

1 **American Medical Association Young Physicians Section**

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3 **Internal Operating Procedures**

4

5 **I. Name**

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7 The name of this organization shall be the Young Physicians Section of the American Medical

8 Association (AMA-YPS). This is a special section for young physician members of the AMA as

9 set forth in AMA Bylaw 7.5.

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12 **II. Mission and Vision Statement**

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

15 voted that the YPS’ mission and vision statement shall be as follows:

16

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

18 and their patients, strives to achieve proportional representation for young physicians and

19 to advocate effectively for their issues within our AMA and the Federation of medicine.

20

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

22 membership for young physicians while maximizing young physicians’ contributions to

23 the AMA’s brand vision through:

24

25 1. Involvement. Promoting young physician leadership, bilateral mentorship, and

26 membership within the AMA and throughout the Federation.

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28 2. Advocacy. Serving as the voice of young physicians by influencing policy

29 development and advocacy priorities within our AMA.

30

31 3. Communications.

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33 a. Providing young physicians with timely, focused updates on the AMA’s

34 progress and impact on core issues.

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36 b. Communicating ways the AMA can help young physicians help their

37 patients now and in the future.

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39 c. Giving young physician members the ability to connect directly to YPS

40 leadership.

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43 **III. Membership**

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45 Membership shall be limited to young physician members of the AMA as defined in AMA Bylaw

46 7.5.1.

1 **IV. Officers/Governing Council**

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

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

15 **C. Eligibility.** AMA Bylaw 7.5.2 defines eligibility and cessation of eligibility for those
16 elected to the YPS Governing Council.
17

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

23 1. Chair. The Chair shall:

- 24
25 a. Serve as the spokesperson for the YPS and its policy, except on matters
26 pending before the House of Delegates.
27
28 b. Have primary responsibility for setting the agendas for all YPS meetings.
29
30 c. Preside over all Governing Council meetings and portions of the YPS
31 Assembly Meetings
32
33 d. Have primary responsibility for appointing the Convention Committees.
34 The Convention Committees consist of the Credentials Committee, the
35 Reference Committee, the HOD Handbook Review Committee, the
36 Parliamentary Procedure Committee, and the House Coordination
37 Committee.
38
39 e. In the absence of the Speaker or at the request of the Speaker, preside or
40 appoint a designee to preside at all meetings of the YPS Assembly and
41 transact business in accordance with the current parliamentary authority
42 as chosen by the AMA House of Delegates.
43
44 f. Seek to recruit and maintain AMA members.
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46 2. Immediate Past Chair. The Immediate Past Chair shall:

- 47
48 a. Assist and advise the Chair.
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50 b. Attend all meetings of the YPS and the YPS Governing Council.

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- c. Seek to recruit and maintain AMA members.
- 3. Chair-Elect. The Chair-Elect shall:
 - a. Assist the Chair and preside at Governing Council meetings in the absence of the Chair or at the Chair's request.
 - b. Serve as the spokesperson for the YPS, and its policy if the Chair is not available, except on matters pending before the House of Delegates.
 - c. Seek to recruit and maintain AMA members.
 - d. Organize, with the assistance of the Member At-Large, an orientation for new YPS representatives at each Assembly Meeting.
- 4. Delegate. The Delegate shall:
 - a. Represent the YPS in the House of Delegates (HOD) meeting. The Delegate has voting privileges in the HOD.
 - b. Be responsible for organizing the HOD Handbook Review sessions for members of the YPS. This shall include coordinating discussion of the HOD Handbook by the Handbook Review Committee prior to the Assembly Meeting, as well as working with the Speaker to coordinate the Handbook review at the Assembly Meeting.
 - c. Observe deliberations during the Assembly HOD Handbook Review. At the discretion of the Speaker, the Delegate may ask questions or suggest potential courses of action during the discussion so as to best elicit the will of the Assembly. However, the Speaker shall be primarily responsible for conducting deliberations during the HOD Handbook Review.
 - d. Be responsible for reviewing all resolutions in the HOD with emphasis on those resolutions forwarded from the YPS, present HOD 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 for distribution to all YPS members.
 - e. Coordinate HOD 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 HOD resolutions that he or she believes 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.

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- f. Serve as liaison between the YPS and other Sections on policymaking issues.
 - g. Seek to recruit and maintain AMA members.
5. Alternate Delegate. The Alternate Delegate shall:
- a. Assist the YPS Delegate in his or her Delegate duties described above.
 - b. Seek to recruit and maintain AMA members.
6. Member At-Large. The Member At-Large shall:
- a. Assist the Speaker during the YPS Assembly Meeting.
 - b. Organize, with the assistance of the Chair-Elect, an orientation for new YPS representatives at each Assembly Meeting.
 - c. Assist the Delegate and Alternate Delegate during HOD meetings.
 - d. Identify recruitment and retention opportunities for the Section.
 - e. Serve as liaison between the YPS and other Sections in collaborative efforts outside of policymaking activities.
 - f. Distribute information on advocacy activities of the AMA and partner organizations to the YPS membership.
 - g. Seek to recruit and maintain AMA members.
7. Speaker. The Speaker shall:
- a. Preside over deliberations, including the HOD Handbook Review and elections in the YPS Assembly and shall perform such duties as custom and parliamentary procedures require.
 - b. Implement the agenda for the YPS Assembly Meetings.
 - c. Provide for oversight and enforcement of the YPS Campaign Rules as specified in YPS Internal Operating Procedures Section V, Sub-section D.
 - d. Assist-the Chair in appointing the Convention Committees and instructing the committees regarding their duties prior to each Assembly Meeting.
 - e. Refer resolutions and reports submitted for consideration at YPS Assembly business meetings to Reference Committees.

- 1 f. Prepare a document, to be published in the YPS agenda book,
2 summarizing parliamentary procedure used in Assembly business
3 meetings.
4
5 g. Review the YPS Digest of Actions for consistency with Assembly action
6 prior to its update and distribution.
7

8 **E. Terms.**
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- 10 1. Individuals elected as Chair-Elect shall serve a three-year term, which will
11 include one year as Chair-Elect, one year as Chair, and one year as Immediate
12 Past Chair, beginning at the conclusion of the Annual Meeting at which he or she
13 was elected.
14
15 2. The remaining officers (Delegate, Alternate Delegate, Speaker and the Member
16 At-Large) shall serve two-year terms, beginning at the conclusion of the Annual
17 Meeting at which they were elected and ending at the conclusion of the Annual
18 Meeting two years later.
19
20 3. Individuals may run for partial terms, so long as they disclose that information
21 when they announce their candidacy.
22

23 **F. Term Limits.**
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- 25 1. An individual shall serve no more than one term as Chair, Chair-Elect, or
26 Immediate Past Chair. No number of years of prior Governing Council service
27 shall disqualify an individual from being elected Chair-Elect.
28
29 2. The Delegate, Alternate Delegate, Speaker and Member At-Large shall serve in
30 each representative office for no more than two terms, but a member elected to
31 serve an unexpired term shall not be regarded as having served a term unless
32 such member has served one full year or more.
33

34 **G. Vacancies.**
35

- 36 1. Chair: In the event that the office of Chair shall become vacant, the Chair- Elect
37 will assume the Chair position immediately. That individual will not move into
38 the Immediate Past Chair position at the Annual Meeting, but thereafter will
39 serve his or her regularly scheduled term as Chair.
40
41 2. Immediate Past Chair: If the office of Immediate Past Chair becomes vacant for
42 any reason, at the next YPS Assembly Meeting there will be an election for a
43 special additional Member At-Large position to replace the Immediate Past Chair
44 on the Governing Council during the remainder of the unexpired term.
45
46 3. Other Members of the Governing Council: In the event of a vacancy in the office
47 of Chair-Elect, Delegate, Alternate Delegate, Member At-Large or Speaker, a
48 successor shall be appointed by the Chair to serve a term that expires at the end
49 of the next House of Delegates meeting. An open election will be held at the
50 Assembly meeting to determine who will serve the unexpired term following the

1 House of Delegates meeting to the next regularly scheduled election for that
2 position.

- 3
4 4. In the event of a temporary absence in the positions of the Governing Council,
5 the Chair or a designee of the Chair may appoint a replacement to serve a defined
6 term accounting for the temporary absence. The Chair shall inform YPS
7 Assembly members of the vacancy. The individual filling this temporary
8 appointment must have been certified as a representative to the YPS Assembly as
9 specified in YPS Internal Operating Procedures Section VI, Sub-section F.

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12 **V. Elections**

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14 Members of the YPS Governing Council shall be elected by voting members of the YPS present
15 at the YPS Assembly Meeting.

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17 **A. Time of Election.** All elections for YPS Governing Council positions are held at the
18 Annual Meetings of the YPS Assembly immediately prior to the Annual Meeting of the
19 HOD, unless there is a vacancy that needs to be filled at the Interim Meeting. The Chair-
20 Elect shall be elected at every Annual Meeting. The Delegate shall be elected in even
21 numbered years. The Speaker and Alternate Delegate shall be elected in odd numbered
22 years. The Member At-Large shall be elected to a two-year term in even numbered years.
23 The Speaker shall set the day and hour of such elections and shall give the members of
24 the YPS ample notification.

25
26 **B. Eligibility.**

- 27
28 1. To be eligible for election to the Governing Council, one must meet the criteria
29 of AMA Bylaw 7.5.1.
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31 2. Each candidate for a position on the Governing Council shall be eligible to offer
32 his or her name for only one position per ballot.
33
34 3. Members of the Governing Council, except for the Chair, Chair-Elect, or
35 Immediate Past Chair, are eligible to run for reelection to their own position or
36 for election to another position. All Governing Council members are eligible to
37 run for another position on the Council.
38

39 **C. Nominations.** Nominations for the Governing Council positions may be received in
40 advance of the Annual Meeting, or from the floor at the YPS Assembly Meeting. All
41 candidates must complete a YPS Nomination Form. All nominations shall close
42 simultaneously at a specific time designated by the Speaker.
43

44 **D. Campaigns.**

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

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2. 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 website.
 3. Candidates who declare their candidacy in advance of the meeting and who choose to campaign in advance by phone or letter, shall be given contact information for registered YPS Assembly members.
 4. Each candidate shall be given an opportunity to present a campaign speech. The Speaker shall notify each candidate in advance of the Assembly Meeting as to the number of minutes available, as well as the scheduled time.
 5. In contested elections, the Speaker will organize a question and answer session for all candidates during the YPS Assembly Meeting. Candidates will be given a specific time and rules for the question and answer session in advance of the YPS Assembly.
- E. Voter Eligibility.** Only Governing Council members and credentialed YPS Assembly representatives shall be eligible to vote. Ballots shall be distributed by the Credentials Committee.
- F. Method of Election.**
1. Where there is no contest, the election shall be by acclamation. All other elections shall be by ballot.
 2. In even numbered years, the Chair-Elect shall be elected first, followed by the Delegate, and then the Member At-Large
 3. In odd numbered years, the Chair-Elect shall be elected first, followed by the Speaker, and then the Alternate Delegate.
 4. The Credentials Committee shall distribute the ballots. Credentialing badges must be verified to receive a ballot. The number of ballots issued shall be monitored.
 5. Each voter must mark the ballot exactly as directed by the instructions on the ballot. Verbal instructions also shall be given by the Speaker.
 6. All nominees for an open or vacant Governing Council position shall be listed alphabetically on a single ballot. Each elector shall have as many votes as the number of candidates to be elected to each position, and each vote must be cast for a different nominee. A nominee shall be elected if he or she has received a majority vote of the legal ballots cast. (If no nominee receives a majority of the legal ballots cast, there shall be a subsequent ballot.)
 7. Subsequent Ballots. If no candidate receives a majority of the legal ballots cast, the two candidates (or more in the case of a tie) who receive the most votes shall be placed on a subsequent ballot and voting shall recommence.

- 1 8. Handling of Ties. In the event of a tie vote, a run-off election shall be held.
2
3 9. All paper ballots must be returned to the Credentials Committee, whether or not a
4 vote was cast in every race.
5

6 **G. Verification/Counting of Ballot.**
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- 8 1. Credentials Committee members shall collect, count and record the total number
9 of ballots received in the presence of YPS staff. If more ballots are received than
10 were distributed, the process shall be halted and the results invalidated. The
11 Credentials Committee Chair shall notify the Speaker of this fact. Staff shall
12 immediately begin to print new ballots.
13
14 2. The Credentials Committee shall examine each ballot to determine if there is
15 only one designated candidate for each office. No ballot shall be counted if it
16 contains fewer or more votes than the number of individuals to be elected to any
17 position, or if the ballot contains more than one vote for any nominee. The
18 Credentials Committee will draw a single contrasting-colored line (that does not
19 interfere with the legibility of the voter's markings) through the area of any ballot
20 marked improperly for a given office indicating a void ballot for that race.
21
22 3. The Credentials Committee Chair shall certify the results to the Speaker after all
23 races have been decided. (The sum of all candidates' votes plus the voided
24 ballots for each race plus other voided ballots must equal the number of ballots
25 received by the Credentials Committee prior to certifying a winner.)
26
27 4. Vote totals shall be available on request to individual members of the YPS
28 Assembly.
29
30 5. Appeals must be made prior to the conclusion of the Assembly Meeting.
31 Appeals shall be evaluated by the Credentials Committee and resolved by the
32 Speaker.
33
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35 **VI. YPS Assembly Meeting**
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37 There shall be an Assembly Meeting of the YPS held on a day prior to each meeting of the AMA
38 House of Delegates.
39

40 **A. Call to the Meeting.** At least 30 days prior to the meeting, notice shall be sent to all
41 YPS members detailing the time, place and other relevant details regarding the meeting.
42

43 **B. Purpose of the Meeting.**
44

- 45 1. To hear such reports as may be appropriate.
46 2. To consider other business and vote upon such matters as may properly come
47 before the meeting.
48
49 3. To adopt resolutions for submission by the Section to the House of Delegates.

1 4. To hold elections.
2

3 **C. Duration of the meeting.** The meeting shall be a one-day meeting only, so as to
4 minimize days away from work for Assembly and Governing Council members.
5

6 **D. Participation.**
7

8 1. Only credentialed Assembly representatives and Governing Council members
9 shall have the right to vote, but the meeting floor and right to testify shall be open
10 to all AMA-YPS members. The Speaker may grant others the privilege of the
11 floor. No representative may be certified at any meeting to represent more than
12 one organization in the YPS Assembly.
13

14 2. The YPS Assembly Meeting, where possible, shall be held at the same hotel used
15 for the HOD. YPS representatives, where possible, should be housed in the same
16 hotel used for the HOD meeting.
17

18 **E. Procedure.**
19

20 1. Agenda: At least 21 days prior to the Assembly Meeting, the agenda shall be
21 sent to the YPS representatives. The order of business will be set by the Speaker
22 prior to the meeting.
23

24 2. Rules of Order: The Assembly Meeting shall be conducted pursuant to the
25 established rules of order submitted by the Speaker and adopted by the
26 Assembly. The parliamentary authority used by the AMA House of Delegates
27 shall govern the Assembly Meeting in all matters not otherwise specified in the
28 adopted rules of order mentioned above.
29

30 3. Quorum. Thirty voting representatives shall constitute a quorum for the YPS
31 Assembly.
32

33 **F. Qualifications for Representatives to the YPS Assembly.**
34

35 1. Each representative to the YPS Assembly must be a member of the AMA who
36 meets the requirement for membership in the YPS as set forth in AMA Bylaw
37 7.5.1. However, a representative who becomes ineligible for membership in the
38 YPS shall be permitted to continue service until the end of the calendar year in
39 which ineligibility occurs, as long as active membership in the AMA is
40 maintained.
41

42 2. If a representative is elected to the Governing Council, that representative shall
43 be required to resign as a representative at the time that his or her term on the
44 Governing Council commences.
45

46 3. State Medical Society Representation. AMA Bylaw 7.5.3 sets forth criteria for
47 representation by constituent associations.
48

49 a. Each constituent (state) medical association automatically is entitled to
two voting representatives. Those selected to represent a state medical

1 association in our YPS as representatives must be AMA members in
2 good standing and meet the criteria set forth in AMA Bylaw 7.5.1.
3

4 b. Proportional Representation. In addition to the representative positions
5 discussed above, AMA Bylaw 7.5.3.1 states that constituent medical
6 associations are eligible for additional representatives on the basis of
7 proportional representation (two representatives for every 1,000 AMA
8 young physician members of the constituent medical association).
9

10 c. Additional YPS representative positions shall be filled by one of the
11 following processes.
12

13 i. Open, democratic elections by young physicians during
14 assemblies, forums, caucuses, or other meetings which have
15 elections as part of their announced agendas. Those voting shall
16 meet the definition of young physician set forth in AMA Bylaw
17 7.5.1.
18

19 ii. Democratic elections by state constituent Governing Councils, or
20 their equivalent, whose members have been elected
21 democratically by young physicians (as defined by AMA Bylaw
22 7.5.1) during assemblies, forums, caucuses, or other meetings
23 which have elections as part of their announced agendas.
24

25 iii. The YPS Governing Council shall review the process of
26 representative selection for expanded states every 2 years,
27 commencing from the most recent year an additional position is
28 added.
29

30 d. Retention of Representatives. If the membership information as recorded by
31 the AMA as of December 31 warrants a decrease in the number of
32 representatives representing a constituent association, the constituent
33 association shall be permitted to retain the same number of representatives,
34 without decrease, for one year, if it promptly files with the AMA a written
35 plan of intensified AMA membership development activities among its
36 young physician members. If after that year the membership in the
37 constituent association has not recovered to a level sufficient to warrant
38 maintaining the same number of representatives, then the representation shall
39 be decreased accordingly. Our YPS annually shall obtain AMA young
40 physician membership data and communicate any loss greater than 5% from
41 a particular constituent medical association to that society.
42

43 4. National Medical Specialty Society Representation. AMA Bylaw 7.5.3.1 sets
44 forth criteria for representation by national medical specialty societies.
45

46 a. Each national medical specialty society granted representation in the
47 AMA House of Delegates is automatically entitled to two voting
48 representatives. Those selected to represent a national medical specialty
49 society in our YPS as representatives must be AMA members in good
50 standing and meet the criteria set forth in AMA Bylaw 7.5.1.

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- b. Proportional Representation. In addition to the representative positions discussed above, AMA Bylaw 7.5.3.1 states that national medical specialty societies are eligible for additional representatives on the basis of proportional representation (two representatives for every 1,000 AMA young physician members of the national medical specialty society).
 - c. Additional YPS representatives. Those specialty societies who are eligible for more than two representatives, per Bylaw 7.5.3.1.1, shall select those representatives according to the rules and criteria developed by the Governing Council and approved by the Board of Trustees to ensure that they are selected in a fair and equitable manner allowing open representation.
 - d. The representative selected to represent a national medical specialty society in the YPS must be an AMA member in good standing and meet the following criteria:
 - i. Must be a young physician as defined by AMA Bylaw 7.5.1.
 - ii. Should be chosen in a fair and equitable manner allowing open representation.
 - iii. Must represent the interests of their particular specialty society young physician constituency.
5. The Federal Services Representation. Each Federal Service (United States Army, United States Navy, United States Air Force, the United States Public Health Service, and the Department of Veterans Affairs) shall be entitled to two voting representatives.
6. Credentialing of YPS Representatives.
- a. Constituent societies, Federal Services and national medical specialty societies may designate their representatives as soon as possible in the year. The names of credentialed Assembly representatives from each state, Federal Service and specialty society should be forwarded to the YPS Staff at least 30 days prior to the meeting.
 - b. The Chair, with the assistance of the Speaker, shall select a Credentials Committee for on-site credentialing verification. Committee members shall be provided at least 30 days in advance of the meeting with instructions for completing their responsibilities. A member of the YPS Governing Council shall meet with the committee members at the meeting.
 - c. On the day of the opening of the Assembly Meeting, credentialing shall take place, where voting members must officially identify themselves to the Credentials Committee as having been selected to represent their state, specialty society or Federal Services.

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2 d. Every voting representative shall receive a voting badge, which must be
3 worn at all times while on the floor of the Assembly.
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5 **G. Rules of Order.**
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- 7 1. The Rules of Order shall be included in all YPS Handbooks, including print and
8 electronic versions.
9
10 2. The Assembly Meeting shall be conducted pursuant to the established rules of
11 order presented by the Speaker and adopted by the Assembly. These include the
12 following procedures:
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14 a. Any AMA-YPS member wishing to obtain the floor shall approach the
15 nearest microphone, wait to be recognized, address the Speaker or Chair,
16 and give his or her name, affiliation, for whom he or she is speaking, and
17 whether he or she speaks for or against the current motion, before
18 speaking on the issue. Observers and others may participate in the
19 discussion with permission of the Speaker or Chair.
20
21 b. No one shall speak more than once on any issue or separate motion until
22 all who wish to speak have been heard.
23
24 c. So as not to hinder debate, time limits for discussion on any single issue
25 shall not be imposed. Should discussion become lengthy, a
26 representative to the Assembly may make a motion to the Assembly to
27 limit debate. Such motion would need a 2/3 vote to be passed. Ample
28 time should be allowed for any member to be heard on an issue before
29 debate is closed.
30
31 d. Any major amendments shall be presented to the Speaker in writing
32 before they are placed on the floor for discussion and action.
33
34 e. Voting shall be by voice, that is "yes" and "no," except where the
35 Speaker, Chair or a representative calls for a division of the Assembly, in
36 which case a counted vote will be taken.
37

38 **H. Resolutions.**
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- 40 1. YPS representatives may submit resolutions, either on behalf of themselves as
41 individuals or on behalf of their state, Federal Service, specialty society, or some
42 combination thereof.
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44 2. Every resolution submitted shall identify the individual and/or society which is
45 submitting it.
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47 3. Resolutions to the YPS Assembly must propose new policy positions for the
48 AMA, directives for action to the YPS Governing Council, and/or directives for
49 advocacy by the YPS Delegate and Alternate Delegate within the HOD. The YPS
50 does not accept resolutions to develop YPS policy only.

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4. Resolutions must be received in writing by the YPS office by a specific day and time determined by the Governing Council. Resolutions submitted after the deadline date and up until 7 days prior to the Assembly Meeting shall be deemed "late" resolutions. These resolutions shall be posted on the YPS website for online comment where possible and referred to the Reference Committee for its recommendation to accept or not. The Reference Committee shall consider the timeliness/urgency of late resolutions, coupled with the reason(s) for lateness. If the Assembly votes by a 2/3 affirmative vote to accept for consideration, the Reference Committee then shall issue a written recommendation for disposition of the resolution.
5. Resolutions received after the "late resolutions deadline" and through the YPS Assembly Meeting shall be considered "emergency resolutions." A 3/4 Assembly vote shall be required for acceptance.
6. All resolutions, including late and emergency resolutions, shall be posted on the YPS meeting website for online comment, where possible.
7. Copies of all late, and emergency resolutions shall be distributed to the Assembly.
8. YPS Assembly members shall be provided with a report detailing the Reference Committee's recommendations for action on all resolutions prior to the opening of the YPS Assembly Meeting.
9. Unless otherwise specified in an adopted resolution, the YPS Delegate and Alternate Delegate, with input from other Governing Council members, shall determine how best to accomplish a directive. Where a resolution to the HOD is specified (and where there is no time line), the YPS Delegate and Alternate Delegate shall determine the best timing for submission. Each adopted resolution shall be forwarded to the HOD within a year, including the meeting immediately following the YPS meeting at which the resolution was adopted.

I. Reports to the YPS Assembly.

1. The YPS Governing Council shall issue reports responding to referred resolutions. In the case that a report is not finished by the next YPS meeting, a status report on that topic shall be provided to the YPS Assembly.
2. The YPS Governing Council also shall have the ability to issue reports and recommendations addressing topics of interest.
3. The YPS Governing Council also shall issue reports that have been mandated by the YPS Assembly.

J. Online Testimony on Pending Resolutions and Reports.

1. All young physicians shall be encouraged to offer online testimony on pending resolutions and reports in advance of the meeting.

- 1 2. The YPS website shall include details regarding how testimony shall be
2 submitted.
- 3
- 4 3. All online testimony shall be posted online within a specified time.
- 5
- 6 4. Online testimony shall be made available to Assembly members and the
7 Reference Committee.
- 8
- 9 5. The online testimony shall serve as the basis for the Reference Committee's
10 recommendations.

11 **K. Convention Committees.**

- 12
- 13
- 14 1. Convention Committees shall be appointed by the Chair, with the assistance of
15 the Speaker, and from Assembly members who volunteer for committee service.
16 The Chair and Speaker shall strive to ensure a mix of representatives from
17 different geographical areas, specialties, and genders. In addition, Convention
18 Committees shall be comprised of new and experienced YPS members.
- 19
- 20 2. The YPS shall use the following committees to expedite the conduct of business
21 at each meeting of the YPS Assembly.
 - 22
 - 23 a. Credentials Committee. The Credentials Committee shall consist of 4
24 representatives, one of whom is appointed to chair the committee. Main
25 responsibilities of the Credentials Committee are to:
 - 26
 - 27 i. Check-in and credential representatives.
 - 28
 - 29 ii. Determine the ability of an individual to be credentialed as a
30 voting representative (if not preregistered).
 - 31
 - 32 iii. Take vote counts during the Assembly Meeting when requested
33 by the YPS Speaker.
 - 34
 - 35 iv. Distribute, collect and count election ballots.
 - 36
 - 37 v. Collect meeting evaluation forms.
 - 38
 - 39 vi. Issue a verbal report on the number of credentialed
40 representatives in attendance.
 - 41
 - 42 b. Reference Committee. The YPS Reference Committee shall be
43 composed of 5 representatives, one of whom is appointed to chair the
44 committee. Major responsibilities are to:
 - 45
 - 46 i. Review (in advance of the meeting) online testimony, staff
47 comments and AMA policy.
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- ii. Produce a report prior to the opening of the Assembly with a consent calendar of recommended actions regarding the submitted reports and resolutions.
 - iii. Review and propose acceptance (or non-acceptance) of "late" resolutions received after the resolution deadline.
 - iv. Hear additional testimony during the business meeting of the Assembly.
 - v. Provide Assembly members, upon request, with a summary of the debate and reasoning for the decision during the Reference Committee proceedings (to be provided by the Reference Committee Chair).
- c. HOD Handbook Review Committee. The Handbook Review Committee shall work with the YPS Delegate and Alternate Delegate (in advance of the meeting) to:
- i. Review the HOD materials.
 - ii. Identify resolutions they believe should be discussed at the YPS Handbook Review Session or Assembly Meeting.
 - iii. Propose an initial course of action for the YPS (active support, support, monitor, oppose, actively oppose), and compile these recommendations into a report for consideration by the Assembly as a consent calendar.
- d. Parliamentary Procedure Committee. Committee members shall be available to assist Assembly members with questions as to how best accomplish their intent. The committee shall have no pre-meeting assignments. The number of members shall vary according to the number of volunteers, the volume of YPS business, and the size of the YPS Assembly.
- e. House Coordination Committee (HCC). These individuals shall assist the YPS Delegate and Alternate Delegate in executing their duties.
- L. Miscellaneous.**
- 1. Parliamentary Authority. The parliamentary authority of the HOD shall govern the YPS in all parliamentary situations that are not provided for in the AMA Bylaws or adopted rules of the YPS.

2. Digest of Actions. A Digest of Actions is the official proceedings from the YPS Assembly Meetings, and shall include directives for action to the YPS Governing Council and directives for advocacy by the YPS Delegate within the HOD. An updated Digest shall be available online following each YPS Assembly Meeting.
3. Consent calendars. A consent calendar shall be utilized for the recommendations of the Reference Committee and the YPS HOD Handbook Review Committee.
4. C. Clayton Griffin, MD, Memorial Luncheon. A luncheon named in honor of a deceased YPS Governing Council member C. Clayton Griffin, MD, shall be convened at every YPS Assembly Meeting.
5. Recycling. Provisions for recycling of meeting materials shall be available at every YPS Assembly Meeting, where possible.
6. Handbooks. In advance of the meeting, the Assembly Handbook shall be made available in electronic form. A print Handbook shall be made available at the YPS Assembly Meeting only on request.

VII. Standing or Ad Hoc Committees

A. Standing Committees.

1. The Governing Council may create any number of standing committees to further the mission of the section.
2. A standing committee will have a duration of up to 4 years. A standing committee can be extended beyond its original charter if the Governing Council deems it appropriate.
3. The Governing Council shall openly solicit the YPS membership for applications to serve on a committee.
4. Members of standing committees shall be appointed for 2 year terms and can be reappointed.
5. The Governing Council shall select a chair of the committee from among its members.
6. All standing committees will have a liaison from the Governing Council who will serve ex-officio without the right to vote.
7. The Governing Council can direct the standing committees to make reports with or without recommendations directly to the Assembly or to the Governing Council.

B. Ad Hoc Committees.

1. In order to perform an assigned task, the Governing Council may create any number of ad hoc committees with a duration ranging from 6 months to 2 years.

2. An ad hoc committee can be extended beyond its original charter if the Governing Council deems it appropriate.
3. Members of ad hoc committees will be appointed for the original duration of the committee. If the duration is extended, the Governing Council can reassess membership.
4. An Ad Hoc Committee on Internal Operating Procedures (IOP) will be constituted to review the IOP every five years. Changes to the IOP require a 2/3 vote of the YPS Assembly.
5. The Governing Council can direct the ad hoc committees to make reports with or without recommendations directly to the Assembly or to the Governing Council.

VIII. Liaisons to Other AMA Groups

- A. The YPS shall maintain a designated seat for a young physician on the following AMA bodies:
 1. Minority Affairs Section. The YPS Governing Council shall solicit for nominations and then choose a representative from among the nominations received.
 2. Women Physicians Section. The YPS Governing Council shall solicit for nominations and then shall select 2 potential YPS representatives, who then will be elected according to the procedures of the Women Physicians Section.
 3. Advisory Committee on Lesbian, Gay, Bisexual, Transgender and Queer Issues. The YPS Governing Council shall solicit for nominations and then select a representative from among the nominations received.
- B. The YPS Governing Council will always solicit nominations for vacant positions. New applicants who have not previously served and incumbents will receive equal consideration.
- C. All liaisons must meet the YPS definition of young physician, as specified in Bylaw 7.5.1, at the time they take office for these positions.
- D. The YPS Governing Council shall, upon request, provide a liaison to other groups. For example, the YPS Governing Council designates a young physician representative to serve on the AMA Surgical Caucus Governing Council.
- E. Governing Council members themselves may represent the YPS or young physicians on various internal AMA task forces. The Governing Council also has the option of selecting a non-Council member to represent the YPS on various internal AMA task forces.

1
2 **IX. Governing Council Rules for Nomination of Elected Council Candidates**
3

4 **A.** The Governing Council shall consider nomination requests for elected positions in which
5 a YPS member is eligible to be a candidate. The YPS shall consider only individuals
6 who meet the AMA definition of a young physician at the time a position commences.
7 Candidates must submit a formal request for nomination, curriculum vitae, and any other
8 documents requested by the Governing Council for decision. Candidates have the option
9 to submit a photo.

10
11 **B.** The Governing Council shall consider nominating candidates only with the following
12 experience:

- 13
14 1. Must be an AMA member and be a member of the YPS as specified in AMA
15 Bylaw 7.5.1 at the time a position commences.
16
17 2. Should be active in organized medicine or involved in community or national
18 medical entities.
19
20 3. Should have experience related to the position sought.
21
22 4. Should demonstrate knowledge of issues pertinent to the YPS.
23

24 **C.** All applications for nomination must be submitted by October 15 in the year prior to the
25 election for which nomination is sought. Applications will be reviewed by a committee
26 appointed by the Governing Council, with recommendations forwarded for approval by
27 the Governing Council.
28

29 Application materials provided by candidates will be made available to properly
30 credentialed YPS representatives prior to the Interim meeting. Candidates shall be
31 presented on the floor of the YPS Assembly at the Interim meeting and be given the
32 opportunity for brief remarks ahead of a house vote. For each council only one candidate
33 can proceed to a vote for nomination by attaining a majority vote. If no candidate
34 achieves a majority vote, the two candidates with the highest number of votes will be
35 listed on a second ballot. If there is a tie for the candidate spot with the second highest
36 number of votes, then the additional candidates in the tie will be included. Voting will
37 continue in this fashion until a candidate achieves a majority vote. The candidate that
38 achieves a majority vote will then proceed to a vote for nomination. To be nominated the
39 candidate must receive a 2/3 vote of the legal votes cast. Candidates nominated through
40 this process may subsequently include the YPS nomination on cards and other
41 promotional materials.
42

43 **D.** The YPS shall decline to endorse any candidate for an elected council position where
44 there is already a YPS nominee, unless multiple vacancies exist. Where multiple
45 vacancies exist, the Governing Council may endorse as many additional candidates as
46 there are additional vacancies. If a request for nomination for a position has been
47 received, the decision for endorsements for that position will be made after the
48 Assembly's decision regarding nomination. In cases where a YPS nominee exits a race
49 prior to election, the Governing Council may reconsider previous endorsement requests
50 by candidates who had previously been not endorsed.

1
2 **E.** Neither the AMA-YPS nor its Governing Council shall provide any direct or indirect
3 financial support to nominated candidates at any point during the campaign or election
4 process.
5

6
7 **X. Governing Council Rules for Endorsing AMA Board of Trustees and Elected Councils**
8 **Candidates**
9

10 **A.** The Governing Council shall consider endorsements of candidates for AMA Board of
11 Trustees and elected Councils who have been nominated by an organization represented
12 in the AMA House of Delegates. Preference shall be given to current young physician
13 AMA members, however all AMA members (including non-section members) who have
14 demonstrated a clear history of service to the YPS may be considered at the Governing
15 Council's discretion.
16

17 **B.** Only those candidates who are members of the YPS and who complete a YPS
18 endorsement application shall be considered in the initial endorsement process.
19 Candidates must submit a formal request for YPS endorsement, along with their
20 curriculum vitae, letter of nomination from their sponsoring organization, questionnaire
21 on current YPS issues. Candidates have the option to submit a photo. The questionnaire
22 shall be composed and updated as needed by the Governing Council. All applications for
23 the initial endorsement process must be submitted by October 15 in the year prior to the
24 election for which endorsement is sought. Applications will be reviewed by a committee
25 appointed by the Governing Council, with recommendations forwarded for decision by
26 the Governing Council during their executive session to be held in conjunction with the
27 Interim Meeting of the AMA House of Delegates. The YPS shall decline to endorse any
28 candidate for an elected council position where there is already a YPS nominee, unless
29 multiple vacancies exist. Where multiple vacancies exist, the Governing Council may
30 endorse as many additional candidates as there are additional vacancies. If a request for
31 nomination for a position has been received, the decision for endorsements for that
32 position will be made after the Assembly's decision regarding nomination. Candidates
33 endorsed through this process may subsequently include the YPS endorsement on cards
34 and other promotional materials. In cases where a YPS nominee exits a race prior to
35 election, the Governing Council may reconsider previous endorsement requests by
36 candidates who had previously been not endorsed.
37

38 If slots remain available following the initial endorsement process, there will be a second
39 opportunity available to all candidates to obtain an endorsement in the year of the
40 election. To apply for this endorsement, all application materials must be received by the
41 Governing Council no later than January 31 the year of the election for which
42 endorsement is sought. Applications will be reviewed by the Governing Council
43 subsequent to January 31 and decisions will be made on endorsement in a timely manner.
44

45 **C.** The Governing Council shall consider all qualified candidates formally requesting an
46 endorsement from the YPS, but shall endorse no more than the available number of
47 positions on the Council or Board. Should an endorsed candidate withdraw from a race,
48 or an additional seat becomes available, the Governing Council reserves the right to make
49 additional endorsements after the defined deadline outlined in the IOP. The Governing
50 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 demonstrate knowledge of and commitment to issues pertinent to the YPS.

D. The YPS Governing Council shall submit an informational report on any endorsements to the Assembly at the YPS meeting just prior to the House of Delegates elections.

XI. Governing Council Rules for Endorsing AMA President-Elect Candidates

A. The Governing Council shall consider endorsements of candidates for AMA President-Elect who have been nominated by an organization represented in the AMA House of Delegates.

B. Candidates must submit a formal request for YPS endorsement, along with their curriculum vitae, letter of nomination from their sponsoring organization, and a completed questionnaire on current YPS issues. Candidates have the option to submit a photo. The questionnaire shall be composed and updated as needed by the Governing Council. All applications for the initial endorsement process must be submitted by October 15 in the year prior to the election for which endorsement is sought. Applications will be reviewed by a committee appointed by the Governing Council, with recommendations forwarded for review by the AMA-YPS Governing Council and subsequent decision by the AMA-YPS Assembly during the Interim meeting of the AMA House of Delegates. Candidates endorsed through this process may subsequently include the YPS endorsement on all promotional materials.

C. The Governing Council shall consider all qualified candidates formally requesting an endorsement from the YPS, but shall endorse no more than one candidate for the position of AMA President-Elect. Should an endorsed candidate withdraw from a race, the Governing Council reserves the right to make additional endorsements after the defined deadline outlined in the IOP. 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 office sought.
4. Should demonstrate knowledge of and commitment to issues pertinent to the YPS.

1 **D.** Application materials provided by candidates will be made available to properly
2 credentialed YPS representatives prior to the Interim meeting. Candidates shall be
3 presented on the floor of the YPS Assembly at the Interim meeting and be given the
4 opportunity for a brief interview ahead of an Assembly vote. Only one candidate for
5 President-Elect can proceed to a vote for endorsement by attaining a majority vote. If no
6 candidate achieves a majority vote, the two candidates with the highest number of votes
7 will be listed on a second ballot. If there is a tie for the candidate spot with the second
8 highest number of votes, then the additional candidates in the tie will be
9 included. Voting will continue in this fashion until a candidate achieves a majority
10 vote. The candidate that achieves a majority vote will then proceed to a vote
11 for endorsement. To be endorsed the candidate must receive a 2/3 vote of the legal votes
12 cast. Candidates endorsed through this process may subsequently include the YPS
13 endorsement on any promotional materials.

14
15
16 **XII. Governing Council Rules for Nominations for Appointed AMA**
17 **Councils/Committees/ACGME Review Committees/AMPAC Board Candidates**

18
19 **A.** The Governing Council may nominate an unlimited number of YPS candidates for any of
20 the appointed AMA councils, committees, ACGME Review Committees and the
21 AMPAC Board. The YPS shall consider only individuals who meet the AMA definition
22 of a young physician at the time a position commences.

23
24 **B.** Only those candidates formally asking for the YPS nomination shall be considered.
25 Candidates must submit a formal request for nomination, curriculum vitae, and any other
26 documents requested by the Governing Council for decision. Nomination requests must
27 be received by October 15 in the year prior to the appointment for which the nomination
28 is sought. Candidates have the option to submit a photo.

29
30 **C.** The Governing Council shall consider nominating candidates only with the following
31 experience:

- 32
33 1. Must be an AMA member and be a member of the YPS as specified in AMA
34 Bylaw 7.5.1 at the time a position commences.
35
36 2. Should be active in organized medicine or involved in community or national
37 medical entities.
38
39 3. Should have experience related to position sought.
40
41 4. Should demonstrate knowledge of issues pertinent to the YPS.

42
43
44 **XIII. Governing Council Rules for Endorsements of Appointed AMA**
45 **Councils/Committees/ACGME Review Committees/American Medical Political Action**
46 **Committee (AMPAC) Board Candidates**

47
48 **A.** The Governing Council may endorse an unlimited number of candidates for any of the
49 appointed AMA Councils/Committees/ACGME Review Committees and the AMPAC
50 Board. The Governing Council shall consider only endorsements of candidates who have

1 been nominated by an organization represented in the AMA House of Delegates.
2 Preference shall be given to current young physicians, however, any candidate who has
3 demonstrated a clear history of service to the YPS may be considered at the Governing
4 Council's discretion.

- 5
- 6 **B.** If requests for nominations for a position have been received, the decision for
7 endorsements for that position will be made after the Governing Council's decision
8 regarding nominations.
- 9
- 10 **C.** Only those candidates who complete a YPS endorsement application shall be considered.
11 Endorsement requests must be received by October 15 in the year prior to the
12 appointment for which endorsement is sought. Candidates must submit a formal request
13 for endorsement, along with their curriculum vitae, and the letter of nomination from an
14 organization represented in the AMA House of Delegates to the Governing Council for
15 decision. Candidates have the option to submit a photo.
- 16
- 17 **D.** The Governing Council shall consider only candidates with the following qualifications:
18
 - 19 1. Must be an AMA member at the time the endorsement is requested.
 - 20
 - 21 2. Should be active in organized medicine or involved in community or national
22 medical entities.
 - 23
 - 24 3. Should have experience related to position sought.
 - 25
 - 26 4. Should demonstrate knowledge of and commitment to issues pertinent to the
27 YPS.
- 28
- 29 **E.** Decisions for endorsement will be made after the October 15 endorsement request
30 deadline, and candidates shall be notified of the YPS Governing Council's decision to
31 endorse or not to endorse in a timely manner.
- 32
- 33

34 **XIV. Amendments**

- 35
- 36 **A.** These Internal Operating Procedures may be amended by language proposed by the YPS
37 Governing Council and/or an Ad Hoc Committee on Internal Operating Procedures with
38 the approval of two-thirds of the members of the YPS Assembly present and voting.
39 Since changes to the YPS Internal Operating Procedures must be approved by the AMA
40 Board of Trustees, the YPS Governing Council shall notify the YPS Assembly of any
41 proposed changes that the AMA Board does not approve.
- 42
- 43 **B.** Where the YPS Assembly instructs the Governing Council to recommend changes to the
44 AMA Bylaws, the language shall be submitted at the following HOD meeting, unless
45 otherwise specified. The Governing Council shall notify the YPS Assembly of the
46 outcome of the HOD deliberations.
- 47
- 48 **C.** Amendments to the YPS Internal Operating Procedures will be contingent upon
49 corresponding changes to the AMA Bylaws. The YPS Governing Council shall notify the
50 Assembly of such changes.