FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC

TO: Deniece Jozefiak, CMA (AAMA)
Speaker of the General Assembly

Agnes Foxall, CMA (AAMA)
Vice-Speaker of the General Assembly

FROM: Christine Petsalis, CMA (AAMA)
Bylaws & Policy/Procedures Chair

RE: Annual Report 2010-2011

The chair maintains a current copy of FSMA and AAMA Bylaws. The FSMA Policy and Procedure Manual is on file and currently being reviewed. All chapters are in compliance with FSMA and AAMA.

January 11, 2011 - The chair sent the revised FSMA Bylaws to AAMA which reflect the bylaw amendments & resolutions that were adopted by the HOD on September 26, 2010. A copy of the revised Bylaws were sent to the Communications Chair for posting on the website.

February 24, 2011 - Two proposed bylaw amendments were received and reviewed by the Bylaws Committee. These were submitted to the Speaker of the General Assembly. The proposed bylaw amendments will be posted in the General Assembly packet for members to review prior to the annual meeting. If the proposed bylaw amendments are accepted by the General Assembly, the chair will make the changes and forward the revised Bylaws to AAMA and to the FSMA communications chair.

February 26, 2011 - The committee met to review the policy & procedures (P&P) handbook. The following officer positions were revised and one new policy was created:
President
President-Elect
Treasurer
Delegate/Alternate (new policy)

These policies will be posted on the website after approval from the Executive Council. The committee is continuing to work on all positions in the P&P handbook and plan to have them completed by the winter meeting 2012.

The chair has stayed in contact with the Bylaws Committee and the FSMA Officers. All correspondence directed to the Bylaws Committee from AAMA and from President Von Ohlsen were handled in a timely manner.

The chair appreciates and thanks all committee members for the many hours spent on the policies. These members have agreed to serve on the committee next term.

Members:
MaryLou Allison, CMA-C (AAMA)
Marsha Benedict, MSA, CMA-A (AAMA), CPC
Theresa Errante-Parrino, CMA (AAMA), EMT-P
Kathryn Panagiotacos, CMA (AAMA)
Judy Seymour, CMA, (AAMA),CCRC