



AMA Leadership Opportunities Guide

The American Medical Association is **your** organization. Through your leadership, you shape its course and its future. The AMA encourages the participation of all its members in representing the profession in all of its diversity.

The AMA prepares and distributes annually a demographic analysis of the councils, with a comparison to the physician population overall and the AMA physician membership. State and specialty societies (in nominating or sponsoring candidates); the House of Delegates (in electing council members); and the Board of Trustees, the Speakers and the President (in appointing or nominating physicians for service on AMA councils or in other leadership positions), are urged to consider the need to enhance and promote diversity. This includes the representation of women, young physicians, international medical graduates, and minorities, as well as from the areas of substantive expertise needed on the councils.

It is vital to the medical profession that such diversity is present at all levels of organized medicine. The following information outlines the various AMA leadership opportunities. This is a working document; related information from your respective associations should be forwarded to our office to be included in this document.

Appointed by the Board of Trustees:

American Medical Political Action Committee (AMPAC), (nomination deadline in September) Two year terms, four term maximum

The AMA created AMPAC in 1961 to strengthen the cause of organized medicine by making campaign contributions to medicine friendly candidates running for the US House or Senate. Over the years, AMPAC has expanded its focus to include maximizing political education and political participation of physicians and medical students, through the AMPAC Candidate's Workshop and AMPAC Campaign School, for example. The State Medical Societies have their own PACs, which support local candidates, evaluate national candidates, and forward these recommendations to AMPAC for funding. (12 members) (See last page.)

Council on Legislation, (nomination deadline in March), one year terms, eight term max.

Reports to the Board of Trustees and reviews federal legislation to ensure consistency with AMA policy. In the case of conflicts, the council recommends changes to legislation or policy. This group also reviews AMA legislative issues. It anticipates future federal legislative needs and develops model legislation for states. (14 members)

Elected by the House of Delegates (HOD):

Board of Trustees (BOT)

The Board has ultimate responsibility for setting Association priorities, and for making decisions regarding how to allocate the Association's financial resources. Also among its responsibilities are interpreting and implementing policies established by the House.

The AMA-BOT consists of nineteen members, including designated positions for a public member, young physician, resident physician, and a medical student. The Speaker and Vice Speaker serve as ex officio, non-voting members.

Each candidate for the Board of Trustees must be nominated by a member of the House of Delegates. Trustee elections are held at the Annual Meeting. An election manual is produced prior to the Annual Meeting, which contains information on all candidates for the Board of Trustees. Candidates and their sponsoring societies prepare text and submit copy for publication. It also is suggested that information concerning sponsoring and endorsing societies be included. Also suggested for inclusion is information from the candidate as to relevant biographical information, and, if desired, a personal statement. Two-minute nominating speeches for trustees are presented during the Saturday opening session of the AMA House of Delegates Annual Meeting. Also, Trustees may avail themselves of opportunities to address the various Sections during the Annual Meeting.

Council on Constitution and Bylaws, (nomination deadline in January), four year terms, two term maximum

A fact-finding and advisory committee that recommends changes in the AMA's constitution and bylaws as determined to be appropriate by the House of Delegates. (10 members)

Council on Medical Education (CME), (nomination deadline in January), four-year terms, two term maximum

Ensures that undergraduate, graduate, and continuing medical education will equip physicians to meet the ever-advancing scientific and clinical challenges of health care. This Council also reviews and develops educational policy for the Board of Trustees and House of Delegates, proposes nominees for appointments to national governing bodies, and maintains active liaisons with these groups. (12 members) Staff contact: barbara_barzansky@ama-assn.org for more information.

Council on Medical Service, (nomination deadline in January), four-year terms, two term maximum

The AMA House of Delegates established the Council on Medical Service and Public Relations. The Council was formed, in large part, due to growing concerns over proposed changes as to how health care services should be delivered and financed in the United States. By establishing the Council, the AMA committed itself to a new body that would have clear, nonscientific goals. Today, the Council continues to actively undertake studies and present policy recommendations to the House of Delegates. The Council's 1998 report, "Empowering our Patients: Individually Selected, Purchased, and Owned Health Expense Coverage." provided the basis for the AMA's current proposals for reforming the private health insurance system and expanding patient choice and health insurance coverage. Staff contact, Rob Otten, (312) 464-4735 for more information.

Council on Science and Public Health (CSPH), (nomination deadline in January), four year terms, two term maximum

The mission of the Council on Scientific Affairs (CSA) is to assure the position of the AMA as the national leader in advancing the science of medicine as the primary mechanism for improving the quality of patient care, enhancing medical progress, and enhancing the health of the public. CSA consists of eleven active members of the AMA, one of whom is a Resident. These members of the Council are elected by the House of Delegates. The Board of Trustees nominates two or more eligible members for each vacancy on the Council, and further nominations may be made from the floor of the House. Staff contact nancy_nolan@ama-assn.org for more information.

Graduate Medical Education Advisory Committee

This committee reviews and recommends to the Council on Medical Education, acceptance, rejection or modification of proposed changes in the standards for the accreditation of residency programs. GMEAC also reviews and recommends to the Council on Medical Education policy positions related to graduate medical education either on the GMEAC's initiative or as requested by the Council on Medical Education.

- Ten members, at least one of whom must be a resident physician
- The Committee meets 3-4 times a year
- Expenses are reimbursed in accordance with AMA policy
- One year appointments

Continuing Medical Education Advisory Committee

This committee reviews and recommends to the Council on Medical Education, or act as delegated by the Council on Medical Education, to implement Board of Trustees Report NN (A-81), charging the Council to maintain the AMA as an accredited sponsor of continuing medical education. It also assists in the selection of topics for video clinics and recommends steps to maintain the quality of these instruments for continuing medical education. Additionally, CMEAC reviews and recommends to the Council on Medical Education acceptance, rejection or modification of proposed changes in the standards for the accreditation of continuing medical education programs.

- Eight members, at least one of whom must be a practicing physician
- The Committee meets 3-4 times a year
- Expenses are reimbursed in accordance with AMA policy
- One year appointments

Appointed by the Board of Trustee and the Speaker of the HOD

Council on Long Range Planning and Development, (nomination deadline in March), four year terms, two term maximum

Serves as the focal point for the study of the environment of medical practice, organizational structure and government, and the AMA's policy-development system. (10 members) Contact clrpd@ama-assn.org for more information.

Nominated by the President and Elected by the HOD

Council on Ethical and Judicial Affairs (CEJA), (nomination deadline in May), seven year term, one term maximum

CEJA has original jurisdiction in all questions involving the Principles of Medical Ethics of the AMA, as well as the constitution, bylaws, and rules of the Association. The Council investigates unethical behavior, conflicts, or complaints from the AMA, specialty societies, and state societies. (10 members)

AMA Special Groups

AMA Minority Affairs Consortium (MAC)

The MAC focuses on education and advocacy on minority health issues and works to increase diversity in the profession and AMA membership. There is a sign-up membership for MAC. Nominations for Governing Council At-large (2) positions, and for the MAC Delegate to the HOD, are open to all AMA MAC members. They are elected directly by MAC members (AMA members only) via electronic balloting. Candidates must submit a statement of interest, CV, and electronic photograph to the MAC office by March. Slotted-seat representatives on the Governing Council – for the Medical Student Section, Resident and Fellows Section, Young Physicians Section, and the National Medical Association, National Hispanic Medical Association, and Association of American Indian Physicians -- are appointed by those respective organizations. (mac@ama-assn.org)

AMA Women Physicians Congress (WPC)

The WPC addresses women in medicine professional and women's health issues, representing its sign-up membership. The WPC is not represented in the HOD but helps to shape policy and advocacy in other ways. Three At-large members of the WPC Governing Council are elected directly by current WPC members (AMA members only) via electronic balloting, based on an open-nomination process. Candidates should submit their statement of interest, CV, and electronic photograph to the WPC office by March. Slotted seat representatives – representing respectively the AMA Medical Student Section, Resident and Fellows Section, Young Physician Section and the American Medical Women's Association, are also elected by the membership but based on nominations provided by their sections/AMWA. (wpc@ama-assn.org)

AMA Advisory Committee on Gay, Lesbian, Bisexual and Transgender (GLBT) Issues

The MAC advisory committee consists of 7 members appointed by the Board of Trustees and including positions for the Medical Student, Resident and Fellow, and Young Physician Sections, and the Gay and Lesbian Medical Association. The committee advises the AMA Board of Trustees and Association on issues affecting MAC patients and physicians and serves as a focal point for physicians wishing to promote awareness and education on such issues. Contact glbt@ama-assn.org

AMA Advisory Committee on Group Practice Physicians

This Committee advises the AMA Board of Trustees and staff on issues that impact or affect physicians who practice in group practice settings. The Committee consists of representatives from 17 academic and group practices throughout the US, and the executive directors of the Medical Group Management Association and the American Medical Group Association.

The Advisory Committee on Group Practice Physicians meets three times yearly to discuss policy matters and activities that bear directly on group and faculty practice plan physicians. Staff contact carrie.waller@ama-assn.org for more information.

AMA Sections

Section leadership originates from within the Assembly structure. Each section has a Governing Council and a Delegate/Alternate Delegate who are elected by the Assembly members, on-site at the respective Assembly meetings, to represent the concerns of the sections in the AMA House of Delegates. (The MSS also has regional delegates.) Each Section Assembly meets twice each year in conjunction with the AMA House of Delegates.

Medical Student Section (MSS) The AMA MSS provides a direct means for medical students to participate in the activities of the Association through a representative body based on a voting member from each medical school with provisions for schools with multiple campuses, national medical student organizations, and specialty society student sections as well. The MSS policy-making process provides a training ground for the AMA-HOD and a valuable introduction to organized medicine and policy. The strengths of the MSS include its chapter structure which provides a focal point for community service activities and recruitment.

Resident and Fellow Section (RFS) The AMA Resident and Fellow Section (AMA-RFS) provides a national forum for resident physicians and fellows. The Assembly is comprised of the delegates and alternate delegates of medical associations and other groups. The Governing Council is responsible for setting the Assembly meeting agendas and monitoring resolutions and reports through the Council meetings which are held every two months.

Young Physicians Section (YPS) The AMA defines young physicians as those physicians in professional practice, under age 40 or in their first eight years of practice, nearly a quarter of all practicing physicians. The AMA-YPS Assembly, consisting of representatives from each state and 36 specialty societies, considers resolutions and reports on policy issues, especially those of concern to young practicing physicians.

International Medical Graduates (IMG) Section Approval for an IMG Section and a seat in the AMA House of Delegates was granted at the 1996 AMA Interim Meeting, succeeding a number of ad hoc committees. The major focus of the Section is combating discrimination through the AMA policy which states that residency selection and employment decisions should be made on the basis of merit and not on where the physician received his/her medical training. The IMG Caucus is an ongoing voice for IMG interests.

Organized Medical Staff Section (OMSS)

The mission of the OMSS is to lead and assist grassroots physicians, individually and in groups, to support their role as medical leaders and advocates for excellence in patient care, professionalism and the integrity of the patient-physician relationship. The OMSS provides practical educational forums and influences the advocacy agenda through its role in the HOD. Any practicing physician may attend the OMSS educational meetings and testify at reference committee hearings. However, only one physician may be credentialed to serve as the OMSS representative of his-her hospital, health system or physician organization.

Section on Medical Schools (SMS)

The SMS serves to improve communication between practicing physicians and medical educators—and maintain the preeminence of the US medical education system. The Section provides all US medical schools a voice in House deliberations and offers a forum for discussing and developing policies on medical education and national health care issues, and helping to shape AMA policy on these issues. Currently, there are more than 550 representatives, with up to 5 representatives from each of the 125 accredited US medical schools.

Other Positions

National Medical Board of Medical Examiners, (nomination deadline in December), two year commitment, \$1100 stipend, one 3 day meeting per year (expenses are covered), category 1 CME credit, 50 hrs. work per year, candidates are chosen based on their areas of expertise and if there is an opening on that committee. The Federation of State Medical Boards of the United States, Inc., and the National Board of Medical Examiners (NBME) have established a single, three-step examination for medical licensure in the United States. USMLE provides a common evaluation system for applicants for medical licensure. Call (215) 590-9500 for more information.

Residency Review Committee (RRC) and American Medical Specialty Boards, nominations

Each year the American Medical Association (AMA) solicits recommendations from various sources for possible appointment to Residency Review Committees or nominations to American Medical Specialty Boards. The Board of Trustees is aware that there are many physicians who are AMA members and who are well qualified for appointment to these committees, but whose names and credentials have not been brought to its attention. Periodically, fifteen of the American medical specialty boards ask for recommendations for their respective Board of Directors.

The RRC proposes requirements for revising residency program accreditation standards and ensure compliance with standards by individual programs. Membership on each RRC consists of an equal number of representatives appointed by the American Medical Association, the appropriate medical specialty board, and for most, the designated national medical specialty society. The Council on Medical Education reviews all nominations and ranks the candidates; the Board of Trustees, however, actually makes the selection. Staff contact gail.cates@ama-assn.org for more information.

AMA Election Process

Introduction

Officers, Trustees, and four Councils are elected by the House of Delegates at the Annual Meeting. This democratic process allows the delegates ample opportunity to become acquainted with the candidates and their views. Nominations for these offices are widely solicited throughout the Federation. The campaigns are often spirited and are conducted under rules established by the House, which are modified from time to time. The elections are by secret ballot and are under the supervision of the Convention Committee on Rules and Credentials and the Chief Teller, who are appointed by the Speaker and Vice Speaker.

Nominations

The Board of Trustees solicits nominations for the four elected Councils twice a year. They are the Council on Constitution and Bylaws, Council on Medical Education, Council on Medical Service, and Council on Scientific Affairs. The deadline for receipt of nominations is usually mid-January of each year, so that the Board can consider the nominations at its February meeting. Once the nominees are notified and have agreed to seek office, the campaigns begin.

Officers and Trustees are nominated by their sponsoring societies during the Opening Session of the Annual Meeting; they are not nominated by the Nominating Committee of the Board of Trustees. Officer and Trustee candidates, however, usually announce their intention to seek office well in advance of the Annual Meeting either by distributing an announcement to the delegates on the last day of the Annual or Interim Meeting or by a general mailing to the delegates and alternate delegates between meetings of the House. As a courtesy and to keep the headquarters informed, these candidates are asked to send a letter to the Executive Vice President announcing their intention to seek elective office.

At the Opening Session of the Annual Meeting, Officer and Trustee candidates in a contested election will give their own two-minute nominating speech. The order of the speeches will be determined by lottery. No speeches for unopposed candidates will be given, except for President-Elect. When there is no contest for President-Elect, the candidate will ask a delegate to place his or her name in nomination and the election will then be by acclamation. When there are two or more candidates for the office of President-Elect, the Speaker will schedule a debate in front of the House of Delegates to be conducted by rules established by the Speaker. There are no nominating or seconding speeches for council candidates; the Chair of the Board of Trustees places their names in nomination at the Opening Session of the House of Delegates. At that time the Speaker will call for additional nominations from the floor.

Campaign Rules

Guiding Principles for House Elections

The following principles provide guidance on how House elections should be conducted and how the selection of AMA leaders should occur:

1. AMA delegates should: (a) avail themselves of all available background information about candidates for elected positions in the AMA; (b) determine which candidates are best qualified to help the AMA achieve its mission; and (c) make independent decisions about which candidates to vote for.
2. Any electioneering practices that distort the democratic processes of House elections, such as vote trading for the purpose of supporting candidates, are unacceptable.
3. Candidates for elected positions should comply with the requirements and the spirit of House of Delegates policy on campaigning and campaign spending.
4. Candidates and their sponsoring organizations should exercise restraint in campaign spending. Federation organizations should establish clear and detailed guidelines on the appropriate level of resources that should be allocated to the political campaigns of their members for AMA leadership positions.
5. Incumbency should not assure the re-election of an individual to an AMA leadership position.
6. Service in any AMA leadership position should not assure ascendancy to another leadership position. (I-01)

Expenses, Events/Parties and Other Activities

1. There will be only one big party at the Annual Meeting financed by a coalition or a state or specialty delegation irrespective of the number of candidates from that society or coalition. At these events, alcohol may be served only on a cash or no-host bar basis.

This would limit a candidate to only one big party at the Annual Meeting whether financed by a coalition or a state or specialty delegation. This would also limit a state or specialty society or delegation to one big party irrespective of the number of candidates from that society or coalition. (I-92, Reaffirmed and Revised, A-97)

2. Campaign gifts can be distributed at only the Annual Meeting in the non-official business folder and at one campaign party. Campaign gifts should only be distributed during the Annual Meeting and not mailed to delegates and alternate delegates in advance of the meeting. (I-92)

3. Campaign memorabilia shall be limited to either a button, pin, sticker or other low cost item, the maximum cost of which shall be determined by the Speaker of the House. No other campaign memorabilia shall be distributed at any time. (I-96)

4. The Speaker has determined the following expense limitations for campaign related giveaways.

- The cost of stickers, pins or buttons will not be included in the spending limits. Stickers, pins or buttons should be simple and not be "gifts" in disguise.
- Each candidate is limited to spending no more than one dollar (\$1.00) per delegate and alternate delegate for memorabilia and/or giveaways, including drawings or door prizes for items to be delivered either at the meeting or later. For 2003, the states, specialty societies, government services and sections are allocated 541 delegates and 541 alternate delegates for a total spending limit of \$1082. This limit applies for the entire year and is specifically intended to include the total cost of those items distributed in the bag at the Opening Session as well as any raffle or drawing conducted on behalf of a candidate. This expense may include quantity discounts available to anyone but must be calculated at full retail price regardless of the actual price spent for the item.

5. Candidates for AMA office should not attend meetings of the state medical societies unless officially invited and could accept reimbursement of travel expenses by the state society in accordance with the policies of the society. (I-93, Reaffirmed I-96)

Announcements, Literature and Publicity

1. There should be no formal campaign activities during the Interim Meeting.

This does not preclude distribution of an announcement of candidacy:

- on the last day of the Annual Meeting; OR
- on the last day of the Interim Meeting; OR
- one announcement of candidacy by a mailing prior to the Interim Meeting.

This rule would prohibit the campaign parties at the Interim Meeting and the distribution of campaign literature and gifts at the Interim Meeting. (I-92, Reaffirmed I-96)

2. Displays of campaign posters, signs and literature are prohibited in public areas of hotels in which Annual Meetings are held.

Displays of campaign posters, signs and literature in public areas of hotels in which Annual Meetings are held detract from the dignity of the position being sought and are unsightly.

Campaign posters may be displayed at the campaign parties and campaign literature may be distributed in the non-official business bag for members of the House of Delegates. (I-92, Reaffirmed I-96)

3. A reduction in the volume of telephone calls from candidates, literature and letters by or on behalf of candidates should be encouraged.

The Election Manual was initiated as a mechanism to reduce the number of telephone calls and mailings members of the House of Delegates receive from or on behalf of candidates. The Election Manual provides an equal opportunity for each candidate to present the material he or she considers important to bring before the members of the House of Delegates and should relieve the need for the additional expenditures incurred in making non-scheduled telephone calls and duplicative mailings. (I-92)

4. Publication of the AMA Election Manual should be continued. (I-96)
5. Publication of candidate interviews in AMNews should be featured prior to AMA elections. (I-96)
6. No campaign literature shall be distributed after the Opening Session of the House of Delegates. (I-96)

Interviews and Presentations

1. The Speakers' Office shall coordinate the scheduling of candidate interviews for general officer positions (Trustees, President-Elect, Speaker and Vice Speaker). (I-96)
2. The Speaker has directed that the Office of the Speaker arrange a system for scheduling candidate interview as follows:
 - Interviews will be scheduled from noon Friday up to 6:00 p.m. Monday, the night before the election. On these days interview sessions may be scheduled from 7:00 a.m. up until 9:00 p.m. except for times when the House of Delegates or Reference Committees are in session and except for when the usual hospitality suites are open.
 - Interviews for Officer and Trustee candidates will be booked in 10-minute units. Each candidate will be given one open 10-minute period of time between interviews. Each caucus can allocate one or more 10-minute units per session. Caucus staff should notify the Speakers' Office when their interview sessions are scheduled, the room name, and how many 10-minute units (candidates) should be scheduled in those time slots. The Speaker's Office will prepare and distribute the initial schedule according to the House action. Adjustments or revisions should be arranged with the caucus staff and/or other candidates affected.

Elections

The AMA elections are held on Tuesday of the Annual Meeting from 7:30 a.m. to 8:45 a.m. under the supervision of the Convention Committee on Rules and Credentials and the Chief Teller. Poll hours will not be extended beyond the times posted. All delegates eligible to vote must be in line to vote at the time appointed for the close of polls. Only credentialed delegates are permitted to cast a ballot. If a delegate cannot participate in the election he or she may have a designated alternate delegate properly credentialed at the AMA Registration Desk prior to the election. Candidates are listed on the ballot in alphabetical order by name only. AMA Bylaws require simultaneous elections that call for the exact number of votes for each vacancy. Each ballot clearly states the number of votes that should be cast. Ballots containing more or fewer votes will not be counted by the election software. During runoffs, ballots containing more or fewer votes will be declared invalid by the Chief Teller. Also during runoffs, if a delegate makes a mistake and spoils the ballot, he or she should immediately signal a Teller and request another ballot. A majority vote of the ballots cast is required for election.

If all of the vacancies are not filled on the first ballot, a runoff ballot will be distributed and collected by the Tellers on the floor of the House. AMA Bylaws dictate that if three or more members of the Board of Trustees or any Council are still to be elected, the number of nominees in the runoff election shall be no more than twice the number of remaining vacancies less one. If two or fewer members of the Board or Council are still to be elected, the number of nominees in the runoff shall be no more than twice the number of remaining vacancies. In either case, the nominees in runoff elections are determined by retaining those who received the greater number of votes on the preceding ballot and eliminating the nominee(s) who received the fewest number of votes on the preceding ballot, except where there is a tie. This process will continue until all the vacancies are filled. Those candidates who are elected officially take office at the conclusion of the Annual Meeting.

American Medical Political Action Committee (AMPAC) Candidates Workshop and Campaign School

At the candidate's workshop you will learn from Republican and Democratic political experts how to unlock the mysteries of politics. You will learn how and when to make the decision to run, the secrets of effective fundraising, the role of the spouse and family, and how to become a better political speaker. Get the answers to your questions, and determine if this is the path to follow. Learn what makes a winning candidate. Bring your spouse, it's a family affair. At campaign school you will obtain insider tactics and political training are taught by experts from both ends of the political spectrum. Campaign School teachers are the people who are currently advising and assisting campaigns at every level around the country. You will develop a new understanding of how campaigns are run. And you will become an invaluable source of ideas and wisdom that can help your candidate reach out to voters, inspire them to commit to your candidate, and bring in the winning votes.

Contact the AMA's Division of Political Education at 202-789-7466 for more information about either training session. **The registration fee is waived for all members of the AMA and their spouses who are not presently candidates for federal office. Special rules and fees apply to candidates for federal office. There is a \$1000 registration fee for all non-AMA members**

For more information:
Office of Special Groups; Women, Minority, GLBT Services
Phyllis Kopriva, Director (312) 464-4392
phyllis.kopriva @ama-assn.org for further information.

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