

**CZMSA Terms of Reference
for the ZONE ADVISORY FORUM.**

***Zone Advisory Forum (ZAF) is a structure designed to provide the Central Zone Medical Staff Association (CZMSA) the Alberta Medical Association (AMA) and Medical Affairs of the Central Zone (AHS) with a collective perspective on local & provincial issues
- primarily from practising physicians.***

ZAF is a forum for building consensus amongst local physicians & agencies to address emerging or important issues at the zone & provincial levels.

ZAF advises:

- **CZMSA on strategic direction for its policy & advocacy issues.**
- **CZMSA & AHS on medical staff bylaws & advocacy issues.**
- **AMA on local, zonal, provincial advocacy issues.**

ZAF is a statutory meeting of the CZMSA to organize, plan & support.

ZAF will convene twice per year at a location within the Central Zone - to be selected by the CZMSA Executive to promote engagement of local medical staffs. CZMSA will pay honorarium & expenses for all CZMSA members & the Public Member. If AMA / AHS staff cannot otherwise claim travel expenses to attend in person, CZMSA will pay their travel expenses.

Attendance is encouraged to be in person - though electronic communication will be provided when possible.

ZAF will comprise 16 members and guests may be invited at the discretion of CZMSA to inform us about a specific topic. Membership will include:

- **3 CZMSA delegates.** (3 of the 4 executive.)
- **3 AHS delegates.** (Medical Director & either administration or CMZSA members.)
- **3 AMA delegates.** (AMA administration / board with up to 2 CZMSA members.)

- **1 PUBLIC Representative.** (Likely from the Health Advisory Councils within Central Zone. This might change at the discretion of Executive if ZAF needs a representative from an agency relating to a specific topic. eg MS Society for an MS issue.)

- **1 HOST-SITE Representative.**(CZMSA Member from the town in which the meeting is being held.)
- **1 C.Z. PCN LEAD Representative.**
- **1 NON-PHYSICIAN MEDICAL STAFF Representative.**
- **3 VARIOUS CZMSA Representatives.** (...chosen with view to diversity by area, sex, speciality, RF membership etc.)

ZAF meetings will follow a **CONSENSUS PROCESS:**

"Consensus seeks at least agreement -- and, at best, shared understanding so deep that it aligns everyone naturally to a shared approach to the situation. The ultimate goal of consensus is communion in collective action.

...It assumes that everyone has a piece of the truth and uses facilitation to help the group make productive use of that insight."

[<http://www.co-intelligence.org/I-comparisonRR-CC-DF.html>]

We seek Agreement, or Consent through collaboration, cooperation, egalitarianism, inclusiveness and participation:

"Giving consent does not necessarily mean that the proposal being considered is one's first choice. Group members can vote their consent to a proposal because they choose to cooperate with the direction of the group, rather than insist on their personal preference. Sometimes the vote on a proposal is framed,

"Is this proposal something you can live with?"

This relaxed threshold for a yes vote can achieve full consent. This full consent, however, does not mean that everyone is in full agreement. Consent must be 'genuine and cannot be obtained by force, duress or fraud' "

[http://en.wikipedia.org/wiki/Consensus_decision-making]

QUORUM:

Being an advisory & communication forum a quorum is not required.

FACILITATION:

The Facilitator (*or Chair as required*) of ZAF is the President of CZMSA, or alternatively one of our Executive.

If there is significant discord ZAF will revert to using Roberts Rules of Order 11# edition at the discretion of the Facilitator / Chair. This may include use of '*Procedures in Small Boards*' (p489) & '*Informal Consideration*' (p540) for discussion.

If there is no consensus and there is a motion which potentially binds CZMSA to a specific action, the minimum required number of CZMSA members present at the meeting must be SIX & the motion will pass if agreed to by a simple majority of the CZMSA members present.

One appropriate way to deal with a contentious issue is to pass a motion which refers the question to the CZMSA MEMBERSHIP AS A WHOLE such as referral to the next AGM (or at the discretion of the Executive, to an electronic ballot.)

AGENDA:

The current format is that ZMSA, AMA, AHS & the Public Member may suggest one major item each for the agenda per meeting.

The other 6 delegates may suggest a minor item for the agenda.

The plan is that during a 2 hour meeting the agenda will comprise up to 4 major topics of 15-20 minutes & up to 6 minor topics of ~5 minutes each. The idea is to find out how Z.A.F. can help and form a plan for action.

Groups or individual members may consolidate their time on one topic.

This format can change especially if consensus from ZAF indicates the need for an alternative structure.

ATTENDEES:

AHS, AMA and CZMSA choose their own delegates (*with the caveat that when selecting a **non-administrative Medical Staff Delegate**, that person will be a current CZMSA member*) & should replace any delegate unable to attend. Our Executive Assistant can help with those invitations if needed.

For the remaining categories CZMSA will invite the attendees.

If there is a choice within a category, we will select a candidate allowing for diversity (*such as area, interest, gender, speciality etc.*)

If a representative finds they are unable to attend, we encourage them to substitute within their category or to the nearest logical choice: with the caveat that any replacement is a current CZMSA member. (*apart from the Public Member.*) They should notify CZMSA of any change. [*e.g. there is only one PCN lead but an adequate alternative is anyone who has held that position or are actively involved in PCN administration.*]

If unable to find a substitute the representative should notify the Executive who will search for a replacement.

CZMSA may change the categories of the 7 individual representatives as needed - either for a single meeting or on a continuing basis. [*e.g. if a local member is already attending, we will not usually invite a second host-site representative.*] A reasonable rotation of the terms of the 7 individual Representatives will be decided by CZMSA - though rotation will occur naturally as positions change [*e.g. PCN lead will change automatically*] and as we rebalance representation by area, interest, gender, speciality etc. We will attempt to have at least 1 AMA Representative Forum Delegate from each of the former Regional Health Authorities (D.T.R. & E.C.H. RHA's.)

CZMSA April 2014