

# **American Medical Association Resident and Fellow Section**

## **Internal Operating Procedures**

### **I. Name**

The name of this organization shall be the Resident and Fellow Section of the American Medical Association (AMA-RFS). This is a special section for resident and fellow physician members of the AMA as set forth in the AMA Bylaws 7.10.

### **II. Purpose and Principles**

The purpose of the RFS shall be to provide resident and fellow participation in the activities of the AMA through adherence to the following principles:

- A. To provide a direct means for members of the RFS to participate in the activities, including policy-making, of the AMA.
- B. To enhance AMA outreach, communication, and interchange with the membership segments represented in the Sections.
- C. To maintain effective communications and working relationships between the AMA and organizational entities that are relevant to the activities of each Section.
- D. To promote AMA membership growth.
- E. To enhance the ability of membership segments represented in the Sections to provide their perspective to the AMA and the House of Delegates.
- F. To facilitate the development of information and educational activities on topics of interest to the membership segments represented in the Sections.
- G. To promote the AMA Code of Medical Ethics among its resident and fellow members as well as the graduate medical education community.
- H. To ensure that from the match through fellowship graduation, residents and fellows are treated fairly, regardless of sex, color, creed, race, religion, disability, ethnic origin, national origin, sexual orientation, gender identity, or age and given the full opportunity to receive graduate medical education.

### III. Membership

Membership shall be limited to resident and fellow members of the AMA. Eligibility for resident and fellow membership is outlined in AMA Bylaws 7.131 and 7.132.

### IV. Officers

- A. Designations.** The officers of the RFS shall be the 8 Governing Council members: Chair, Vice Chair, Delegate, Alternate Delegate, Speaker, Vice Speaker, Membership and Outreach Officer, and Chair-Elect/Immediate Past Chair (each serving 6 months). The Chair-Elect/Immediate Past Chair shall be ex-officio, non-voting members of the Governing Council.
- B. Authority.** The Governing Council shall direct the programs and activities of the RFS. During the interval between meetings of the AMA House of Delegates and the RFS, the Governing Council shall act on behalf of the RFS in formulating decisions related to the development, administration, and implementation of RFS activities, programs, goals, and objectives. The Governing Council shall be guided by policy passed by the Assembly. The RFS shall be notified at least quarterly of actions taken by the Governing Council on its behalf.
- C. Governing Council Eligibility.** All members of the Governing Council must be resident and fellow members of the AMA or fourth-year medical students who have matched into a residency program. Any resident and fellow member of the AMA is eligible for a position on the RFS Governing Council.
- D. Duties and Privileges.** The Governing Council shall direct the programs and activities of the RFS including the creation of RFS committees, subject to the approval of such programs and activities, when required, by the Board of Trustees or House of Delegates of the AMA. Each Governing Councilor is required to prepare in writing and communicate orally to his or her successor a description of his or her activities and where he or she sees the position going.
1. Chair. The Chair shall:
    - a. Preside at all meetings of the Governing Council, and otherwise represent the RFS when appropriate.
    - b. Preside at Assembly meetings if the Speaker and Vice Speaker positions are vacant, until such time that a successor may be elected.
    - c. Be the primary spokesperson for the RFS both inside the AMA and to outside organizations.

- d. Have primary responsibility over setting the annual agenda.
2. Vice Chair. The Vice-Chair shall:
  - a. Preside at meetings of the Governing Council in the absence of the Chair or at the discretion of the Chair.
  - b. Assist the Chair in the performance of his or her duties, in particular with implementation of the annual agenda.
  - c. Have primary responsibility over coordinating internal operations of the RFS such as communication with Councilors, committees, the AMPAC Board member and all advocacy related issues including Lobby Day.
3. Delegate. The Delegate shall:
  - a. Represent in the AMA House of Delegates members of the Association who are residents and fellows.
  - b. Be responsible for reviewing all resolutions going forward from the RFS to the AMA HOD and summarize the actions of the HOD as they pertain to the RFS and send a summary of pertinent HOD actions to all RFS members.
  - c. Oversee which resolutions shall be forwarded to the House of Delegates. Decisions that differ from those of the Assembly must be ratified by the Assembly no later than the following meeting of the Assembly.
4. Alternate Delegate. The Alternate Delegate shall assist the Delegate in the duties of the Delegate and shall rise to the position of Delegate should the position fall vacant.
5. Membership and Outreach Officer. The Membership and Outreach Officer shall:
  - a. Develop grassroots networks for membership recruitment.
  - b. Support connectivity between the membership and the leadership for legislative and public health advocacy (including community service).
  - c. Coordinate the membership recruitment and retention activities of the Governing Council.

- d. Be the Governing Council Liaison to the Regional Council.
6. Chair-Elect. The Chair-Elect shall:
- a. Assist the other officers in the discharge of their duties.
  - b. Undertake to study the position of Chair in preparation of assuming this role.
  - c. With the assistance of the Chair, compose an agenda for his or her year of service prior to assuming the position of Chair.
7. Speaker. The Speaker shall:
- a. With input from the Governing Council and AMA staff, create the agenda for the Annual and Interim meetings of the RFS Assembly. Ultimate decisions regarding meeting planning shall be those of the Speakers; however, the Speakers may be overruled by a 2/3 majority vote of the Governing Council.
  - b. Preside over the business meetings of the RFS Assembly in an impartial manner, organize and conduct them in accordance with the current parliamentary procedure authority as chosen by the AMA House of Delegates, AMA Bylaws, and RFS Internal Operating Procedures.
  - c. Provide for oversight and enforcement of the Campaign Rules, including responsibility for investigation of alleged infractions and reporting of actual infractions to the Assembly prior to balloting.
  - d. Organize and lead an orientation for new delegates and alternates at each Assembly meeting.
  - e. Work with the Governing Council in instructing the Convention Committees regarding their duties prior to each Assembly Meeting.
  - f. Refer resolutions and reports submitted for consideration at RFS Assembly business meetings to reference committees.
  - g. Prepare a document summarizing parliamentary procedure used in Assembly business meetings to be published in the RFS agenda book that is mailed to each Assembly representative prior to Assembly meetings.
  - h. Review the RFS Digest of Actions for consistency with Assembly action prior to its annual update and distribution.

i. In conjunction with the Vice Speaker, be the primary voice for the interests of the RFS Assembly on the RFS Governing Council.

8. Vice Speaker. The Vice Speaker shall:

a. Preside at meetings of the RFS Assembly during the absence of or at the request of the Speaker.

b. Assist the Speaker in the performance of his or her duties.

c. In conjunction with the Speaker, be the primary voice for the interests of the RFS Assembly on the RFS Governing Council.

d. With assistance from staff, coordinate the AMA-RFS Poster Competition.

**E. Terms.**

1. Chair-Elect/Chair/Immediate Past Chair. Individual elected as Chair-Elect shall serve a two-year term which will include 6 months as Chair-Elect, one full year as Chair, and 6 months as Immediate Past Chair, beginning at the conclusion of the Interim meeting at which he or she was elected.

2. Delegate, Alternate Delegate, Membership and Outreach Officer, Speaker, Vice Speaker and Vice-Chair. The remaining officers shall serve one-year terms, beginning at the conclusion of the Annual meeting at which they were elected and ending at the conclusion of the next Annual meeting of the AMA.

3. Term Limits. Any combination of service in Governing Council positions other than Chair-Elect/Chair and Delegate shall be limited to 2 one-year terms. The Chair-Elect/Chair, Delegate and Speaker may serve a maximum of 2 years total in addition to 2 previous one-year terms in other Governing Council positions. Half-year positions to fill unexpired terms shall not count for the purpose of term limit calculations. The above limits shall be waived if they would result in a position being left vacant.

**F. Vacancies.** Any vacancy occurring on the Governing Council shall be filled at the next Business Meeting of the Resident and Fellow Section. The new members shall be elected for the remainder of the unexpired term by the representatives to the Business Meeting.

1. **Temporary Appointment.** If a vacancy on the Governing Council occurs more than thirty (30) days prior to the next Business Meeting, the Governing Council may appoint a resident/fellow physician member of the AMA to fill the vacancy until the next Business Meeting of the

Resident and Fellow Section when an election shall be held pursuant to rules adopted by the Resident and Fellow Section.

**V. Elections to Governing Council**

- A. Time of Election.** The Chair-Elect of the Governing Council shall be elected by the RFS Assembly at the Interim Meeting for a two-year term, which will include 6 months as Chair-Elect, one full year as Chair, and 6 months as Immediate Past Chair. The six remaining Governing Council members shall be elected by the RFS Assembly at the Annual Meeting of the Section. The Governing Council shall set the day and hour of such elections and shall give the resident and fellow members of the AMA ample notification.
- B. Nominations.** Nominations for the Governing Council positions shall be received in advance of the Annual Meeting (Chair-Elect Interim Meeting), pursuant to the rules of the RFS. The Presiding Officer shall allot time for further nominations to be made from the floor of the Business Meeting.
- C. Eligibility.**
1. All members of the RFS, including fourth year medical students who have matched into a residency program, shall be eligible for election to the Governing Council.
  2. Any Governing Council member wishing to be a candidate for a position whose term overlaps with the one he or she is currently serving, must resign his or her current position. Such resignation should be announced prior to the submission deadline for the Governing Council position for which he or she wishes to be a candidate. An election to fill the announced vacancy shall occur at the next meeting of the Assembly; however, the vacancy shall not take effect until the conclusion of that meeting. Should there be no candidates for a given Governing Council position, resignation shall be allowed until the close of nominations on the floor of the Assembly.
  3. Cessation of Eligibility. If any officer or Governing Council member ceases to meet the membership requirements of Bylaw 7.11 prior to the expiration of the term for which elected, the term of such officer or member shall terminate and the position shall be declared vacant. If the officer or member ceases to meet the membership requirements of the RFS within 90 days prior to an Annual Meeting, the officer or member shall be permitted to continue to serve in office until the completion of the Annual Meeting.

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

1. Candidates may distribute only the following campaign materials:
  - a. Buttons (less than 2 inches in greatest dimension).
  - b. Stickers.
  - c. Pins.
  - d. standard-size business cards.
  - e. No trinkets, posters, candy, pens, or other items may be displayed or distributed.
2. Candidates are encouraged to have their curriculum vitae (CV) of no more than 3 sides of a page and personal statement of no more than one side of a page included in the AMA-RFS Agenda Book.
3. At the Assembly Meeting, distribution of CV's and personal statements will be limited to the back table of the Assembly room. It is the candidate's responsibility to make his or her materials available at the back table.
4. Candidates should be prudent and courteous regarding the number and content of advance mailings by themselves or constituent associations, specialty organizations, or other organizations on their behalf.
5. Candidates should be prudent and courteous regarding the number and content of electronic messages sent prior to the election.
6. Candidates are forbidden from using RFS listservs for messages regarding their campaign without express permission from the Speaker.
7. Candidates should use prudence in the number and length of phone calls made prior to the election.
8. Receptions and/or hospitality must not be used for promotion of a candidate(s).
9. Candidates are encouraged to fully participate in candidate interviews and question and answer sessions during the Assembly Meeting.
10. Groups (such as Regions or Caucuses) inviting candidates need to make available equal time for all candidates. If a group is unable to reasonably accommodate all candidates, no candidates shall be allowed to address the

group. This rule shall not apply to a candidate addressing his or her own region.

11. Alleged infractions including but not limited to the Campaign Rules stated above should be reported in writing to the AMA-RFS Speaker or Vice Speaker who shall be responsible for their investigation. The AMA-RFS Speaker or Vice Speaker will report substantiated infractions to the Assembly prior to balloting. The Assembly should strongly consider any such announcement when voting for candidates.

**E. Voter Eligibility.** All credentialed RFS Assembly Delegates and Alternate Assembly Delegates shall be eligible to vote.

**F. Method of Election.** Where there is no contest, a majority vote without ballot may elect. All other elections shall be by ballot.

1. Voting Periods. There shall be one voting period at the Interim Meeting for the selection of the Chair-Elect. There shall be one voting period at the Annual Meeting for the selection of the Vice Chair, Delegate, Membership and Outreach Officer and Speaker. An additional balloting period will be held for the elections of Alternate Delegate and Vice Speaker.
2. First Ballot.
  - a. At the Interim Meeting, one ballot shall be used by the voter to elect with one vote for the position of Chair-Elect.
  - b. At the Annual Meeting, individual ballots for each position shall be used by the voter to elect with one vote for each of the 5 positions: the Vice Chair, Delegate, Membership and Outreach Officer, and Speaker.
  - c. A legal ballot shall list all candidates with their credentials in alphabetical order. The voter shall have one vote for each position. Ballots shall be prepared and distributed by the Credentials Committee.
  - d. A ballot shall not be counted if there is more than one vote for any office on that ballot.
  - e. The candidate who receives a majority of legal votes cast for a given office shall be elected to that office.
  - f. As per RFS Internal Operating Procedures V.F.5.b, there shall be a run-off ballot between the 2 highest vote getters in the event that

no one candidate receives a majority of legal votes cast for a given office.

3. Election of Alternate Delegate. After the election of the Delegate, all unsuccessful candidates who were nominated for the office of Delegate and who choose to candidate for Alternate Delegate will be placed on a ballot for the election of the Alternate Delegate. Additionally, any candidate who was nominated for the office of Alternate Delegate shall also be placed on the same ballot. Each voting Representative to the Business Meeting who is present at the meeting may cast a written ballot for the election of the Alternate Delegate from among those so nominated. Election to the office of Alternate Delegate requires a majority of the legal votes cast.
4. Election of Vice Speaker. After the election of the Speaker, all unsuccessful candidates who were nominated for the office of Speaker and who choose to candidate for Vice Speaker will be placed on a ballot for the election of the Vice Speaker. Additionally any candidate who was nominated for the office of Vice Speaker shall also be placed on the same ballot. Each voting Representative to the Business Meeting who is present at the meeting may cast a written ballot for the election of the Vice Speaker from among those so nominated. Election to the office of Vice Speaker requires a majority of the legal votes cast.
5. Processing.
  - a. All ballots will be returned to designated ballot boxes at a designated and fixed location in the Assembly hall. When each ballot is returned to the ballot box by a credentialed delegate, another ballot will be given to that delegate, by a member of the Credentials Committee to be used in any known necessary subsequent elections. The boxes will be monitored during the voting period by the Rules Committee.
  - b. No ballots will be cast after the expiration of each voting period; the ballot boxes will be collected by the members of the Rules Committee. The Rules Committee and the boxes will be sequestered in a private and secret location. At this time the Chair of the Rules Committee will open the ballot box and the Rules Committee will then count the ballots and tabulate the results. In the elections for the Governing Council, the candidate for each position who has received a majority of the votes cast shall be elected. If no nominee for a given position receives a majority of the votes cast, than the two candidates with the most votes will be placed on a subsequent ballot with all other candidates removed, and a subsequent vote shall take place. Following this vote, the

candidate who receives a majority of legal votes cast shall be elected.

- c. Upon completion of the tabulation, the Chair of the Rules Committee will validate the election results by determining that each ballot is official, that the number of ballots cast is equal to or less than the number distributed and will then certify the results of the election in writing. He or she will then immediately forward these results to the Assembly's presiding officer.
- d. Upon receipt of the Rules Committee's election results and verification, the presiding officer will announce the results to the Assembly.
- e. Upon completion of all elections, the Assembly's presiding officer will certify in writing the results of these elections and announce to the Assembly the final and official results of these elections. Vote totals shall remain confidential and shall not be announced. Candidates may ask for and receive vote totals in confidence, discretion is encouraged.

6. Appeals.

- a. Appeals of the election process and results must be made in writing to the Assembly's presiding officer no later than one hour after the official announcement of the final results.
- b. Any appeal of the process of ballot(s) distribution (as outlined in RFS Internal Operating Procedures V.E.2) will be considered by the Rules Committee. Consideration of such appeals and merits of said appeals will be determined in whatever manner the committee deems necessary. The results of the committee's recommendations must be forwarded in writing by the Committee Chair to the Assembly's presiding officer.
- c. Any appeal of the process of ballot election, tabulation and announcement of results (as outlined in RFS Internal Operating Procedures V.E.7.a) shall be considered by the Rules Committee in the same manner as outlined in RFS Internal Operating Procedures V.E.7.a.
- d. No one who is a candidate in the election being appealed may participate in the appeals process.
- e. The Assembly's presiding officer and the preceding Governing Council at the Annual Meeting or the present Governing Council at

the Interim Meeting will consider the appeals reports from the committee(s) dealing with the matter. Final decision on the election results will be the jurisdiction of the Governing Council as described above.

## **VI. RFS Sectional Delegates**

- A. Apportionment.** The RFS is entitled to delegate and alternate delegate representation based on AMA Bylaw 2.142. This bylaw allots one delegate and one alternate delegate for each 2000 resident and fellow members of the AMA as recorded on December 31 of each year.
  
- B. Eligibility.** All candidates for RFS Sectional Delegate or Alternate Delegate must be resident and fellow members of the AMA. Any resident and fellow member of the AMA is eligible to be nominated to be an RFS Sectional Delegate or Alternate Delegate. In order to enter his or her materials into the RFS handbook, a resident or fellow must obtain written endorsement from his or her constituent society or specialty organization prior to the posted deadline for printing handbook election materials. A candidate may be nominated from the floor of the Assembly as described in RFS Internal Operating Procedures V.B., but must subsequently obtain the endorsement of his or her constituent society or specialty organization within 60 days of his or her election. Should an elected RFS Sectional Delegate or Alternate Delegate not obtain endorsement within the allotted time, his or her election shall be null and void and the position shall be considered vacant. Candidates are encouraged, but not required, to obtain permission from their program director.
  
- C. Duties and Privileges.** RFS Sectional Delegates and Alternate Delegates shall be subject to the privileges and duties of all AMA delegates as outlined in the Bylaws. They shall caucus with their endorsing society as well as assist the RFS Delegate and Alternate in representing the Resident and Fellow members of the AMA in the House of Delegates. RFS Sectional Delegates and Alternates shall not speak on behalf of the AMA-RFS unless first permitted to by the RFS Delegate or Alternate. They shall also be responsible for reporting back to the resident and fellow section of their state or specialty endorsing society regarding the activities of the AMA House of Delegates.
  
- D. Seating.** RFS Sectional Delegates shall be seated with their endorsing state or specialty society. In the case where a RFS Sectional Delegate has been endorsed by both his or her state and specialty society, he or she must choose, prior to his or her election, with which delegation he or she wishes to be seated. In the case of a vacant delegate seat, the RFS Delegate will appoint a RFS Sectional Alternate Delegate to fill that seat, taking into consideration the Sectional Delegate's state/region of the country and/or his or her specialty. The RFS Sectional

Alternate Delegate will sit with the Sectional Delegate's endorsing society and vote with that endorsing society in place of the Sectional Delegate.

- E. Limitations.** There shall be a limit of one Sectional Delegate and one Sectional Alternate Delegate per state or specialty society. This limitation is intended to allow more than one candidate from a given state to be delegate so long as all those beyond the first shall be endorsed by and seated with his or her specialty delegation. This limitation is also intended to allow more than one candidate from a given specialty to be delegate so long as all those beyond the first shall be endorsed by and seated with his or her state delegation. It is highly encouraged that the membership takes into consideration geographic regions and specialties in order to encourage a broad representation of RFS Sectional Delegates in the AMA House of Delegates. These aforementioned limits shall be waived should their enforcement create vacancies in the position of Sectional Delegate or Alternate Delegate. None of these limits shall be construed to limit the number of residents or fellows who can be endorsed by any given state or specialty society.
- F. Term of Sectional Delegates.** The normal term shall commence with the close of the House of Delegates that follows his or her election and shall end at the close of the following Interim meeting of the House of Delegates.
- G. Elections of Sectional Delegates.**
1. Time of Election. The Sectional Delegates shall be elected at the Interim Meeting for a one-year term. The Governing Council shall set the day and hour of such elections and shall give the resident and fellow members of the Association ample notification.
  2. Nominations. Nominations for Sectional Delegate shall be received in advance of the Interim Meeting, pursuant to the rules of the RFS. The Speaker shall allot time for further nominations to be made from the floor of the Business Meeting.
  3. Campaigns. Each candidate shall be subject to the campaign rules in RFS Internal Operating Procedures V.D.
  4. Voter Eligibility. A voter shall be defined as the RFS Assembly Delegate or Alternate Delegate who is credentialed at the time of the vote.
  5. Method of Election. Where there is no contest, a majority vote without ballot may elect. All other elections shall be by rank-order ballot.
    - a. Voting Periods. The voting period for Sectional Delegates shall occur at the Interim Meeting at a time scheduled by the Speaker.

- i. **Balloting.** All nominees for the office of Sectional Delegate shall be listed alphabetically on a single ballot. A separate piece of paper will be provided to each elector, listing each nominee's name and endorsing society. Each elector will rank-order the nominees numerically, with the rank of "1" being the highest rank. Electors must rank-order all nominees otherwise the ballot is voided. Also, duplicating a rank (i.e. ranking two candidates with the same number), and/or skipping a rank (e.g. ranking 5 candidates 1, 2, 4, 5, 6) will void the ballot. When counting the ballots, the voided ballots shall be placed in a separate stack and shall not be considered in the total required to elect. A majority of the legal ballots cast shall be required for election. Each legal ballot shall be examined for the nominee with the highest rank and sorted accordingly. After sorting, ballots assigned to each nominee shall be counted, any nominee receiving a majority of the legal ballots cast shall be elected. If in any round, no nominee receives a majority, the nominee(s) with the fewest votes shall be eliminated. In either circumstance, ballots are then redistributed to the highest designated of the remaining nominees and then recounted. This process will continue until all Sectional Delegate seats are filled.
- ii. **Limitations.** If there is more than one nominee from an endorsing society, then the nominee from that endorsing society who has a majority and who has the most votes shall be elected. All other nominees from that society shall be eliminated from the remaining counting of ballots. This process will continue throughout the counting of ballots to ensure that there is only one RFS Sectional Delegate per endorsing state and specialty society.
- iii. **Unfilled Seats.** If after the counting process, and due to limitations of representation and/or failure of remaining eligible nominees to gain a majority vote, there are unfilled Sectional Delegate seats, the following processes will be used to fill those seats. When using these legal ballots to decide unfilled seats, original ranking will be used.
  - a) First, all nominees eliminated from consideration in the above section (ii. Limitations) due to limitations on representation of endorsing societies, and who still has a majority of legal votes may be elected under a secondary state and/or specialty society

endorsement if that particular state or specialty society has not already been represented.

- b) If unfilled seats still remain, then the counting process will recommence using the original rank-order votes to establish majorities within that remaining group. Again, limitations will be placed only allowing one extra Sectional Delegate per endorsing state and specialty society. This process will continue through as many counting rounds as needed until all Sectional Delegate seats are filled. With each subsequent counting round the limitation of Sectional Delegates shall increase by one.

**H. Elections of Sectional Alternate Delegates.** Criteria and election procedures for Sectional Alternate Delegates shall be identical to those for Sectional Delegates except that the voting period shall follow the one for Sectional Delegates. All candidates for Sectional Delegate shall be eligible for Sectional Alternate Delegate.

**I. Vacancies.**

1. Between meetings of the House of Delegates. In the case of a vacancy in the position of Sectional Delegate or alternate delegate in-between meetings, the governing council shall inform the assembly of the number of vacancies and an election according to the procedures defined in RFS Internal Operating Procedures VI.G shall occur at the following meeting of the RFS Assembly.
2. Other Vacancies. Should a vacancy arise in the position of Sectional Delegate after the close of elections in the RFS assembly and prior to close of business of the House of Delegates, elected alternate delegates shall assume the role of delegates. Should there still remain Delegate vacancies, these, along with the alternate delegate vacancies shall be filled by a nomination and majority vote of the members of the RFS governing council who are present. These Delegates and Alternate Delegates shall not be subject to the requirement of state or specialty society endorsement.

**VII. Endorsement of Resident and Fellow Trustee**

Ideally at least one resident or fellow member of AMA shall be endorsed by the RFS Assembly to serve as a member of the Board of Trustees. The AMA-RFS Assembly may endorse a resident or fellow member at the Interim Meeting to candidate for a single term. The Assembly may choose not to endorse any candidate for the position of Trustee.

- A. Candidates.** Resident and fellows seeking endorsement for the Resident/Fellow position on the AMA Board of Trustees must submit an application, curriculum vitae, and statement of interest by the deadline determined by the Governing Council. Incumbent residents seeking reelection may enter the endorsement process if they wish to be re-endorsed. No nominations will be taken from the floor during the Assembly's business meeting.
- B. Speeches.** Candidates are allowed to address the Assembly in a manner to be designated by the Speaker. The Speaker shall also design an opportunity for the candidates to respond to questions in front of the general Assembly. The candidates shall be made aware of the format and timing of the address and questions no fewer than 30 days prior to the meeting of the general Assembly.
- C. Campaign.** Refer to RFS Internal Operating Procedures V.D. for the Code for Campaigning applicable to the Trustee election.
- D. Endorsement Process.**
1. **Time.** The endorsement of the Resident and Fellow Trustee shall occur during the voting period at the Interim Assembly Meeting of the AMA-RFS. The Governing Council shall set the day and time. Candidates may also be endorsed during the Annual meeting by rules outlined below.
  2. **Method of Endorsement.** Where there is only one candidate, endorsement may be by affirmation. When there are multiple candidates, a motion to endorse more than one candidate shall be in order. Endorsements shall be by ballot. Votes shall be cast by approval balloting, such that any candidate whom the delegate deems worthy of endorsement should be marked affirmatively by that delegate. There shall be no ranking, and it should be made clear that marking a second candidate in no way jeopardizes the chances of a first candidate to be endorsed.
  3. **Processing.** No ballots will be cast after the expiration of the voting period. The ballot boxes will be collected by members of the Rules Committee. The Rules Committee and the boxes will be sequestered in a private location. At this time the Chair of the Rules Committee will open the ballot box and the Rules Committee will then count the ballots and tabulate the results. Counting shall proceed by counting the number of affirmative votes for each candidate. Every candidate who receives an affirmative vote from greater than 50% of those who cast legal ballots shall be endorsed.
  4. **Validating.** Upon completion of the tabulation, the Chair of the Rules Committee will validate the election results by determining that each ballot is official, that the number of ballots cast is equal to or less than the

number distributed and will then certify the results in writing. He or she will then immediately forward these results to the Assembly's presiding officer. Upon receipt of the Rules Committee's election results and verification, the presiding officer will announce the results to the Assembly.

5. **Late Endorsement.** A candidate may ask for endorsement by the Assembly at the annual meeting of the Assembly. This is subject to the same rules described above and additionally requires a 2/3 vote of the Assembly for endorsement. In the case of an individual seeking late endorsement, any individual who has already been endorsed for the position shall be allotted equal time before the Assembly and shall have his or her materials reprinted in the Assembly handbook upon request.

**E. Appeals.** See RFS Internal Operating Procedures V.F.6.

**F. Report to Assembly.** The resident or fellow member of the BOT shall submit a written and oral report of the Board's activities to the Assembly biannually. This report will communicate Board Actions related to the concerns of the RFS and will provide the RFS with directives on behalf of the BOT.

### **VIII. Endorsement of Candidates for Elected AMA Councils**

Ideally at least one resident and fellow member of our AMA for each of the elected AMA councils shall be endorsed by the RFS Assembly to run for office in front of the AMA House of Delegates. The AMA-RFS Assembly may endorse at least one resident or fellow member per council at the Interim or Annual Meeting to candidate for a single term. These councils are: Council on Medical Service, Council on Medical Education, Council on Constitution and Bylaws, and Council on Science and Public Health. The Assembly may choose not to endorse any candidate for any Council position.

- A. Candidates.** Resident and fellows seeking endorsement for the resident position on an AMA Council must submit an application, curriculum vitae, and statement of interest by the deadline determined by the Governing Council in order to be listed in the Assembly Handbook. Incumbent residents seeking reelection may enter the endorsement process if they wish to be re-endorsed.
- B. Speeches.** Candidates are allowed to address the Assembly in a manner to be designated by the Speaker. The candidates shall be made aware of the format and timing of the address no fewer than 30 days prior to the meeting of the general Assembly.
- C. Campaign.** Refer to Section RFS Internal Operating Procedures V.D. for the Code for Campaigning applicable to the Trustee election.

**D. Endorsement Process.**

1. Time. The endorsement of the resident and fellow candidates for council shall occur during the voting period at the Interim Assembly Meeting of the AMA-RFS. The Governing Council shall set the day and time. Candidates may also be endorsed during the Annual meeting by rules outlined below.
2. Method of Endorsement. Where there is only one candidate for a given council, endorsement may be by affirmation. When there are multiple candidates, a motion to endorse more than one candidate shall be in order. Endorsements shall be by ballot. There shall be a separate ballot for each Council. Votes shall be cast by approval balloting, such that any candidate whom the delegate deems worthy of endorsement should be marked affirmatively by that delegate. There shall be no ranking, and it should be made clear that marking a second candidate in no way jeopardizes the chances of a first candidate to be endorsed.
3. Processing. No ballots will be cast after the expiration of the voting period. The ballot boxes will be collected by members of the Rules Committee. The Rules Committee and the boxes will be sequestered in a private location. At this time the Chair of the Rules Committee will open the ballot box and the Rules Committee will then count the ballots and tabulate the results. Counting shall proceed by counting the number of affirmative votes for each candidate. Every candidate who receives an affirmative vote from greater than 50% of those who cast legal ballots shall be endorsed.
4. Late Endorsement. A candidate may ask for endorsement by the Assembly at the annual meeting of the Assembly. This is subject to the same rules described above and additionally requires a 2/3 vote of the Assembly for endorsement. In the case of an individual seeking late endorsement, any individual who has already been endorsed for the position shall be allotted equal time before the Assembly and shall have his or her materials reprinted in the Assembly handbook upon request.

**E. Appeals.** See RFS Internal Operating Procedures V.F.6.

**F. Report to Assembly.** The Resident or Fellow member of a council shall submit a written report of the Council's activities to the Assembly biannually. This report will communicate Council Actions related to the concerns of the RFS.

## **IX. RFS Assembly Meeting**

There shall be an Assembly meeting of resident and fellow members of the AMA-RFS held on a day prior to each meeting of the AMA House of Delegates.

- A. Call to the Meeting.** Ninety days prior to the meeting, notice shall be sent to all resident and fellows and resident and fellow organizations detailing the time, place, credentialing process, resolution mechanisms, election procedures, and education programs for the meeting.
  
- B. Representatives to the Business Meeting.**
  - 1. **Constituent Members.** Resident/fellow physician members of the AMA in those constituent associations that provide full membership for them shall select one representative for each 100, or fraction thereof, regular members of the AMA who are eligible to be members of the Resident and Fellow Section and are members of the constituent association. The Executive Vice President of the AMA shall notify each constituent association of the number of representatives to which it is entitled. Each representative to the Business Meeting of the Resident and Fellow Section must be serving in an approved training program, fellowship or otherwise eligible to participate in the Resident and Fellow Section and shall be certified by the President or Secretary of the constituent association to be a member in good standing. The Governing Council shall certify representatives pursuant to uniform rules and criteria that the Governing Council may adopt. Should there be no structure or process by which a state certifies its delegates, the delegates shall be certified on a first come first served basis.
  
  - 2. **Direct or State Federation Members.** Resident/fellow physicians serving in approved training programs or fellowships, members serving as their primary occupation in a structured educational program begun immediately upon completion of medical school, residency or fellowship training who are direct or federation members of the AMA may be selected as representatives by their state medical society, in a manner to be determined by that state medical society, to the Business Meeting of the Resident and Fellow Section. The Governing Council shall inform those states that do not provide full membership for resident/fellow physicians how many delegate positions are available on the basis of one representative for each 100, or fraction thereof, direct members of the AMA from that state who are resident/fellow physicians serving in approved training programs. The Governing Council shall certify representatives pursuant to uniform rules and criteria that the Governing Council may adopt. Should there be no structure or process by which a

state certifies it delegates, the delegates shall be certified on a first come first served basis.

3. **Members Serving in the Military or in Federal Agencies.** Resident/fellow physicians serving in approved training programs, or fellowships, and members serving as active duty military or public health service physicians providing service as general medical officers before returning to complete a residency program, who are direct members of the AMA and serving in the United States Army, the United States Navy, the United States Air Force, the United States Public Health Service, the Department of Veterans Affairs or other Federal agencies may be selected as representatives by their Military or Federal Agency, in a manner to be determined by that Agency, to the Business Meeting of the Resident and Fellow Section. The Governing Council shall inform those Military or Federal Agencies that do not provide full membership for resident/fellow physicians how many delegate positions are available on the basis of one representative for each 100, or fraction thereof, direct members of the AMA from that Agency who are resident/fellow physicians serving in approved training programs. The Governing Council shall certify representatives pursuant to uniform rules and criteria that the Governing Council may adopt. Should there be no structure or process by which a Military branch or federal agency certifies it delegates, the delegates shall be certified on a first come first served basis.
  
4. **National Medical Specialty Organizations.** Those national medical specialty organizations that have been granted representation in the AMA House of Delegates and have established a resident/fellow physician membership component may be represented at the Business Meeting of the Resident and Fellow Section by a representative selected by the resident/fellow physician members of the specialty organization. The Governing Council shall adopt uniform rules and criteria for a resident to identify the specialty society or societies which he or she would like to represent him or her. Resident members who are members both of the AMA and of specialty society may be selected as representatives by their specialty society, in a manner to be determined by that specialty society, to the Business Meeting of the Resident and Fellow Section. The Governing Council shall inform those societies how many delegate positions are available on the basis of one representative for each 100, or fraction thereof, direct members of the AMA from that national medical specialty organization who are resident/fellow physicians serving in approved training programs. The Governing Council shall certify representatives pursuant to uniform rules and criteria that the Governing Council may adopt. Should there be no structure or process by which a national medical specialty organization certifies it delegates, the delegates shall be certified on a first come first served basis.

5. Professional Interest Medical Associations. Each qualified Professional Interest Medical Association may be represented at the Business Meeting by a resident/fellow physician representative selected by the Professional Interest Medical Association. The Governing Council shall adopt uniform rules and criteria to determine if a Professional Interest Medical Association qualifies for representation at the Business Meeting. The procedure by which the resident/fellow physician representative from the Professional Interest Medical Association is selected must meet the requirements established by the Governing Council.
6. National Resident and Fellow Organizations.
  - a. National medical resident and fellow organizations that have been granted representation in the Resident and Fellow Section Business Meeting pursuant to the provisions of these Bylaws may select one voting member and one alternate member, both of whom must be resident or fellow members of the AMA. The members so selected shall be properly certified to the Governing Council of the Resident and Fellow Section in accordance with rules established by the Governing Council.
  - b. Criteria for Eligibility. National medical resident and fellow organizations that meet the following criteria may be considered for representation in the AMA Resident and Fellow Section Business Meeting:
    - i. The organization must be national in scope.
    - ii. The organization must be composed solely of residents or fellows who participate in an ACGME accredited residency or fellowship.
    - iii. Membership in the organization must be available to all residents or fellows, without discrimination.
    - iv. The purposes and objectives of the organization must be consistent with the AMA's purposes and objectives.
    - v. The organization's code of medical ethics must be consistent with the AMA's Principles of Medical Ethics.
  - c. Procedure. The organization must submit a written application containing sufficient information to establish that the organization meets the criteria described above. The application ideally should must also include the following:

- i. The organization's charter, constitution, bylaws and code of medical ethics.
- ii. A list of the sources of the organization's financial support, other than the dues of its members.
- iii. A list or description of all of the organization's affiliations.
- iv. Such additional information as may be requested.

The Governing Council shall review the application. If it recommends that the organization be granted representation in the Resident and Fellow Section Business Meeting, the recommendation shall be submitted to the AMA Board of Trustees for review. If approved by the AMA Board of Trustees, the organization may be represented in the Resident and Fellow Section Business Meeting.

- d. **Biennial Review Process.** Each national resident and fellow organization represented in the Resident and Fellow Section Business Meeting must reconfirm biennially that it continues to meet the criteria for eligibility by submitting such information and documentation as may be required by the Governing Council.
- e. **Rights and Responsibilities.** Representatives of national resident and fellow organizations in the Resident and Fellow Section Business Meeting shall have the following rights and responsibilities:
  - i. Full voting rights in the Business Meeting, except the right to vote in any elections, at the conclusion of a two-year probationary period with regular attendance.
  - ii. To present its policies and opinions in the Business Meeting.
  - iii. Report on the actions of the AMA Resident and Fellow Section.
  - iv. Cooperate in enhancing the AMA Resident and Fellow Section membership.
  - v. Shall not be eligible for election to any office in the AMA Resident and Fellow Section.

f. **Discontinuance of Representation.** The Governing Council may recommend discontinuance of the representation by a national resident and fellow organization on the basis that the organization fails to meet the above criteria and responsibilities, or has failed to attend the Business Meeting of the AMA Resident and Fellow Section. 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 resident and fellow organization in the AMA Resident and Fellow Section Business Meeting shall be discontinued.

7. **Official Observer.** National resident and fellow organizations may apply to the AMA-RFS Governing Council for official observer status in the RFS Assembly. Applicants and official observers must demonstrate compliance with guidelines for official observers adopted by the AMA-RFS Assembly, and the Governing Council shall make a recommendation to the AMA-RFS assembly concerning the application. The AMA-RFS Assembly will make the final determination on the conferring or continuation of official observer status. Organizations with official observer status are invited to send one representative to observe the actions of the Assembly at all meetings of the RFS 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.

**C. 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 Association, the voting members of the Governing Council of the Resident and Fellow Section. To elect, at the Assembly meeting prior to the Interim meeting of the Association, the Chair-Elect of the Governing Council of the Resident and Fellow Section, and to endorse the Resident and fellow Trustee and councilor candidates.
3. To adopt resolutions for submission to the House of Delegates of the AMA.
4. To conduct such other business as may properly come before the meeting.
5. To provide programming to educate and provide value for members.

**D. Credentialing.** The name of the duly selected voting Assembly Delegates and Alternate Assembly Delegates from each state and specialty society should be received by the Director of Resident and Fellow Services of the AMA no later

than 35 days prior to the assembly meeting in writing. 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 to represent their state, specialty society or branch of the armed services.

**E. Participation.**

1. Only duly selected Assembly Delegates and Alternate Assembly Delegates to the assembly meeting shall have the right to vote, but the meeting floor, and right to testify, shall be open to all residents and fellow members of the AMA. The Presiding Officer of the Assembly may grant a non-RFS member the privilege of the floor.
2. The Immediate Past Chair of the AMA-RFS Governing Council, if he or she is no longer a resident or a fellow, shall have the same "speaking" privileges, excluding the privilege to make a motion, in the business meeting of the RFS Assembly as any other member of the Governing Council

**F. Procedure.**

1. Agenda. At least 21 days prior to the Assembly meetings, the agenda shall be sent to Assembly Delegates and Alternate Assembly Delegates. The order of business will be set by the Speakers prior to the meeting. The Assembly at any time may change the order of business by a majority vote.
2. Rules of Order. The Assembly meeting shall be conducted pursuant to the established rules of procedure submitted by the Speakers and adopted by the Assembly. The Rules of Order that govern the AMA House of Delegates shall govern the Assembly meeting of the RFS in all matters not outlined in the adopted rules of procedure mentioned above.
3. Quorum. Twenty percent of the registered Delegates shall constitute a quorum so long as at least 15 different states and 5 national medical specialty associations, military or federal agencies are represented.

**G. Resolutions.** Any resident and fellow member may submit resolutions.

1. All resolutions submitted by resident and fellows must be received in the AMA Department of Resident and Fellow Services 42 days prior to the Assembly meeting to be included in the Resident and Fellow Section agenda. They will be sent to all Assembly Delegates and Alternate Assembly Delegates prior to the Assembly meeting, made available on the AMA website, and are debatable on the floor of the RFS Assembly.

2. Late Resolutions. Resolutions that are submitted after the 42-day deadline but before the meeting has been called to order 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 or not 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 42-day deadline.
3. Emergency Resolutions. Resolutions that are after the meeting has been called to order 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 or not 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.
4. All resolutions approved for consideration as business shall require a simple majority vote of the Assembly for adoption except those amending the Bylaws, which require a two-thirds vote as specified in RFS Internal Operating Procedures XIII.
5. Resolutions introduced by the Governing Council into the AMA Delegate's Handbook shall be in the name of the RFS Delegate. Such resolutions may only be submitted when there is two-thirds approval all voting members of the Governing Council. They shall be considered by the RFS Assembly as a first priority of business, and if not adopted or if substantially amended, shall be withdrawn from the AMA House of Delegates.
6. Resolutions that are AMA policy proposals shall be submitted to the AMA House of Delegates in the name of the RFS at first meeting to which they could be submitted in an appropriate and timely fashion following the closing of the AMA House of Delegates that is associated with the RFS Assembly at which they were approved unless otherwise specified by the RFS Assembly.

**H. Convention Committees.** The convention committees shall be, unless otherwise specified, appointed by the Governing Council. These committees are to expedite the conduct of business at each meeting of the RFS Assembly.

1. Credentials Committee. A 3- to 9- member Credentials Committee shall be composed, ideally, of one member per region as defined in RFS Internal Operating Procedures IX B and one Chair. The Committee shall be responsible for consideration of all matters relating to the registration and certification of delegates including credentialing delegates for

business meetings, verifying a quorum is present, and distributing ballots for elections.

2. Logistics Committee. A Logistics Committee shall be composed of 3 to 5 At-Large members. The Committee shall be responsible for aiding the Assembly in performing those tasks to make the business of the Assembly most readily available to the Assembly. This shall include, but not be limited to, aiding with the use of computers to project amendments and actions for the Assembly's viewing, and for an Assembly delegate's ease.
3. Rules Committee. A Rules Committee shall be composed of 5 at-large members. The committee shall review late and emergency resolutions and make recommendations to the RFS Assembly on whether or not to consider them as business of the Assembly. The Rules Committee shall also be familiar with the Rules of Order such that they can assist residents throughout the business meeting. The Rules Committee shall also collect and tabulate ballots for RFS elections, and count hand votes during the business meeting as requested by the Speakers.
4. Reference Committees. The number and membership of reference committees appointed for each RFS Assembly meeting will be determined by the Speakers prior to each meeting. Each reference committee shall be composed of five members and one alternate unless, in the judgment of the Speakers, circumstances warrant an adjustment in the number of members on one or more reference committees. Each committee shall conduct an open hearing on items of business referred to it (resolutions and reports), and make recommendations to the Assembly for disposition of its items of business through the preparation of reference committee reports for consideration by the RFS Assembly.
5. Hospitality Committee. A Hospitality Committee shall be composed of at least 3 members. This committee shall have the responsibility of aiding the Speakers and Governing Council in providing an as member-friendly experience as possible for attendees of the conference.

## **X. Regions**

- A. Purpose and Function.** The Regions shall exist to foster and promote AMA-RFS activities and membership on a regional level. The Regions shall function as a means of dissemination of RFS information, of recruitment to the RFS and of opportunity for involvement and leadership for RFS members regionally.

**B. Regions Defined.**

1. Region 1: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming
2. Region 2: Illinois, Iowa, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin
3. Region 3: Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, Texas
4. Region 4: Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee
5. Region 5: Indiana, Kentucky, Michigan, Ohio, West Virginia
6. Region 6: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia
7. Region 7: Connecticut, New York, Maine, New Hampshire, Massachusetts, New Jersey, Rhode Island, Vermont
8. Region 8: National Specialty Societies, Military and Other Federal Agencies, All other societies not otherwise named herewith.

**C. Regional Governance.**

1. Each Region shall be encouraged to author its own regional Internal Operating Procedures (IOP) that outline its mechanism of operation and governance. Any such Regional IOP shall supersede the procedures outlined within this section below, provided the regional IOP includes a Chair and has membership criteria identical to those written below or as otherwise approved by the RFS Governing Council.
2. Each Region shall abide by the operating procedures in this section unless they have adopted independent internal operating procedures:
  - a. Membership.
    - i. A Person shall be considered a member of Region VIII if he or she is:
      - a) A Resident or Fellow member of the AMA.
      - b) A member of a national specialty medical society or is serving in the United States Army, the United

States Navy, the United States Air Force, the United States Public Health Service, the Department of Veterans Affairs or other Federal agencies.

- ii. A Person shall be considered a member of a Geographic Region (1-7) if he or she is:
    - a) A Resident or Fellow member of the AMA.
    - b) Serving in approved training programs or fellowship in a State in that Region, or, as his or her primary occupation, serving in a structured educational program begun immediately upon completion of medical school, residency or fellowship training in a State in that Region.
  - iii. Should any individual be a potential member of multiple regions due to educational, military, geographic and or specialty status, they must at the time of credentialing, identify their Regional affiliation. Neither an Assembly Delegate nor Alternate-Assembly Delegate shall be a voting member or more than one region nor shall they be allowed to change their regional affiliation during a single year as defined as the beginning of an Annual meeting of the RFS Assembly until the opening of the following Annual meeting of the RFS Assembly. An individual shall be allowed to change affiliations from one geographic Region to another if they have moved from a residency or fellowship in one Region to one in another.
- b. Regional Governance. Each Region shall, at each RFS Assembly Annual meeting, elect a Chair to serve a one-year term that begins at the conclusion of the concurrent meeting of the AMA House of Delegates (HOD) and that ends at the conclusion of the following meeting of the AMA-HOD. Election shall be by majority vote of AMA-RFS Assembly Delegates and Alternate Delegates who are members of that Region. There shall be no votes by proxy.
- c. Regional Activities.
- i. Regions shall be encouraged to caucus on:
    - a) Reports/Resolutions.
    - b) Candidates (Including conducting AMA-RFS GC Candidate interviews).

- c) Issues of importance to programs within the Region.

**D. Regional Chairs.**

1. Within their respective regions, Regional Chairs are responsible for the following:
  - a. Informing state leaders of current RFS events.
  - b. Increasing RFS membership.
  - c. Soliciting ideas of how to improve RFS activities.
  - d. Mobilizing RFS members for important AMA activities.
  - e. Promoting cooperation between local and national RFS leaders.
  - f. Developing new methods of how to increase resident/fellow participation in the RFS.
  - g. Coordinating and presiding over Regional Meetings.
2. At the Interim and Annual Meetings, the Regional Chairs are required to submit a short report of membership, legislative awareness, and leadership promotion activities to their respective regions and the RFS Governing Council.
3. Regional Chairs will also have an open invitation to all General Sessions of the AMA-RFS Governing Council and shall be invited to additional leadership events at the discretion of the AMA-RFS GC Chair.

**E. Regional Council.**

1. Purpose and Function. The Regional Council is designed to foster and promote strategic relationships between the RFS Governing Council, Regions, leaders of state and specialty society resident sections, and local residency/fellowship programs.
2. Membership. The Regional Council is comprised of eight regional chairs and the Membership and Outreach Officer from the RFS Governing Council, who shall serve as chair of the Regional Council.

3. Meetings. The Regional Council shall meet at least quarterly either in person or by teleconference in order to conduct the business of the Council.

## **XI. Appointments**

It will be the responsibility of the RFS Governing Council to make appointments of the resident and fellow members of non-elected AMA Councils for confirmation by the AMA Board of Trustees or President-Elect as appropriate, and to other bodies of the Association when requested. It is also the responsibility of the Governing Council to make recommendations for resident and fellow representation to bodies such as the Residency Review Committees, National Board of Medical Examiners, National Residency Matching Program, and others after the Governing Council has solicited applications from interested resident and fellows.

### **A. Resident and Fellow Representation on AMA Councils.**

1. At least one resident or fellow shall be recommended by the RFS Governing Council to the AMA president-elect for consideration for appointment to the Resident and Fellow seat on the Council on Ethical and Judicial Affairs.
2. At least one resident or fellow shall be recommended by the RFS Governing Council to the AMA Board of Trustees for consideration for appointment to the Resident and Fellow seat on the Council on Legislation.
3. At least one resident or fellow shall be recommended by the RFS Governing Council to the AMA Board of Trustees for consideration for appointment to the Resident and Fellow seat on the Council on Long Range Planning and Development.
4. At least one resident or fellow shall be recommended by the RFS Governing Council to the AMA Board of Trustees for consideration for appointment to the Resident and Fellow seat on the Liaison Committee on Medical Education (an AMA/AAMC joint committee).
5. Terms. Residents and Fellows appointed to councils shall be in accordance with the AMA Bylaws. If the resident and fellow member of a Council ceases to be enrolled in an approved program for reason other than graduation, their service on the Council shall thereupon terminate and the position shall be declared vacant. If the resident or fellow ceases to be enrolled in an approved program due to graduation of that program, they may continue to hold their post for up to 90 days or until the completion of their term whichever comes first.

- B. Standing Committees of the Resident and Fellow Section.** The Governing Council shall annually appoint standing committees including, but not limited to, long range planning, public health, medical education, legislative awareness, membership and the poster symposium, composed of members of the Section to serve annual terms to further the mission of the Section. The Governing Council shall make an open solicitation of applications from the members of the section and shall select from among those who have applied. Should there be insufficient applications in order to adequately staff these committees, the Governing Council shall be empowered to make direct solicitations and appointments to the committees.

## **XII. Miscellaneous**

- A. Parliamentary Authority.** The parliamentary authority of the AMA House of Delegates governs this organization in all parliamentary situations that are not provided for in the law or in the bylaws or adopted rules of the Resident and Fellow Section.
- B. Financial Responsibility.** Funding the RFS Governing Council is appropriated by the AMA. A listing of all meetings attended by each member of the Governing Council and members of AMA Councils, Committees, and Panels, along with an account of pertinent actions taken will be sent to RFS members semiannually.

## **XIII. Amendments**

These Internal Operating Procedures may be amended by language proposed by the RFS Governing Council with the approval of two-thirds of the members of the Resident and Fellow Section Assembly present and voting. Where the Assembly instructs the Governing Council to script bylaw amendments, the language shall be submitted at the following Assembly meeting, unless otherwise specified, shall be considered at the business meeting and shall be effective immediately upon approval by two-thirds of the Assembly present and voting, unless a different time frame is so specified and approved by a simple majority when proposed. Amendments to the Internal Operating Procedures may be contingent upon corresponding changes to the AMA Bylaws.