

1 **American Medical Association Medical Student Section**

2
3 **Internal Operating Procedures**

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5
6 **I. Name**

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8 The name of this organization shall be the Medical Student Section (MSS) of the
9 American Medical Association (AMA). This is a special section for medical student
10 members of the AMA as set forth in AMA Bylaw 7.30.
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13 **II. Purpose and Principles**

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15 The purpose of the MSS shall be to provide medical student participation in the activities
16 of the AMA through adherence to the following principles:
17

- 18 **A.** Have meaningful input into the decision and policy-making process of the AMA.
19
20 **B.** Improve medical education and further professional excellence.
21
22 **C.** Involve medical students in addressing and solving the problems of health care
23 and health care delivery and provide a forum for the discussion and dissemination
24 of information.
25
26 **D.** Develop medical leadership.
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28 **E.** Initiate and effect necessary change.
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30 **F.** Promote high personal and professional ethics, and a humanistic approach to the
31 delivery of quality patient care.
32
33 **G.** Promote activity within organized medicine on the local, state, and national
34 levels.
35
36 **H.** Work cooperatively with other student groups to meet these objectives.
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39 **III. Membership**

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41 Membership shall be limited to medical student members of the AMA. Eligibility for
42 student membership is outlined in AMA Bylaw 1.00.
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1 **IV. Officers**

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3 **A. Designations.** The officers of the MSS shall be the six Governing Council
4 members: Chair, Vice Chair, AMA Delegate, Alternate AMA Delegate, At-Large
5 Officer, Chair-elect/Immediate Past Chair. The Chair-elect/Immediate Past Chair
6 shall be a non-voting member of the Governing Council. The officers of the
7 Assembly for the purpose of business meetings will be the Speaker and Vice
8 Speaker. The Speaker and Vice Speaker shall be non-voting members of the
9 Governing Council.

10
11 **B. Authority.** The Governing Council shall direct the programs and activities of the
12 MSS. During the interval between meetings of the AMA House of Delegates and
13 between meetings of the MSS Assembly, the Governing Council shall act on
14 behalf of the MSS in formulating decisions related to the development,
15 administration, and implementation of student activities, programs, goals, and
16 objectives. The MSS shall be notified at least quarterly of actions taken by the
17 Governing Council on its behalf.

18
19 **C. Qualifications.**

- 20
21 1. **Governing Council.** All members of the Governing Council must be
22 medical student members of the AMA. Any medical student member of
23 the AMA is eligible for a position on the MSS Governing Council.
24
25 2. **Speaker and Vice Speaker.** The Speaker and Vice Speaker must be
26 medical student members of the AMA. Any medical student member of
27 the AMA is eligible for the position of Speaker or Vice Speaker.

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29 **D. Duties and Privileges.** The Governing Council shall direct the programs and
30 activities of the MSS, subject to the approval of such programs and activities by
31 the Board of Trustees or House of Delegates of the AMA.

- 32
33 1. **Chair.** The Chair shall:
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35 a. Preside at all meetings of the Governing Council, and otherwise
36 represent the MSS when appropriate.
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38 b. Preside at Assembly meetings if both the Speaker and Vice
39 Speaker positions are vacant, until such time that a successor to the
40 Speaker or Vice Speaker may be elected.

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2. Vice Chair. The Vice Chair shall:
 - a. Preside at meetings of the Governing Council in the absence of the Chair or at the request of the Chair.
 - b. Assist the Chair in the performance of his or her duties.
3. AMA Delegate and Alternate AMA Delegate. The AMA Delegate and Alternate AMA Delegate shall represent the MSS in the AMA House of Delegates.
4. At-Large Officer. The At-Large Officer shall perform such functions as determined by the Governing Council, and assist the other officers in the performance of their duties.
5. Chair-elect. The Chair-elect shall assist the other officers in the discharge of their duties.
6. Speaker and Vice Speaker. The Speaker and Vice Speaker shall:
 - a. Preside over meetings of the MSS Assembly in an impartial manner, organizing and conducting them in accordance with The Standard Code of Parliamentary Procedure, AMA Bylaws, and MSS Internal Operating Procedures. The Vice Speaker shall officiate for the Speaker in the Speaker's absence or at the request of the Speaker.
 - b. Provide for oversight and enforcement of the Campaign Rules, including responsibility for investigation of alleged infractions and reporting of substantiated infractions to the Assembly prior to balloting.
 - c. Organize and lead an orientation at each Assembly Meeting for new MSS Delegates and Alternate MSS Delegates to the Assembly.
 - d. Work with the Governing Council in instructing the Convention Committees regarding their duties prior to each Assembly Meeting.
 - e. Refer resolutions and reports submitted for consideration at MSS Assembly meetings to reference committees.

- 1 f. Be informed of and attend all Governing Council meetings without
- 2 the right to vote.
- 3
- 4 g. Prepare a document summarizing parliamentary procedure used in
- 5 Assembly meetings to be published in the MSS agenda book that is
- 6 mailed to each Assembly representative prior to Assembly
- 7 meetings.
- 8
- 9 h. Review the MSS Digest of Actions for consistency with Assembly
- 10 action prior to its annual reprinting.
- 11

- 12 7. Immediate Past Chair. The Immediate Past Chair shall be a non-voting,
- 13 unfunded member of the Governing Council.
- 14

15 **E. Terms.**

- 16
- 17 1. Governing Council. The Chair-elect/Immediate Past Chair of the
- 18 Governing Council shall serve a two-year term. His or her term as Chair-
- 19 elect will begin at the conclusion of the Interim Meeting at which he or
- 20 she is elected. He or she will take office as Chair at the conclusion of the
- 21 following Annual Meeting, and one year later will become Immediate Past
- 22 Chair. He or she will serve as Immediate Past Chair until the conclusion
- 23 of the following Interim Meeting. The other Governing Council officers
- 24 shall serve one-year terms, beginning at the conclusion of the Annual
- 25 Meeting at which they are elected and ending at the conclusion of the next
- 26 Annual Meeting of the AMA. Maximum tenure for voting members of
- 27 the MSS Governing Council will be two years.
- 28
- 29 2. Speaker and Vice Speaker. The Speaker and Vice Speaker shall serve
- 30 one-year terms, beginning at the conclusion of the Annual Meeting at
- 31 which they are elected and ending at the conclusion of the next Annual
- 32 Meeting of the AMA. Maximum tenure for the Speaker or Vice Speaker
- 33 position shall be no more than two terms in each position.
- 34

35 **F. Vacancies.**

- 36
- 37 1. Governing Council. Any vacancy occurring on the MSS Governing
- 38 Council shall be filled at the next Assembly Meeting of the MSS. The new
- 39 member shall be elected for the remainder of the unexpired term in the
- 40 same manner as the original election, as outlined in MSS Internal
- 41 Operating Procedures V.
- 42
- 43 a. Temporary Appointment. If a vacancy occurs on the Governing
- 44 Council more than thirty (30) days prior to the next Assembly

1 b. Meeting of the MSS, the Governing Council may appoint a
2 medical student member to fill a vacancy until the next Assembly
3 Meeting of the MSS when an election shall be held pursuant to the
4 above rules.
5

6 2. Speaker and Vice Speaker. If the position of Speaker becomes vacant, the
7 Vice Speaker shall succeed to the position of Speaker and serve the
8 remainder of the unexpired term. If the position of Vice Speaker is also
9 vacant at that time, the Representatives to the MSS Assembly Meeting
10 shall elect a successor to fill the unexpired term at the next Assembly
11 Meeting, as outlined in Section V of the MSS Internal Operating
12 Procedures. Until a successor is elected, the Chair of the Governing
13 Council shall preside.
14

15 **G. Limitation on Total Years of Service.** Students deemed qualified by the other
16 provisions of the AMA Bylaws and these Internal Operating Procedures for
17 election to the positions of MSS Governing Council, MSS Speaker, MSS Vice
18 Speaker, the AMA Board of Trustees, or appointment through the MSS to a
19 position on an AMA Council, or a committee outside of the AMA that is national
20 in scope and appointed by the Governing Council, the AMA President, the AMA
21 President-elect or the AMA Board of Trustees (such as National Board of
22 Medical Examiners, National Resident Matching Program, American Medical
23 Association Political Action Committee, Liaison Committee on Medical
24 Education, etc.) shall be only so deemed if they have served three or fewer years
25 in one or a combination of any of the aforementioned positions. The intent of this
26 Section is to limit combined service in all of these positions to four years total. A
27 person may not serve in the same position for more than two years, even if he or
28 she has not reached his or her four year total limit. This Section shall not
29 encompass positions that are not national in scope (i.e. Regional or State
30 Delegates, Regional or State Chairs, etc.) nor shall it encompass appointments to
31 the internal MSS Committees or Task Forces. The exceptions to this Section are
32 as follows:
33

- 34 1. Unless otherwise provided in the AMA Bylaws.
35
36 2. The position of Immediate Past Chair of the Governing Council shall not
37 be denied to a student on the basis of having already served four years
38 pursuant to the foregoing provision, but the service in the position of
39 Chair-elect/Immediate Past Chair shall otherwise count as a year of
40 service.
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1 **V. Elections**

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3 **A. Time of Election.** The Chair-elect of the Governing Council shall be elected by
4 the MSS Assembly at the Interim Meeting. The four remaining Governing
5 Council members and the Speaker and Vice Speaker shall be elected by the MSS
6 Assembly at the Annual Meeting of the MSS. The Governing Council shall set
7 the day and hour of such elections and shall communicate the day and hour to the
8 medical student members of the AMA prior to each Interim Meeting and Annual
9 Meeting.

10
11 **B. Eligibility.** All members of the MSS are eligible to be elected to any office,
12 except:

13
14 1. MSS members who hold a position as a member of an AMA Council or as
15 an AMA Liaison to a committee outside of the AMA that is national in
16 scope are not eligible to be candidates for a position on the MSS
17 Governing Council at the Annual Meeting if their term as a member of an
18 AMA Council or AMA Liaison will either begin after or continue more
19 than two months past that Annual Meeting.

20
21 2. MSS members shall not hold an AMA Council or AMA Liaison position
22 as well as a Governing Council position at the same time for more than
23 two months, unless their Governing Council position will conclude before
24 their term as a member of an AMA Council or AMA Liaison begins. The
25 only exception shall be that a MSS member may hold an AMA Council or
26 AMA Liaison position and the position of Immediate Past Chair
27 simultaneously.

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29 3. MSS members may not run for the position of Chair-elect while
30 simultaneously serving as a member of an AMA Council or AMA Liaison.

31
32 **C. Nominations.** Nominations for the Governing Council positions and the Speaker
33 and Vice Speaker positions shall be received in advance of the Annual Meeting
34 (in advance of the Interim Meeting for the Chair-elect), pursuant to the rules of
35 the MSS. Further nominations may be made from the floor of the Assembly
36 Meeting at a time determined by the Governing Council.

37
38 **D. Campaigns.** Each candidate shall observe the following Campaign Rules:

39
40 1. Candidates may distribute only the following campaign materials:

41
42 a. Buttons (less than 2 inches in greatest dimension).

- 1 b. Stickers (less than 2 inches in greatest dimension).
2
3 c. Pins (less than 2 inches in greatest dimension).
4
5 d. Standard-size business cards.
6
7 e. No trinkets, posters, candy, pens, or other items may be displayed
8 or distributed.
9
- 10 2. Candidates are encouraged to have their curricula vitae and personal
11 statements included in the MSS Agenda Book. While there will be no limit on
12 the length of curricula vitae, personal statements will be limited to one page
13 (front and back).
14
- 15 3. At the Assembly Meeting, distribution of curricula vitae and personal
16 statements will be limited to the back table of the Assembly room. It is the
17 candidate's responsibility to make his or her materials available at the back
18 table.
19
- 20 4. Advance mailings by candidates, state associations, component societies, or
21 other organizations on behalf of a candidate are not permissible.
22
- 23 5. Candidates should be prudent and courteous regarding the number and content
24 of electronic messages sent prior to the election.
25
- 26 6. Candidates should use discretion in the number and length of phone calls
27 made prior to the election.
28
- 29 7. Receptions and/or hospitality should not be used for promotion of a
30 candidate(s).
31
- 32 8. Travel to other Regional and/or state meetings by candidates, other than
33 their own, is expressly prohibited.
34
- 35 9. Candidates are encouraged to fully participate in candidate interviews and
36 question and answer sessions during the Assembly Meeting.
37
- 38 10. Groups inviting candidates need to make available equal time for all
39 candidates. If a group is unable to reasonably accommodate all
40 candidates, no candidate shall be allowed to address the group.
41
- 42 11. Alleged infractions including but not limited to the Campaign Rules stated
43 above should be reported in writing to the MSS Speaker or Vice Speaker,
44 who shall be responsible for their investigation. The MSS Speaker or Vice

1 Speaker will report substantiated infractions to the Assembly prior to
2 balloting. The Assembly should strongly consider any such announcement
3 when voting for candidates.
4

5 **E. Voter Eligibility.** Credentialed MSS members acting as MSS Delegates for the
6 meeting will be eligible to vote.
7

8 **F. Method of Election.**
9

- 10 1. Where there is no contest, a majority vote without ballot shall elect. All
11 other elections shall be by ballot.
12
- 13 2. Voting Periods. There shall be one voting period at the Interim Meeting
14 for the selection of the Chair-elect. There shall be one voting period at the
15 Annual Meeting for the selection of the Vice Chair, AMA Delegate, At-
16 Large Officer, and Speaker. An additional balloting period will be held for
17 the elections of Alternate AMA Delegate and Vice Speaker.
18
- 19 3. First Ballot. At the Interim Meeting, one ballot shall be used by the
20 credentialed MSS Delegate to cast one vote for the Chair-elect. At the
21 Annual Meeting, individual ballots for each position shall be used by the
22 credentialed MSS Delegate to cast one vote for each of the four positions:
23 the Vice Chair, AMA Delegate, At-Large Officer, and Speaker. No ballot
24 shall be counted if there is more than one vote for a position. All
25 Governing Council positions will be determined by majority vote, that is,
26 the candidate who has received the largest number of votes shall be
27 elected if that nominee has received a majority of the legal votes cast.
28
- 29 a. Election of Alternate AMA Delegate. After the election of the
30 AMA Delegate, all unsuccessful candidates who were nominated
31 for the office of AMA Delegate may be added to the existing
32 Alternate AMA Delegate ballot by nomination from the floor of
33 the Assembly. Each MSS Delegate to the Assembly Meeting who
34 is present at the meeting may cast a written ballot for the election
35 of the Alternate AMA Delegate from the previously declared
36 candidates and among those so nominated. Election to the office of
37 Alternate AMA Delegate requires a majority of the legal votes
38 cast.
39
- 40 b. Election of Vice Speaker. After the election of the Speaker, all
41 unsuccessful candidates who were nominated for the office of
42 Speaker may be added to the existing Vice Speaker ballot by
43 nomination from the floor of the Assembly. Each MSS Delegate to
44 the Assembly Meeting who is present at the meeting may cast a
45 written ballot for the election of the Vice Speaker from the

1 previously declared candidates and among those so nominated.
2 Election to the office of Vice Speaker requires a majority of the
3 legal votes cast.
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5 4. Runoff Election. If no candidate receives a majority of the legal votes cast
6 or there is a tie, a runoff election will be held between the two (or more if
7 necessary because of a tie) candidates receiving the highest number of
8 legal votes cast.
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10 5. Processing. No ballots will be cast after the expiration of the voting
11 period. The ballot boxes will be collected by members of the Rules
12 Committee. The Rules Committee and the ballot boxes will be
13 sequestered in a private location. At this time the Chair of the Rules
14 Committee will open the ballot box and the Rules Committee will then
15 count the ballots and tabulate the results. The candidate who has received
16 the largest number of votes shall be elected if that nominee has received a
17 majority of the legal votes cast. Upon completion of the tabulation, the
18 Chair of the Rules Committee will validate the election results by
19 determining that each ballot is official, that the number of ballots cast is
20 equal to or less than the number distributed and will then certify the
21 results in writing. He or she will then immediately forward these results
22 to the Assembly's Presiding Officer. Upon receipt of the Rules
23 Committee's election results and verification, the Presiding Officer will
24 announce the results to the Assembly, provided there are no ties or runoff
25 elections.
26

27 a. First Ballot. The credentialed MSS Delegate will receive one
28 initialed ballot from a designated member of the Credentials
29 Committee at the credentials table during the set voting period.
30

31 b. Runoff Election. If no candidate receives a majority of the legal
32 votes cast or there is a tie, additional ballot(s) will be distributed
33 by the Credentials Committee at the request of the Assembly's
34 Presiding Officer. The candidate who receives a simple majority
35 of the legal votes cast in the runoff election will be declared the
36 winner.
37

38 6. Appeals. Appeals of the election process and results must be made in
39 writing to the Assembly's Presiding Officer no later than one hour after the
40 official announcement of the final results.
41

42 a. Any appeal of the process of ballot(s) distribution, as outlined in
43 MSS Internal Operating Procedures V.F.3., will be considered by
44 the Rules Committee. Consideration of such appeals and merits of
45 said appeals will be determined in whatever manner the committee

1 deems necessary. The results of the committee's recommendations
2 must be forwarded in writing by the Committee Chair to the
3 Assembly's Presiding Officer.
4

5 b. Any appeal of the process of ballot processing, tabulation, and
6 announcement of results, as outlined in 4 MSS Internal Operating
7 Procedures V.F.5., shall be considered by the Credentials
8 Committee in the same manner as outlined in MSS Internal
9 Operating Procedures V.F.6.a.
10

11 c. No person who is a candidate in the election being appealed may
12 participate in any part of the appeals process.
13

14 d. The Assembly's Presiding Officer and the preceding Governing
15 Council at the Annual Meeting or the present Governing Council
16 at the Interim Meeting will consider the appeals report(s) from the
17 Committee(s) dealing with the matter. Final decision on the
18 election results will be the jurisdiction of the Governing Council as
19 described above.
20

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22 **VI. MSS Standing Committees**
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24 The MSS Standing Committees shall be appointed by the Governing Council and shall
25 support the mission of the MSS as outlined in MSS Internal Operating Procedures II.
26

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28 **VII. Medical Student Trustee**
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30 **A. Duties and Privileges.** A medical student member of AMA shall be elected
31 annually by the MSS Assembly to serve as a member of the AMA Board of
32 Trustees. The Medical Student Trustee shall have all of the rights of any other
33 member of the Board to participate fully in meetings of the Board, including the
34 right to make motions and to vote on policy issues, intra-Board elections or other
35 elections, appointments, or nominations conducted by the Board of Trustees. The
36 student member of the Board of Trustees shall submit a written report of the
37 Board's activities to the Assembly before the Annual Meeting. This report will
38 communicate Board Actions related to the concerns of the MSS and will provide
39 the MSS with directives on behalf of the Board.
40

41 **B. Term.** The MSS Assembly shall elect the Medical Student Trustee at the Interim
42 Meeting for a one-year term beginning at the close of the next AMA House of
43 Delegates Annual Meeting and concluding at the close of the second AMA House
44 of Delegates Annual Meeting following the meeting at which the member was
45 elected.

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2 **C. Limitation on Total Years of Service.** See MSS Internal Operating Procedures
3 IV.G.
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5 **D. Elections.**
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- 7 1. Candidates. Medical students seeking the student position on the AMA
8 Board of Trustees must submit an application, curriculum vitae, and
9 statement of interest by the deadline determined by the Governing
10 Council. Students who have submitted applications after the deadline may
11 be nominated from the floor of the Assembly Meeting at a time
12 determined by the Governing Council. Incumbent students seeking
13 reelection must enter the election process.
14
- 15 2. Eligibility. MSS members who hold a position as a member of an AMA
16 Council or as an AMA Liaison to a committee outside of the AMA that is
17 national in scope are eligible to be candidates for the position of Medical
18 Student Trustee at the Interim Meeting if their current AMA Council or
19 AMA Liaison position will not continue past the Annual Meeting.
20
- 21 3. Nominations. Nominations for the Medical Student Trustee shall be
22 received in advance of the Interim Meeting pursuant to the rules of the
23 MSS. Further nominations may be made from the floor of the Assembly
24 Meeting at a time determined by the Governing Council if the student has
25 submitted a completed application.
26
- 27 4. Speeches. Candidates are allowed to address the Assembly for up to three
28 minutes during a general Assembly session, as scheduled by the
29 Governing Council. In addition, the Chair of the Governing Council shall
30 ask each candidate a number of questions on issues of relevance during a
31 general Assembly session, as scheduled by the Governing Council.
32
- 33 5. Campaign. Refer to MSS Internal Operating Procedures V.D. for the
34 Code for Campaigning applicable to the Medical Student Trustee election.
35
- 36 6. Election Process.
37
- 38 a. Time. The election of the Medical Student Trustee shall occur
39 during the voting period at the Interim Assembly Meeting of the
40 MSS. The Governing Council shall set the day and time.
41
- 42 b. Method of Election. When there is only one candidate, election
43 shall be by affirmation. All other elections shall be by ballot. The
44 method of election shall be majority vote, that is, the candidate
45 who has received the largest number of votes shall be elected if

1 that nominee has received a majority of the legal votes cast. If no
2 candidate receives a majority of the legal votes cast or there is a
3 tie,
4 a runoff election will be held between the two (or more if
5 necessary because of a tie) candidates receiving the highest
6 number of legal votes cast.
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8 c. Processing. No ballots will be cast after the expiration of the
9 voting period. The ballot boxes will be collected by members of
10 the Rules Committee. The Rules Committee and the ballot boxes
11 will be sequestered in a private location. At this time the Chair of
12 the Rules Committee will open the ballot box and the Rules
13 Committee will then count the ballots and tabulate the results. The
14 candidate who has received the largest number of votes shall be
15 elected if that nominee has received a majority of the votes cast.
16 Upon completion of the tabulation, the Chair of the Rules
17 Committee will validate the election results by determining that
18 each ballot is official, that the number of ballots cast is equal to or
19 less than the number distributed, and will then certify the results in
20 writing. He or she will then immediately forward these results to
21 the Assembly's Presiding Officer. Upon receipt of the Rules
22 Committee's election results and verification, the Presiding Officer
23 will announce the results to the Assembly provided there are no
24 ties or runoff elections.
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26 i. First Ballot. The credentialed MSS Delegate will receive
27 one initialed ballot from a designated member of the
28 Credentials Committee at the credentials table during the
29 set voting period.
30

31 ii. Additional Ballot(s). If no candidate receives a majority of
32 the legal votes cast or there is a tie, additional ballot(s) will
33 be distributed by the Credentials Committee at the request
34 of the Assembly's Presiding Officer. The candidate who
35 receives a simple majority of the legal votes cast in the
36 runoff election will be declared the winner.
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38 d. Appeals. See MSS Internal Operating Procedures V.F.6.
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42 **VIII. Regions**

43 **A. Structure and Purpose of the MSS Regions.** 44 45

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1. There are seven Medical Student Regions defined for the purposes of electing Regional Delegates to the AMA House of Delegates from Medical Student Regions. The regions are:
 - Region 1: Washington, Oregon, California, Nevada, Utah, Colorado, Arizona, New Mexico, Montana, North Dakota, South Dakota, Idaho, Wyoming, Alaska, Hawaii.
 - Region 2: Minnesota, Wisconsin, Nebraska, Iowa, Missouri, Illinois.
 - Region 3: Kansas, Texas, Oklahoma, Arkansas, Louisiana, Mississippi.
 - Region 4: Florida, Georgia, Alabama, South Carolina, North Carolina, Tennessee, Puerto Rico.
 - Region 5: Michigan, Indiana, Ohio, Kentucky, West Virginia.
 - Region 6: Virginia, Maryland, District of Columbia, Delaware, New Jersey, Pennsylvania.
 - Region 7: Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York

2. In addition to providing a structure for election of Regional Delegates, the MSS defines the roles of the regions as follows: to provide a home within the MSS, to serve as a communication unit for the MSS, to provide a means to foster collaboration between the chapters and states, and to facilitate interaction and integration of newly developing chapters with well established chapters.

3. Each region shall be governed by a Regional Chair to be elected in accordance with the region’s bylaws. The Regional Chair will serve as the liaison for their respective region to the Governing Council. Other regional officer positions may be elected in accordance with the region’s bylaws. The role of the Regional Chair is as follows:
 - a. Encourage the organization of regional conferences as effective mechanisms of increasing communication among its members.
 - b. Encourage the development of local MSS chapters in educational programs accredited by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA) where local chapters do not exist and the development of state MSS sections in states where they do not exist.
 - c. Involve highly organized MSS chapters and state sections in providing organizational information and assistance to developing chapters and sections.
 - d. Encourage MSS chapters to maintain communication and interaction between medical student members and physician members of state associations and component societies.

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2 e. Endorse the maintenance of active and timely communication
3 between Regional Delegates and Regional Chairs.
4

5 4. Each region shall have a Region Coordinating Committee, which will be
6 composed of the Region Chair, other elected or appointed officers of the
7 region consistent with that region's regional bylaws and the discretion of
8 the Regional Chair, the State Chairs, and the Regional Delegates in each
9 region. The purpose of the Region Coordinating Committee shall be to
10 further improve communication within our regions by enhancing regional-
11 state ties and providing each Region Chair with the most accurate
12 understanding of his or her region's views on particular issues.
13

14 **B. Regional Delegates to the AMA House of Delegates.**
15

16 1. Apportionment and Seating. Each Medical Student Region is entitled to
17 Regional Delegate and Alternate Regional Delegate representation based
18 on the number of seats allocated to it by apportionment. The
19 apportionment for each Medical Student Region is one Regional Delegate
20 and one Alternate Regional Delegate for each two thousand (2,000) active
21 medical student members of the AMA in an LCME- or AOA-accredited
22 educational program located within the jurisdiction of such Medical
23 Student Region, as recorded by the AMA on December 31 of each year.
24 Elections are held at the Interim Meetings of the MSS Assembly. Regional
25 Delegates are seated at the following Annual and Interim Meetings of the
26 AMA House of Delegates. An elected Regional Delegate will be seated
27 with the state delegation from the jurisdiction in which his or her
28 educational program is located. An Alternate Regional Delegate will be
29 seated with the alternate delegates from the jurisdiction in which his or her
30 educational program is located.
31

32 2. Elections. The MSS will elect Regional Delegates to the AMA House of
33 Delegates, according to the following guidelines:
34

35 a. Each Medical Student Region is responsible for selecting its own
36 Regional Delegate(s), based on the process identified by the region
37 and submitted to the MSS Governing Council by the close of each
38 Annual Meeting.
39

40 b. Elections for the Regional Delegates to the AMA House of
41 Delegates will be held at the Interim Meeting of the MSS.
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43 c. Qualifications for candidates will be the same as those for MSS
44 Governing Council members as outlined in MSS Internal
45 Operating Procedures IV.C.

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- d. Candidates will be required to submit a completed application and curriculum vitae to the Department of Medical Student Services by the published deadline each year to be kept on file by the Department of Medical Student Services.
- e. To be eligible for election, a medical student member must receive the written endorsement of the state association with which he or she would be seated if elected to the position of Regional Delegate.
- f. Each state is entitled to a maximum of one Regional Delegate, unless there are fewer candidates than available positions. A state may have an unlimited number of Alternate Regional Delegates.
- g. Medical Student Regional Delegates and Alternate Regional Delegates to the AMA House of Delegates are elected for one-year terms.
- h. All election disputes will be referred to the Governing Council.
- i. Each Region shall be free to institute more stringent requirements consistent with all other AMA and MSS rules.

C. Creation of Regional Delegations to the House of Delegates. Through a mechanism of its own choosing, each Medical Student Region should appoint a member of its regional delegation to the House of Delegates, either a Regional Delegate or an Alternate Regional Delegate, to serve in the capacity of Regional Delegation Chair. The responsibilities of the Regional Delegation Chair should include:

1. Assign Regional Delegates to different Reference Committees.
2. Coordinate the replacement of absent Regional Delegates with present Alternate Regional Delegates.
3. Take attendance at House of Delegates meetings.
4. Execute the region’s plan to select a replacement Regional Delegate.
5. Mentor and orient inexperienced Regional Delegates.
6. Fulfill any other responsibilities assigned by the region.

D. Regional Delegate Conflicts of Interest. Regional Delegates and Alternate Regional Delegates are prohibited from declaring candidacy for AMA Delegate

1 or Alternate AMA Delegate until they have completed their Regional Delegate or
2 Alternate Regional Delegate term. Regional Delegates and Alternate Regional
3 Delegates shall not be prohibited from seeking other MSS Governing Council
4 positions or AMA or MSS Council or Committee positions while serving their
5 terms as Regional Delegate or Alternate Regional Delegate.
6

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8 **IX. MSS Assembly Meeting**
9

10 **A. Date and Location.** There shall be an Assembly Meeting of medical student
11 members of the AMA (MSS) held on a day prior to each meeting of the AMA
12 House of Delegates at a time and place fixed by the Executive Vice President of
13 the AMA.
14

15 **B. Call to the Meeting.** Ninety days prior to the meeting, notice shall be sent to all
16 medical students and medical student organizations detailing the time, place,
17 credentialing process, resolution mechanisms, election procedures, and education
18 programs for the meeting.
19

20 **C. Representatives to the Assembly Meeting.**
21

22 1. Educational Programs.
23

24 a. Central Campuses. The AMA medical student members of each
25 educational program as defined in AMA Bylaw 1.11 (a “central
26 campus”) may select one MSS Delegate and one Alternate MSS
27 Delegate. An educational program as defined in AMA Bylaw 1.11
28 that has a total medical student population (excluding students
29 assigned to associated satellite campuses as defined in MSS
30 Internal Operating Procedure IX.C.1.b.) greater than 999, as
31 determined by the AMA on January 1 of each calendar year, may
32 select one additional MSS Delegate and one additional Alternate
33 MSS Delegate.
34

35 b. Satellite Campuses. The AMA medical student members of an
36 educational program as defined in AMA Bylaw 1.11 that has more
37 than one campus (a “satellite campus”) may select one MSS
38 Delegate and one Alternate MSS Delegate from each campus. A
39 satellite campus is defined as an administrative campus separate
40 from the central campus where a minimum of 20 members of the
41 student body are assigned for some portion of their instruction over
42 a period of time not less than an academic year. MSS Delegates
43 and Alternate MSS Delegates credentialing under the satellite
44 campus provisions must, at the time of the meeting, reside at the
45 campus they will represent.

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- i. A request to seat an MSS Delegate from a satellite campus for the first time must be submitted to the AMA Department of Medical Student Services at least 90 days in advance of the first Meeting at which an MSS Delegate will be seated. The request must confirm that the satellite campus meets the requirements for representation set forth in MSS Internal Operating Procedure IX.C.b. and in AMA Bylaw 7.332.
 - c. Certification. Educational program MSS Delegates and Alternate MSS Delegates shall be certified to the Governing Council of the MSS by either a student officer of the educational program or a State Medical Student Section (as defined in MSS Internal Operating Procedure XI.C.), where it exists.
- 2. National Medical Specialty Societies, Federal Services, and Professional Interest Medical Associations.
 - a. Eligibility. The following criteria have been developed for national medical specialty societies, federal services, and professional interest medical associations to qualify for representation in the MSS Assembly. Pursuant to AMA Bylaw 7.333, a national medical specialty society, federal service, or professional interest medical association must:
 - i. Have voting representation in the AMA House of Delegates.
 - ii. Allow for medical student membership.
 - iii. Have established a mechanism that allows for the regular input of medical student views into the issues before the organization.
 - b. A national medical specialty society, federal service, or professional interest medical association that satisfies these criteria may select one MSS Delegate and one Alternate MSS Delegate. MSS Delegates and Alternate MSS Delegates selected from national medical specialty societies, federal services, or professional interest medical associations must meet the following requirements:
 - i. Must be medical student members of the AMA in good standing.

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- ii. Should be chosen in a fair and equitable manner allowing open representation and medical student input.
- iii. Must be certified in writing by the president, or appropriate staff person, of the organization they will be representing.
- iv. Must represent the interests of their organization’s medical student constituency.

c. Application Process. An application will be provided to interested national medical specialty societies, federal services, and professional interest medical associations. The organization should submit the application form, and any other documents demonstrating compliance with these criteria, to the MSS Governing Council at least ninety days prior to the first Meeting at which they wish to seat an MSS Delegate. If approved by the Governing Council, the recommendation shall be submitted to the AMA Board of Trustees for review. If approved by the AMA Board of Trustees, the organization will be granted a seat in the MSS Assembly with voting privileges on all matters except elections. The newly seated organization will be placed on probationary status for a period of two years, during which time consistent attendance at the four national Assembly Meetings is expected. At the conclusion of this probation period, the MSS Delegate selected by the organization will attain full voting privileges, including elections, and will be eligible to run for office. The Governing Council will notify the organization of its status at the end of the probation period.

d. Biennial Review. Each national medical specialty society, federal service, or professional interest medical association represented in the MSS Assembly will be required to reconfirm biennially that it continues to meet the criteria for representation. Organizations will be notified by the Governing Council of the time of their review and will be asked to submit appropriate documentation. Failure to participate in the biennial review process or to meet the established criteria will be reported to the MSS Governing Council for action.

e. The Governing Council may terminate the representation of an organization in the MSS Assembly for failure to verify fulfillment of or to meet these criteria, in which case the organization can reapply for representation as outlined in MSS Internal Operating Procedure IX.C.2.c.

1 3. National Medical Student Organizations.

2
3 a. The following criteria have been developed for national medical
4 student organizations to qualify for representation in the MSS
5 Assembly, pursuant to AMA Bylaw 7.3341:

6
7 i. The organization must be national in scope.

8
9 ii. A majority of the voting members of the organization must
10 be medical students enrolled in educational programs as
11 defined in AMA Bylaw 1.11.

12
13 iii. Membership in the organization must be available to all
14 medical students, without discrimination.

15
16 iv. The purposes and objectives of the organization must be
17 consistent with the AMA's purposes and objectives.

18
19 v. The organization's code of medical ethics must be
20 consistent with the AMA's Principles of Medical Ethics.

21
22 b. Application process. Interested national medical student
23 organizations should submit a written application containing
24 sufficient information to establish that the organization meets the
25 above criteria. The application must also include the following:

26
27 i. The organization's charter, constitution, bylaws, and code
28 of medical ethics.

29
30 ii. A list of the sources of the organization's financial support,
31 other than the dues of its medical student members.

32
33 iii. A list or description of all of the organization's affiliations.

34
35 iv. Such additional information as may be requested.

36
37 The MSS Governing Council shall review the application. If it
38 recommends that the organization be granted representation in the
39 MSS Assembly Meeting, the recommendation shall be submitted
40 to the AMA Board of Trustees for review. If approved by the
41 AMA Board of Trustees, the organization may be represented in
42 the MSS Assembly Meeting by one MSS Delegate and one
43 Alternate MSS Delegate.

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- c. Biennial Review. Each national medical student organization represented in the MSS Assembly will be required to reconfirm biennially that it continues to meet the criteria for eligibility by submitting such information and documentation as may be required by the MSS Governing Council. Organizations will be notified by the Governing Council of the time of their review and will be asked to submit appropriate documentation. Failure to participate in the biennial review process or to meet the established criteria will be reported to the MSS Governing Council for action.
 - d. The Governing Council may recommend discontinuance of the representation by a national medical student organization on the basis that the organization fails to meet the above criteria, has failed to maintain its responsibilities outlined in these Internal Operating Procedures, or has failed to attend the MSS Assembly Meeting. The recommendation shall be submitted to the AMA Board of Trustees for review. If approved by the AMA Board of Trustees, the representation of the national medical student organization in the MSS Assembly Meeting shall be discontinued.
 - e. The MSS Delegate and Alternate MSS Delegate selected by each national medical student organization granted representation at the Assembly Meeting shall:
 - i. Have full voting rights including the right to vote in any elections at the conclusion of a two-year probationary period with regular attendance.
 - ii. Not be eligible for election to any office in the MSS.
 - iii. Be able to present his or her organization's policies and opinions in the Assembly Meeting.
 - iv. Report on the actions of the MSS to the national medical student organization.
 - v. Cooperate in enhancing the MSS membership.
 - f. MSS Delegates and Alternate MSS Delegates selected by national medical student organizations must meet the following criteria:
 - i. Must be medical student members of the AMA in good standing.

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- ii. Should be chosen in a fair and equitable manner allowing open representation and medical student input.
 - iii. Must be certified in writing by the president, or appropriate staff person, of the organization they will be representing.
 - iv. Must represent the interests of their organization’s medical student constituency.
- 10 4. Other Groups.
- 11
 - 12 a. The Association of American Medical Colleges – Organization of
 - 13 Student Representatives and the American Association of Colleges
 - 14 of Osteopathic Medicine – Council of Osteopathic Student
 - 15 Government Presidents are each entitled to one MSS Delegate and
 - 16 one Alternate MSS Delegate selected by the medical student
 - 17 members of the organization.
 - 18
 - 19 b. MSS Delegates and Alternate MSS Delegates selected from these
 - 20 organizations must meet the following criteria:
 - 21
 - 22 i. Must be medical student members of the AMA in good
 - 23 standing.
 - 24
 - 25 ii. Should be chosen in a fair and equitable manner allowing
 - 26 open representation and medical student input.
 - 27
 - 28 iii. Must be certified in writing by the president, or appropriate
 - 29 staff person, of the organization they will be representing.
 - 30
 - 31 iv. Must represent the interests of their organization’s medical
 - 32 student constituency.
 - 33
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- 36 5. Official Observers.
- 37
 - 38 a. National student organizations may apply to the MSS Governing
 - 39 Council for official observer status in the MSS Assembly.
 - 40 Applicants and official observers must demonstrate compliance
 - 41 with guidelines for official observers adopted by the MSS
 - 42 Assembly, and the Governing Council shall make a
 - 43 recommendation to the MSS Assembly concerning the application.
 - 44 The MSS Assembly will make the final determination on the
 - 45 conferring or continuation of official observer status.

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b. Organizations with official observer status are invited to send one representative to observe the actions of the Assembly at all meetings of the MSS Assembly. Official observers have the right to speak and debate on the floor of the Assembly upon invitation from the Speaker. Official observers do not have the right to introduce business, introduce an amendment, make a motion, or vote.

D. Purposes of the Meeting. The purposes of the meeting shall be:

- 1. To hear such reports as may be appropriate.
- 2. To elect, at the Assembly meeting prior to the Annual Meeting of the AMA, the voting members of the Governing Council of the MSS, a Speaker, and a Vice Speaker. To elect, at the Assembly meeting prior to the Interim Meeting of the AMA, the Chair-elect of the Governing Council of the MSS, and the Medical Student Trustee.
- 3. To adopt procedures for election of Medical Student Regional Delegates and Alternate Regional Delegates, consistent with AMA Bylaw 2.13.
- 4. To elect Medical Student Regional Delegates and Alternate Regional Delegates at the Assembly meeting prior to the Interim Meeting of the AMA.
- 5. To adopt resolutions for submission to the House of Delegates of the AMA.
- 6. To conduct such other business as may properly come before the meeting.

E. Credentialing. The name of the duly selected MSS Delegate and Alternate MSS Delegate from each educational program, national medical specialty society, federal service, professional interest medical association, national medical student organization, and other group, and the representative from each official observer organization, should be received by the Director of Medical Student Services of the AMA no later than 35 days (five weeks) prior to the Assembly Meeting in writing, as outlined in these Internal Operating Procedures. On the day of the opening of the Assembly Meeting, credentialing will take place, where voting members must officially identify themselves to the Credentials Committee as having been duly selected by the AMA medical student members of their respective organizations. Identification will be required to receive a voting badge. Graduating or recently graduated senior medical students who have been credentialed as RFS Delegates or Alternate RFS Delegates in the representative

1 assembly of the AMA Resident and Fellow Section shall not be allowed to serve
2 as MSS Delegates or Alternate MSS Delegates in the MSS Assembly.

3
4 **F. Participation.**

- 5
6 1. Only duly selected MSS Delegates to the Assembly Meeting shall have
7 the right to vote, but the meeting floor shall be open to all medical
8 students and AMA members.
9
10 2. The Immediate Past Chair of the MSS Governing Council shall have the
11 same speaking privileges, excluding the privilege to make a motion, in the
12 MSS Assembly as any other member of the Governing Council if he or
13 she is no longer a medical student.
14
15 3. If the Presiding Officer is a representative to the MSS Assembly meeting,
16 he or she shall be entitled to vote only when the vote is by ballot or to
17 break a tie. If the Presiding Officer is not a representative to the MSS
18 Assembly Meeting, he or she shall be entitled to vote only to break a tie.
19

20 **G. Procedure.**

- 21
22 1. Agenda. At least 21 days prior to the Assembly Meetings, the agenda shall
23 be sent to MSS Delegates and Alternate MSS Delegates. The order of
24 business will be set by the Speakers prior to the meeting. The Assembly
25 at any time may change the order of business by a majority vote.
26
27 2. Rules of Order. The Assembly meeting shall be conducted pursuant to the
28 established rules of procedure submitted by the Speakers and adopted by
29 the Assembly. The parliamentary authority used by the AMA House of
30 Delegates shall govern the Assembly Meeting of the MSS in all matters
31 not outlined in the adopted rules of procedure mentioned above.
32
33 3. Quorum. Twenty-five percent of the MSS Delegates shall constitute a
34 quorum, provided that at least ten percent of the MSS Delegates from each
35 of the geographic regions are present. The regions are defined in MSS
36 Internal Operating Procedures VII.A.1. For the purposes of defining a
37 quorum, the MSS Delegate of each national medical specialty society,
38 federal service, professional interest medical association, national medical
39 student organization, and other group is considered part of the region
40 representing the state in which his or her organization's headquarters are
41 located.
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43 **H. Resolutions.**

- 44 1. Any medical student member may submit resolutions.
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- 2. All resolutions submitted by medical students must be submitted electronically to the AMA Department of Medical Student Services 40 days prior to the start of each Annual and Interim Meeting to be included in the MSS agenda. They will be sent to all duly selected and certified MSS Delegates and Alternate MSS Delegates prior to the Assembly Meeting and are debatable on the floor of the MSS Assembly.
- 3. Late Resolutions. Resolutions that are submitted after the deadline but before the beginning of the meeting shall require a two-thirds vote of the Assembly to be debatable on the floor. The Rules Committee shall make recommendations to the Assembly on whether they should be considered as business. Late resolutions approved for consideration shall be referred to a Reference Committee, and handled in the same manner as those resolutions introduced before the deadline.
- 4. Emergency Resolutions. Resolutions that are submitted after the beginning of the meeting shall require a three-fourths vote of the Assembly to be debatable on the floor. The Rules Committee shall make recommendations to the Assembly on whether they should be considered for business. Emergency resolutions approved for consideration shall be debated on the floor of the Assembly without referral to a Reference Committee.
- 5. All resolutions approved for consideration as business shall require a simple majority vote of the Assembly for adoption, except those amending the MSS Internal Operating Procedures or proposing to amend the AMA Bylaws, which, pursuant to MSS Internal Operating Procedure XII, require approval by two-thirds of the members of the MSS Assembly present and voting.
- 6. Resolutions introduced by the Governing Council into the AMA Delegate's Handbook shall be in the name of the AMA Delegate. Such resolutions may only be submitted when there is unanimous approval by all five voting members of the Governing Council. They shall be considered by the MSS Assembly as a first priority of business, and if not adopted or amended, shall be withdrawn from the AMA House of Delegates.
- 7. Resolutions shall be submitted to the AMA House of Delegates in the name of the MSS when they have received the prior approval of the MSS Assembly.

I. Convention Committees. The Convention Committees shall be appointed by the Governing Council. These committees are to expedite the conduct of business at each meeting of the MSS Assembly. For each meeting, the Governing Council

1 will appoint the following committees and any others that would facilitate the
2 business of the Assembly.

- 3
4 1. Credentials Committee. An eight member Credentials Committee,
5 composed of one member per region as defined in MSS Internal Operating
6 Procedures VII.A.1., unless there are no candidates from a region, and one
7 Chair, shall be appointed by the Governing Council. The Committee shall
8 be responsible for consideration of all matters relating to the registration
9 and certification of MSS Delegates including credentialing MSS
10 Delegates for Assembly Meetings, verifying a quorum is present, and
11 distributing ballots for elections.
12
- 13 2. Rules Committee. A Rules Committee shall be composed of four At-
14 Large Members. The Rules Committee shall review late and emergency
15 resolutions and make recommendations to the MSS Assembly on whether
16 to consider them as business of the Assembly. The Rules Committee shall
17 also collect and tabulate ballots for MSS elections, and count hand votes
18 during the Assembly Meeting as requested by the Speakers.
19
- 20 3. Reference Committees. The number of Reference Committees appointed
21 for each MSS Assembly Meeting will be determined by the Governing
22 Council prior to each meeting. Each Reference Committee shall be
23 composed of five members unless, in the judgment of the Governing
24 Council, circumstances warrant an adjustment in the number of members
25 on one or more Reference Committees. Each committee shall conduct an
26 open hearing on items of business referred to it (resolutions and reports),
27 and make recommendations to the Assembly for disposition of its items of
28 business through the preparation of Reference Committee reports for
29 consideration by the MSS Assembly.
30
- 31 4. Parliamentary Procedures Committee. The Parliamentary Procedures
32 Committee members shall demonstrate a thorough understanding of The
33 Standard Code of Parliamentary Procedure in order to assist students with
34 parliamentary procedures throughout the Assembly meeting.
35
- 36 5. AMA House of Delegates Coordinating Committee. House Coordinating
37 Committee members shall be appointed to coordinate student testimony
38 that will be presented at the AMA House of Delegates Reference
39 Committee hearings. The Coordinators shall work with the AMA
40 Delegate and Alternate AMA Delegate in the preparation and presentation
41 of testimony for resolutions being transmitted by the MSS and additional
42 items of relevance to the MSS.
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45 **X. Appointments**

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A. Governing Council Responsibilities. It will be the responsibility of the Governing Council to make appointments of the medical student members of AMA Councils for confirmation by the AMA Board of Trustees and to other bodies of the AMA when requested. It is also the responsibility of the Governing Council to make recommendations for student representation to bodies such as the National Board of Medical Examiners, National Resident Matching Program, and others after the Governing Council has solicited applications from interested medical students.

B. Eligibility. Eligibility for Council and Liaison positions shall be pursuant to MSS Internal Operating Procedures V.B.

C. Medical Student Representation on AMA Councils.

1. A medical student member of the AMA appointed by the MSS Governing Council with the concurrence of the Board of Trustees shall serve on each of the following AMA Councils:
 - a. Council on Constitution and Bylaws.
 - b. Council on Medical Education.
 - c. Council on Medical Service.
 - d. Council on Long Range Planning and Development.
 - e. Council on Scientific Affairs and Public Health.
2. A student is recommended by the MSS Governing Council to the AMA President-elect for consideration for appointment to the student seat on the Council on Ethical and Judicial Affairs.
3. A student is recommended by the MSS Governing Council to the AMA Board of Trustees for consideration for appointment to the student seat on the Council on Legislation.
4. A student is recommended by the MSS Governing Council to the AMA Board of Trustees for consideration for appointment to the student seat on the Liaison Committee on Medical Education (an AMA/Association of American Medical Colleges joint committee).
5. In any discussion or selection of candidates for appointment to Council or Liaison positions, all Governing Council members who are candidates for

1 the position under discussion shall recuse themselves and be absent from
2 this discussion.

3
4 6. All applicants for Council and Liaison positions shall be informed of the
5 Governing Council's decision to appoint or not appoint them at least three
6 months prior to the Annual Meeting.

7
8 7. Terms. Students appointed to Councils shall serve for a one-year term
9 with the exception of the student appointed to the Council on Ethical and
10 Judicial Affairs, who will serve for a two-year term. If the medical student
11 member of a Council ceases to be enrolled in an approved program, his or
12 her service on the Council shall thereupon terminate, and the position shall
13 be declared vacant.

14
15 8. Limitation on Total Years of Service. See MSS Internal Operating
16 Procedures IV.G.

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19 **XI. Miscellaneous**

20
21 **A. Parliamentary Authority.** The current edition of The Standard Code of
22 Parliamentary Procedure governs this organization in all parliamentary situations
23 that are not provided for in the law or in the AMA Bylaws or these Internal
24 Operating Procedures.

25
26 **B. Financial Responsibility.** The funding of the MSS Governing Council is
27 appropriated by the AMA. A listing of all meetings attended by each member of
28 the Governing Council and members of AMA Councils, Committees, and Panels,
29 along with an account of pertinent actions taken, will be made available to MSS
30 members semi-annually.

31
32 **C. State Medical Student Section.** A State Medical Student Section shall be
33 defined for the purposes of certifying and credentialing MSS Delegates and
34 Alternate MSS Delegates to the MSS Assembly meeting as an organization which
35 meets the following criteria:

- 36
37 1. The Section must possess bylaws.
38
39 2. The Section must provide representatives from each LCME- and AOA-
40 accredited educational program in the state.
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42 3. The Section must have section officers.
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44 4. The Section must hold regular meetings.
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XII. Amendments

- A. MSS Requirements.** These Internal Operating Procedures may be amended by the approval of two-thirds of the members of the MSS Assembly present and voting. Amendments to these Internal Operating Procedures must be submitted 40 days in advance of the Assembly so that the Governing Council, Speaker, Vice Speaker, and MSS Delegates can study the implications of the proposed changes.
- B. Other Requirements.** Per AMA Bylaw 7.07, all rules, regulations, and procedures adopted by the MSS are subject to the approval of the Board of Trustees. Amendments to the Internal Operating Procedures may also be contingent upon corresponding changes to the AMA Bylaws, which require approval of two-thirds of the members of the AMA House of Delegates.