

1 **American Medical Association Young Physicians Section**

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3 **Internal Operating Procedures**

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7 **I. Mission and Vision Statement**

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9 The Assembly of the American Medical Association (AMA) Young Physicians Section

10 (YPS) voted that the YPS' mission and vision statement for the years 2006-2011 shall be

11 as follows:

12

13 **A. Vision Statement.** The YPS, the recognized advocate and voice for young

14 physicians and their patients, strives to achieve proportional representation for

15 young physicians and to advocate effectively for their issues within our AMA and

16 the federation of medicine.

17

18 **B. Mission Statement.** The mission of the YPS is to strengthen the value of AMA

19 membership for young physicians while maximizing young physicians'

20 contributions to the AMA's brand vision through:

21

22 1. Involvement. Promoting young physician leadership and membership

23 within the AMA and throughout the Federation.

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25 2. Advocacy. Being the voice of young physicians by influencing policy

26 development and advocacy priorities within our AMA.

27

28 3. Communications.

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30 a. Providing young physicians with timely, focused updates on the

31 AMA's progress and impact on core issues.

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33 b. Clearly communicating ways the AMA can help young physicians

34 help their patients now and in the future.

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36 c. Giving young physician members the ability to connect directly

37 YPS leadership.

1 **II. Officers/Governing Council**

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3 **A. Designations.** The officers of the YPS shall be 7 Governing Council members:
4 Chair; Chair-elect; Immediate Past Chair; Delegate; Alternate Delegate; Speaker;
5 and a Member at-Large.
6

7 **B. Authority.** The Governing Council shall direct the programs and activities of the
8 YPS. During the interval between meetings of the House of Delegates and the
9 YPS, the Governing Council shall act on behalf of the YPS in formulating
10 decisions related to the development, administration, and implementation of YPS
11 activities, programs, goals, and objectives. The Governing Council shall be
12 guided by directives adopted by the YPS Assembly. The YPS shall be notified of
13 actions taken by the Governing Council on its behalf.
14

15 **C. Eligibility.** AMA Bylaw 7.52 defines eligibility and cessation of eligibility for
16 those elected to the YPS Governing Council.
17

18 **D. Duties and Privileges.** The Governing Council shall direct the programs and
19 activities of the YPS including the creation of YPS committees, subject to the
20 approval of such programs and activities, when required, by the Board of Trustees
21 or House of Delegates of the AMA.
22

23 1. Chair. The Chair shall:

24
25 a. In the absence of the Speaker or at the request of the Speaker,
26 preside at all meetings of the YPS Assembly and transact business
27 in accordance with the current parliamentary procedure authority
28 as chosen by the AMA House of Delegates.
29

30 b. Preside over all YPS Governing Council meetings.
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32 c. Serve as the spokesperson for the YPS, except on matters pending
33 before the House of Delegates.
34

35 d. Seek to recruit and maintain AMA members.
36

37 2. Immediate Past Chair. The Immediate Past Chair shall:

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39 a. Attend all meetings of the YPS and the YPS Governing Council.
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41 b. Assist and advise the Chair.
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43 c. Seek to recruit and maintain AMA members.

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3. Chair-elect. The Chair-elect shall:
 - a. Assist the Chair and preside at meetings in the absence of the Chair or at the Chair's request.
 - b. Serve as a member of the YPS Governing Council.
 - c. Serve as the spokesperson for the YPS, if the Chair is not available, except on matters pending before the House of Delegates.
 - d. Seek to recruit and maintain AMA members.

4. Delegate. The Delegate shall:
 - a. Serve as a member of the YPS Governing Council, and represent the YPS in the House of Delegates (HOD) meeting. The Delegate has voting privileges in the HOD.
 - b. Organize and preside over the HOD Handbook Review sessions for members of the YPS attending the HOD meeting.
 - c. Be responsible for reviewing all resolutions going forward from the YPS to the HOD, present Reference Committee testimony on resolutions submitted to the HOD, summarize the actions of the HOD as they pertain to the YPS, and compile a summary of pertinent HOD actions to all YPS members.
 - d. Coordinate Reference Committee testimony and monitor other issues under consideration by the HOD, but not directly being commented on by the YPS Assembly, and have responsibility for articulating a YPS position on resolutions that he or she believe merit YPS testimony or a young physician voice. The Delegate shall vote consistent with YPS actions whenever possible, and shall use his or her own best judgment to vote on matters before the HOD in the absence of specific direction from the YPS Assembly or Governing Council.
 - e. Seek to recruit and maintain AMA members.

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- 5. Alternate Delegate. The Alternate Delegate shall:
 - a. Serve as a member of the YPS Governing Council, and represent the YPS in the HOD meeting.
 - b. Assist the YPS delegate in his or her delegate duties described above.
 - c. Seek to recruit and maintain AMA members.

- 6. Member at-Large. The Member at-Large shall:
 - a. Participate in all deliberations of the Governing Council.
 - b. Assist the Chair and Chair-elect during YPS Assembly meetings.
 - c. Assist the Delegate and Alternate Delegate during HOD meetings.
 - d. Seek to recruit and maintain AMA members.

- 7. Speaker. The Speaker shall:
 - a. Preside over the business meetings of the YPS 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.
 - b. 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.
 - c. Organize and lead an orientation for new YPS delegates at each Assembly meeting.
 - d. Work with the Governing Council in instructing the Convention Committees regarding their duties prior to each Assembly Meeting.
 - e. Assist the YPS Delegate with conducting the YPS Handbook Review process.
 - f. Refer resolutions and reports submitted for consideration at YPS Assembly business meetings to reference committees.

- g. Prepare a document summarizing parliamentary procedure used in Assembly business meetings to be published in the YPS agenda book.
- h. Review the YPS Digest of Actions for consistency with Assembly action prior to its update and distribution.

E. Terms.

- 1. Individuals elected as Chair-elect shall serve a three-year term, which will include one year as Chair-elect, one year as Chair, and one year as Immediate Past Chair, beginning at the conclusion of the Annual Meeting at which he or she was elected.
- 2. The remaining officers (Delegate, Alternate Delegate, Speaker and the Member at-Large) shall serve two-year terms, beginning at the conclusion of the Annual Meeting at which they were elected and ending at the conclusion of the Annual Meeting two years later.
- 3. Individuals may run for partial terms, so long as they disclose that information when they announce their candidacy.

F. Tenure.

- 1. The Delegate and Alternate Delegate shall serve in each representative office for no more than two terms, but a member elected to serve an unexpired term shall not be regarded as having served a term unless such member has served one full year or more.
- 2. The Governing Council Speaker and Member at-Large shall serve no more than two terms, but a member elected to serve an unexpired term shall not be regarded as having served a term unless such member has served one full year or more.

G. Vacancies.

- 1. In the event that the office of Chair shall become vacant for any reason after the Interim meeting and before the Annual meeting, the Chair-elect will assume the Chair position immediately. That individual will not move into the Immediate Past Chair position at the Annual meeting, but thereafter will serve in his/her regularly scheduled term as Chair. In the event that the office of the Chair shall become vacant for any reason after the Annual meeting and before the Interim meeting, the Immediate Past Chair shall perform the duties of the Chair through the Interim meeting, and the AMA-YPS shall hold a special election to fill the remainder of the

1 unexpired term of the Chair on the later of either the Interim meeting or
2 four weeks subsequent to the Chair vacancy.

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4 If the office of Chair-elect becomes vacant for any reason, at the next YPS
5 Assembly meeting a successor shall be elected to serve the remainder of
6 the unexpired term. In the event the office of Chair shall become vacant
7 while the office of Chair-elect is vacant, both offices shall be filled by
8 election at the next YPS Assembly meeting. The office of Chair shall be
9 filled before an election is held to fill the office of Chair-elect.

10
11 If the office of Immediate Past Chair becomes vacant for any reason, at the
12 next YPS Assembly Meeting there will be an election for a special
13 additional Member at-Large position to replace the Immediate Past Chair
14 on the Governing Council during the remainder of the unexpired term.

15
16 2. If the office of Delegate becomes vacant for any reason, the Alternate
17 Delegate shall assume the office of Delegate through the following
18 Assembly meeting. The AMA-YPS shall hold a special election to fill the
19 Delegate position at the next YPS Assembly meeting. That successor will
20 serve for the remainder of the unexpired term. If the office of Alternate
21 Delegate becomes vacant for any reason, at the next YPS Assembly
22 meeting a successor shall be elected to serve the remainder of the
23 unexpired term.

24
25 3. In the event of a vacancy in the office of a Member at-Large or Speaker, a
26 successor shall be elected at the next YPS Assembly meeting to serve the
27 remainder of the unexpired term.
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30 **III. Elections**

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32 Members of the YPS Governing Council shall be elected by voting members of the YPS
33 present at the YPS Assembly meeting.

34
35 **A. Time of Election.** All elections for YPS Governing Council positions are held at
36 the Annual Meetings of the YPS Assembly, unless there is a vacancy that needs to
37 be filled at the Interim Meeting. The Delegate shall be elected in even numbered
38 years; the Alternate Delegate shall be elected in odd numbered years. One
39 Member at-Large shall be elected in odd numbered years at the YPS Assembly
40 meeting held immediately prior to the Annual Meeting of the HOD. The Speaker
41 shall be elected to a one-year term at the 2008 Annual meeting; thereafter, the
42 Speaker shall be elected to a two-year term in odd numbered years. The
43 Governing Council shall set the day and hour of such elections and shall give the
44 members of the YPS ample notification.

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B. Eligibility.

1. To be eligible for election to the Governing Council, one must meet the criteria of AMA Bylaw 7.51.
2. Each candidate for a position on the Governing Council shall offer his or her name for only one position per ballot.
3. All candidates shall have their names placed in nomination at a time during the YPS Assembly meeting and under conditions determined by the Chair.
4. Candidates who declare their candidacy in advance shall be encouraged to submit materials that can be included in the YPS Handbook and posted online at the YPS Web site.
5. Candidates who declare their candidacy in advance of the meeting shall be given contact information for registered YPS Assembly members, should they opt to campaign in advance by phone, letter or e-mail.
6. Each candidate shall be given an opportunity to present a campaign speech. The YPS Chair shall notify each candidate in advance of the Assembly meeting as to the number of minutes available, as well as the scheduled time.
7. If a member of the Governing Council is elected to another position on the Council, nominations then shall be taken from the floor for the vacated position.

C. Nominations. Nominations for the Governing Council positions may be received in advance of the Annual Meeting, or from the floor at the YPS Assembly meeting. All candidates must complete a YPS Nomination Form.

D. Campaigns. Campaigning for positions is limited to campaign speeches, other "conversational" campaigning, and printed material which delineates the candidate's experience and expertise. Other campaign promotional material (including but not limited to buttons, flags, pins, leaflets, posters, etc.) is discouraged.

E. Voter Eligibility. Only credentialed YPS Assembly delegates shall be eligible to vote. Ballots shall be distributed by the Credentials Committee.

1 **F. Method of Election.**
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- 3 1. Where there is no contest, a majority vote without ballot shall elect. All
4 other elections shall be by ballot.
5
6 2. There shall be separate ballots for each open position.
7
8 3. A Credentials Committee shall distribute the ballots. Credentialing badges
9 must be clearly visible during this process. The number of ballots issued
10 shall be monitored.
11
12 4. Each voter must mark the ballot exactly as directed by the printed
13 instructions on the ballot. Verbal instructions also shall be given by the
14 Chair (or designee).
15
16 5. All nominees for each Governing Council office shall be listed
17 alphabetically on a single ballot. Each elector shall have as many votes as
18 the number of candidates to be elected to each position, and each vote
19 must be cast for a different nominee. No ballot shall be counted if it
20 contains fewer or more votes than the number of individuals to be elected
21 to any position, or if the ballot contains more than one vote for any
22 nominee. A nominee shall be elected if he or she has received a vote on a
23 majority of the legal ballots cast. (If no nominee receives a majority of the
24 legal ballots casts, there shall be a subsequent ballot.)
25
26 6. Subsequent Ballots. If all vacancies are not filled on the first ballot, the
27 number of nominees on subsequent ballots shall be reduced to no more
28 than twice the number of remaining vacancies less one. The nominees on
29 subsequent ballots shall be determined by retaining those who received the
30 greater number of votes on the preceding ballot and eliminating the
31 nominee(s) who received the fewest votes on the preceding ballot, except
32 where there is a tie. (In elections for a single position, the effect of this is
33 that the two receiving the highest votes will participate in one subsequent
34 ballot.)
35
36 7. Handling of Ties. A run-off election shall be held to fill any vacancy not
37 filled because of a tie vote. The YPS Chair has the right to vote in the
38 case of a tie.
39
40 8. All ballots must be turned in, whether or not a vote was cast in every race.

1 **G. Verification/Counting of Ballot.**
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- 3 1. Credentials Committee members shall collect, count and record the total
4 number of ballots received in the presence of YPS staff. If more ballots
5 are received than were distributed, the process shall be halted and the
6 results invalidated. The Credentials Committee Chair shall notify the
7 Chair of this fact. Staff shall immediately begin to print new ballots.
8
9 2. The Credentials Committee shall examine each ballot to determine if there
10 is only one designated candidate for each office. The Credentials
11 Committee will draw a single contrasting-colored line (that does not
12 interfere with the legibility of the voter's markings) through the area of
13 any ballot marked improperly for a given office indicating a void ballot for
14 that race.
15
16 3. The Credentials Committee Chair shall certify the results to the YPS Chair
17 after all races have been decided. (The sum of all candidates' votes plus
18 the voided ballots for each race plus other voided ballots must equal the
19 number of ballots received by the Credentials Committee prior to
20 certifying a winner.)
21
22 4. Vote totals shall be available on request to individual members of the YPS
23 Assembly.

1 **IV. YPS Assembly Meeting¹**
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- 3 **A.** There shall be an Assembly meeting of young physician members of the YPS
4 held on a day prior to each meeting of the HOD.
5
- 6 **B.** The meeting shall be a one-day meeting only, so as to detract as little as
7 possible from Assembly members' working days.
8
- 9 **C.** The YPS Assembly meeting, where possible, shall be held at the same hotel
10 used for the HOD. YPS representatives, where possible, should be housed in
11 the same hotel used for the HOD meeting.
12
- 13 **D.** The YPS Assembly shall be composed of designated delegates representing
14 their respective constituent state societies, specialty societies, or branches of the
15 uniformed services.
16
- 17 **E.** YPS delegates must be active physician members of the AMA who meet the
18 criteria specified in AMA Bylaw 7.51.
19
- 20 **F.** Only certified delegates may vote in YPS elections.
21
- 22 **G.** Only certified YPS delegates may make motions or propose amendments.
23
- 24 **H.** Observers and others are welcome, but can participate in debate only with
25 permission of the Chair.
26
- 27 **I.** The purposes of the meeting shall be as follows.
28
- 29 1. To hear such reports as may be appropriate.
 - 30 2. To consider and adopt resolutions for submission by the YPS to the HOD.
 - 31 3. To consider and vote upon such matters as may properly come before the
32 meeting.
 - 33 4. To elect at the YPS Assembly meeting prior to the Annual Meeting of the
34 HOD the officers and members of the Governing Council.
 - 35 5. To conduct such other business as may properly come before the meeting.
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¹ A resolution to eliminate all alternate delegates was ratified by the AMA-YPS Assembly. A corresponding report by the Council on Constitution and Bylaws that incorporates this change is pending before the AMA House of Delegates.

1 **J. Qualifications for Delegates to the YPS Assembly.**
2

- 3 1. Each delegate to the YPS Assembly must be a member of the AMA who
4 meets the requirement for membership in the YPS as set forth in AMA
5 Bylaw 7.51. However, a delegate who becomes ineligible for membership
6 in the YPS shall be permitted to continue service until the end of the
7 calendar year in which ineligibility occurs, as long as active membership
8 in the AMA is maintained.
9
- 10 2. If a delegate is elected to the Governing Council, that delegate shall be
11 required to resign as a delegate.
12
- 13 3. State Medical Society Representation. AMA Bylaw 7.53 sets forth criteria
14 for representation by constituent associations.
15
- 16 a. Each constituent (state) medical association automatically is
17 entitled to two voting delegates. Those selected to represent a state
18 medical association in our YPS as a delegate must meet the criteria
19 set forth in AMA Bylaw 7.51.
20
- 21 b. Current data regarding state medical society representation,
22 including proportional representation, shall be provided on the
23 YPS Web site.
24
- 25 c. Proportional Representation. In addition to the delegate position
26 discussed above, AMA Bylaw 7.531 states that states are eligible
27 for one or more additional delegates on the basis of proportional
28 representation (one delegate for every 1,000 AMA young
29 physician members of the state medical society). The increase
30 shall be limited to two delegates per year.
31
- 32 d. Additional YPS delegate positions shall be filled by one of the
33 following processes.
34
- 35 i. Open, democratic elections by young physicians during
36 assemblies, forums, caucuses, or other meetings which
37 have delegate elections as part of their announced agendas.
38 Those voting shall meet the definition of young physician
39 set forth in AMA Bylaw 7.51.
40
- 41 ii. Democratic elections by state constituent Governing
42 Councils, or their equivalent, whose members have been
43 elected democratically by young physicians (as defined by
44 AMA Bylaw 7.51) during assemblies, forums, caucuses, or
45 other meetings which have elections as part of their
46 announced agendas.

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- iii. The YPS Governing Council shall review the process of delegate selection for expanded states every 2 years, commencing from the most recent year an additional delegate position is added.
 - iv. Retention of Delegate. If the membership information as recorded by the AMA as of December 31 warrants a decrease in the number of representatives representing a constituent association, the constituent association shall be permitted to retain the same number of representatives, without decrease, for one year, if it promptly files with the AMA a written plan of intensified AMA membership development activities among its young physician members. If after that year the membership in the constituent association has not recovered to a level sufficient to warrant maintaining the same number of representatives, then the representation shall be decreased.
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4. National Medical Specialty Organization Representation. Current data regarding specialty medical society representation in the YPS shall be provided on the YPS Web site. The following criteria have been developed for national medical specialty organizations to qualify for representation in the YPS Assembly, pursuant to AMA Bylaw 7.533. A national medical specialty organization must:
- 26 a. Have voting representation in the House of Delegates.
 - 27
 - 28 b. Have established a mechanism that allows for the regular input of
 - 29 young physician views into the issues before the specialty society.
 - 30
 - 31 c. The delegate selected to represent a national medical specialty
 - 32 society in the YPS must meet the following criteria:
 - 33
 - 34 i. Must be a young physician as defined by AMA Bylaw
 - 35 7.51.
 - 36
 - 37 ii. Must be a member of the AMA in good standing.
 - 38
 - 39 iii. Should be chosen in a fair and equitable manner allowing
 - 40 open representation.
 - 41
 - 42 iv. Must represent the interests of their particular specialty
 - 43 society young physician constituency.

- 1 d. Application for voting status in the YPS Assembly.
- 2
- 3 i. National medical specialty societies shall submit their
- 4 requests, along with information to indicate compliance
- 5 with the criteria listed above, to the YPS Governing
- 6 Council.
- 7
- 8 ii. Each national medical specialty society represented in the
- 9 YPS Assembly shall be required to submit data to the
- 10 Governing Council once every five years to reconfirm its
- 11 qualifications for representation according to the guidelines
- 12 above. Failure to participate in the review process or to
- 13 meet these qualifications shall be reported to the YPS
- 14 Assembly for action.
- 15
- 16 5. Representation by the Federal Services. Each Federal Service (United
- 17 States Army, United States Navy, United States Air Force and the United
- 18 States Public Health Service) shall be entitled to two voting delegates.
- 19
- 20 6. Credentialing of YPS Representatives.
- 21
- 22 a. Constituent societies and national medical specialty societies
- 23 should designate their delegates as soon as possible in the year.
- 24 The names of the duly selected voting Assembly delegates from
- 25 each state and specialty society should be forwarded to the
- 26 Department of Young Physician Services by mail or e-mail
- 27 (yps@ama-assn.org) as early as possible prior to the meeting.
- 28
- 29 b. The YPS Chair shall select a Credentials Committee for on-site
- 30 credentialing verification. Committee members shall be provided
- 31 in advance of the meeting with instructions for completing their
- 32 responsibilities. A member of the YPS Governing Council shall
- 33 meet with the committee members at the meeting.
- 34
- 35 c. On the day of the opening of the Assembly meeting, credentialing
- 36 shall take place, where voting members must officially identify
- 37 themselves to the Credentials Committee as having been duly
- 38 selected to represent their state, specialty society or branch of the
- 39 armed services.
- 40
- 41 d. Every voting delegate shall receive a voting badge, which must be
- 42 worn at all times while on the floor of the Assembly.

1 **K. Rules of Order.**
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3 1. The Rules of Order shall be included in all YPS Handbooks, including
4 print and electronic versions.
5

6 2. The Assembly meeting shall be conducted pursuant to the established
7 rules of procedure presented by the YPS Chair and adopted by the
8 Assembly. These include the following procedures:
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10 a. A delegate wishing to obtain the floor shall approach the nearest
11 microphone, wait to be recognized, address the Chair, and give
12 his/her name and affiliation before speaking on the issue.
13 Observers and others may participate in the discussion with
14 permission of the Chair.
15

16 b. No one shall speak more than once on any issue or separate motion
17 until all who wish to speak have been heard. No one will speak
18 more than twice, without permission of the Chair or upon approval
19 by a majority of the Assembly.
20

21 c. The overall debate on any single issue shall be limited to no more
22 than 10 minutes, except by permission of the Chair or the majority
23 of the Assembly provided both sides have been represented on the
24 debate.
25

26 d. Any major amendments shall be presented to the Chair in writing
27 before they are placed on the floor for discussion and action.
28

29 e. Voting shall be by voice, that is the “ayes” and “nays,” except
30 where the Chair or a delegate calls for a division of the Assembly,
31 in which case a standing vote will be taken.
32

33 **L. Quorum.** Thirty voting delegates shall constitute a quorum for the YPS
34 Assembly.

1 **M. Resolutions.**
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- 3 1. YPS delegates may submit resolutions, either on behalf of themselves as
4 individuals or on behalf of their state, specialty society, or some
5 combination thereof.
6
7 2. Every resolution submitted shall identify its author, as well as identify the
8 individual and/or society which is submitting it.
9
10 4. Resolutions to the YPS Assembly must propose new policy positions for
11 the AMA, directives for action to the YPS Governing Council, and
12 directives for advocacy by the YPS Delegate and Alternate Delegate
13 within the HOD. The YPS does not accept resolutions to develop YPS
14 policy only.
15
16 5. Resolutions must be received in writing by the YPS office by a specific
17 day and time determined by the Chair. Resolutions submitted after the
18 deadline date and up until 7 days prior to the Assembly Meeting shall be
19 deemed "late" resolutions. These resolutions shall be posted on the YPS
20 Web site for online comment where possible and referred to the Reference
21 Committee for its recommendation to accept or not. The Reference
22 Committee shall consider the timeliness/urgency of late resolutions,
23 coupled with the reason(s) for lateness. If the Assembly votes by a 2/3
24 affirmative vote to accept, the Reference Committee then shall issue a
25 written recommendation for disposition of the resolution.
26
27 6. Resolutions received after the "late resolutions deadline" and through the
28 YPS Assembly meeting shall be considered "emergency resolutions." A
29 3/4 Assembly vote shall be required for acceptance.
30
31 7. All resolutions, including late and emergency resolutions, shall be posted
32 on the YPS meeting Web site for online comment, where possible.
33
34 8. Copies of all on-time, late, and emergency resolutions shall be distributed
35 to the Assembly.
36
37 9. YPS Assembly members shall be provided with a report detailing the
38 Reference Committee's recommendations for action on all resolutions
39 prior to the opening of the YPS Assembly Meeting.
40
41 10. Unless otherwise specified in an adopted resolution, the YPS Delegate and
42 Alternate Delegate, with input from other Governing Council members,
43 shall determine how best to accomplish a directive. Where a resolution to
44 the HOD is specified (and where there is no time line), the YPS Delegate
45 and Alternate Delegate shall determine the best timing for submission.

1 **N. Reports to the YPS Assembly.**

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- 3 1. The YPS Governing Council shall issue reports responding to referred
- 4 resolutions.
- 5
- 6 2. The YPS Governing Council also shall have the ability to issue reports and
- 7 recommendations addressing topics of interest.
- 8
- 9 3. The YPS Governing Council also shall issue reports that have been
- 10 mandated by the YPS Assembly.

11

12 **O. Online Testimony on Pending Resolutions and Reports.**

- 13
- 14 1. All young physicians shall be encouraged to offer online testimony on
- 15 pending resolutions and reports in advance of the meeting Agenda.
- 16
- 17 2. The YPS Web site shall include details regarding how testimony shall be
- 18 submitted.
- 19
- 20 3. All online testimony shall be posted online within a specified time and
- 21 acknowledged on receipt.
- 22
- 23 4. Online testimony shall be made available to Assembly members and the
- 24 Reference Committee.
- 25
- 26 5. The online testimony shall serve as the basis for the Reference
- 27 Committee’s recommendations.

28

29 **P. Convention Committees.**

- 30
- 31 1. Convention committees shall be appointed by the Governing Council
- 32 chair, and shall be selected from among Assembly members who
- 33 volunteer for committee service. The Chair shall strive to appoint a mix of
- 34 representatives from different geographical areas, specialties, and gender,
- 35 and that includes a mix of new and experienced YPS members.
- 36
- 37 2. The YPS shall use the following committees to expedite the conduct of
- 38 business at each meeting of the YPS Assembly.
- 39
- 40 3. Credentials Committee. The Credentials Committee shall consist of 4
- 41 delegates, one of whom is appointed to chair the committee. Its main
- 42 responsibilities are:
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- 44 a. Check-in and credential delegates.

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- b. Determine the ability of an individual to be credentialed as a voting delegate (if not preregistered).
 - c. Take vote counts during the Assembly meeting when requested by the YPS Chair.
 - d. Distribute, collect and count election ballots.
 - e. Collect meeting evaluation forms.
 - f. The committee chair also shall issue a verbal report on the number of credentialed delegates in attendance.
4. Reference Committee. The YPS has just one reference committee, and much of its work is done prior to the Assembly meeting rather than following a hearing. The committee shall be composed of 4 delegates, one of whom is appointed to chair the committee. Major responsibilities are:
- a. Review (in advance of the meeting) online testimony, staff comments and AMA policy.
 - b. Participate in a pre-meeting conference call to recommend YPS action (based on information above).
 - c. Review and propose acceptance (or nonacceptance) of "late" resolutions received after the resolution deadline.
 - d. Attend an executive committee dinner on Thursday evening to review and approve the reference committee report, to include rationale for recommended YPS action.
 - e. Hear additional testimony (in opposition or in support of reference committee recommendation).
 - f. Sit at the head table during the report presentation to the Assembly.
5. HOD Handbook Review Committee. The Handbook Review Committee shall work with the YPS Delegate and Alternate Delegate (in advance of the meeting) to:
- a. Review the HOD handbook.
 - b. Identify resolutions they believe should be discussed at the YPS Handbook Review Session or Assembly Meeting.

- 1 c. Propose an initial course of action for the YPS (active support,
2 support, oppose, no action), and compile these recommendations
3 into a report for consideration by the Assembly as a consent
4 calendar.
5
6 d. Committee members shall be assigned to review online the
7 resolutions of a specific HOD reference committee.
8
9 6. Parliamentary Procedure Committee. Committee members shall be
10 available to assist Assembly members with questions as to how best
11 accomplish their intent. The committee shall have no pre-meeting
12 assignments. The number of members shall vary according to the number
13 of volunteers, the volume of YPS business, and the size of the YPS
14 Assembly.
15
16 7. YPS Caucus Members/Monitors for HOD Reference Committees. These
17 key individuals shall "monitor" a specific HOD reference committee and
18 bring back to the AMA caucus an analysis of selected items discussed
19 during his/her assigned reference committee. This helps the YPS Delegate
20 and Alternate Delegate refine their testimony on pending issues. By
21 identifying early opposition to forthcoming YPS resolutions, the YPS has
22 time to develop strategies for overcoming objections as well as to get
23 support from other delegations. Caucus members also may be requested to
24 testify on behalf of the YPS, in the absence of the YPS Delegate and
25 Alternate Delegate. The YPS Caucus may vote to create or modify the
26 YPS position on issues of interest, when circumstances warrant, to enable
27 YPS representatives to speak on behalf of the YPS more appropriately.
28 Typically several volunteers and a Governing Council member shall be
29 assigned to each HOD Reference Committee.
30

31 **Q. Miscellaneous.**
32

- 33 1. Parliamentary Authority. The parliamentary authority of the HOD shall
34 govern the YPS in all parliamentary situations that are not provided for in
35 the law or in AMA Bylaws or adopted rules of the YPS.
36
37 2. Digest of Actions. A Digest of Actions is the official proceedings from
38 the YPS Assembly meetings, and shall include directives for action to the
39 YPS Governing Council and directives for advocacy by the YPS Delegate
40 within the HOD. An updated Digest shall be available online following
41 each YPS Assembly meeting.
42
43 3. Order of Business. Proposed Bylaw changes or changes to the YPS
44 Internal Operating Procedures shall be the first order of business for the
45 reference committee.

- 1 4. Consent calendars. A consent calendar shall be utilized for Reference
2 Committee recommendations. A consent calendar shall be utilized for the
3 recommendations of the YPS HOD Handbook Review Committee
4 recommendations.
- 5
- 6 5. C. Clayton Griffin, MD, Memorial Luncheon. A luncheon named in
7 honor of former YPS Governing Council member C. Clayton Griffin, MD
8 (deceased) shall be convened at every YPS Assembly Meeting.
- 9
- 10 6. Recycling. Provisions for recycling of meeting materials shall be
11 available at every YPS Assembly Meeting, where possible.
- 12
- 13 7. HOD Handbooks. In advance of the meeting, Assembly members shall
14 have the option of receiving an HOD Assembly Handbook on CD-Rom.
15 A print Handbook also shall be made available at the YPS Assembly
16 Meeting.
- 17
- 18 8. Smoking. Smoking shall be prohibited at all YPS Assembly meetings,
19 including the reference committee and workshops.
- 20
- 21 9. Awards. At each Annual YPS Assembly meeting, the YPS Governing
22 Council shall present a Young at Heart Award and one or more
23 Community Service Awards. The criteria for receipt of these awards and
24 online nominations shall be available on the YPS Web site.
- 25

26 **V. Standing or Ad Hoc Committees.** An Ad Hoc Committee on Bylaws will be
27 constituted to review the IOP and AMA Bylaws every five years. The Governing
28 Council shall have the option of appointing committees composed of members of the
29 YPS to further the mission of the YPS. The Governing Council shall make an open
30 solicitation from the members of the YPS and/or Assembly and shall select from among
31 those who have applied.

32
33
34 **VI. Liaisons to Other AMA Groups.**

35
36 **A.** According to AMA Bylaws, the YPS shall maintain a designated seat for a young
37 physician on the following AMA bodies:

- 38
- 39 1. Minority Affairs Consortium. The YPS Governing Council shall solicit
40 for nominations and then choose a representative from among the
41 nominations received.
- 42
- 43 2. Women Physicians Congress. The YPS Governing Council shall solicit
44 for nominations and then shall select 2 potential YPS representatives, who
45 are then elected from among the Women Physicians Congress
46 membership.

1 3. Advisory Committee on Gay, Lesbian, Bisexual and Transgender Issues.
2 The YPS Governing Council shall solicit for nominations and then select a
3 representative from among the nominations received.

4
5 The YPS Governing Council will always solicit nominations for vacant positions.
6 New applicants who have not previously served and incumbents will receive
7 equal consideration.

8
9 **B.** All liaisons must meet the YPS definition of young physician at the time they take
10 office for these positions.

11
12 **C.** The YPS Governing Council shall, upon request, provide a liaison to other
13 groups. For example, the YPS Governing Council designates a young physician
14 representative to serve on the AMA Surgical Caucus Governing Council.

15
16 **D.** Governing Council members themselves may represent the YPS or young
17 physicians on various internal AMA task forces. The Governing Council also has
18 the option of selecting a non-Council member to represent the YPS on various
19 internal AMA task forces.

20
21
22 **VII. Governing Council Rules for Endorsing AMA Board of Trustees and Elected**
23 **Councils Candidates**

24
25 **A.** The Governing Council shall consider only endorsements of candidates for AMA
26 Board of Trustees and elected Councils that have been nominated by another
27 organization (i.e., state or specialty society). Preference shall be given to current
28 young physicians, however alumni of the YPS Assembly who have demonstrated
29 a clear history of service to the YPS may be considered at the Governing
30 Council's discretion.

31
32 **B.** Only those candidates formally asking for an endorsement shall be considered.
33 Candidates must submit a formal request for endorsement, along with their
34 curriculum vitae, to the governing council by January 31 in the year of the
35 election; however, the Governing Council will consider requests for endorsement
36 as they are submitted, and shall provide endorsements in a timely manner.

37
38 **C.** The Governing Council shall consider all qualified candidates formally requesting
39 an endorsement from the YPS, but may opt to endorse some or all candidates as
40 circumstances allow. The YPS Governing Council shall submit an informational
41 report to the Assembly at the YPS meeting just prior to the House of Delegates
42 elections. Current or past participation in the YPS Assembly or YPS Governing
43 Council shall not be required to receive a candidate endorsement. The Governing
44 Council shall consider only candidates with the following qualifications:

1. Must be an AMA member at the time the endorsement is requested.
2. Should be active in organized medicine or involved in community or national medical entities.
3. Should have experience related to office sought.
4. Should have knowledge of the AMA as an organization representing the medical profession, and an understanding of Young Physician issues within that organization.

VIII. Governing Council Rules for Endorsements of Appointed AMA Councils/Committees/Residency Review Committees (RRCs)/American Medical Political Action Committee (AMPAC) Board

- A.** The Governing Council shall consider only endorsements of candidates that have been nominated by another organization (i.e., state or specialty society). Preference shall be given to current young physicians, however alumni of the YPS Assembly who have demonstrated a clear history of service to the YPS may be considered at the Governing Council’s discretion.
- B.** Only those candidates formally asking for an endorsement shall be considered. Candidates must submit a formal request for endorsement, along with their curriculum vitae, and the letter of nomination from sponsoring organization to the governing council for decision.
- C.** The Governing Council shall give its endorsement to all qualified candidates formally requesting an endorsement from the YPS. The Governing Council shall consider only candidates with the following qualifications:
 1. Must be an AMA member at the time the endorsement is requested.
 2. Should be active in organized medicine or involved in community or national medical entities.
 3. Should have experience related to position sought.
 4. Should have knowledge of the AMA as an organization representing the medical profession, and an understanding of Young Physician issues within that organization.
 5. Depending on the specific position and the number of vacancies, the Governing Council may consider requests for endorsement as requests are submitted, and shall notify candidates of endorsement in a timely manner.

1 **IX. Governing Council Rules for Nominations for Appointed AMA**
2 **Councils/Committees/RRCs /AMPAC Board**
3

- 4 **A.** The Governing Council may consider nominating a YPS candidate for appointed
5 AMA councils, committees, RRCs and the AMPAC Board. The YPS shall
6 consider only individuals who meet the AMA definition of young physician at the
7 time position commences.
8
- 9 **B.** Only those candidates formally asking for the YPS nomination shall be
10 considered. Candidates must submit a formal request for nomination, curriculum
11 vitae, letter of support from a federation organization, and any other required
12 documents for the nomination committee to the Governing Council for decision.
13
- 14 **C.** The Governing Council shall consider nominating candidates only with the
15 following experience:
16
- 17 1. Must be an AMA member and be a member of the YPS as specified in
18 AMA Bylaw 7.51 at the time position commences.
 - 19 2. Should be active in organized medicine or involved in community or
20 national medical entities.
21
 - 22 3. Should have experience related to position sought.
23
 - 24 4. Should have knowledge of the AMA as an organization representation the
25 medical profession, and an understanding of Young Physician issues
26 within that organization.
27
- 28
- 29 **D.** Depending on the specific position and the number of vacancies, the Governing
30 Council may consider requests for nominations as requests are submitted.
31 Candidates shall be notified of a YPS Governing Council nomination in a timely
32 manner.
33
34

35 **X. Amendments**
36

- 37 **A.** These Internal Operating Procedures may be amended by language proposed by
38 the YPS Governing Council and/or a bylaws committee with the approval of the
39 majority of the members of the YPS Assembly present and voting. Since changes
40 to the YPS Internal Operating Procedures must be approved by the AMA Board
41 of Trustees, the YPS Governing Council shall notify the YPS Assembly of any
42 proposed changes that the AMA Board does not approve.

1 **B.** Where the YPS Assembly instructs the Governing Council to recommend
2 changes to the AMA Bylaws, the language shall be submitted at the following
3 HOD meeting, unless otherwise specified. The Governing Council shall notify
4 the YPS Assembly of the outcome of the HOD deliberations.

5
6 **C.** Amendments to the YPS Internal Operating Procedures may be contingent upon
7 corresponding changes to the AMA Bylaws. The YPS Governing Council shall
8 notify the Assembly of such changes.

