

# American Health Information Management Association

## 2009 House of Delegates

### **ACTION ITEM TITLE: Bylaws Amendment on Delegate Apportionment**

**MOTION:** I move to accept the bylaws amendments on delegate apportionment **to take effect July 1, 2011**. The motion is proposed by the HOD Operations Team.

**RATIONALE:** Due to the growth in AHIMA and CSA membership, the HOD has grown. Ten years ago, there were 185 delegates, now there are 227. See the membership and HOD growth charts in the attached reference material. Considering a distribution based on CSA membership with an overall reduction in the number of delegates and related costs is being proposed.

**BACKGROUND:** During the 2007 House of Delegates Meeting, the delegates considered the "Board of Directors Governance Team Recommendations, September 2007" document. After considerable discussion, it was suggested the implementation of a new HOD team structure happen before determining delegate apportionment.

The HOD Teams have been in place for more than a year. The HOD Operations Team created a workgroup of delegates to develop options for apportionment which were discussed during 2009 HOD Operations Team conference calls and brought to Summer Team Talks. One option was agreed on and is being presented for consideration by the House of Delegates.

### **REFERENCES:**

- Proposed Bylaws Amendment (attached)
- Apportionment Discussion document (attached)
- [2007 Board of Directors Governance Team Recommendations](#) (State Leaders and HOD CoP, Community Resources)
- [2007 HOD Structure and Operations Issue Forum](#) (State Leaders and HOD CoP, Community Resources)
- [Report from the HOD Teams PowerPoint](#) (State Leaders and HOD CoP, Community Resources)

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## Proposed Bylaw Amendment

Current Bylaw	Proposed Amendment <i>(underline changes)</i>	Rationale*
<p><i>Section 7. Election.</i> Delegates for each Component State Association shall be elected by and from the Active Members of the respective Component State Association</p> <p>A. Apportionment. The apportionment of delegates shall be based on Active Members of the Component State Association at the close of business on December 31st of the immediate prior year. Each Component State Association shall be entitled to one delegate for any portion of 100 Active Members and shall be entitled to one additional delegate for each additional 100 Active Members or major portion thereof, but no Component State Association shall be entitled to more than five (5) delegates.</p>	<p><i>Section 7. Election.</i> Delegates for each Component State Association shall be elected by and from the Active Members of the respective Component State Association</p> <p>A. Apportionment. The apportionment of delegates shall be based on Active Members of the Component State Association at the close of business on December 31st of the immediate prior year. Each Component State Association shall be entitled to <del>one</del> <u>two</u> delegates <del>and for any portion of 100 Active Members and</del> shall be entitled to one additional delegate for each additional <del>100</del> <u>percent of</u> Active Members or major portion thereof, but no Component State Association shall be entitled to more than <del>five</del> <u>six (5) (6)</u> delegates.</p>	<p>The current apportionment formula is based on increments of 100 members, and with the AHIMA membership growth over the recent years, 33 CSAs have the maximum 5 delegates. The number of delegates per CSAs is no longer proportionate by membership total.</p> <p>In keeping with the AHIMA membership of over 53,000 members, it is proposed to base the HOD apportionment formula on percent of membership. It is also proposed to have a minimum of 2 delegates per CSA so delegates can adequately fulfill the role and that the maximum number of delegates is increased to 6 to accommodate the largest CSAs.</p>

*\* does the bylaws amendment support the AHIMA Mission, how does it impact the profession, existing programs or CSAs, does the proposed amendment generate expense and/or revenue?:*

**DATE:** August 28, 2009

**Proposed by:** 2009-2010 House of Delegates Operations Team

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## 2009 Bylaws Amendment HOD Apportionment Formula

### Purpose

The document provides information about the proposed amendment to Article V. House of Delegates, Section 7. Election, A. Apportionment of the AHIMA Bylaws. The amendment is proposed by the House of Delegates Team on Operations for consideration by the House of Delegates on October 4, 2009.

### Overview

One of the charges of the HOD Operations Team is: Bring forward a recommendation for HOD apportionment to the HOD in 2009. HOD apportionment is not a new topic of discussion for the House of Delegates. Over the past several years, the HOD has discussed and debated this topic with no subsequent action. Most recently, in 2007, the HOD decided to discuss apportionment after the HOD Teams were implemented. In light of this decision and the charge to the HOD Operations Team, the discussion is once again being brought forward by the HOD Operations Team. Today, the House of Delegates conducts business on a virtual, year-round basis and technology is being leveraged to make best use of AHIMA's and CSA's resources.

### Why does the HOD apportionment formula need discussion?

- To date, 33 CSAs have reached the maximum number of delegates allowed (five) accounting for 73% of the HOD vote. *A CSA with 444 voting members has the same number of delegates (five) as a CSA with over 3500 voting members.*
- AHIMA's goal to grow membership has a direct impact on the size of the House of Delegates. The House continues to grow in size each year and it is worth evaluating if a larger House is needed and would yield more effective results.
- Recommendation to review HOD apportionment formula was included in the 2007 Board of Directors Governance Team Recommendations.
- Charge to the HOD Operations Team
- Good business practice to evaluate policies, procedures and practices on a routine basis.

### Goals for the HOD Apportionment

The overarching goals for the HOD apportionment formula are:

- A House of Delegates that operates efficiently and effectively in carrying out its governance role and duties outlined in the AHIMA bylaws.
- A House of Delegates in which CSAs have equitable representation based on their CSA membership.
- A House of Delegates that is manageable in size.
- A House of Delegates that provides a return on investment of time, money and energy to the delegate, CSA and AHIMA.

### HOD Apportionment Formula Options

The HOD Operations Team, led by a HOD apportionment workgroup, identified three options for the HOD apportionment formula. These options were evaluated and discussed by the workgroup, the larger HOD Operations Team and presented at Summer Team Talks. After Summer Team Talks, an option to base the formula on percent of membership was brought forward and subsequently evaluated and selected by the HOD Operations Team for the proposed bylaws amendment. After thoughtful deliberation and debate, the Team presents an amendment to adopt a formula based on percent of membership with a minimum of 2 delegates per CSA and a maximum of 6 delegates per CSA. The Team proposes any adopted amendment by implemented with the 2011-2012 House of Delegates.

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## Proposed Bylaws Amendment

### % of Membership Calculation

- Minimum of 2 delegates per CSA
- Maximum of 6 delegates per CSA

Lower %	Upper %	Delegates	Distribution	# of Delegates	% of Vote
0	Less than 1%	2	20 CSAs	40	22%
1%	Less than 2%	3	14 CSAs	42	23%
2%	Less than 3%	4	6 CSAs	24	13%
3%	Less than 4%	5	4 CSAs	20	11%
4%	and over	6	8 CSAs	48	26%
Board of Directors				12	6%
<b>House of Delegates: 186 Delegates</b>					

Impact to CSA Delegate Count	
Plus 1 Delegate	10 CSAs
No change	11 CSAs
Minus 1 Delegate	12 CSAs
Minus 2 Delegates	18 CSAs
Minus 3 Delegates	1 CSA

### Pros

- Maintains an even distribution of delegates based on percentage of membership (*see comparison of the percentage of vote of the current formula to the proposed model*)
- Provides a long-lasting formula that holds as AHIMA membership grows
- May encourage CSAs to initiate membership growth
- Provides a minimum of 2 delegates for all CSAs
- Provides an additional delegate for largest CSAs
- Less cost and coordination to AHIMA and the CSAs
- 10 CSAs gain a delegate, 31 CSAs lose a delegate/s

### Cons

- 10 CSAs gain a delegate, 31 CSAs lose delegate/s

## Current House of Delegates Formula

### 100 Member Base

- 1 delegate/100 members
- Maximum of 5 delegates per CSA

Current Formula	Delegate/s	Distribution	# of Delegates	% of Vote
1 – 100 = 1 Delegate	1	2 CSAs	2	0.9%
101 – 200 = 2 Delegates	2	7 CSAs	14	6%
201 – 300 = 3 Delegates	3	6 CSAs	18	8%
301 – 400 = 4 Delegates	4	4 CSAs	16	7%
401+ = 5 Delegates	5	33 CSAs	165	73%
Board of Directors			12	5%
<b>House of Delegates: 227 Delegates</b>				

### Pros:

- Formula has been the tradition for years
- Provides a constant, anticipated process for CSAs and AHIMA

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## Cons:

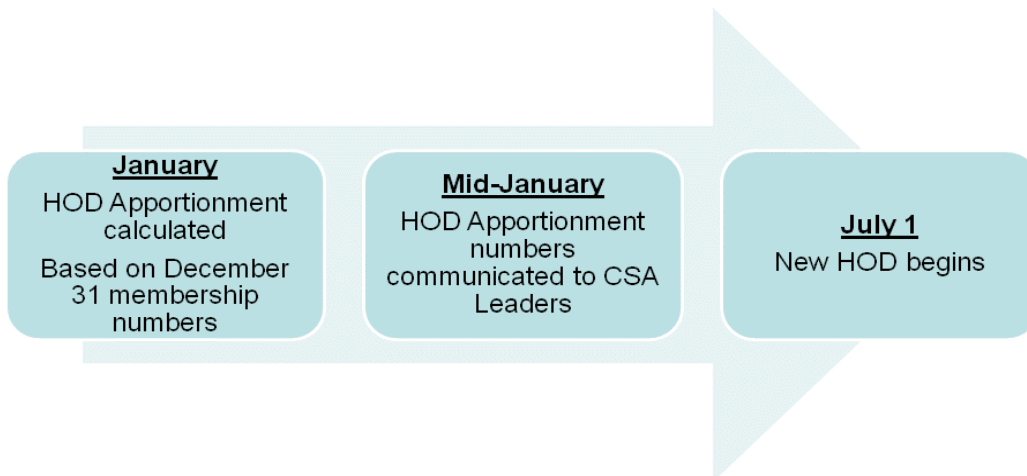
- Formula has not kept up with overall association membership growth percentages. It is out of balance with 33 CSAs having the maximum 5 delegates equaling 73% of the HOD vote.
- No longer provides a fair and true distribution by membership totals
- Formula is causing the HOD to grow in size beyond its original intent
- HOD growth necessitates increased coordination and cost to CSAs and AHIMA

## Comparison – % Vote

	Proposed Formula	Today's Formula
CSAs with 1 Delegate	n/a	0.9%
CSAs with 2 Delegates	22%	6%
CSAs with 3 Delegates	23%	8%
CSAs with 4 Delegates	13%	7%
CSAs with 5 Delegates	11%	73%
CSAs with 6 Delegates	26%	n/a
Board	6%	5%

## Implementation

- **2010 – 2011 House of Delegates:** HOD apportionment calculated based on 100-member base formula
- **2011 – 2012 House of Delegates:** HOD apportionment calculated based on % of membership formula



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<b>HOD Apportionment - % of Membership</b>					
<i>Based on December 31, 2008</i>				<b>% of Membership</b>	
<b>Chapter</b>	<b>Total Mem</b>	<b>Voting Mem</b>	<b>Delegates</b>	<b>Percentage</b>	<b>% of Membership</b>
AK - Alaska	213	170	2	0.36%	2
AL- Alabama	766	666	5	1.39%	3
AR- Arkansas	570	478	5	1.00%	3
AZ- Arizona	836	734	5	1.54%	3
CA - California	4824	3885	5	8.13%	6
CO- Colorado	925	805	5	1.68%	3
CT- Connecticut	396	375	4	0.78%	2
DC- District of Columbia	316	284	3	0.59%	2
DE - Delaware	86	78	1	0.16%	2
FL - Florida	3045	2568	5	5.37%	6
GA - Georgia	1402	1243	5	2.60%	4
HI - Hawaii	147	123	2	0.26%	2
IA - Iowa	766	660	5	1.38%	3
ID - Idaho	387	331	4	0.69%	2
IL - Illinois	3229	2745	5	5.74%	6
IN- Indiana	1399	1204	5	2.52%	4
KS - Kansas	877	738	5	1.54%	3
KY - Kentucky	747	644	5	1.35%	3
LA - Louisiana	951	829	5	1.73%	3
MA - Massachusetts	1110	1033	5	2.16%	4
MD - Maryland	870	783	5	1.64%	3
ME - Maine	300	270	3	0.56%	2
MI - Michigan	2451	1998	5	4.18%	6
MN - Minnesota	1811	1548	5	3.24%	5
MO - Missouri	1454	1201	5	2.51%	4
MS - Mississippi	572	489	5	1.02%	3
MT - Montana	265	247	3	0.52%	2
NC - North Carolina	1698	1487	5	3.11%	5
ND - North Dakota	252	190	2	0.40%	2
NE - Nebraska	482	444	5	0.93%	2
NH - New Hampshire	194	177	2	0.37%	2
NJ - New Jersey	1161	975	5	2.04%	4
NM - New Mexico	297	252	3	0.53%	2
NV - Nevada	297	268	3	0.56%	2
NY - New York	2689	2318	5	4.85%	6
OH - Ohio	2689	2210	5	4.62%	6
OK - Oklahoma	703	652	5	1.36%	3
OR - Oregon	697	613	5	1.28%	3
PA - Pennsylvania	2444	2122	5	4.44%	6
PR - Puerto Rico	154	139	2	0.29%	2
RI - Rhode Island	106	103	2	0.22%	2
SC - South Carolina	786	677	5	1.42%	3
SD - South Dakota	260	229	3	0.48%	2
TN - Tennessee	1607	1460	5	3.06%	5
TX - Texas	3523	3040	5	6.36%	6

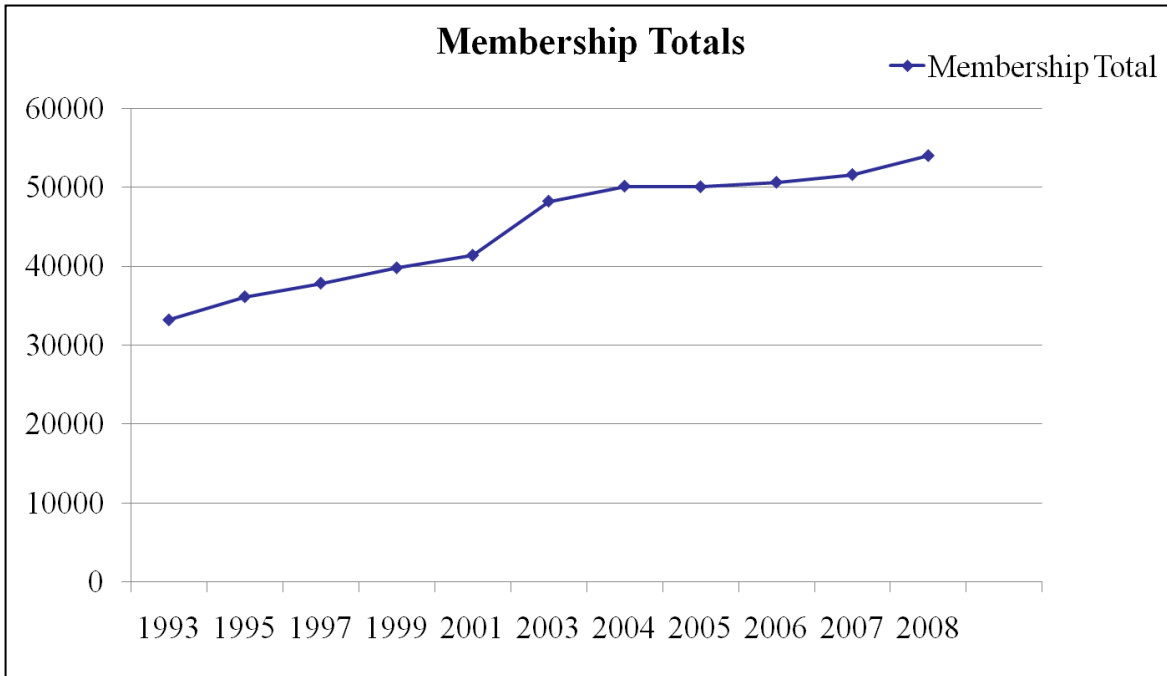
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<b>UT - Utah</b>	329	311	4	0.65%	2
<b>VA - Virginia</b>	878	785	5	1.64%	3
<b>VT - Vermont</b>	62	57	1	0.12%	2
<b>WA - Washington</b>	1368	1222	5	2.56%	4
<b>WI - Wisconsin</b>	1647	1492	5	3.12%	5
<b>WV - West Virginia</b>	366	334	4	0.70%	2
<b>WY - Wyoming</b>	117	103	2	0.22%	2
<b>Total</b>	<b>55521</b>	<b>47789</b>	<b>215</b>	100.00%	<b>174</b>
<b>Board of Directors</b>	<b>12</b>	<b>12</b>	<b>12</b>		<b>12</b>
<b>Final Totals</b>	<b>55533</b>	<b>47801</b>	<b>227</b>		<b>186</b>

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## Additional Information

This chart reflects AHIMA's membership growth over the past several years. A major impact on the House apportionment formula is AHIMA's goal to grow membership.



This chart shows how the House has grown since 2001. There were 205 total delegates in 2001 and now in 2009 we are up to 227 delegates. Under our current bylaws, we have added 22 delegates since 2001.

