adjournment of the April Quarterly Meeting, the Parliamentarian shall announce the call for self-nominations to the Representative Officer Positions.
- b. Eligible candidates seeking appointment shall submit the following to the Parliamentarian within fourteen days of the call for nominations:
 - i. a current résumé or curriculum vitae,
 - ii. a personal statement of intent for the position(s) for which they wish to hold,
 - iii. a statement ranking the order of preference for the position(s) for which they wish to hold, and
 - iv. signed documentation from the Dean of his/her respective college acknowledging both good standing and the financial obligations inherent to serving as a Representative Officer; if this documentation is not received by the deadline, they shall not be considered for a position.
- c. Selection
 - i. The Parliamentarian shall distribute all of the materials to the Executive Board Members immediately following the nomination deadline.
 - ii. After reviewing all applications and within seven days of receipt of the applications, each Executive Board Member shall submit his/her ranking order for each position to the Parliamentarian.
 1. Candidates who submit for more than one position may be ranked for each position.

2. The rank order list shall record the top choice as number one, second choice as number two, and etcetera.
 3. The rankings of each candidate for each position shall be added.
 4. The candidate with the lowest number has achieved the highest ranking.
- iii. A conference telephone call shall be held between members of the Executive Board to discuss each position, utilizing the overall ranking numbers, to officially appoint Representative Officers.
 - iv. The Chair shall personally contact each newly appointed Representative Officer and a final announcement to the COSGP shall be within one month of the conclusion of the April Quarterly Meeting.

VI. National Osteopathic Student Caucus

- a. COSGP shall sponsor an annual caucus prior to the AOA House of Delegates and it shall be called the National Osteopathic Student Caucus
- b. It shall be for all osteopathic medical students and all student organizations which represent osteopathic medical students.
- c. Coordination and chairmanship shall be the responsibility of the Parliamentarian.
- d. The operations of the event shall adhere to the Constitution of the National Osteopathic Student Caucus as adopted by COSGP.
- e. The Constitution of the National Osteopathic Student Caucus shall be reviewed annually by the Legislative Committee.

VII. Code of Ethics

- a. COSGP holds its members to the highest standards possible for osteopathic medical students and has therefore adopted this Code of Ethics. The standards included are intended to address each member's obligations to ethics, academic education, osteopathic medicine, and all associated organizations (AACOM, AOA, etc.), as well as keep the best interest of the COSGP a high priority. COSGP members represent COSGP and osteopathic medicine in every word and deed in active business, social functions, academics affairs, and clinical settings. For this reason, a "24-7" responsibility comes with membership to the COSGP.
- b. Ethics
 - i. Each member of the COSGP shall be expected to use ethical judgment regarding his/her general behavior and appearance in all clinical, public and private settings.
 - ii. Deviation from what any one COSGP member considers ethical behavior shall call reason for the individual in question to be called before the Standards Committee.
- c. Academic Education
 - i. It is essential for all COSGP members to remember that they are all osteopathic medical students first, and academics must remain a priority over other extracurricular activities.
 - ii. Each member of the COSGP shall be expected to maintain an acceptable academic standard and be in good standing as defined by his/her own college of osteopathic medicine.
 - iii. Any member not in good academic standing with his/her college of osteopathic medicine shall be called before the Standards Committee.
- d. Osteopathic Medicine

- i. All COSGP members are expected to be firm advocates of osteopathic medicine and of the osteopathic profession.
- ii. The advancement of osteopathic medicine, the education of osteopathic medical students, and the progress of osteopathic principles and practice are of utmost importance to all COSGP members.
- iii. Any member who attempts to undermine the advancement and progression of osteopathic medicine as an individual or as a leader of a group of dissenters shall be called before the Standards Committee.

VIII. Amendments

- a. These Bylaws shall be adopted and may be altered or amended by a two-thirds vote of COSGP General Council Members at any official meeting of the COSGP without prior notice.
- b. Bylaw alterations or amendments may be submitted by any COSGP member and shall be reviewed by the Legislative Committee; the committee shall make a recommendation to COSGP General Council Members on the alteration or amendment.

Student D.O. of the Year Award - Protocol Packet

I. Student DO of the Year Award Recipient

- a. Must be a full time student at a College of Osteopathic Medicine
- b. Cannot be a previous school or national Student DO of the Year recipient
- c. Represents the following ideals and values:
 - i. Leadership
 - ii. Commitment to Community Service
 - iii. Dedication to the Profession
 - iv. Professionalism
 - v. Embodies the Osteopathic Philosophy

II. School Committee

- a. Committee Chair
 - i. Any member of the Osteopathic institutions' student body, faculty, or staff as designated by the Student Government Association (SGA) of that school.
 - ii. Responsibilities
 1. Set and enforce the deadlines for the Student DO of the Year Award at their institution
 2. Publicize the Student DO of the Year award
 3. Solicit Nomination from the student body, faculty, or staff
 4. Assembly of the Student DO of the Year Selection Committee
 5. Collect all nominations
 6. Inform the nominees and distribute the Nomination Packet in a timely manner
 7. Collect the Nomination Packets from the nominees, blind them, and distribute them to the school selection committees
 8. Gather the committee for discussion of the candidates
 9. Submit all materials of the Student DO of the Year Winner to the National Committee Chair by the pre-determined deadline
 - iii. In the event the committee chair is nominated or accepts a nomination for Student DO of the Year they must step down as Committee Chair and the SGA of that school will need to designate a new Chair who is not nominated.
- b. Selection Committee
 - i. The purpose of the selection committee is to select a Student DO of the Year Award recipient for their school
 - ii. Responsibilities
 1. Review and score Nomination Packets and return their score sheets to the Committee Chair by the deadline previously set.
 2. Participate in an open discussion of the nominees as a part of the selection process
 3. Compose a letter of recommendation for the selected Student DO of the Year recipient that will be included in the national nomination packet
 - a. This letter may be written by the entire committee or by 1 member as designated by the committee.
 - iii. Committee members:

1. SGA President
 2. OMS-I – OMS-IV Class Presidents
 3. Student DO of the Year Committee Chair
 - a. In the event this position is not held by the SGA President
 4. 1- Student
 - a. Cannot be a nominee for the award
 - b. Appointed randomly by majority vote of the SGA executive board
 5. 1-Clinical Science Professor
 - a. Selected by a majority vote of the SGA executive board
 6. 1-Basic Science Professor
 - a. Selected by a majority vote of the SGA executive board
 7. Dean of the College of Osteopathic Medicine
 - a. Should the Dean be unable to serve or choose not to serve on this committee, he/she can select a designee to serve in his/her place.
- iv. In the event any member of the committee accepts a nomination for the Student DO of the Year Award they will be asked to step down from the committee and the next SGA officer in succession will be asked to serve in their place.
 - v. By agreeing to serve on the selection committee, members of the committee relinquish the opportunity to nominate a student so as to avoid a conflict of interest in the selection process.
 - vi. Satellite & Additional Campuses: If your school has an additional site that would be voting for the same SDOY position there must be equal representation from both campuses on your committee. It is up to the local chair to decide to duplicate all positions (essentially doubling the committee) or divide up the allotted spots between the schools.

III. National Committee

- a. National Committee Chair
 - i. The National Secretary of the Council of Osteopathic Student Government Presidents (COSGP) will serve as the National Committee Chair
 - ii. Responsibilities
 1. Coordinate all communications regarding Student DO of the Year with the Committee Chairs at each of the Colleges of Osteopathic Medicine
 2. Distribution of the Student DO of the Year Packets to the Committee Chairs
 3. Contacting the members of the National Selection Committee and ensuring they understand their role.
 4. Collecting all Student DO of the Year Winner materials from the Committee Chairs
 5. Distributing the blinded National Nomination Packets to the members of the National Selection Committee
 6. Gathering the score sheets from the National Selection Committee to determine the National Student DO of the Year
 7. Tallying the total scores for each of the national nominees

8. Composing and releasing all publications regarding the Student DO of the Year program
 - a. In the event the National Committee Chair is nominated at their respective school they will be asked to turn down the nomination.
- b. National Selection Committee
 - i. The purpose of the National Selection Committee is to select the National Student DO of the Year
 - ii. Responsibilities:
 1. Review and Score all Nomination Packets for the National Student DO of the Year Award
 2. Return the score sheet to the National Committee Chair by the predetermined deadline
 - iii. Committee Members:
 1. COSGP National Secretary (will coordinate efforts of the committee, but will not vote).
 2. 1 Randomly Appointed SOME Committee Member
 3. AACOM Associate VP for Medical Education
 4. Previous National Student DO of the Year Award Winner
 5. 1 Member of the COSGP Executive Board as determined by majority vote of the Executive Board
 - a. In the event of selection as Student DO of the Year for their respective school he/she will be asked to step down from this role and the next officer in succession will be asked to serve in their place.
 6. SOMA President
 - a. In the event of selection as Student DO of the Year for their respective school he/she will be asked to step down from this role and the next officer in succession will be asked to serve in their place.
 7. 1- Selected Member of the Council of Interns and Residents
 8. 1-Selected Member of the COSGP Student Services Committee
 - a. Must be an SGA President
 - b. When selected they are notified they cannot serve on their school selection committee or accept the nomination from their school
 - c.

IV. School Award Process

- i. Nominations
 1. Any member of the student body, faculty, or staff at an Osteopathic medical school may nominate (with the exception of those individuals serving on the nomination committee)
 2. Only full time students of the College of Osteopathic Medicine are eligible for nomination
 1. Previous recipients of the school or the national Student DO of the Year award are not eligible
 2. Students who were nominated in past years but did not receive the award may be nominated again

3. Nominations will only be accepted using the form distributed by the Committee Chair
 4. Nominations will not be accepted beyond the deadline set by the Committee Chair
- ii. Nomination Packet
1. The School Nomination Packet will at least consist of:
 1. An introduction to SDOY written/recorded by you
 2. Student DO of the Year Nomination Form
 3. 2013 SDOY Basic Info for Students
 2. Each schools nominees will receive the application provided to the Committee Chair by the National Committee Chair on the same day.
 1. Application
 2. Grading rubrics
 3. 2013 SDOY Basic Info for Students
 3. Nominees will be given a minimum of 2 weeks to complete the Nomination packet
 4. The Nomination packet should be submitted to the committee chair by the pre-determined deadline
 5. No Nomination packets will be accepted beyond the deadline
- iii. Selection Process
1. Blinded Essays
 1. The Committee Chair will remove all identifying information from each candidate's essay(s) and randomly assign a number to each candidate. Essays will be distributed and scored separately from the unblinded applications forms.
 - a. The Committee Chair will create a key of identifying information and numbers for later identification
 2. The blinded candidate essays will be distributed to the members of the selection committee for review and scoring
 - a. The Selection Committee will be given a minimum of 1 weeks to review the essays
 - b. A score sheet will be provided to each committee member and packets will be scored on the criteria outlined in below in Section IV, d. Scoring, i.2
 3. The blinded essay scores will count for 30% of the Nominee's total score.
 2. Unblinded
 1. Once all score sheets have been returned from the Selection Committee, the Committee Chair will distribute the unblended applications.
 - a. The Selection Committee will be given a minimum of 1 week to review the applications
 - b. A score sheet will be provided to each committee member and packets will be scored on the criteria outlined in below in Section IV, d. Scoring, i.1
 2. The unblended candidate applications will count for 60% of the Nominee's total score.
 3. Nominee Discussion

1. Once all score sheets have been returned from the Selection Committee the Committee Chair will tally the total scores.
2. If there is a Nomination Statements of Support it will be made available to the committee members at this time.
3. The Selection Committee will then meet and discuss each of the candidates taking into account the impression each of the candidates has left on others and acknowledging their efforts from a more personal standpoint.
 - a. The scores obtained from discussion ranking will count for 10% of the Nominee's total score.

iv. Scoring

1. The Nomination Packet will be scored according to the following criteria and scales:

1. The Application

- a. Each area of the application will be scored using the following scale.

- i. Activities prior to Medical School Matriculation 5

1. Experiences
2. Leadership Positions
3. Awards/Distinctions
4. Research/Publications/Presentations
5. Other/Miscellaneous

- ii. Activities during Medical School 40

1. Experiences
2. Leadership Positions
3. Awards/Distinctions
4. Research/Publications/Presentations
5. Other/Miscellaneous

- iii. Professional Development 20

1. Professional Affiliations/Societies
2. Conference and Convention Attendance
3. Other/Miscellaneous

- iv. Community Service: 35

1. Organization Name
2. Description of Responsibilities
3. Timeline (How much time did you commit to this activity?)

- b. The total is worth 60% of the total score.

2. The Essay(s)

- a. Each essay will be scored using the following scale and criteria:

- i. Thesis and Content 80

- ii. Organization 5

- iii. Paragraphs 5

- iv. Style 5

- v. Grammar, Spelling, Mechanics 5

<http://staff.kings.edu/jmwallac/writing/Grading%20Rubric.htm>

- b. The total is worth 30% of the total score.

- c. If there are multiple essays, the total score for each essay will be summed, then divided by the number of essays to determine the total score for the application process.
 - 3. Committee Discussion
 - a. The committee member will be able to influence the score up to 10%. Anyone under 10% of the top score should not be considered for the SDOY award.
- v. Final Selection
 - 1. A winner will be selected on their total points for the Blinded and Unblinded selection process
 - a. Essays (blinded) = 30%
 - b. Application (unblinded) = 60%
 - c. Committee discussion rankings = 1-%
 - d. A tie is defined as less than a 1 point difference between the highest score holders
 - 2. The nominee with the highest score is chosen as the Student DO of the year for their respective school
 - a. In the event of a tie the Dean of the School of Osteopathic Medicine will serve as a tie breaker
 - i. A tie is defined as less than 1 point difference between the highest score holders
 - 3. The winner is to be notified within 1 week of their selection
 - 4. The committee or designee thereof is to write a letter of recommendation on behalf of the school to be submitted with the winner's materials to the national committee
 - a. Note: The winner may not alter their application for submission to the national level
 - 5. The Committee Chair will submit all necessary documents to the National Committee Chair by the pre-determined deadline

V. National Award Process

- a. National Nomination Packets
 - i. Submitted by the Committee Chairs of the Colleges of Osteopathic Medicine to the National Committee Chair by the specified deadline
 - ii. Consist of the following from the Student DO of the Year winner from that school:
 - 1. Entire Nomination Packet
 - a. Application, Essay(s), and Nominator's Statement of Support
 - 2. Letter of Committee Recommendation
 - a. Letter written by the committee or designee thereof that describes the nominee's contribution to the school and how the student meets the values and ideals of the Student DO of the Year Program as stated in Section I.
 - 3. Photo that meets the specifications of AACOM & COSGP
 - iii. Nomination Packets will not be accepted beyond the deadline set by the National Committee Chair
- b. Selection Process

- i. The National Committee Chair will remove all identifying information from the nomination packets and randomly assign numbers to each nominee
 - ii. Within 1 week of receiving all the Nomination Packets the National committee chair will distribute the blinded packets to the members of the National Selection Committee
 - iii. The National Committee will be given a minimum of 2 weeks to review the packets and return their score sheets to the National Committee Chair.
 - iv. Once the National Committee Chair has received all of the score sheets from the national committee they are tallied and a national winner is determined according to the criteria outlined below in Section V, Part c. National Scoring.
- c. National Scoring
- i. The national nomination packet will be scored based on the following criteria:
 1. The Application
 - a. Each area of the application will be scored using the following scale.
 - i. Education: 1-3
 - ii. Awards: 1-5
 - iii. Activities: 1-8
 - iv. Community Service: 1-8
 - v. Convention Attendance: 1-3
 - vi. Work: 1-5
 - vii. Research & Publications: 1-5
 - viii. Interests: 1-3
 - b. The total is then divided by the number of members on the selection committee to determine the total score for the application portion
 - c. This is worth 50% of the total score
 2. The Essay(s)
 - a. Each essay will be scored using the following scale and criteria:
 - i. Ideas and Content: 1-10
 - ii. Organization & Fluency: 1-5
 - iii. Expression of Ideas: 1-5
 - b. The total is then divided by the number of members on the selection committee to determine the total score for the application portion
 - c. The total is worth 30% of the total score
 3. Letter of Committee Recommendation & Nomination Forms
 - a. Graded on a scale of 1-10 of how the nominee best represents the core values and ideals of the Student DO of the Year
 - b. This will represent 20% of the total score
 - ii. The National Chair will gather all score sheets. The nominee with the highest total score will be named the National Student DO of the Year
 1. In the event of a tie the COSGP National Parliamentarian will serve as the tie breaker

- a. The National Committee Chair will distribute the blinded packets to the National Parliamentarian who will have 1 week to score the packets.
- b. In the instance that the National Parliamentarian was elected to serve on the selection committee or was selected as their COM/SOM's SDOY, the National Treasurer will serve as the tie breaker.

VI. Recognition for the Student DO of the Year

- a. The National Student DO of the Year will be announced at the AACOM Annual Meeting
- b. The National Student DO of the Year will be the recipient of a \$1000 monetary award
- c. Student DO of the Year Award winners from each of the Colleges of Osteopathic Medicine will receive a plaque on behalf of COSGP
- d. AACOM and COSGP reserve the right to publish essays, non-sensitive, pertinent application information (such as community service projects, publications, and activities), and excerpts from Letters of Committee Recommendation in articles, press releases, and posters pertaining to the Student DO of the Year Award.

Translating Osteopathic Understanding into Community Health - Protocols and Standards

Last edited: December 2012

TOUCH (Translating Osteopathic Understanding into Community Health) is a national initiative of the Council of Osteopathic Student Government Presidents (COSGP). The goal of the program is to encourage and recognize osteopathic medical students to work towards improving the health of their local community through service. The program recognizes these efforts both locally and nationally. Creating a solid foundation of standards in which to acknowledge students is an essential part of substantiating their commitments. In accordance with the osteopathic philosophy of treating the whole patient, service goes beyond mere health promotion and can include a wide array of involvement that has a strong positive impact on peoples' lives.

Standards:

- I. A minimum completion of fifty (50) hours of community service will be required to receive credit for the TOUCH program.
 - a. A record of completed hours must be submitted to the College of Osteopathic Medicine Student Government
 - i. The record must be submitted on the standard TOUCH participation form or other official means.
 - ii. The COM Student Government will certify that the record is complete in accordance with the standards herein.
 - iii. Travel, Sleep, and other activities not directly related to the service should not be considered when calculating the total hours completed
 - b. The TOUCH year will extend from April 1st to the March 31st of the next year. The required hours must be completed within the current academic year.
 - i. Hours completed for this honor must be completed following matriculation into medical school, so hours completed by first year medical students during the summer before matriculation are not valid.
 - ii. This will cause a shortened TOUCH year for first year medical students (Matriculation - April 1st of the following year).
 - iii. Completed hours may not be carried over from one academic year to the next.
 - iv. Student names and hours must be submitted to the COSGP Student Services Committee by the appropriate deadline.
 - v. Student names and hours must also be submitted to their local representative or to the online forms within ONE (1) month of the activity or date of service.
 - vi. COM student organizations that sponsor and organize community service activities will be encouraged to submit the necessary forms acknowledging the students' involvement.
- II. If TOUCH credit is deemed to be inaccurate the following protocol should be followed:
 - a. First offense: the submission will be stricken from the record and the individual will receive a warning
 - b. Second offense: the individual will receive no credit for previous hours and deemed ineligible for TOUCH recognition the remainder of the TOUCH year
- III. For the purposes of the TOUCH program, "community service" will be defined as any activity that works to improve the health and wellness of a community. This includes

local, state, national, and international activities. The parameters of this definition will encompass the following:

- a. Community service is defined as any event that involves active participation or directly benefits the betterment of the community either local or global
 - b. Community service activities can be associated with both COM student organizations and external organizations.
 - c. Required community service by the COM will count toward TOUCH hours after the first 10 hrs of the required community service. Those hours acquired thereafter are deemed TOUCH hours.
 - d. Leadership responsibilities in a COM student organization will not count towards TOUCH hours unless those responsibilities involve participation in a specific community service activity.
 - i. Normal student organization activities (such as meetings, bringing in speakers, etc.) are not considered community service.
 - e. Credit for planning a community service activity will only be given for hours involved in the preparation of materials and setup for an actual event.
 - i. Parties directly responsible for planning the event will be permitted to claim ½ time of the total length of the event
 - ii. Example if the event takes 5 hours, the individual(s) responsible for planning will be able to claim 2.5 hours for planning
 - iii. Event planning must be reviewed and verified by the COM TOUCH coordinator
 - iv. Max planning hours allowed to be claimed during a TOUCH year is 15 hours
 - v. Administrative tasks that take place as planning for the event, will count for half credit (i.e. paperwork, e-mail, organizational tasks).
 - vi. Administrative tasks as part of the event (checking students in, registration) are valid for consideration for full credit.
 - f. TOUCH credit will only be given for fundraising if it is associated with an actual activity/event.
 - i. Simply collecting money for a philanthropic cause will not suffice as service to the community.
 - ii. Fundraising does not necessarily require direct community involvement and can be COM events as long as the money raised is to benefit an external organization.
 - iii. Events that raising funds for a local charity, foundation, or organization are TOUCH eligible
 - iv. Fundraisers that are directly benefit school associated clubs or organizing are not eligible for TOUCH credit
 - g. TOUCH credit will not be given for volunteering in research, as TOUCH is meant to encourage activity in the community
 - h. Individuals will not be able to claim TOUCH credit if any compensation was received
 - i. Compensation includes: individual receiving any payment or reward for any portion of the service that will directly benefit the individual
- IV. With the assistance of the COM SGA, the COSGP Student Services Committee will have the discretion to grant or deny credit towards TOUCH hours based on the parameters defined in sections 1 and 2.
- a. The COM Executive Board will have the ability to verify completed hours

- i. Following a review of each individual's completed form, the COM Executive Board will certify each student's completion of the program.
 - b. Any COM student, faculty member, or administrator will be entitled to review all records pertaining to the TOUCH program.
 - i. The COM Student Government is required to maintain records of all matters involving the TOUCH program, including meeting minutes, photocopies of both complete and incomplete submitted forms, and records of students who have completed the program.
 - c. In the event of a dispute regarding granted or denied hours, the contesting student will have the right to meet with the COM Executive Board. The final decision will be made by the COM Executive Board with a simple majority.
 - d. All records submitted are subject to formal review by COSGP Student Services Committee.
 - i. Any hours gained greater than 10 must be validated by the TOUCH coordinator or signed off by the contact of the event through a consent form.
 - ii. Failure to supply these requirements will result in zero credit for the volunteer hours gained
- V. If the standards in sections 1 and 2 are met with satisfaction, the student will receive recognition signifying their completion of their commitment to community service. A letter of commendation will also be sent to the Dean from the President of AACOM suggesting the Dean include the student's commitment to service in his/her Dean's letter.
 - a. The COM [insert name of designated student in charge of your COM's TOUCH program i.e. VP of Community Outreach] will be responsible for maintaining a record of students who have successfully completed the program to better facilitate validity of completion.
 - b. Those students completing 50 or more hours of community service for the TOUCH year will receive Silver-level recognition. Those completing 100 or more hours will receive Gold-level recognition. The individual from each COM who completes the greatest number of hours will receive Platinum-level recognition.
 - i. Regarding Platinum status: in the case of a tie, all students at the COM whom achieved the same maximum number of hours will receive Platinum recognition.
 - c. Recognition may include, but is not limited to: certificates, plaques, trophies, or other materials as deemed appropriate by the COSGP Student Services Committee.

Please refer any questions about the TOUCH program to the COSGP National Programs Representative at COGPPProgRep@aacom.org or COSGP National Secretary at COGPPSec@aacom.org.

Outstanding Advancement in Osteopathic Medical Education Award Protocol

- I. The award selection committee will be comprised of the COSGP Medical Education committee members, and will be chaired by the Medical Education Representative
- II. The Medical Education Representative will give a brief presentation on the award at the COSGP OMED Meeting
- III. Nominations for the award will be accepted from November 1 – December 1 and students will be notified of this through COSGP.org, the COSGP Facebook page and through their COSGP delegate or alternate delegate who will be contacted by the COSGP Medical Education Representative
- IV. Each osteopathic medical school will be limited to only one nomination, which must be submitted by the COSGP student delegate or alternate delegate, but can have been completed by any student from their school at their choosing. If the award is completed by another student, the COSGP delegate will be expected to notify the actual student who completed the award of the outcome
- V. The award must be submitted directly to the COSGP Medical Education Representative at COGPMedEdRep@aacom.org by December 1
- VI. Within 2 weeks, the student government leaders and deans of all nominated schools will be contacted by the COSGP Medical Education Representative with a letter pre-approved by AACOM to notify them of their nomination and what they were nominated for
- VII. The selection committee will have 4 weeks to meet and select the award nominee and will have the ability to decide based on the quantity and quality of applications the receive if they will select an Honorary Mention awardee
- VIII. At the next E-Board meeting following the selection of the winner and possibly honorary mention, the Medical Education Representative will announce the awardee(s) to the E-Board and AACOM leadership
- IX. The nominees, student delegates and deans of all nominated schools will be contacted by the COSGP Medical Education Representative with a letter pre-approved by AACOM informing them of whether or not they were selected as the winner or honorary mention (if one is selected) in the first 2 weeks of January. Everyone who was nominated must be informed of their application outcome before the COSGP announcement can go out. They will not be permitted to announce until AFTER COSGP announces the results to the general council and publicly.
- X. The award results will be presented through social media, coordinated with the 2nd Vice Chair and PR/Web Representative in mid-February.
- XI. The medical education representative will work with AACOM to develop press release and PR resources for the winning school(s) to utilize in their recognition and this will be released to them within 2 weeks of their notification of winning
- XII. The schools will be allowed to conduct their own publication of the results on their own timeline and in whatever manner they choose
- XIII. The award will officially be presented at the April AACOM Annual Awards Banquet and the Medical Education Representative will coordinate with the 2nd Vice Chair and PR/Web Representative for a second social media publication of the winner accepting their award. The school may determine who they would like to invite to accept the award at the banquet.

Student Researcher of the Year Award Protocol

- I. The award selection committee will be comprised of the Medical Education Representative, one research committee member, at least two faculty members, and will be chaired by the Research Representative.
- II. The Research Representative will give a thorough presentation on the award at the COSGP OMED Meeting, and will distribute the application to all COSGP representatives in the general council after the presentation to be sent out to their respective school student body.
- III. Applications will be accepted up through a date determined by the Research Representative (typically mid-December has been set as a deadline).
- IV. Data compiled about the previous years' applicant pool will be used to help tailor the requirements/criteria to apply (i.e. if second year medical students are routinely and consistently falling to the bottom of the applicant pool, eliminate them from contention by restricting their application).
- V. The award must be submitted directly to the COSGP Research Representative at COSGPResRep@aacom.org by the determined deadline.
- VI. Within a week of the deadline, send out an email to each applicant, notifying them of their status of the application (i.e. is it complete? Or is it lacking some entries or LORs, etc.)
- VII. The selection committee will be given all the applicants within a week of the deadline via email from the Chair, and be given ample time to review each applicant and rank them. This process is subject to change and open to discussion by the committee each year as to how they wish to proceed.
- VIII. At the next E-Board meeting following the selection of the winner and possibly honorary mention, the Research Representative will announce the awardee(s) to the E-Board and AACOM leadership
- IX. The LOR authors and deans of all nominated schools will be contacted by the COSGP Research Representative with a letter pre-approved by AACOM informing them of whether or not they were selected as the winner or honorary mention (if one is selected) prior to the January COSGP meeting. Everyone who was nominated must be informed of their application outcome before the COSGP January meeting.
- X. The award results will be presented at the COSGP January meeting to the general council and the 2nd Vice Chair and PR/Web Representative will work with the Research Representative to coordinate COSGP social media publication of the winner and possible honorary mention at the January meeting.
- XI. The Research representative will work with AACOM to develop press release and PR resources for the winning school(s) to utilize in their recognition and this will be released to them within 2 weeks of their notification of winning
- XII. The schools will be allowed to conduct their own publication of the results on their own timeline and in whatever manner they choose
- XIII. The award will officially be presented at the April AACOM Annual Awards Banquet and the Research Representative will coordinate with the 2nd Vice Chair and PR/Web Representative for a second social media publication of the winner accepting their award of \$500 from AACOM.

Simplified Rules of Order

Principles of Parliamentary Procedure

- I. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
- II. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence (see Table 1).
- III. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally – for example, not to permit a vocal few to dominate the debates.
- IV. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
- V. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members – majority and minority – should be the concern of every member, for a person may be in a majority on one question, but in minority on the next.
- VI. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
- VII. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

Debate on Motions

Business is accomplished in meetings by means of debating motions. The word “motion” refers to a formal proposal by two members (the mover and the person that seconded) that the meeting take certain action.

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, it is sometimes advantageous to permit limited discussion of a general topic before a motion is introduced. A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable.

This departure from strict parliamentary procedure must be used with caution, however. The chair must be careful not to let the meeting get out of control.

Normally, a member may speak only once on the same question, except for the mover of the main motion, who has the privilege of “closing” the debate (that is, of speaking last). If a later speaker has misinterpreted an important part of a member's speech, it is in order for the member to speak again to clarify the point, but no new material should be introduced. If two or more people want to speak at the same time, the chair should call first upon the one who has not yet spoken.

If the member who made the motion that is being discussed claims the floor and has already spoken on the question, he/she is entitled to be recognized before other members.

Associations may want to adopt rules limiting the time a member may speak in any one debate – for example, five minutes.

The mover of a motion may not speak against his or her own motion, although the mover may vote against it. The mover need not speak at all, but when speaking, it must be in favor of the motion. If, during the debate, the mover changes his or her mind, he or she can inform the meeting of the fact by asking the meeting's permission to withdraw the motion.

Proper Wording of a Motion

Much time can be wasted at meeting when a motion or resolution is carelessly worded. It is for this reason that a motion proposed at a meeting, unless it is very short and simple, should always be in writing. The requirement of having to write the motion out forces more careful wording.

How Motions are Classified

For convenience, motions can be classified into five groups:

1. Main motions
2. Subsidiary motions
3. Privileged motions – known as secondary motions
4. Incidental motions
5. Motions that bring a question again before a meeting

The motions in the second, third, and fourth classes (subsidiary, privileged and incidental motions) are often called secondary motions, to distinguish them from main motions.

Secondary motions are ones that are in order when a main motion is being debated; ones that assist a meeting to deal with the main motion.

Before examining each of the five types of motions, one should understand the concept of order of precedence of motions. This concept is based on the principle that a meeting can deal with only one question at a time. Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way, before any other business can be introduced. Under this principle, a main motion can be made only when no other motion is pending. However, a meeting can deal with a main motion in several ways other than just passing or defeating it.

These other ways are the purpose of the various secondary motions, the motions in categories two, three, and four of the five categories of motions listed above.

The rules under which secondary motions take precedence over one another have evolved gradually through experience. If two motions, A and B, are related in such a way that motion B can be made while motion A is pending, motion B takes precedence over motion A and motion A yields to motion B.

A secondary motion this takes precedence over a main motion; a main motion takes precedence over nothing, yielding to all secondary motions. When a secondary motion is placed before a meeting, it becomes the immediately pending question; the main motion remains pending while the secondary motion is dealt with.

Certain secondary motions also take precedence over others, so that is it possible for more than one secondary motion to be pending at any one time (together with the main motion). In such a case, the motion most recently accepted by the chair is the immediately pending question – that is, it takes precedence over all the others.

The main motion, the subsidiary motions, and the privilege motions fall into a definite order of precedence, which gives a particular rank to each. The main motion – which does not take precedence over anything – ranks lowest. Each of the other motions has its proper position in the rank order, taking precedence over the motions that rank below and yielding to those that rank above it.

For ease of reference, the order of precedence is presented in Table 1.

When a motion is on the floor, a motion of higher precedence may be proposed, but no motion of lower precedence is in order.

At any given time there can be pending only one motion of any one rank.

This means that other motions proposed during consideration of a motion can be accepted by the chair only if they are of higher precedence. In voting, the meeting proceeds with the various motions in inverse order – the last one proposed, being of highest precedence, is the first one to be decided. It should be noted that “precedence” and “importance” are not synonyms. Indeed, the most important motion – the main motion – is the lowest in precedence.

Table 1. Order of Precedence of Motions

	Rank	Motion	May Interrupt Speaker	Second Required	Debatable	Amendable	May Be Reconsidered	Majority Required	2/3 Majority Required
*	1	Fix Time to Adjourn		X		X	X	X	
*	2	Adjourn		X				X	
*	3	Recess		X1		X		X	
*	4	Question of Privilege	X	X	X	X	X	X	
*	5	Orders of the Day	X						X2
**	6	Table		X				X	
**	7	Previous Question		X			X3		X
**	8	Limit/Extend Limits of Debate		X		X	X		X
**	9	Postpone to a Certain Time		X	X4		X	X5	X5
**	10	Refer		X	X6	X	X7	X	
**	11	Amend		X	X	X8	X	X	X9
**	12	Postpone Indefinitely		X	X		X10	X	
	13	Main Motion		X	X	X	X	X	

*Denotes Privileged Motions

** Denotes Subsidiary Motions

1. If a formal motion is made.
2. Must be enforced on the demand of any member unless the orders of the day (agenda) are set aside by a two-thirds vote. If the Chair's ruling is challenged, a majority vote is required.
3. Can be reconsidered but only before the previous question has been put.
4. Only as to propriety or advisability of postponing and of postponing to a certain time.
5. Requires two-thirds majority if postponed to a later time in the same meeting (amends the agenda). If postponed to a subsequent meeting, then only a simple majority is required.
6. Only as to propriety or advisability of referral.
7. Can be reconsidered if the group to which the matter has been referred has not started work on the matter.
8. An amendment to an amendment is not itself amendable.
9. A motion to amend the agenda requires two-thirds majority.
10. Can be reconsidered only if the motion is passed.

The Main Motion

A main motion is a motion that brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending. A main motion ranks lowest in the order of precedence.

When a main motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed of, or until some other motion of higher precedence has been proposed, seconded and accepted by the chair.

Unless the main motion is very short and simple, the mover should hand it in writing to the secretary. A main motion must not interrupt another speaker, requires a second debatable, is lowest in rank or precedence, can be amended, cannot be applied to any other motion, may be reconsidered, and requires a majority vote.

When a member and seconded have made a motion, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees. (Usually the chair will ask if the meeting objects to the motion's being withdrawn. If not one objects, the chair will announce: "The motion is withdrawn." See section on agenda.)

Subsidiary Motions

Subsidiary motions assist a meeting in treating or disposing of a main motion (and sometimes – other motions). The subsidiary motions are listed below in ascending order of rank. Each of the motions takes precedence over the main motion and any or all of the motions listed before it.

The seven subsidiary motions are:

1. Postpone indefinitely
2. Amend
3. Refer
4. Postpone to a certain time
5. Limit or extend limits of debate
6. Previous question
7. Table

Postpone Indefinitely

Despite its name, this motion is not one to postpone, but one to suppress or kill a pending main motion. If an embarrassing main motion is brought before a meeting, a member can propose to dispose of the question (without bringing it to a direct vote) by moving to postpone indefinitely. Such a motion can be made at any time except when a speaker has the floor. If passed, the motion kills the matter under consideration. It requires a seconder, may be debated (including debate on the main motion), cannot be amended, can be reconsidered only if the motion is passed, and requires a majority vote. (See also “Postpone to a Certain Time.”)

Amend

An amendment is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an amendment to the amendment, can be reconsidered, and requires a majority vote, even if the motion to be amended requires a two-thirds vote to be adopted.

The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion. If the amendment carries, the meeting does not necessarily vote immediately on the “motion as amended.” Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issues raised in the original motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the “motion as amended” or, if all amendments are defeated, on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment (above) apply here, except that the amendment to an amendment is not itself amendable and that it takes precedence over the first amendment. Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion (“as amended,” if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments. An individual (or a group of two or three) can be asked to prepare a substitute wording for the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate.

Refer

When it is obvious that a meeting does not have enough information to make a wise decision, or when it seems advisable to have a small group work out details that would take too much time in a large meeting, a member may move: “That the question be referred to the _____ committee” (or “to a committee” –not named).

A motion to refer cannot interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of referral, can be amended, can be reconsidered if the group to which the question has been referred has not begun work on the matter, and requires a majority vote.

If a motion to refer is passed, the committee to which the matter is referred should report on the question at a subsequent meeting. Sometimes the motion to refer will state the time at which a report will be required.

Postpone to a Certain Time

If a meeting prefers to consider a main motion later in the same meeting or at a subsequent one, it can move to postpone a motion to a certain time, which is specified in the motion to postpone. Such a motion can be moved regardless of how much debate there has been on the motion it proposes to postpone. A motion may be postponed definitely to a specific time or until after some other item of business has been dealt with.

When the time to which a motion has been postponed has arrived, the chairperson should state the postponed motion to the meeting for its consideration immediately. If another item of business is being discussed at that time, the chairperson should present the postponed motion immediately after the other business has been concluded. If the meeting, in postponing the original motion has instructed that it be given priority at the time to which it has been postponed (that is, issued a “special order”), the postponed motion interrupts any items of business on the floor at that time. For this reason, any “special order” requires a two-thirds majority vote.

A motion to postpone to a definite time may not interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of postponing and of postponing to the particular time, can be amended, can be reconsidered, and requires a majority vote if the postponement is to a subsequent meeting. However, if the postponement is to a later time in the same meeting, the effect is to amend the agenda of that meeting, and the motion therefore requires a two-thirds majority vote.

Limit or Extend Limits of Debate

A motion to limit debate changes the normal rules of debate. It could, for example, limit the time of the whole debate (such as, “I move that debate on this motion be limited to 15 minutes”), or it might limit the time taken by each speaker (“I move that debate on this motion be limited to two minutes per speaker”). A motion to extend debate permits greater participation and time than usual.

A motion to limit or extend the time of debate (on one matter or for the entire meeting) may not interrupt a speaker, must be seconded, is not debatable, can be amended, can be reconsidered, and requires a two-thirds majority vote.

Previous Question (To Vote Immediately)

This is a tactic to close debate on a question. It is usually made at a time when the debate has been long and repetitious. A member rises and says: “I move that the question be called.”

A motion to put the previous question (that is, to vote immediately on the motion being debated) cannot interrupt another speaker, must be seconded, is not debatable, and is not amendable, and requires a two-thirds majority vote. This requirement is important in protecting the democratic process. Without it, a momentary majority of only one vote could deny to the other members all opportunity to discuss any measure the “majority” wanted to adopt or to defeat. Such a motion can be

reconsidered, but if the vote was affirmative, it can be reconsidered only before any vote has been taken under it –that is, only before the previous questions has been put.

A motion to put the previous questions has precedence over all other motions listed in this section except the motion to table (see next subsection). If the motion to put the question passes, the chair immediately proceeds to call a vote on the question that was being debated. This means that the mover of the motion loses his/her right to close debate. If the motion is debated, debate on the motion before the meeting continues as if there had been no interruption.

The motion to put the previous question is the only proper method of securing an immediate vote.

Table (Lay on the Table)

Sometimes a meeting wants to lay a motion aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority so decides. This is accomplished by a motion to table or to lie on the table.

The motion has the effect of delaying action on a main motion. If a subsequent meeting does not lift the question from the table, the effect of the motion to table is to prevent action from being taken on the main motion.

Indeed, rather than either pass or defeat a motion, a meeting will sometimes choose to “bury” it by tabling. Robert’s rules say, “No motion or motions can be laid on the table apart from motions which adhere to them, or to which they adhere; and if any one of them is laid on the table, all such motions go on the table together.” For example a main motion may have been made and an amendment proposed to it. The proposed amendment “adheres” to the main motion. If the meeting wants to table either of the motions, it must table both of them. In this example, if the meeting did not like the proposed amendment, but wanted to deal with the main motion, the correct procedure would be not to table, but to defeat the amendment. Debate could then resume on the main motion.

A motion to table may not interrupt another speaker, must be seconded, is not debatable, is not amendable, may not be reconsidered, and requires a majority vote.

Privileged Motions

Unlike either subsidiary or incidental motions, privileged motions do not related to the pending business, but have to do with special matters of immediate and overriding importance that, without debate, should be allowed to interrupt the consideration of anything else.

The privileged motions are listed below in ascending order of rank. Each of the succeeding motions takes precedence over the main motion, any subsidiary motions, and any or all of the privileged motions listed before it.

The five privileged motions are:

1. Orders of the day
2. Question (point) of privilege
3. Recess
4. Adjourn
5. Fix time to which to adjourn

The five privileged motions fit into an order of precedence. All of them take precedence over motions of any other class (except when the immediately pending question may be a motion to amend or a motion to put the previous question).

Orders of the Day

The order of the day means the agenda or the order of business. If the order of business is not being followed, or if consideration of a question has been set for the present time and is therefore now in order, but the matter is not being taken up, a member may call for the orders of the day, and can thereby require the order of business to be followed, unless the meeting decides by a two-thirds vote to set the orders of the day aside.

Such a motion can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. If the chair admits that the order of business has been violated and returns to the correct order, no vote is required. If the chair maintains that the order of business has not been violated, his/her ruling stands unless a member challenges the ruling. A motion to sustain the chair is decided by a simple majority vote.

Sometimes the chair will admit that the agenda has been violated, but will rule that the debate will continue on the matter before the meeting. In such a case, a vote must be taken and the chair needs a two-thirds majority to sustain the ruling. (The effect of such a vote is to set aside the orders of the day, i.e., amend the agenda, a move that requires a two-thirds majority vote.)

Calls for orders of the day are not in order in committee of the whole. The orders of the day—that is, the agenda items to be discussed, are either special orders or general orders. A special order specifies a time for the item, usually postponement. Any rules interfering with its consideration at the specified time are suspended. (The four exceptions are rules relating to: (1) adjournment or recess, (2) questions or privilege, (3) special orders made before this special order was made, and (4) a question that has been assigned priority over all other business at a meeting by being made the special order for the meeting.) A special order for a particular time therefore interrupts any business that is pending when that time arrives.

Because a special order has the effect of suspending any interfering rules, making an item a special order requires a two-thirds vote, except where such action is included in the adoption of the agenda. A general order is any question that has been made an order of the day (placed on the agenda) without being made a special order.

When a time is assigned to a particular subject on an agenda, either at the time the agenda is adopted, or by an agenda amendment later, the subject is made a special order. When the assigned time for taking up the topic arrives, the chairperson should announce that fact, then put to a vote any pending questions without allowing further debate, unless someone immediately moves to lay the question on the table, postpone it or refer it to a committee. Any of those three motions is likewise put to a vote without debate.

Also permissible is a motion to extend the time for considering the pending question. Although an extension of time is sometimes undesirable, and may be unfair to the next topic on the agenda, it is sometimes necessary. The motion requires a two-thirds majority to pass (in effect, it amends the agenda), and is put without debate. As soon as any pending motions have been decided, the meeting proceeds to the topic of the special order.

Question or Point of Privilege

If a situation is affecting the comfort, convenience, integrity, rights or privileges of a meeting or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can raise a point of privilege, which permits him/her to interrupt pending business to make an urgent statement, request, or motion. (If a motion is made, it must be seconded.) The motion might also concern the reputation of a member, a group of members, the assembly, or the association as a whole. If the matter is not simple enough to be taken care of informally, the chair rules as to whether it is admitted as a question or privilege and whether it requires consideration before the pending business is resumed.

A point of privilege may also be used to seek permission of the meeting to present a motion of an urgent nature.

Recess

A member can propose a short intermission in a meeting, even while business is pending, by moving to recess for a specified length of time. A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess), cannot be reconsidered, and requires a majority vote.

Adjourn

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the association or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting.

A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If the motion to adjourn has been made, but important matters remain for discussion, the chair may request that the motion to adjourn be withdrawn. A motion can be withdrawn only with the consent of the meeting. The motions to recess and to adjourn have quite different purposes. The motion for recess suspends the meeting until a later time; the motion to adjourn terminates the meeting. The motion to adjourn should, however, be followed by a declaration from the chairperson that the meeting is adjourned.

Fix Time to Which to Adjourn

This is the highest-ranking of all motions. Under certain conditions while business is pending, a meeting—before adjourning or postponing business—may wish to fix a date, an hour, and sometimes the place, for another meeting or for another meeting before the next regular meeting. A motion to fix the time to which to adjourn can be made even while a matter is pending, unless another meeting is already scheduled for the same or next day.

The usual form is: “I move that the meeting adjourn to Thursday, October 23, at 19:30 at _____.” The motion may not interrupt a speaker, must be seconded, is not debatable, is amendable (for example, to change the time and/or place of the next meeting), can be reconsidered, and requires a majority vote.

Incidental Motions

These motions are incidental to the motions or matters out of which they arise. Because they arise incidentally out of the immediately pending business, they must be decided immediately, before business can proceed. Most incidental motions are not debatable.

Because incidental motions must be decided immediately, they do not have an order or precedence. An incidental motion is in order only when it is legitimately incidental to another pending motion or when it is legitimately incidental in some other way to business at hand. It then takes precedence over any other motions that are pending—that is, it must be decided immediately.

The eight most common incidental motions are:

1. Point of order
2. Suspension of the rules
3. Objection to consideration
4. Consideration seriatim
5. Division of the meeting
6. Motions related to methods of voting
7. Motions related to nominations
8. Requests and inquiries

Point of Order

This motion permits a member to draw the chair's attention to what he/she believes to be in error in procedure or a lack of decorum in debate. The member will rise and say: "I rise to a point of order," or simply "Point of order." The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered.

Suspension of the Rules

Sometimes a meeting wants to take an action, but it is prevented from doing so by one or more of its rules of procedure. In such cases the meeting may vote (two-thirds majority required) to suspend the rules that are preventing the meeting from taking the action it wants to take.

Such a motion cannot interrupt a speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a two-thirds majority.

Please note that only rules of procedure can be suspended. A meeting may not suspend by-laws. After the meeting has taken the action it wants to take, the rules that were suspended come into force again automatically.

Objection to the Consideration of a Question

If a member believes that it would be harmful for a meeting even to discuss a main motion, he/she can raise an objection to the consideration of the question; provided debate on the main motion has not begun or any subsidiary motion has not been stated. The motion can be made when another

member has been assigned the floor, but only if debate has not begun or the chair has not accepted a subsidiary motion. A member rises, even if another has been assigned the floor, and without waiting to be recognized, says, “I object to the consideration of the question (or resolution or motion, etc).” The motion does not need a seconder, is not debatable, and is not amendable. The chair responds, “The consideration of the question is objected to. Shall the question be considered?”

A two-thirds vote against consideration sustains the member’s objection. (The two-thirds vote is required because the decision in effect amends the agenda.) The motion can be reconsidered, but only if the objection has been sustained.

Consideration by Paragraph or Seriatim

If a main motion contains several paragraphs or sections that, although not separate questions, could be most efficiently handled by opening the paragraphs or sections to amendment one at a time (before the whole is finally voted on), a member can propose a motion to consider by paragraph or seriatim. Such a motion may not interrupt another speaker, must be seconded, is not debatable, is amendable, cannot be reconsidered, and requires majority vote.

Division of the Meeting (Standing Vote)

If a member doubts the accuracy of the chair’s announcement of the results of a vote by show of hands, he/she can demand a division of the meeting—that is, a standing vote. Such a demand can interrupt the speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. No vote is taken; the demand of a single member compels the standing vote.

Motions Related to Methods of Voting

A member can move that a vote be taken by roll call, by ballot or that the standing votes be counted if a division of the meeting appears to be inconclusive and the chair neglects to order a count. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes. (Note COSGP by-laws specify a secret ballot for such votes as the election of officers.)

Motions Related to Nominations

If the by-laws or rules of the association do not prescribe how nominations are to be made and if a meeting has taken no action to do so prior to an election, any member can move while the election is pending to specify one of various methods by which candidates shall be nominated or, if the need arises, to close nominations or to re-open them. Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes.

Requests and Inquires

- a. Parliamentary Inquiry – a request for the chair’s opinion (not a ruling) on a matter or parliamentary procedure as it relates to the business at hand
- b. Point of Information – a question about facts affecting the business at hand, directed to the chair or, through the chair, to a member
- c. Request for Permission to Withdraw or Modify a Motion. Although Robert’s Rules of Order specify that until the chair has accepted a motion, it is the property of the mover, who can

withdraw it or modify it as he/she chooses. A common practice is that once the agenda has been adopted, the items on it become the property of the meeting. A person may not, therefore, withdraw a motion unilaterally; he or she may do so only with the consent of the meeting, which has adopted an agenda indicating that the motion is to be debated.

Similarly, a person cannot, without the consent of the meeting, change the wording of any motion that has been given ahead of time to those attending the meeting—for example, distributed in printed form in advance, printed on the agenda, a motion of which notice has been given at a previous meeting, etc.

The usual way in which consent of a meeting to withdraw a motion is obtained is for the mover to ask the consent of the meeting to withdraw (or change the wording). If not one objects, the chairperson announces that there being no objection, that the motion is withdrawn or that the modified wording is the motion to be debated.

If anyone objects, the chair can put a motion permitting the member to withdraw (or modify) or any two members may move and second that permission is granted. A majority vote decides the question of modifying a motion—similar to amending the motion. A two-thirds majority is needed for permission to withdraw a motion, as this has the effect of amending the agenda.

- d. Request to Read Papers
- e. Request to be Excused from a Duty
- f. Request for Any Other Privilege

The first two types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

Motions That Bring a Question Again Before the Assembly

There are four motions that can bring business back to a meeting. The four are:

1. Take from the Table
2. Rescind
3. Reconsider, and
4. Discharge a Committee

The orders in which the four motions are listed are no relation to the order of precedence of motions.

Take from the Table

Before a meeting can consider a matter that has been tabled, a member must move: “That the question concerning _____ be taken from the table.” Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the table passes, the meeting resumes debate on the original question (or on any amendments to it). If a considerable period of time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

Rescind

A meeting, like an individual, has a right to change its mind. There are two ways a meeting can do so—rescind or reconsider. A motion to rescind means a proposal to cancel or annul an earlier decision.

A motion to reconsider, if passed, enables a meeting to debate again the earlier motion and eventually vote again on it. However, a motion to rescind, if passed, cancels the earlier motion and makes it possible for a new motion to be placed before the meeting.

Another form of the same motion—a motion to amend something previously adopted—can be proposed to modify only a part of the wording or text previously adopted, or to substitute a different version.

Such motions cannot interrupt another speaker, must be seconded, are debatable, and are amendable. Because such motions would change action already taken by the meeting, they require:

- A two-thirds vote, or
- A majority vote when notice or intent to make the motion has been given at the previous meeting or in the call of the present meeting, or
- A vote of the majority of the entire membership—whichever is most practical to obtain.

Negative votes on such motion can be reconsidered, but not affirmatives ones.

Reconsider

A motion to reconsider enables the majority in a meeting within a limited time and without notice, to bring back for further consideration a motion that has already been put to a vote. The purpose of reconsideration is to permit a meeting to correct a hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

If the motion to reconsider is passed, the effect is to cancel the original vote on the motion to be reconsidered and reopen the matter for debate as if the original vote had never occurred.

A motion to reconsider has the following unique characteristics:

- a. It can be made only by a member who voted with the prevailing side—that is, voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated. This requirement is a protection against a defeated minority's using a motion to reconsider as a dilatory tactic. If a member who cannot move for reconsideration believe there are valid reasons for one, he/she should try to persuade someone who voted with the prevailing side to make such a motion.
- b. The motion is subject to time limits. In a session of one day, a motion to reconsider can be made only on the same day the vote to be reconsidered was taken. In a convention or session of more than one day, reconsideration can be moved only on the same or the next succeeding day after the original vote was taken. These time limitations do not apply to standing or special committees.
- c. The motion can be made and seconded at time when it is not in order for it to come before the assembly for debate or vote. In such a case it can be taken up later, at a time when it would otherwise be too late to make the motion.

Making a motion to reconsider (as distinguished from debating such a motion) takes precedence over any other motion whatever yields to nothing. Making such a motion is in order at any time, even after the assembly has voted to adjourn—if there member rose and addressed the chair before the chair

declared the meeting adjourned. In terms of debate of the motion, a motion to reconsider has only the same rank as that of the motion to be reconsidered.

A motion to reconsider can be made when another person has been assigned the floor, but not after he/she has begun to speak. The motion must be seconded, is debatable provided that the motion to be reconsidered is debatable (in which case debate can go into the original question), is not amendable, and cannot be reconsidered.

In regular meetings the motion to reconsider may be made (only by someone who voted with the prevailing side) at any time—in fact, it takes precedence over any other motion—but its rank as far as debate is concerned is the same as the motion it seeks to reconsider. In other words, the motion to reconsider may be made at any time, but debate on it may have to be postponed until later. Moreover, as indicated earlier, in regular meetings a motion to reconsider is subject to time limits. In a one-day meeting it can be made only on the same day. In a two-or more day meeting, the motion must be made on the same day as the motion it wants to reconsider, or on the next day.

Discharge a Committee (From Further Consideration)

If a question has been referred, or a task assigned, to a committee that has not yet made its final report, and if a meeting wants to take the matter out of the committee's hands (either so that the meeting itself can deal with the matter or so that the matter can be dropped), such action can be proposed by means of a motion to discharge the committee from further consideration of a topic or subject.

Such a motion cannot interrupt another speaker, must be seconded, is debatable (including the question that is in the hands of the committee), and is amendable. Because the motion would change action already taken by the meeting, it requires:

- A two-thirds vote, or
- A majority vote when notice or intent to make the motion has been given at the previous meeting or in the call of the present meeting, or
- A vote of the majority of the entire membership—whichever is most practical to obtain.

A negative vote on this motion can be reconsidered, but not an affirmative one.

General Information Regarding Reimbursement

Reimbursement of COSGP expenses from AACOM

July 1990, COSGP decided the following:

“That any expenses incurred within a fiscal year be presented for reimbursement within 6 months. Otherwise, the reimbursement will be disallowed.”

Procedure for direct reimbursement to an individual:

1. Complete an AACOM expense form – sample attached. If expense form is not available, submit a letter listing specific expenses and need for reimbursement to AACOM Liaison to COSGP
2. Attach original receipts for anything over \$5.00 to the above form/note
3. Submit form/letter to AACOM Liaison to COSGP

Expense forms available from AACOM, COSGP Treasurer

Procedure for other financial reimbursement (invoice/bill for services/goods):

1. Submit form to COSGP treasurer for approval (no expense form needed). Treasurer submits invoice to AACOM for payment directly to vendor

NAME OF CLAIMANT								
ADDRESS								
CITY, STATE, ZIPCODE								
PURPOSE OF AND DATES COVERED IN THIS REPORT. (IF A TRIP SPECIFY BUSINESS PURPOSE AND LOCATION)								
EXPENSE ITEM	SUNDAY	MONDAY	TUESDAY	WEDS	THURSDAY	FRIDAY	SATURDAY	Totals Dollars/Cents
	///	///	///	///	///	///	///	
1. BREAKFAST								
2. LUNCH								
3. DINNER								
4. HOTEL								
5. ENTERTAINMENT								
6. TRANSPORTATION								
7. TAXI AND LIMO								
8. TIP								
9. TEL AND FAX								
10. PARKING								
11. OTHER (EXPLAIN)								
Telephone charge								
12. PER DIEM								
13. CONSULTING								
	\$	\$	\$	\$	\$	\$	\$	\$
TOTALS →								
TRAVEL FROM								
TRAVEL TO								
ENDING SPEEDOMETER READING								Advance \$
BEGINNING SPEEDOMETER READING								Due AACOM \$
TOTAL MILEAGE (INCLUDE IN #6 ABOVE)								Due Claimant \$
APPROVED	(1)		BUDGET		(2)		(3)	
EXPLAIN BY ITEM NUMBER ANY UNUSUAL EXPENSE (OTHER THAN ENTERTAINMENT EXPENSES)				DETAIL EXPLANATION OF ENTERTAINMENT EXPENSES (ITEM 5)				
				DATE	NAME OF PERSON (S) ENTERTAINED AND BUSINESS RELATIONSHIP	Amount		
						\$		
						\$		
						\$		
						\$		

X _____
Signature of Claimant

Instructions

- General:** Receipts are required for ALL items \$5.00 or over.
- Items 1,2,3: **MEALS:** Meals must be listed separately and itemized daily. Charges for meals must be reasonable. Entertainment of guests if authorized should not be listed under these items, but as entertainment expenses under item 5.
- Item 4: **HOTEL:** Hotel charges must be reasonable and supported by an original paid hotel bill.
- Item 5: **ENTERTAINMENT:** Reimbursement for the entertainment claimed must be authorized in advance whenever possible and supported in the section titled "Detail of Entertainment Expenses."
- Item 6: **TRANSPORTATION:** Reimbursement for the actual cost of public transportation where tickets were purchased and paid for by the individual should be entered in item 6.
- Car rental must be authorized in advance.
- In all cases where public transportation is used (e.g. airline, rail) the canceled ticket must accompany the claim for reimbursement. Xerox copies or other copies of tickets are not acceptable. Reimbursement will be made on the basis of *economy/coach* fare only.
- Detail of reimbursement claimed for travel by private automobile must be listed in the space provided for mileage and the amount claimed entered in item 6. Reimbursement for mileage will be made at the allowance current rate based on the most direct route.
- Item 7: **TAXI & LIMO:** Necessary taxi, bus, subway, etc. fares should be listed in item 7. Tips for taxi and limo may be included in the amount recorded, instead of listing separately in item 8.
- Items 8,9,10,11: **OTHER TRAVEL EXPENSES:** Reasonable expenses for tips, telephone, faxes, parking (which may include the tip amount), and other miscellaneous travel expenses should be detailed. Unusual expenditures should be explained in the space provided.
- Item 12: **PER DIEM:** This item may be used only where a per diem is authorized in advance in lieu of actual expenses. If per diem is claimed, no entry may be made in items 1,2,3,or 4.
- Item 13: **CONSULTANTS:** this item may be used only where the consulting fee has been authorized in advance by AACOM.

Resolution Writing Guide

Adapted from material prepared by Slant Wang, University of Texas Southwestern Medical School

I. Introduction

Resolution writing is the means by which an osteopathic medical student can affect health policy through their state osteopathic association and the AOA. A resolution consists of at least one call to action ("Resolved clause") accompanied by supporting statements or facts ("Whereas clauses"). A resolution may be adopted, not adopted, amended, or referred to committee for further study. If passed, the resolution becomes a binding call to action by which the state association and/or the AOA will abide. This call to action can lead to legislative proposals and lobbying efforts, national medical recommendations, administrative policy change, etc.

Writing a resolution and seeing it through to fruition can be an intimidating process. This resolution-writing guide is intended to explain the process (and hopefully encourage more medical students to write resolutions) by providing step-by-step descriptions and suggestions for writing a resolution.

II. Developing the Resolution

FIRST, you must come up with an idea: a way to improve medicine, the public health, administrative matters, etc. Often, resolutions are written to correct a new problem or implement a new procedure, but many resolutions simply seek to clarify or modify existing medical, legal, ethical, or administrative standards.

There are many sources of ideas for resolutions: personal experiences, medical journals (JAMA, JAOA, NEJM, etc.), general publications (Newsweek, USA Today, CNN Interactive, etc.), government documents (CDC reports, FDA notices, etc.), and so on. Once you have an idea evaluate it by asking yourself some questions:

- Will it improve the public's health or the practice of medicine?
- Will it improve AOA administrative policy?
- Is this the most efficient and practical way to do it?
- Are there any potentially negative consequences?

SECOND, before going any further, you should research existing AOA policy. One of the most common downfalls of resolutions is REDUNDANCY! Ask yourself:

- Will the resolution be significantly different from existing policy?
- Does it conflict with existing policy? If so, is this desirable and defensible?

You may also want to check existing federal and state laws and regulations to ensure that your resolution does not duplicate or conflict with existing legal requirements (unless conflict is desirable and defensible).

THIRD, do the necessary background research to support your cause. Try to find relevant AOA policies, statistics, analyses, surveys, commentaries, etc. both for and against your resolution. This

information will be used to develop your Whereas clauses and may also affect what you say and how you say it when you defend your resolution during debate.

Sources of background information include:

- AACOM
- Existing AOA Policies
- MEDLINE
- Libraries (medical, law, public, etc.)
- Internet (Search engines, AOA website, government/congressional websites, etc.)
- Medical and other journals

III. Elements of the Resolution

(Please refer to the sample resolution)

INTRODUCED BY

You should list the author(s) of the resolution. If there are multiple authors, they are often listed in order of decreasing contribution to the resolution. Authors should be identified according to the school(s) that they attend. Once the resolution is passed by a body (such as COSGP or a state delegation), that body may be listed as the introducing party (i.e., Introduced by: POMA, or Introduced by: AACOM and COSGP).

TITLE

This is the first impression people get of your resolution. The title should succinctly state the main issue addressed by the resolution. The title should not mislead readers as to the context of the resolution (i.e., "Prenatal Care" for a resolution that seeks primarily to ban abortions).

WHEREAS CLAUSES

Each Whereas clause should provide a clear statement or fact in support of the Resolved clause or its necessity. Each Whereas clause should be succinct – no more than one sentence long. Whereas clauses can describe the problem that the Resolved clause is intended to address, explain how the Resolved clause will correct the problem, or otherwise defend or support the Resolved clause in any other way. Statements of fact should be footnoted with an appropriate reference, if appropriate.

RESOLVED CLAUSE(S)

Each resolved clause must be able to stand on its own. During the debate of a resolution with two Resolved clauses, one Resolved clause may be defeated or eliminated by amendment, leaving only the remaining Resolved clause. Thus, it is very important that each Resolved clause contain an actionable request and makes sense when read alone. Resolved clauses should each be a single sentence in length.

Be aware of the difference between an "internal" resolution which affects state policy (Resolved, that POMA. . .) and an "external" resolution that affects the entire AOA (Resolved, That the AOA. . .). Use separate Resolved clauses for internal and external action items.

Be sure to triple check your resolution for spelling and grammatical errors. Also, try to limit your resolution to one page.

IV. Submitting the Resolution

Be aware of all deadlines for resolutions. If the resolution is to be submitted to the state association, check with the head office of the state association or the state journal for deadlines for submission and dates for the state House of Delegates (HOD). Resolutions should be submitted to COSGP by the January meeting each year (see Section VI for details).

If applicable, references should be submitted along with each resolution as an appendix provided by the author. This will provide valuable background material for the reference committee when it comes time to review the resolution.

V. Debating the Resolution

Debate on your resolution truly begins prior to the state HOD, COSGP meeting, or AOA HOD. It helps tremendously if you can have preliminary discussions with members of these groups. Not only will you develop rapport with these individual and probably gain their support at the respective meeting (as well as the support of those whom they influence), you may also learn of new arguments for and against your resolution and thus be able to prepare yourself more fully for debate.

Avenues of communication for these preliminary discussions include:

- National level
 - AOA meetings, specialty group meetings
 - COSGP (meetings, listserv)
 - Student Doctor listserv
 - Student organizations
- State level
 - District meetings, Board meetings, annual meetings
- Local level
 - Student Government meetings
 - Student organizations
 - Student assemblies

Spend some time preparing for debate by reviewing your references, outlining your arguments and counterarguments, and discussing your resolution with your classmates, friends, family, patients, or anyone else who can provide a different perspective.

It is important to be there to defend your resolution, or to have someone who is familiar with your resolution be there to do it for you. Resolutions have been defeated simply because nobody was there to answer an easy question.

Work the crowds beforehand. Simply meeting people and making new friends, while not even discussing your resolution, can improve your chances for winning approval for your resolution when the time comes to vote.

As author, be the first to speak on your resolution. Introduce yourself and briefly explain why the resolution is necessary and should be passed. Defuse the main arguments against your resolution before they can be brought up, while {cuing marginal arguments against your resolution lie, as they may not even be brought up in debate. If you feel that your counter-arguments are forceful and persuasive, you may consider leaving yourself open for the opposing argument so that you can eloquently state your counter-arguments. Be amenable to editorial changes, or even minor

amendments, if they do not change the effect of your resolution. You will win the votes of those who suggested or supported the changes.

After all is said and done, your resolution will be voted upon. If defeated, do not be discouraged because many, many other good resolutions have been defeated in the past, often for insignificant reasons. If referred to committee, take note and consider submitting additional information to the committee (or even making a personal appearance at the committee to defend your resolution or rebut arguments made on the floor). If passed, follow up on your resolution through implementation.

VI. Submitting a Resolution through COSGP

1. Submit the resolution to the Chair of the Executive Board within 10 days prior to the meeting. The Chair will then submit the resolution to the Parliamentarian for review by the Legislative Committee. This Committee will discuss the relevance of the resolution and ensure that its action falls within the objectives of COSGP's Strategic Plan.
2. During the report of the Legislative Committee, the Committee will make a recommendation to adopt, not adopt, or refer the resolution to another COSGP committee for comment~ COSGP will then decide on the fate of the resolution during discussion of the Legislative Committee report.
3. If the resolution is adopted by COSGP, then the Chair of COSGP will submit the resolution to AACOM for review and comment. If AACOM suggests amendments to the resolution, it is returned to COSGP for approval of the amendments.
4. The resolution is then submitted by AACOM and COSGP to the AOA for debate at the next AOA House of Delegates.

Leadership Transitions

Either you are a newly elected officer and you are trying to get a grip on your new position; or you are completing your term of office and you would like to leave gracefully and ensure that the organization continues with strong leadership. Whether new or old, making a successful transition should be a priority.

Outgoing Officers

If you are completing your term of office, don't run out on the new leaders! Sharing your experience and knowledge will help them make a successful transition into office.

New Officers

If you are a new officers, take the initiative to learn more about your position. Be assertive and request some training from the outgoing officers. Do not wait until these experienced people are no longer around.

Benefits:

A planned, thorough leadership transition is important and has several benefits:

- The most obvious is that it provides for a transfer of significant organizational knowledge. Your group will not have to re-invent the wheel each year.
- It helps to minimize confusion that occurs with the “Changing of the Guard.” While new officers try to figure out what is going on, precious time can be lost to the organizations. This time lag affects the whole membership, who may not understand what all the confusion is about. It definitely lessens the group’s ability to accomplish their tasks or goals.
- The process of transition can give the outgoing leaders a sense of having completed their jobs, a sense of closure. It can help them let go – which is often difficult for committed leaders to do.
- Leadership transition ensures that the valuable contributions of the experienced leaders will be utilized. They are most often the most neglected members in your group.
- Finally, the sharing of information results in the new leadership having more knowledge, and consequently, greater confidence in their abilities.

When do you start? Early!

The best transition begins much sooner than in the spring when new officers are selected. The following ideas will aid the transition process.

- Begin early in the year to identify emerging leaders in your organization
- Encourage these potential leaders through personal contact, helping develop skill, delegating responsibilities to them, sharing with them the benefit of leadership, clarifying job responsibilities, and modeling an effective leadership style.
- When new officers have been elected, orient them together as a group with all of the outgoing officers. This allows the new officers an opportunity to understand each others’ roles and to start building their team. In most cases, individual officers will also need to meet with their predecessor for more detailed information.

Items to Transfer

Outgoing officers, think to your own first weeks; what did you wish someone had told you?

- Effective leadership qualities and skills
- Share problems and helpful ideas, procedures, and recommendations

- Write and share reports containing traditions, recommendations, completed projects, continuing projects and concerns, and ideas never carried out
- Go through personal and organizational files together
- Acquaint new officers with physical environment, supplies and equipment
- Introduce related personnel
- Constitution and bylaws
- Job descriptions/role clarifications
- Organizational goals and objectives (including those from previous years)
- Status reports on ongoing projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources/contact list
- Financial books and records
- Mailing lists
- Historical records, scrapbooks, equipment

Passing the COSGP Torch

In addition to helping your incoming leader succeed at your COM/SOM's Student Government organization, make sure to orient them with their role as COSGP council member as well.

- Submit the name and e-mail address of the new leader to the COSGP Secretary as soon as elections have officially been completed!
- Pass along all COSGP information that you have, neatly organized (make sure it is cleaned-up and contains ONLY current information)
- Bring the new president along to your last meeting, if possible; introduce to members
- Review your school's policy and procedures regarding travel, and go through the process with him/her the first time
- If funding for COSGP events is tight, suggest contacting:
 - State society/association for assistance
 - Student Government
 - Alumni Association
- Emphasize the importance of bringing local issues to COSGP meetings for discussion and council review
 - Review current issues before COSGP
- Use past agendas and/or copies of minutes from recent meetings to give him/her an idea of how COSGP meetings are run
- Review effective strategies for making the most out of COSGP meetings
- Share problems and helpful ideas, procedures, and recommendations

Below, find links to various resources to help you transition successfully:

- Event Details & Dates Tracker Workbook – Excel Version [Click here](#)
- Event Details & Dates Tracker Worksheet – MS Word Version: [Click here](#)
- Important Contacts – MS Word Format: [Click here](#)
- Video Tutorial for Excel Event Tracker: [Click here](#)
- Video Tutorial for MS Word Event Tracker: [Click here](#)

