



MEMO

Date: May 4, 2020

To: OFFICERS AND MEMBERS OF THE AMERICAN OSTEOPATHIC ASSOCIATION
PRESIDENTS AND EXECUTIVE DIRECTORS OF AOA AFFILIATES
(Divisional, Specialty, and Non-Practice)

From: Ronald R. Burns, DO, President
Ray L. Morrison, DO, Speaker of the House of Delegates
David L. Broder, DO, Vice speaker of the House of Delegates

RE: 2020 ANNUAL BUSINESS MEETING OF THE AMERICAN OSTEOPATHIC ASSOCIATION

In light of the challenges brought about by the COVID-19 pandemic, the American Osteopathic Association Board of Trustees (BOT) and the House of Delegates (HOD) Officers have agreed to convene the 2020 BOT Annual Business Meeting and Annual HOD to a virtual platform on Friday, July 17 and Saturday, July 18, 2020. Additionally, an in-person special meeting of the HOD will be held on October 13-14, 2020, in Austin, Texas.

The usual business of the BOT will be conducted in July and components of the HOD meeting, required by the AOA Constitution & Bylaws, will also be conducted in July. HOD reference committees, resolution deliberation and usual voting process, along with other reports and functions will be conducted at the special meeting of the HOD in October.

AOA BOARD OF TRUSTEES MEETING

The AOA Board of Trustees (BOT) will convene virtually for its annual business meeting Friday, July 17, 2020.

Written reports and any other items of business for the BOT annual business meeting must be received electronically by Monday, June 15, 2020, to be included in the online posting of materials. All reports and items of business must be submitted electronically to tcollum@osteopathic.org.

The BOT meeting agenda and all other meeting related information will be available on the [AOA Annual Business Meeting webpage](#) at least ten (10) days prior to the start of the meeting.

AOA HOUSE OF DELEGATES ANNUAL AND SPECIAL MEETINGS

The AOA's 100th Annual House of Delegates (HOD) will convene its annual meeting on Saturday, July 18, 2020. The purpose of the meeting is to inaugurate the new president, elect officers and trustees, and to conduct the essential business that must be addressed at an annual meeting of the HOD, in June, July or August, per the AOA Constitution & Bylaws.

To simplify and facilitate the process of voting in a virtual environment, we have elected to use a proxy system so all entities with a seat in the HOD can maintain their allotted number of votes. The laws of the State of Illinois and the rules of the AOA House of Delegates allow for voting by proxy.

NOTICE OF USE OF A PROXY SYSTEM

This notice is to advise you of the intended use of a proxy system at the July HOD meeting. The executive director of each AOA affiliate state osteopathic medical association, the executive director of each AOA recognized affiliate osteopathic specialty college, the chair of the Bureau of Emerging Leaders, and the chief administrative officer of the Student Osteopathic Medical Association will receive communication from the AOA on Monday, May 18, 2020, with further details and instructions, regarding the proxy assignment and submission process.



Additionally, all parties noted in the above paragraph must convey the names of their delegates and alternate delegates to the HOD Secretary (AOA's Chief Executive Officer) at least thirty (30) days prior to the annual meeting of the House of Delegates.

Credentialing of HOD delegates and alternate delegates will be conducted by the HOD Credentials Committee in electronic format.

Reports, resolutions, and any other items of business for the HOD meeting in October must be received by **Friday, July 10, 2020**, to be included in the online posting of materials. All reports, resolutions, and items of business must be submitted electronically to cbaggett@osteopathic.org.

PLEASE NOTE: Resolutions received after **Friday, July 10, 2020**, will be considered late and must include an explanation of good cause for the delay. The HOD Rules & Order of Business Reference Committee will determine whether the resolution will be considered by the 2020 HOD.

The House of Delegates meeting agenda and all meeting related materials will be posted to the [AOA Annual Business Meeting webpage](#) as it becomes available but no less than thirty (30) days prior to the start of the HOD Meeting.