

## **Council on Long Range Planning and Development (CLRPD)**

### **Process for Evaluating an Application for Section Status**

1. An applicant submits its Letter of Application to CLRPD.
2. The CLRPD reviews the completed Letter of Application and may request additional information.
3. The CLRPD makes arrangements for a face-to-face meeting with members of the group's governing council.
4. Steps 2 and 3 may be repeated.
5. The CLRPD applies the adopted criteria to evaluate the group's proposal.
6. The CLRPD prepares a report, which includes the Council's recommendations on the proposal, and submits it to the Board of Trustees (BOT). The contents of the CLRPD report, including the Council's recommendations, are confidential until the CLRPD submits its report to the House of Delegates (HOD).
7. As part of the process, the development of a fiscal note may be required.
8. The CLRPD submits its report to the HOD, which makes the final determination.

**Council on Long Range Planning and Development  
LETTER OF APPLICATION**

Date

AMA – Council on Long Range Planning and Development (CLRPD)  
330 North Wabash Avenue  
Chicago, IL 60611-5885

Re: Application for Section Status

Dear \_\_\_\_\_:

As (title) of the (group), I am submitting the following information in compliance with the AMA Bylaws on Sections, which state a member component group seeking Section status may submit an application to the Council on Long Range Planning and Development, which will make its recommendation to the House of Delegates through the Board of Trustees, or a resolution may be submitted for Section status.

**Criteria 1: Issue of Concern** - *Focus will relate to concerns that are distinctive to the subset within the broader, general issues that face medicine. A demonstrated need exists to deal with these matters, as they are not currently being addressed through an existing AMA group.*

- Please identify the specific and unique issues and concerns of medicine that your group addresses. What unique perspective would your members offer and what influence might they have on policy?
- What other AMA units address these issues and how does your group collaborate with the units?
- What would your group contribute to the AMA's operations?

**Criteria 2: Consistency** - *Objectives and activities of the group are consistent with those of the AMA. Activities make good use of available resources and are not duplicative.*

- Please describe the proposed objectives of your group.
- Please describe the activities of your group and how your group is distinct from other existing AMA component groups.
- How might these activities change if the group became a section?
- How have the activities of your group used available resources and avoided duplication?

**Criteria 3: *Appropriateness*** - *The structure of the group will be consistent with its objectives and activities.*

- How does your group identify specific qualifications for members of its governing council?
- Please provide a detailed description of how your group is currently organized.
- If your group were to become a section, please explain how your group will be structured, including the leadership structure.

**Criteria 4: *Representation Threshold*** - *Members of the formal group would be based on identifiable segments of the physician population and AMA membership. The formal group would be a clearly identifiable segment of AMA membership and the general physician population. A substantial number of members would be represented by this formal group. At minimum, this group would be able to represent 1,000 AMA members. It is important to note this threshold will not be used to determine representation as each new group will be allocated only one delegate and one alternate delegate.*

- How are members of your group identified and how many members represented by your group are current members of the AMA?
- Does your group represent at least 1000 AMA members?

**Criteria 5: *Stability*** - *The group has a demonstrated history of continuity. This segment can demonstrate an ongoing and viable group of physicians will be represented by this section and both the segment and the AMA will benefit from an increased voice within the policymaking body.*

- In its present form, how long has your group been in existence?
- Has membership in your group increased or decreased over the past 5 years?
- How often does your group meet and typically how many members attend your group's meetings?
- Please describe the progression of your group from its inception to its present structure.

**Criteria 6: *Accessibility*** - *Provides opportunity for members of the constituency who are otherwise under-represented to introduce issues of concern and to be able to participate in the policymaking process within the AMA House of Delegates (HOD).*

- Please describe how your group provides opportunities for under-represented members of the constituency to address issues of concern.

CLRPD Letter of Application for Section Status

- Please explain why it is believed that members of your group are under-represented.
- If your group became a section, how would it contribute to the AMA's advocacy agenda?
- How does your group develop consensus on pending HOD resolutions?

**Please attach pertinent group handouts, membership reports, etc. to the Letter of Application.**