

NSMA SPEAKER

FACT SHEET

TERM: One year

The officer automatically moves up from the Vice Speaker position
Elected by the voting body at the NSMA General Assembly
If a vacancy occurs, the Vice Speaker fills the unexpired term

QUALIFICATIONS: CMA (AAMA) Active member of NSMA in good standing
Must have served as an NSMA Standing Committee Chair
Familiar with NSMA Bylaws and Standing Rules and AAMA Bylaws
Understand *Robert's Rules of Order – Newly Revised* and basic parliamentary procedures
Strong organizational skills, and ability to meet deadlines
Strong verbal and written communication skills
Ability to effectively conduct a large meeting

RESPONSIBILITIES: Attend all NSMA BOD meetings
Preside at the annual NSMA General Assembly
Appoint chairs for General Assembly staff committees
Prepare and distribute General Assembly meeting packets
Mentor the Vice Speaker
Prepare year-end report

AUTOMATIC APPOINTMENT: Member of NSMA Bylaws committee

BENEFITS: Eligible to have AAMA active membership dues reimbursed by NSMA for the term served

BOD NOTEBOOK CONTENTS:

NSMA operating budget and NSMA Financial Policies
Retain year-end reports for 7 years
NSMA Bylaws and Standing Rules
AAMA Bylaws
NSMA General Assembly Reference Guide
NSMA BOD roster
Copy of *Robert's Rules of Order – Newly Revised*
NSMA Planning Calendar

NSMA SPEAKER

The previous year's Vice Speaker automatically fills the Speaker. The Speaker will preside over all meetings of the NSMA General Assembly performing duties that are essential to the orderly process of business. The speaker should be well organized and able to manage a large meeting with firmness and impartiality.

The Speaker is expected to accept the responsibility of mentoring the Vice Speaker in preparation for the following year. The Vice Speaker should be fully informed of all procedures and actions relating to the Speaker position and the NSMA General Assembly preparations.

All BOD year-end reports are due approximately 45 (forty-five) days before the General Assembly with the exact due date established annually by the Speaker. If the deadline is missed, it is up to the BOD member to bring copies of their report to the meeting.

The speaker shall prepare and make available the General Assembly packet to all BOD members and the AAMA representative. Additional packets may be made available at the meetings for those members in attendance.

General Assembly packets are to be distributed thirty (30) days before the annual meeting. It is suggested the following materials be included in the packet:

- Front Page – name of organization, date, time, place of meeting
- Table of Contents – all pages are to be numbered for easy reference
- NSMA General Assembly Reference Guide
- Medical Assistant Creed
- Meeting Agenda – prepared by the Speaker
- Minutes from previous General Assembly
- Annual Officer Reports
- Annual Reports of each Committee (standing and special) including the final report of the preceding NSMA Conference Committee
- NSMA Delegate and Alternate reports from the AAMA Conference
- NSMA Proposed Operating Budget and NSMA Conference Budget should be included in the Budget & Finance Committee report
- List of eligible nominees for the official ballot - included in the Nominating report
- Proposed Bylaw changes – included in the Bylaws Committee report
- Reprint of any Standing Rules revisions are presented for information purposes only and included in the Bylaws Committee report
- Roster of current Officers and Standing Committee Chairs
- The professional C.V. of nominees running for officer positions
- Copy of current NSMA Bylaws, NSMA Standing Rules (optional)

Annual reports to be included in the General Assembly packet will be reproduced in the form

they are received by the Speaker. It is the responsibility of the individual submitting the report to see that the report is in proper style and typed without error. See “Annual Year-end BOD Report Format” in the Appendix section.

If a BOD member does not submit a report, this should be indicated in the delegate packet, so the membership does not think there was an error on the Speaker’s part. It is permissible to copy late reports and distribute them at the General Assembly meeting. However, distribution and duplication of any report for distribution at the meeting received after the Speaker's deadline will be the responsibility of the individual.

The Speaker is responsible for the proper room set up for the General Assembly. The Annual Conference Chair will assist with making these arrangements. Copies of the NSMA General Assembly Reference Guide should be made available at the conference registration table and in the General Assembly meeting for the general membership.

If requested, the Speaker will arrange and facilitate an orientation meeting for interested voting members before the opening of the General Assembly. Review parliamentary procedures, the Delegate Packet format, meeting protocols, etc

There are many similarities in the way business is conducted during the General Assembly and the way it is conducted at an NSMA BOD meeting. However, there are significant differences, and the Speaker must be familiar with these differences.

The Speaker opens the General Assembly proceedings, welcomes attendees, and introduces the head table, special guests, and the annual conference chair. The opening ceremonies may include an invocation or “inspirational moment” and reciting of the Pledge of Allegiance. If an AAMA representative is in attendance, they should be introduced and invited to address the audience.

The General Assembly decides on the meeting rules by adopting through a majority vote the NSMA General Assembly Guide. The agenda for the assembly establishes the order in which business will be considered. The proposed agenda is printed in the General Assembly packet and must be adopted (through a majority vote) by those present. Items not listed on the approved agenda will not be considered for action by this assembly.

In preparation for the General Assembly, the Speaker decides what subcommittees are necessary to perform the business of the meeting including screening attendees for voting eligibility, and appoints a chair for each.

Typically, the following staff positions are utilized to run the business of the assembly:

1) Credentials Committee: Appoint a chair and other members as needed to verify the membership status of the assembly who are present and establish what the voting quorum will be. The committee should organize a check-in system to expedite the registration of the voting body. Shall make certain all voting members are appropriately identified. At each session of the General Assembly and the request of the Speaker, announce the number of voting members present, a majority vote (one-half of the voting body plus one), and a two-thirds vote (# divided by 3 times two with any fraction always rounded up). Per RONR the requirement of a 2/3s vote

means **at least** 2/3s. Consequently, if 101 votes are cast, 67 affirmative votes are not at least 2/3s but 68 are.

The Credential's Chair will verify the eligibility of all nominees from the floor during the General Assembly. The Treasurer and/or Membership Chair shall verify that each is eligible.

2) Minute Review Committee: Consists of two appointed members to assist the NSMA Secretary in taking minutes during the meeting. Committee staff notes will be compared with the minutes from the Secretary for accuracy. Each member submits their copy of the minutes to the Secretary immediately at the close of the General Assembly. On receipt of the typed preliminary minutes from the Secretary, each member submits their approval and/or corrections back to the Secretary within one week. Final copies of the minutes will be distributed per the Secretary's protocol.

3) Tellers: Appoint one chair and at least two additional members who distribute and collect ballots. Tellers may not have their names on the ballot. Ballots are distributed individually by hand to each eligible voting member present. The voting body should be instructed to mark the ballots with a single "X" next to the candidate of choice. Ballots are then folded once and placed directly in a collection basket. Tellers retire to another room to count the votes.

The Chair of the tellers shall read the teller's report to the General Assembly without declaring the election results. This report includes the number of eligible votes, the number of legal votes cast, the number of rejected votes, the number of votes required for election, the name of each candidate, and the number of votes received by each. The chair then presents a written report of these results with the original ballots to the Speaker. The Speaker will declare the election of each position. A majority of votes cast is necessary for the election of officers. The NSMA delegates and alternates to the AAMA conference are elected by plurality in descending order. Proposed Bylaws amendments are typically voted on by a show of hands and require a two-thirds vote for adoption. Tellers also count standing and hand votes when called for by the Speaker.

4. Page: Deliver written messages among attendees and assist as needed. Students often perform well on this committee.

5. Parliamentary Advisor: The position is automatically filled by the current NSMA Bylaws Chair who will serve the General Assembly as a parliamentary consultant and oversee the correct use of parliamentary procedures, and adherence to *Robert's Rules of Order Newly Revised* and the NSMA Bylaws. The AAMA Rep may serve in this position if needed.

6. Timekeeper: Responsible for monitoring and enforcing compliance with the two-minute time limit on debate as set by the meeting guidelines.

