

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

2
3 **Internal Operating Procedures***

4
5
6 **I. Name**

7
8 The name of this organization shall be the Resident and Fellow Section of the American
9 Medical Association (AMA-RFS). This is a special section for resident and fellow
10 physician members of the AMA as set forth in the AMA Bylaws 7.1.
11

12
13 **II. Purpose and Principles**

14
15 The purpose of the RFS shall be to provide resident and fellow participation in the
16 activities of the AMA through adherence to the following principles:
17

- 18 A. To provide a direct means for members of the RFS to participate in the activities,
19 including policy-making, of the AMA.
20
21 B. To enhance AMA outreach, communication, and interchange with the
22 membership segments represented in the Sections.
23
24 C. To maintain effective communications and working relationships between the
25 AMA and organizational entities that are relevant to the activities of each Section.
26
27 D. To promote AMA membership growth.
28
29 E. To enhance the ability of membership segments represented in the Sections to
30 provide their perspective to the AMA and the House of Delegates.
31
32 F. To facilitate the development of information and educational activities on topics
33 of interest to the membership segments represented in the Sections.
34
35 G. To promote the AMA Code of Medical Ethics among its resident and fellow
36 members as well as the graduate medical education community.
37
38 H. To ensure that from the match through fellowship graduation, residents and
39 fellows are treated fairly, regardless of sex, color, creed, race, religion, disability,
40 ethnic origin, national origin, sexual orientation, gender identity, or age and given
41 the full opportunity to receive graduate medical education.
42
43

1 **III. Membership**

2
3 Membership shall be limited to resident and fellow members of the AMA. Eligibility for
4 resident and fellow membership is outlined in AMA Bylaws 7.1.1.

5
6
7 **IV. Officers**

8
9 **A. Designations.** The officers of the RFS shall be the 8 Governing Council
10 members: Chair, Vice Chair, Delegate, Alternate Delegate, Speaker, Vice
11 Speaker, Member at-Large, and Chair-elect/Immediate Past Chair (each serving 6
12 months). The Chair-elect/Immediate Past Chair shall be ex-officio, non-voting
13 members of the Governing Council.

14
15 **B. Authority.** The Governing Council shall direct the programs and activities of the
16 RFS. During the interval between meetings of the AMA House of Delegates and
17 the RFS, the Governing Council shall act on behalf of the RFS in formulating
18 decisions related to the development, administration, and implementation of RFS
19 activities, programs, goals, and objectives. The Governing Council shall be
20 guided by policy passed by the Assembly. The RFS shall be notified at least
21 quarterly of actions taken by the Governing Council on its behalf.

22
23 **C. Governing Council Eligibility.** All members of the Governing Council must be
24 resident and fellow members of the AMA or fourth-year medical students who
25 have matched into a residency program. Any resident and fellow member of the
26 AMA is eligible for a position on the RFS Governing Council. Eligible candidates
27 must be AMA members prior to campaigning or running.

28
29
30 **D. Duties and Privileges.** The Governing Council shall direct the programs and
31 activities of the RFS including the creation of RFS committees, subject to the
32 approval of such programs and activities, when required, by the Board of Trustees
33 or House of Delegates of the AMA. Each Governing Councilor is required to
34 prepare in writing and communicate orally to his or her successor a description of
35 his or her activities and where he or she sees the position going.

36
37 1. Chair. The Chair shall:

38
39 a. Preside at all meetings of the Governing Council, and otherwise
40 represent the RFS when appropriate.

41
42 b. Preside at Assembly meetings if the Speaker and Vice Speaker
43 positions are vacant, until such time that a successor may be
44 elected.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

- c. Be the primary spokesperson for the RFS both inside the AMA and to outside organizations.
- d. Have primary responsibility over setting the annual agenda.
- 2. Vice Chair. The Vice-Chair shall:
 - a. Preside at meetings of the Governing Council in the absence of the Chair or at the discretion of the Chair.
 - b. Assist the Chair in the performance of his or her duties, in particular with implementation of the annual agenda.
 - c. Have primary responsibility over coordinating internal operations of the RFS such as communication with Councilors, committees, the AMPAC Board member and all advocacy related issues including Lobby Day.
- 3. Delegate. The Delegate shall:
 - a. Represent in the AMA House of Delegates members of the Association who are residents and fellows.
 - b. Be responsible for reviewing all resolutions going forward from the RFS to the AMA HOD and summarize the actions of the HOD as they pertain to the RFS and send a summary of pertinent HOD actions to all RFS members.
 - c. Oversee which resolutions shall be forwarded to the House of Delegates. Decisions that differ from those of the Assembly must be ratified by the Assembly no later than the following meeting of the Assembly.
- 4. Alternate Delegate. The Alternate Delegate shall assist the Delegate in the duties of the Delegate and shall rise to the position of Delegate should the position fall vacant.
- 5. Member at-Large. The Member at-Large shall:
 - a. Coordinate the membership retention activities of the Governing Council.
 - b. Communicate involvement opportunities, AMA member benefits and other opportunities to current or potential resident and fellow members.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

- c. Work to coordinate medical student outreach programs to encourage continued involvement in the AMA as they transition from medical school to residency.
 - d. Assume a collaborative relationship with residents and fellows that have been appointed by the RFS to various Councils and Committees both internally and externally.
 - e. Foster the development of Resident and Fellow Sections in states where none exist and encourage them to send representatives to the AMA-RFS business meetings.
 - f. Serve as the Governing Council liaison to the membership standing committee.
6. Chair-elect. The Chair-elect shall:
- a. Assist the other officers in the discharge of their duties.
 - b. Undertake to study the position of Chair in preparation of assuming this role.
 - c. With the assistance of the Chair, compose an agenda for his or her year of service prior to assuming the position of Chair.
7. Speaker. The Speaker shall:
- a. With input from the Governing Council and AMA staff, create the agenda for the Annual and Interim meetings of the RFS Assembly. Ultimate decisions regarding meeting planning shall be those of the Speakers; however, the Speakers may be overruled by a 2/3 majority vote of the Governing Council.
 - b. Preside over the business meetings of the RFS Assembly in an impartial manner, organize and conduct them in accordance with the current parliamentary procedure authority as chosen by the AMA House of Delegates.
 - c. Provide for oversight and enforcement of the Campaign Rules, including responsibility for investigation of alleged infractions and reporting of actual infractions to the Assembly prior to balloting.
 - d. Organize and lead an orientation for new delegates and alternates at each Assembly meeting.

- e. Work with the Governing Council in instructing the Convention Committees regarding their duties prior to each Assembly Meeting.
 - f. Refer resolutions and reports submitted for consideration at RFS Assembly business meetings to reference committees.
 - g. Prepare a document summarizing parliamentary procedure used in Assembly business meetings to be published in the RFS agenda book that is mailed to each Assembly representative prior to Assembly meetings.
 - h. Review the RFS Digest of Actions for consistency with Assembly action prior to its annual update and distribution.
 - i. In conjunction with the Vice Speaker, be the primary voice for the interests of the RFS Assembly on the RFS Governing Council.
8. Vice Speaker. The Vice Speaker shall:
- a. Preside at meetings of the RFS Assembly during the absence of or at the request of the Speaker.
 - b. Assist the Speaker in the performance of his or her duties.
 - c. In conjunction with the Speaker, be the primary voice for the interests of the RFS Assembly on the RFS Governing Council.
 - d. With assistance from staff, coordinate the AMA-RFS Poster Competition.

E. Terms.

- 1. Chair-elect/Chair/Immediate Past Chair. Individual elected as Chair-elect shall serve a two-year term which will include 6 months as Chair-elect, one full year as Chair, and 6 months as Immediate Past Chair, beginning at the conclusion of the Interim meeting at which he or she was elected.
- 2. Delegate, Alternate Delegate, Member at-Large , Speaker, Vice Speaker and Vice-Chair. The remaining officers shall serve one-year terms, beginning at the conclusion of the Annual meeting at which they were elected and ending at the conclusion of the next Annual meeting of the AMA.
- 3. Term Limits. Any combination of service in Governing Council positions other than Chair-elect/Chair and Delegate shall be limited to 2 one-year terms. The Chair-elect/Chair, Delegate and Speaker may serve a

1 maximum of 2 years total in addition to 2 previous one-year terms in other
2 Governing Council positions. Half-year positions to fill unexpired terms
3 shall not count for the purpose of term limit calculations. The above limits
4 shall be waived if they would result in a position being left vacant.
5

6 **F. Vacancies.** Any vacancy occurring on the Governing Council shall be filled at
7 the next Business Meeting of the Resident and Fellow Section. The new members
8 shall be elected for the remainder of the unexpired term by the representatives to
9 the Business Meeting.
10

11 1. **Temporary Appointment.** If a vacancy on the Governing Council occurs
12 more than thirty (30) days prior to the next Business Meeting, the
13 Governing Council may appoint a resident/fellow physician member of
14 the AMA to fill the vacancy until the next Business Meeting of the
15 Resident and Fellow Section when an election shall be held pursuant to
16 rules adopted by the Resident and Fellow Section.
17
18

19 **V. Elections to Governing Council**
20

21 **A. Time of Election.** The Chair-elect of the Governing Council shall be elected by
22 the RFS Assembly at the Interim Meeting for a two-year term, which will include
23 6 months as Chair-elect, one full year as Chair, and 6 months as Immediate Past
24 Chair. The six remaining Governing Council members shall be elected by the
25 RFS Assembly at the Annual Meeting of the Section. The Governing Council
26 shall set the day and hour of such elections and shall give the resident and fellow
27 members of the AMA ample notification.
28

29 **B. Nominations.** Nominations for the Governing Council positions shall be
30 received in advance of the Annual Meeting (Chair-elect Interim Meeting),
31 pursuant to the rules of the RFS. The Presiding Officer shall allot time for further
32 nominations to be made from the floor of the Business Meeting.
33

34 **C. Eligibility.**
35

36 1. All members of the RFS, including fourth year medical students who have
37 matched into a residency program, shall be eligible for election to the
38 Governing Council.
39

40 2. Any Governing Council member wishing to be a candidate for a position
41 whose term overlaps with the one he or she is currently serving, must
42 resign his or her current position. Such resignation should be announced
43 prior to the submission deadline for the Governing Council position for
44 which he or she wishes to be a candidate. An election to fill the
45 announced vacancy shall occur at the next meeting of the Assembly;
46 however, the vacancy shall not take effect until the conclusion of that
47 meeting. Should there be no candidates for a given Governing Council

1 position, resignation shall be allowed until the close of nominations on the
2 floor of the Assembly.

- 3
4 3. Cessation of Eligibility. If any officer or Governing Council member
5 ceases to meet the membership requirements of Bylaw 7.11 prior to the
6 expiration of the term for which elected, the term of such officer or
7 member shall terminate and the position shall be declared vacant. If the
8 officer or member ceases to meet the membership requirements of the
9 RFS within 90 days prior to an Annual Meeting, the officer or member
10 shall be permitted to continue to serve in office until the completion of the
11 Annual Meeting.

12
13 **D. Campaigns.** Each candidate shall observe the following Campaign Rules:

- 14
15 1. Candidates may distribute only the following campaign materials:
16
17 a. Buttons (less than 2 inches in greatest dimension).
18
19 b. Stickers.
20
21 c. Pins.
22
23 d. Standard-size business cards.
24
25 e. No trinkets, posters, candy, pens, or other items may be displayed
26 or distributed.
27
28 2. Candidates are encouraged to have their curriculum vitae (CV) of no more
29 than 3 single sided pages and personal statement of no more than one side
30 of a page included in the AMA-RFS Agenda Book.
31
32 3. At the Assembly Meeting, distribution of CV's and personal statements
33 will be limited to the back table of the Assembly room. It is the candidate's
34 responsibility to make his or her materials available at the back table.
35
36 4. Candidates should be prudent and courteous regarding the number and
37 content of advance mailings by themselves or constituent associations,
38 specialty organizations, or other organizations on their behalf.
39
40 5. Candidates should be prudent and courteous regarding the number and
41 content of electronic messages sent prior to the election.
42
43 6. Candidates are forbidden from using RFS listservs for messages regarding
44 their campaign without express permission from the Speaker.
45

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

- 7. Candidates should use prudence in the number and length of phone calls made prior to the election.
- 8. Receptions and/or hospitality must not be used for promotion of a candidate(s).
- 9. Candidates are encouraged to fully participate in candidate interviews and question and answer sessions during the Assembly Meeting.
- 10. Groups (such as Regions or Caucuses) inviting candidates need to make available equal time for all candidates. If a group is unable to reasonably accommodate all candidates, no candidates shall be allowed to address the group. This rule shall not apply to a candidate addressing his or her own region.
- 11. Alleged infractions including but not limited to the Campaign Rules stated above should be reported in writing to the AMA-RFS Speaker or Vice Speaker who shall be responsible for their investigation. The AMA-RFS Speaker or Vice Speaker will report substantiated infractions to the Assembly prior to balloting. The Assembly should strongly consider any such announcement when voting for candidates.

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

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

- 1. Voting Periods. There shall be one voting period at the Interim Meeting for the selection of the Chair-elect. There shall be one voting period at the Annual Meeting for the selection of the Vice Chair, Delegate, Speaker and Member At-Large Officer. An additional balloting period will be held for the elections of Alternate Delegate and Vice Speaker.
- 2. First Ballot.
 - a. At the Interim Meeting, one ballot shall be used by the voter to elect with one vote for the position of Chair-elect.
 - b. At the Annual Meeting, individual ballots for each position shall be used by the voter to elect with one vote for each of the 5 positions: the Vice Chair, Delegate, Speaker and Member At-Large Officer.
 - c. A legal ballot shall list all candidates with their credentials in alphabetical order. The voter shall have one vote for each position.

1 Ballots shall be prepared and distributed by the Credentials
2 Committee.

3
4 d. A ballot shall not be counted if there is more than one vote for any
5 office on that ballot.

6
7 e. The candidate who receives a majority of legal votes cast for a
8 given office shall be elected to that office.

9
10 f. As per RFS Internal Operating Procedures V.F.5.b, there shall be a
11 runoff ballot between the 2 highest vote getters in the event that no
12 one candidate receives a majority of legal votes cast for a given
13 office.

14
15 3. Election of Alternate Delegate. After the election of the Delegate, all
16 unsuccessful candidates who were nominated for the office of Delegate
17 and who choose to be a candidate for Alternate Delegate will be placed on
18 a ballot for the election of the Alternate Delegate. Additionally, any
19 candidate who was nominated for the office of Alternate Delegate shall
20 also be placed on the same ballot. Each voting Representative to the
21 Business Meeting who is present at the meeting may cast a written ballot
22 for the election of the Alternate Delegate from among those so nominated.
23 Election to the office of Alternate Delegate requires a majority of the legal
24 votes cast.

25
26 4. Election of Vice Speaker. After the election of the Speaker, all
27 unsuccessful candidates who were nominated for the office of Speaker and
28 who choose to be a candidate for Vice Speaker will be placed on a ballot
29 for the election of the Vice Speaker. Additionally any candidate who was
30 nominated for the office of Vice Speaker shall also be placed on the same
31 ballot. Each voting Representative to the Business Meeting who is present
32 at the meeting may cast a written ballot for the election of the Vice
33 Speaker from among those so nominated. Election to the office of Vice
34 Speaker requires a majority of the legal votes cast.

35
36 5. Processing.

37
38 a. All ballots will be returned to designated ballot boxes at a
39 designated and fixed location in the Assembly hall. When each
40 ballot is returned to the ballot box by a credentialed delegate,
41 another ballot will be given to that delegate, by a member of the
42 Credentials Committee to be used in any known necessary
43 subsequent elections. The boxes will be monitored during the
44 voting period by the Rules Committee.

45

- 1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
- b. No ballots will be cast after the expiration of each voting period; the ballot boxes will be collected by the members of the Rules Committee. The Rules Committee and the boxes will be sequestered in a private and secret location. At this time the Chair of the Rules Committee will open the ballot box and the Rules Committee will then count the ballots and tabulate the results. In the elections for the Governing Council, the candidate for each position who has received a majority of the votes cast shall be elected. If no nominee for a given position receives a majority of the votes cast, than the two candidates with the most votes will be placed on a subsequent ballot with all other candidates removed, and a subsequent vote shall take place. Following this vote, the candidate who receives a majority of legal votes cast shall be elected.
 - c. Upon completion of the tabulation, the Chair of the Rules Committee will validate the election results by determining that each ballot is official, that the number of ballots cast is equal to or less than the number distributed and will then certify the results of the election in writing. He or she will then immediately forward these results to the Assembly's presiding officer.
 - d. Upon receipt of the Rules Committee's election results and verification, the presiding officer will announce the results to the Assembly.
 - e. Upon completion of all elections, the Assembly's presiding officer will certify in writing the results of these elections and announce to the Assembly the final and official results of these elections. Vote totals shall remain confidential and shall not be announced. Candidates may ask for and receive vote totals in confidence. Discretion is encouraged.
6. Appeals.
- a. Appeals of the election process and results must be made in writing to the Assembly's presiding officer no later than one hour after the official announcement of the final results.
 - b. Any appeal of the process of ballot(s) distribution (as outlined in RFS Internal Operating Procedures V.E.2) will be considered by the Rules Committee. Consideration of such appeals and merits of said appeals will be determined in whatever manner the committee deems necessary. The results of the committee's recommendations must be forwarded in writing by the Committee Chair to the Assembly's presiding officer.

- c. Any appeal of the process of ballot election, tabulation and announcement of results (as outlined in RFS Internal Operating Procedures V.E.7.a) shall be considered by the Rules Committee in the same manner as outlined in RFS Internal Operating Procedures V.E.7.a.
- d. No one who is a candidate in the election being appealed may participate in the appeals process.
- e. The Assembly's presiding officer and the preceding Governing Council at the Annual Meeting or the present Governing Council at the Interim Meeting will consider the appeals reports from the committee(s) dealing with the matter. Final decision on the election results will be the jurisdiction of the Governing Council as described above.

VI. RFS Sectional Delegates

- A. Apportionment.** The RFS is entitled to delegate and alternate delegate representation based on AMA Bylaw 2.4.2. This bylaw allots one delegate and one alternate delegate for each 2000 resident and fellow members of the AMA as recorded on December 31 of each year.
- B. Eligibility.**
 - 1. All candidates for RFS Sectional Delegate or Alternate Delegate must be resident and fellow members of the AMA prior to campaigning or running for the position. Any resident and fellow member of the AMA is eligible to be nominated to be an RFS Sectional Delegate or Alternate Delegate. In order to enter his or her materials into the RFS handbook, a resident or fellow must obtain written endorsement from his or her constituent society or specialty organization prior to the posted deadline for printing handbook election materials. A candidate may be nominated from the floor of the Assembly as described in RFS Internal Operating Procedures V.B., but must subsequently obtain the endorsement of his or her constituent society or specialty organization within 30 days of his or her election. Should an elected RFS Sectional Delegate or Alternate Delegate not obtain endorsement within the allotted time, his or her election shall be null and void and the position shall be considered vacant.
 - 2. Once candidates announce their endorsement, the endorsing constituent society or specialty organization may not be changed until a written statement of endorsement from the new endorsing society is provided to the RFS Governing Council. Each candidate is also required to provide a written

1 statement detailing how the candidate plans to ensure his or her attendance at
2 the required meetings.

- 3
4 3. Cessation of Eligibility. If any Sectional Delegate or Alternate Delegate ceases
5 to meet the membership requirements of AMA Bylaw 7.1.1 prior to the
6 expiration of the term for which elected, the term of such Delegate shall
7 terminate and the position shall be declared vacant. If the Delegate ceases to
8 meet the membership requirements of the RFS within 90 days prior to an
9 Annual Meeting, the Delegate shall be permitted to continue to serve in office
10 until the completion of the Annual Meeting.

11
12 **C. Duties and Privileges.** RFS Sectional Delegates and Alternate Delegates shall be
13 subject to the privileges and duties of all AMA delegates as outlined in the AMA
14 Bylaws. They shall caucus with their endorsing society as well as assist the RFS
15 Delegate and Alternate in representing the Resident and Fellow members of the
16 AMA in the House of Delegates. RFS Sectional Delegates and Alternates shall
17 not speak on behalf of the AMA-RFS unless first permitted to by the RFS
18 Delegate or Alternate. They shall also be responsible for reporting back to the
19 resident and fellow section of their state or specialty endorsing society regarding
20 the activities of the AMA House of Delegates.

21
22 **D. Seating.** RFS Sectional Delegates shall be seated with their endorsing state or
23 specialty society. In the case where a RFS Sectional Delegate has been endorsed
24 by both his or her state and specialty society, he or she must choose, prior to his
25 or her election, with which delegation he or she wishes to be seated. In the case of
26 a vacant delegate seat, the RFS Delegate will appoint a RFS Sectional Alternate
27 Delegate to fill that seat, taking into consideration the Sectional Delegate's
28 state/region of the country and/or his or her specialty. The RFS Sectional
29 Alternate Delegate will sit with the Sectional Delegate's endorsing society and
30 vote with that endorsing society in place of the Sectional Delegate.

31
32 **E. Limitations.** There shall be a limit of one Sectional Delegate and one Sectional
33 Alternate Delegate per state or specialty society. This limitation is intended to
34 allow more than one candidate from a given state to be delegate so long as all
35 those beyond the first shall be endorsed by and seated with his or her specialty
36 delegation. This limitation is also intended to allow more than one candidate
37 from a given specialty to be delegate so long as all those beyond the first shall be
38 endorsed by and seated with his or her state delegation. It is highly encouraged
39 that the membership takes into consideration geographic regions and specialties in
40 order to encourage a broad representation of RFS Sectional Delegates in the AMA
41 House of Delegates. These aforementioned limits shall be waived should their
42 enforcement create vacancies in the position of Sectional Delegate or Alternate
43 Delegate. None of these limits shall be construed to limit the number of residents
44 or fellows who can be endorsed by any given state or specialty society.
45

1 **F. Term of Sectional Delegates.** The normal term shall commence with the close of
2 the House of Delegates meeting that immediately follows his or her election and
3 shall end at the close of the following Interim meeting of the House of Delegates.
4

5 **G. Elections of Sectional Delegates.**
6

7 1. Time of Election. The Sectional Delegates shall be elected at the Interim
8 Meeting for a one-year term. The Governing Council shall set the day and
9 hour of such elections and shall give the resident and fellow members of
10 the Association ample notification.
11

12 2. Nominations. Nominations for Sectional Delegate shall be received in
13 advance of the Interim Meeting, pursuant to the rules of the RFS. The
14 Speaker shall allot time for further nominations to be made from the floor
15 of the Business Meeting.
16

17 3. Campaigns. Each candidate shall be subject to the campaign rules in RFS
18 Internal Operating Procedures V.D.
19

20 4. Voter Eligibility. A voter shall be defined as the RFS Assembly Delegate
21 or Alternate Delegate who is credentialed at the time of the vote.
22

23 5. Method of Election. The voting system to be used in the RFS Sectional
24 Delegate and Alternate Delegate elections will be an approval-based,
25 plurality-at-large voting system.
26

27 a. Voting Periods. The voting period for Sectional Delegates shall
28 occur at the Interim Meeting at a time scheduled by the Speaker.
29

30 i. Balloting. All nominees for the office of Sectional Delegate
31 shall be listed on a single ballot with their endorsing society.
32 The ballot will contain clear voting instructions with a brief
33 explanation of ballot counting procedures. The voter must vote
34 for exactly as many candidates as there are open positions.
35 Ballots will be counted and delegates selected based on an
36 approval-based, plurality-at-large voting system. Only
37 nominees receiving a simple majority of the legal votes cast
38 shall be elected. Ballots must be certified by the Speaker no
39 more than 24 hours and no less than 1 hour prior to the election.
40 The Speaker will allow all nominees to view the ballot and
41 request changes to the ballot prior to the time of certification.
42 Once the ballot is certified, no changes may be made.
43 Candidates who receive written endorsement from their
44 endorsing constituent association or specialty society prior to
45 the election and provide a written statement detailing how they
46 plan to ensure their attendance at the required meetings, will

1 have their names highlighted to clearly indicate that all of their
2 endorsing materials were received prior to the election.

3
4 ii. Limitations. If there is more than one nominee from an
5 endorsing state or specialty society, then only the nominee from
6 that endorsing society who has a majority and who has the most
7 votes shall be elected. All other nominees from that society
8 shall be eliminated from the remaining counting of ballots. This
9 process will continue throughout the counting of ballots to
10 ensure that there is only one RFS Sectional Delegate per
11 endorsing state and specialty society.
12

13 iii. Unfilled Seats/Runoff Elections. If there are unfilled Sectional
14 Delegate seats after the election, a runoff election will be held
15 between the remaining candidates receiving the most votes,
16 with the exact number of candidates participating in the runoff
17 to be determined by the formula $2n$, inclusive of ties, where n
18 equals the number of seats up for election, or the total number
19 of remaining candidates, whichever is less. During the runoff
20 election, the candidate(s) who receive(s) the highest number of
21 votes, with a majority of legal votes cast, shall be elected. If
22 any runoff election results in no seats being filled (due to no
23 candidate achieving a majority), the candidate receiving the
24 lowest number of votes shall be eliminated from balloting for
25 the subsequent runoff election. This process will continue until
26 all Sectional Delegate and Alternate Delegate seats are filled. If
27 unfilled seats remain after elections are completed, one
28 additional Sectional Delegate and Alternate Delegate per
29 endorsing state/specialty society will be allowed in a
30 subsequent balloting period. This process will continue through
31 as many counting rounds as needed until all Sectional Delegate
32 and Alternate Delegate seats are filled.
33
34

35 **H. Elections of Sectional Alternate Delegates.** Criteria and election procedures for
36 Sectional Alternate Delegates shall be identical to those for Sectional Delegates
37 except that the voting period shall follow the one for Sectional Delegates. All
38 candidates for Sectional Delegate shall be eligible for Sectional Alternate
39 Delegate.
40

41 **I. Vacancies.**

42
43 1. All delegate vacancies should be filled at the discretion of the Governing
44 Council from among elected alternate delegates. If possible, the
45 replacement delegate(s) should be selected from among alternate

1 delegates who are from the same society as the delegate that they are
2 replacing.

- 3
4 2. Alternate Delegate vacancies should be solicited by the Governing
5 Council via nominations open to all RFS members, and the Governing
6 Council should select replacement Alternate Delegates from among those
7 nominees through a majority vote of all Governing Council members
8 present.
9

10
11 **VII. Endorsement of Resident and Fellow Trustee**
12

13 Ideally at least one resident or fellow member of AMA shall be endorsed by the RFS Assembly
14 to serve as a member of the Board of Trustees. The AMA-RFS Assembly may endorse a resident
15 or fellow member at the Interim Meeting to be a candidate for a single term. The Assembly may
16 choose not to endorse any candidate for the position of Trustee.
17

18 **A. Candidates.** Resident and fellows seeking endorsement for the Resident/Fellow
19 position on the AMA Board of Trustees must submit an application, curriculum
20 vitae, and statement of interest by the deadline determined by the Governing
21 Council. Incumbent residents seeking reelection may enter the endorsement
22 process if they wish to be re-endorsed. No nominations will be taken from the
23 floor during the Assembly's business meeting.
24

25 **B. Speeches.** Candidates are allowed to address the Assembly in a manner to be
26 designated by the Speaker. The Speaker shall also design an opportunity for the
27 candidates to respond to questions in front of the general Assembly. The
28 candidates shall be made aware of the format and timing of the address and
29 questions no fewer than 30 days prior to the meeting of the general Assembly.
30

31 **C. Campaign.** Refer to RFS Internal Operating Procedures V.D. for the Code for
32 Campaigning applicable to the Trustee election.
33

34 **D. Endorsement Process.**
35

- 36 1. Time. The endorsement of the Resident and Fellow Trustee shall occur
37 during the voting period at the Interim Assembly Meeting of the AMA-
38 RFS. The Governing Council shall set the day and time. Candidates may
39 also be endorsed during the Annual meeting by rules outlined below.
40
41 2. Method of Endorsement. Where there is only one candidate, endorsement
42 may be by affirmation. When there are multiple candidates, a motion to
43 endorse more than one candidate shall be in order. Endorsements shall be
44 by ballot. Votes shall be cast by approval balloting, such that any
45 candidate whom the delegate deems worthy of endorsement should be
46 marked affirmatively by that delegate. There shall be no ranking, and it

1 should be made clear that marking a second candidate in no way
2 jeopardizes the chances of a first candidate to be endorsed.
3

- 4 3. Processing. No ballots will be cast after the expiration of the voting
5 period. The ballot boxes will be collected by members of the Rules
6 Committee. The Rules Committee and the boxes will be sequestered in a
7 private location. At this time the Chair of the Rules Committee will open
8 the ballot box and the Rules Committee will then count the ballots and
9 tabulate the results. Counting shall proceed by counting the number of
10 affirmative votes for each candidate. Every candidate who receives an
11 affirmative vote from greater than 50% of those who cast legal ballots
12 shall be endorsed.
13
- 14 4. Validating. Upon completion of the tabulation, the Chair of the Rules
15 Committee will validate the election results by determining that each
16 ballot is official, that the number of ballots cast is equal to or less than the
17 number distributed and will then certify the results in writing. He or she
18 will then immediately forward these results to the Assembly's presiding
19 officer. Upon receipt of the Rules Committee's election results and
20 verification, the presiding officer will announce the results to the
21 Assembly.
22
- 23 5. Late Endorsement. A candidate may ask for endorsement by the
24 Assembly at the annual meeting of the Assembly. This is subject to the
25 same rules described above and additionally requires a 2/3 vote of the
26 Assembly for endorsement. In the case of an individual seeking late
27 endorsement, any individual who has already been endorsed for the
28 position shall be allotted equal time before the Assembly and shall have
29 his or her materials reprinted in the Assembly handbook upon request.
30

31 **E. Appeals.** See RFS Internal Operating Procedures V.F.6.
32

33 **F. Report to Assembly.** The resident or fellow member of the BOT shall submit a
34 written and oral report of the Board's activities to the Assembly biannually. This
35 report will communicate Board Actions related to the concerns of the RFS and
36 will provide the RFS with directives on behalf of the BOT.
37
38

39 **VIII. Endorsement of Candidates for Elected AMA Councils** 40

41 Ideally at least one eligible candidate for each resident/fellow position on elected AMA councils
42 shall be endorsed by the RFS Assembly. These councils are: Council on Medical Service,
43 Council on Medical Education, Council on Constitution and Bylaws, and Council on Science and
44 Public Health. In order to be eligible for endorsement, a candidate must be an AMA member, be
45 a resident or fellow during their term, and formally disclose to voters prior to the endorsement

1 election any portion of their term during which they will not be a resident or fellow. The AMA-
2 RFS Assembly may endorse any, all, or none of the considered eligible candidates.

3
4 **A. Candidates.** Resident and fellows seeking endorsement for the resident position
5 on an AMA Council must submit an application, curriculum vitae, and statement
6 of interest by the deadline determined by the Governing Council in order to be
7 listed in the Assembly handbook. Incumbent residents seeking reelection may
8 enter the endorsement process if they wish to be re-endorsed.

9
10 **B. Speeches.** Candidates are allowed to address the Assembly in a manner to be
11 designated by the Speaker. The candidates shall be made aware of the format and
12 timing of the address no fewer than 30 days prior to the meeting of the general
13 Assembly.

14
15 **C. Campaign.** Refer to Section RFS Internal Operating Procedures V.D. for the
16 Code for Campaigning applicable to the Trustee election.

17
18 **D. Endorsement Process.**

- 19
- 20 1. Time. The endorsement of the resident and fellow candidates for council
21 shall occur during the voting period at the Interim Assembly Meeting of
22 the AMA-RFS. The Governing Council shall set the day and time.
23 Candidates may also be endorsed during the Annual meeting by rules
24 outlined below.
 - 25
26 2. Method of Endorsement. Where there is only one candidate for a given
27 council, endorsement may be by affirmation. When there are multiple
28 candidates, a motion to endorse more than one candidate shall be in order.
29 Endorsements shall be by ballot. There shall be a separate ballot for each
30 Council. Votes shall be cast by approval balloting, such that any
31 candidate whom the delegate deems worthy of endorsement should be
32 marked affirmatively by that delegate. There shall be no ranking, and it
33 should be made clear that marking a second candidate in no way
34 jeopardizes the chances of a first candidate to be endorsed.
 - 35
36 3. Processing. No ballots will be cast after the expiration of the voting
37 period. The ballot boxes will be collected by members of the Rules
38 Committee. The Rules Committee and the boxes will be sequestered in a
39 private location. At this time the Chair of the Rules Committee will open
40 the ballot box and the Rules Committee will then count the ballots and
41 tabulate the results. Counting shall proceed by counting the number of
42 affirmative votes for each candidate. Every candidate who receives an
43 affirmative vote from greater than 50% of those who cast legal ballots
44 shall be endorsed.
- 45

1 4. Late Endorsement. A candidate may ask for endorsement by the
2 Assembly at the annual meeting of the Assembly. This is subject to the
3 same rules described above and additionally requires a 2/3 vote of the
4 Assembly for endorsement. In the case of an individual seeking late
5 endorsement, any individual who has already been endorsed for the
6 position shall be allotted equal time before the Assembly and shall have
7 his or her materials reprinted in the Assembly handbook upon request.
8

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

10
11 **F. Report to Assembly.** The Resident or Fellow member of a council shall submit a
12 written report of the Council's activities to the Assembly biannually. This report
13 will communicate Council Actions related to the concerns of the RFS.
14

15 16 **IX. RFS Assembly Meeting**

17
18 There shall be an Assembly meeting of resident and fellow members of the AMA-RFS held on a
19 day prior to each meeting of the AMA House of Delegates.
20

21 **A. Call to the Meeting.** Ninety days prior to the meeting, notice shall be sent to all
22 resident and fellows and resident and fellow organizations detailing the time,
23 place, credentialing process, resolution mechanisms, election procedures, and
24 education programs for the meeting.
25

26 **B. Representatives to the Business Meeting from Organizations represented in**
27 **the House of Delegates.** The Business Meeting shall include representatives from
28 constituent associations, Federal Services, national medical specialty societies,
29 and professional interest medical associations represented in the House of
30 Delegates.
31

32 1. Apportionment. The apportionment of each constituent association,
33 Federal Service, national medical specialty society and professional
34 interest medical associations is one representative for each 100, or fraction
35 thereof, members of the Resident and Fellow Section who are members of
36 the constituent association, Federal Service, national medical specialty
37 society or professional interest medical association.
38

39 2. Effective Date. In January of each year, the AMA shall notify each
40 constituent association, Federal Service, national medical specialty society
41 and each professional interest medical association of the number of seats
42 to which it is entitled. Such apportionment shall take effect on the
43 following January 1 and remain effective for one year.
44
45
46

1 **C. Other Representatives to the Business Meeting.**
2

3 1. At-Large Representatives. Active resident/fellow physician members of
4 the AMA may be eligible to serve as at-large representatives to the
5 Resident and Fellow Section Business Meeting.
6

7 a. Apportionment. The number of representatives shall be 10% of the
8 average number of registered RFS delegates and alternate
9 delegates from the previous year.
10

11 b. Criteria for the At-Large Delegate positions include the following:

12 A. All seats are self-funded;

13 B. A candidate must be an AMA-RFS member;

14 C. A candidate must submit an application to the RFS Governing
15 Council for consideration; In the event that all available At-
16 Large Positions are not filled by application to the Governing
17 Council, these positions may be filled at the meeting (Annual
18 or Interim) on a first-come, first served, basis.

19 D. A candidate will be able to select whether to serve in this
20 position for one meeting (Interim or Annual) or for an
21 academic year;

22 E. There are no term limits for these positions but candidates must
23 reapply after each year;

24 F. All vacant positions after Interim will be offered for Annual;

25 G. Reasons for applying should include one of the following:

26 i. First time attendee; or

27 ii. Relocation due to a transition period; or

28 iii. State or Specialty does not send representatives to the RFS
29 Assembly or does not have an RFS Section; or

30 iv. Candidate is a direct AMA member
31
32
33
34

35 2. National Resident and Fellow Organizations.
36

37 a. Apportionment. Each national resident and fellow organization that
38 has been approved for representation in the RFS Assembly may
39 select one representative and one alternate representative.
40

41 b. Criteria for Eligibility. National medical resident and fellow
42 organizations that meet the following criteria may be considered
43 for representation in the AMA Resident and Fellow Section
44 Business Meeting:

45 i. The organization must be national in scope.
46

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

- ii. The organization must be composed solely of residents or fellows.
 - iii. Membership in the organization must be available to all residents or fellows, without discrimination.
 - iv. The purposes and objectives of the organization must be consistent with the AMA's purposes and objectives.
 - v. The organization's code of medical ethics must be consistent with the AMA's Principles of Medical Ethics.
- c. Procedure. The organization must submit a written application containing sufficient information to establish that the organization meets the criteria described above. The application ideally should also include the following:
- i. The organization's charter, constitution, bylaws and code of medical ethics.
 - ii. A list of the sources of the organization's financial support, other than the dues of its members.
 - iii. A list or description of all of the organization's affiliations.
 - iv. Such additional information as may be requested.
- The Governing Council shall review the application. If it recommends that the organization be granted representation in the Resident and Fellow Section Business Meeting, the recommendation shall be submitted to the AMA Board of Trustees for review. If approved by the AMA Board of Trustees, the organization may be represented in the Resident and Fellow Section Business Meeting.
- d. Biennial Review Process. Each national resident and fellow organization represented in the Resident and Fellow Section Business Meeting must reconfirm biennially that it continues to meet the criteria for eligibility by submitting such information and documentation as may be required by the Governing Council.
- e. Rights and Responsibilities. Representatives of national resident and fellow organizations in the Resident and Fellow Section Business Meeting shall have the following rights and responsibilities:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

- i. Full voting rights in the Business Meeting, except the right to vote in any elections, at the conclusion of a two-year probationary period with regular attendance.
 - ii. Presenting its policies and opinions in the Business Meeting.
 - iii. Reporting on the actions of the AMA Resident and Fellow Section.
 - iv. Cooperate in enhancing the AMA Resident and Fellow Section membership.
 - v. Ineligible for election to any office in the AMA Resident and Fellow Section.
- f. Discontinuance of Representation. The Governing Council may recommend discontinuance of the representation by a national resident and fellow organization on the basis that the organization fails to meet the above criteria and responsibilities, or has failed to attend the Business Meeting of the AMA Resident and Fellow Section. The recommendation shall be submitted to the AMA Board of Trustees for review. If approved by the AMA Board of Trustees, the representation of the national resident and fellow organization in the AMA Resident and Fellow Section Business Meeting shall be discontinued.
3. Official Observer. National resident and fellow organizations may apply to the AMA-RFS Governing Council for official observer status in the RFS Assembly. Applicants and official observers must demonstrate compliance with guidelines for official observers adopted by the AMA-RFS Assembly, and the Governing Council shall make a recommendation to the AMA-RFS assembly concerning the application. The AMA-RFS Assembly will make the final determination on the conferring or continuation of official observer status. Organizations with official observer status are invited to send one representative to observe the actions of the Assembly at all meetings of the RFS Assembly. Official observers have the right to speak and debate on the floor of the Assembly upon invitation from the Speaker. Official observers do not have the right to introduce business, introduce an amendment, make a motion, or vote.

D. Purposes of the Meeting. The purposes of the meeting shall be:

- 1. To hear such reports as may be appropriate.

- 1 2. To elect, at the Assembly meeting prior to the Annual meeting of the
2 Association, the voting members of the Governing Council of the Resident
3 and Fellow Section. To elect, at the Assembly meeting prior to the Interim
4 meeting of the Association, the Chair-elect of the Governing Council of
5 the Resident and Fellow Section, and to endorse the Resident and Fellow
6 Trustee and councilor candidates.
7
- 8 3. To adopt resolutions for submission to the House of Delegates of the
9 AMA.
10
- 11 4. To conduct such other business as may properly come before the meeting.
12
- 13 5. To provide programming to educate and provide value for members.
14

15 **E. Credentialing.** The name of the duly selected voting Assembly Delegates and
16 Alternate Assembly Delegates from each state and specialty society should be
17 received by the Director of Resident and Fellow Services of the AMA no later
18 than 35 days prior to the assembly meeting in writing. On the day of the opening
19 of the Assembly Meeting, credentialing will take place, where voting members
20 must officially identify themselves to the Credentials Committee as having been
21 duly selected to represent their state, specialty society or branch of the armed
22 services.
23

24 **F. Participation.**

- 25
- 26 1. Only duly selected Assembly Delegates and Alternate Assembly
27 Delegates to the assembly meeting shall have the right to vote, but the
28 meeting floor, and right to testify, shall be open to all residents and fellow
29 members of the AMA. The Presiding Officer of the Assembly may grant
30 a non-RFS member the privilege of the floor.
31
- 32 2. The Immediate Past Chair of the AMA-RFS Governing Council, if he or
33 she is no longer a resident or a fellow, shall have the same "speaking"
34 privileges, excluding the privilege to make a motion, in the business
35 meeting of the RFS Assembly as any other member of the Governing
36 Council
37

38 **G. Procedure.**

- 39
- 40 1. Agenda. At least 21 days prior to the Assembly meetings, the agenda shall
41 be sent to Assembly Delegates and Alternate Assembly Delegates. The
42 order of business will be set by the Speakers prior to the meeting. The
43 Assembly at any time may change the order of business by a majority
44 vote.
45

- 1 2. Rules of Order. The Assembly meeting shall be conducted pursuant to the
2 established rules of procedure submitted by the Speakers and adopted by
3 the Assembly. The Rules of Order that govern the AMA House of
4 Delegates shall govern the Assembly meeting of the RFS in all matters not
5 outlined in the adopted rules of procedure mentioned above.
6
- 7 3. Quorum. Twenty percent of the registered Delegates shall constitute a
8 quorum so long as at least 15 different states and 5 national medical
9 specialty associations, military or federal agencies are represented.

10
11 **H. Resolutions.** Any resident and fellow member may submit resolutions.

- 12
- 13 1. All resolutions submitted by resident and fellows must be received in the
14 AMA Department of Resident and Fellow Services 42 days prior to the
15 Assembly meeting to be included in the Resident and Fellow Section
16 agenda. They will be made available on the AMA website, and are
17 debatable on the floor of the RFS Assembly.
18
- 19 2. Late Resolutions. Resolutions that are submitted after the 42-day deadline
20 but 7 days prior to the Assembly meeting being called to order shall
21 require a two-thirds vote of the Assembly to be debatable on the floor. The
22 Rules Committee shall make recommendations to the Assembly on
23 whether or not they should be considered as business. Late resolutions
24 approved for consideration shall be referred to a reference committee, and
25 handled in the same manner as those resolutions introduced before the 42-
26 day deadline.
27
- 28 3. Emergency Resolutions. Resolutions that are submitted within 7 days of
29 the meeting or after the meeting has been called to order shall require a
30 three-fourths vote of the Assembly to be debatable on the floor. The Rules
31 Committee shall make recommendations to the Assembly on whether or
32 not they should be considered for business. Emergency resolutions
33 approved for consideration shall be debated on the floor of the Assembly
34 without referral to a reference committee.
35
- 36 4. All resolutions approved for consideration as business shall require a
37 simple majority vote of the Assembly for adoption except those amending
38 the IOP, which require a two-thirds vote as specified in RFS Internal
39 Operating Procedures XIII.
40
- 41 5. Resolutions introduced by the Governing Council into the AMA
42 Delegate's handbook shall be in the name of the RFS Delegate. Such
43 resolutions may only be submitted when there is two-thirds approval by all
44 voting members of the Governing Council. They shall be considered by
45 the RFS Assembly as a first priority of business, and if not adopted or if

1 substantially amended, shall be withdrawn from the AMA House of
2 Delegates.

- 3
4 6. Resolutions that are AMA policy proposals shall be submitted to the AMA
5 House of Delegates in the name of the RFS at the first meeting to which
6 they could be submitted in an appropriate and timely fashion following the
7 closing of the AMA House of Delegates that is associated with the RFS
8 Assembly at which they were approved unless otherwise specified by the
9 RFS Assembly.

10
11 **I. Convention Committees.** The convention committees shall be, unless otherwise
12 specified, appointed by the Governing Council. These committees are to expedite
13 the conduct of business at each meeting of the RFS Assembly.

- 14
15 1. Credentials Committee. A 3- to 9- member Credentials Committee shall
16 be composed, ideally, of one member per region as defined in RFS
17 Internal Operating Procedures X.B and one Chair. The Committee shall be
18 responsible for consideration of all matters relating to the registration and
19 certification of delegates including credentialing delegates for business
20 meetings, verifying a quorum is present, and distributing ballots for
21 elections.
22
23 2. Logistics Committee. A Logistics Committee shall be composed of 3 to 5
24 At-Large members. The Committee shall be responsible for aiding the
25 Assembly in performing those tasks to make the business of the Assembly
26 most readily available to the Assembly. This shall include, but not be
27 limited to, aiding with the use of computers to project amendments and
28 actions for the Assembly's viewing, and for an Assembly delegate's ease.
29
30 3. Rules Committee. A Rules Committee shall be composed of 5 at-large
31 members. The committee shall review late and emergency resolutions and
32 make recommendations to the RFS Assembly on whether or not to
33 consider them as business of the Assembly. The Rules Committee shall
34 also be familiar with the Rules of Order such that they can assist residents
35 throughout the business meeting. The Rules Committee shall also collect
36 and tabulate ballots for RFS elections, and count hand votes during the
37 business meeting as requested by the Speakers.
38
39 4. Reference Committees. The number and membership of reference
40 committees appointed for each RFS Assembly meeting will be determined
41 by the Speakers prior to each meeting. Each reference committee shall be
42 composed of five members and one alternate unless, in the judgment of
43 the Speakers, circumstances warrant an adjustment in the number of
44 members on one or more reference committees. Each committee shall
45 conduct an open hearing on items of business referred to it (resolutions
46 and reports), and make recommendations to the Assembly for disposition

1 of its items of business through the preparation of reference committee
2 reports for consideration by the RFS Assembly.

- 3
4 5. Hospitality Committee. A Hospitality Committee shall be composed of at
5 least 3 members. This committee shall have the responsibility of aiding
6 the Speakers and Governing Council in providing an as member-friendly
7 experience as possible for attendees of the conference.
8
9

10 **X. RFS Caucus of the AMA House of Delegates**

11
12 **A. RFS Caucus Structure.**

- 13
14 1. The RFS sectional and alternate delegates, together with the RFS Delegate
15 and Alternate, form the RFS Caucus.
16
17 2. The RFS Delegate and RFS Alternate Delegate should be considered the
18 chair and vice chair of the caucus respectively and their responsibilities in
19 those positions include, but are not limited to:
20
21 a. Overseeing debate, discussion, and voting that occurs within the
22 caucus, or designating a member of the caucus to fulfill this role if
23 they are unable to perform it themselves.
24
25 b. Assigning sectional and alternate delegates to reference
26 committees.
27
28 c. Speaking on behalf of the RFS in reference committee hearings
29 and the HOD, or delegating the responsibility to speak on behalf of
30 the RFS to other members of the section.
31
32 d. Developing general RFS strategy for passing or defeating
33 resolutions.
34
35 e. Coordinating and negotiating with the leadership of other groups
36 within the HOD.
37
38 3. Other resident and fellow delegates to the AMA HOD, including residents
39 or fellows appointed to their state or specialty delegations, are not
40 considered members of the caucus. They are encouraged to take part in
41 RFS Caucus meetings and participate in discussions. If willing, they may
42 still be assigned to speak on behalf of the RFS by the RFS Delegates.
43

44 **B. Determining RFS Caucus Positions on AMA HOD Resolutions.**

- 1
- 2 1. Determining RFS Caucus Positions on AMA HOD Resolutions
- 3
- 4 2. A quorum of at least 50% of voting members must participate for a vote to
- 5 be valid.
- 6
- 7 3. In the AMA HOD, the RFS Caucus must take positions on resolutions that
- 8 are consistent with the existing policy of the RFS as defined in the RFS
- 9 Digest of Actions whenever possible.
- 10
- 11 4. In areas where relevant RFS policy exists, but the interpretation is
- 12 uncertain, a majority vote of a quorum of delegates will determine the
- 13 caucus's interpretation.
- 14
- 15 5. When a resolution is before the AMA HOD for which RFS policy does
- 16 not exist, any member of the RFS Caucus may move that the RFS take a
- 17 position on the resolution. Such a movement requires a second by another
- 18 caucus member and a 2/3rds majority vote to pass.
- 19
- 20 6. Positions set using the procedures described in section B.5 are valid for
- 21 the duration of that meeting only, and do not apply to future interim or
- 22 annual meetings.
- 23

24 **C. Reporting of Caucus Actions**

- 25
- 26 1. The RFS Delegate and Alternate shall be responsible for authorizing a
- 27 report of actions taken, which shall be presented to the RFS Assembly at
- 28 the next national meeting. This report will list the resolved clauses of all
- 29 AMA HOD resolutions for which the RFS took a position, and will
- 30 specifically identify those resolutions for which the RFS Caucus took a
- 31 position that was not grounded in existing internal policy. It will also
- 32 detail the action taken, motivation for taking such action, and suggestions
- 33 for new AMA-RFS policy on the issue in question.
- 34
- 35

36 **XI. Regions**

37 **A. Purpose and Function.**

- 38
- 39
- 40 1. The Regions shall exist to foster and promote AMA-RFS activities and
- 41 membership on a regional level. The Regions shall function as a means of
- 42 dissemination of RFS information, of recruitment to the RFS and of
- 43 opportunity for involvement and leadership for RFS members regionally.
- 44
- 45 2. If any Regional Chair ceases to meet the membership requirements of AMA
- 46 Bylaw 7.11 prior to the expiration of the term for which elected, the term of

1 such Regional Chair shall terminate and the position shall be declared vacant.
2 If the Regional Chair ceases to meet the membership requirements of the RFS
3 within 90 days prior to an Annual Meeting, the Region Chair shall be
4 permitted to continue to serve in office until the completion of the Annual
5 Meeting.
6

7
8 **B. Regions Defined.**
9

- 10 1. Region 1: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana,
11 Nevada, New Mexico, Oregon, Utah, Washington, Wyoming
12
13 2. Region 2: Illinois, Iowa, Minnesota, Missouri, Nebraska, North Dakota,
14 South Dakota, Wisconsin
15
16 3. Region 3: Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, Texas
17
18 4. Region 4: Alabama, Florida, Georgia, North Carolina, South Carolina,
19 Tennessee
20
21 5. Region 5: Indiana, Kentucky, Michigan, Ohio, West Virginia
22
23 6. Region 6: Delaware, District of Columbia, Maryland, Pennsylvania,
24 Virginia
25
26 7. Region 7: Connecticut, New York, Maine, New Hampshire,
27 Massachusetts, New Jersey, Rhode Island, Vermont
28
29 8. Region 8: National Specialty Societies, Military and Other Federal
30 Agencies, All other societies not otherwise named herein.
31

32 **C. Regional Governance.**
33

- 34 1. Each Region shall be encouraged to author its own regional Internal
35 Operating Procedures (IOP) that outline its mechanism of operation and
36 governance. Any such Regional IOP shall supersede the procedures
37 outlined within this section below, provided the regional IOP includes a
38 Chair and has membership criteria identical to those written below or as
39 otherwise approved by the RFS Governing Council.
40
41 2. Each Region shall abide by the operating procedures in this section unless
42 they have adopted independent internal operating procedures:
43
44 a. Membership.
45

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

- i. A Person shall be considered a member of Region VIII if he or she is:
 - a) A Resident or Fellow member of the AMA.
 - b) A member of a national specialty medical society or is serving in the United States Army, the United States Navy, the United States Air Force, the United States Public Health Service, the Department of Veterans Affairs or other Federal agencies.

- ii. A Person shall be considered a member of a Geographic Region (1-7) if he or she is:
 - a) A Resident or Fellow member of the AMA.
 - b) Serving in approved training programs or fellowship in a State in that Region, or, as his or her primary occupation, serving in a structured educational program begun immediately upon completion of medical school, residency or fellowship training in a State in that Region.

- iii. Should any individual be a potential member of multiple regions due to educational, military, geographic and or specialty status, they must at the time of credentialing, identify their Regional affiliation. Neither an Assembly Delegate nor Assembly Alternate Delegate shall be a voting member for more than one region nor shall they be allowed to change their regional affiliation during a single year as defined as the beginning of an Annual meeting of the RFS Assembly until the opening of the following Annual meeting of the RFS Assembly. An individual shall be allowed to change affiliations from one geographic Region to another if they have moved from a residency or fellowship in one Region to one in another.

- b. Regional Governance. Each Region shall, at each RFS Assembly Annual meeting, elect a Chair to serve a one-year term that begins at the conclusion of the concurrent meeting of the AMA House of Delegates (HOD) and that ends at the conclusion of the following meeting of the AMA-HOD. Election shall be by majority vote of AMA-RFS Assembly Delegates and Assembly

1 Alternate Delegates who are members of that Region. There
2 shall be no votes by proxy.

3
4 c. Regional Activities.

5 i. Regions shall be encouraged to caucus on:

6 a) Reports/Resolutions.

7
8 b) Candidates (Including conducting AMA-RFS GC
9 Candidate interviews).

10
11 c) Issues of importance to programs within the
12 Region.

13
14 **D. Regional Chairs.**

15
16 1. Within their respective regions, Regional Chairs are responsible for the
17 following:

18 a. Informing state leaders of current RFS events.

19 b. Increasing RFS membership.

20 c. Soliciting ideas of how to improve RFS activities.

21 d. Mobilizing RFS members for important AMA activities.

22 e. Promoting cooperation between local and national RFS leaders.

23 f. Developing new methods of how to increase resident/fellow
24 participation in the RFS.

25 g. Coordinating and presiding over Regional Meetings.

26
27 2. At the Interim and Annual Meetings, the Regional Chairs are required to
28 submit a short report of membership, legislative awareness, and leadership
29 promotion activities to their respective regions and the RFS Governing
30 Council.

31
32 3. Regional Chairs will also have an open invitation to all General Sessions
33 of the AMA-RFS Governing Council and shall be invited to additional
34 leadership events at the discretion of the AMA-RFS GC Chair.
35
36
37
38
39
40
41
42
43

1 **E. Regional Council.**
2

- 3 1. Purpose and Function. The Regional Council is designed to foster and
4 promote strategic relationships between the RFS Governing Council,
5 Regions, leaders of state and specialty society resident sections, and local
6 residency/fellowship programs.
7
8 2. Membership. The Regional Council is comprised of eight regional chairs
9 and the Member At-Large Officer from the RFS Governing Council, who
10 shall serve as chair of the Regional Council.
11
12 3. Meetings. The Regional Council shall meet at least quarterly either in
13 person or by teleconference in order to conduct the business of the
14 Council.

15
16
17 **XI. Appointments**
18

19 It will be the responsibility of the RFS Governing Council to make appointments of the resident
20 and fellow members of non-elected AMA Councils for confirmation by the AMA Board of
21 Trustees or President-Elect as appropriate, and to other bodies of the Association when
22 requested. It is also the responsibility of the Governing Council to make recommendations for
23 resident and fellow representation to bodies such as the Residency Review Committees, National
24 Board of Medical Examiners, National Residency Matching Program, and others after the
25 Governing Council has solicited applications from interested resident and fellows.
26

27 **A. Resident and Fellow Representation on AMA Councils.**
28

- 29 1. At least one resident or fellow shall be recommended by the RFS
30 Governing Council to the AMA president-elect for consideration for
31 appointment to the Resident and Fellow seat on the Council on Ethical and
32 Judicial Affairs.
33
34 2. At least one resident or fellow shall be recommended by the RFS
35 Governing Council to the AMA Board of Trustees for consideration for
36 appointment to the Resident and Fellow seat on the Council on
37 Legislation.
38
39 3. At least one resident or fellow shall be recommended by the RFS
40 Governing Council to the AMA Board of Trustees for consideration for
41 appointment to the Resident and Fellow seat on the Council on Long
42 Range Planning and Development.
43
44 4. At least one resident or fellow shall be recommended by the RFS
45 Governing Council to the AMA Board of Trustees for consideration for

1 appointment to the Resident and Fellow seat on the Liaison Committee on
2 Medical Education (an AMA/AAMC joint committee).

- 3
4 5. Terms. Residents and Fellows appointed to councils shall be in accordance
5 with the AMA Bylaws. If the resident and fellow member of a Council
6 ceases to be enrolled in an approved program for reason other than
7 graduation, their service on the Council shall thereupon terminate and the
8 position shall be declared vacant. If the resident or fellow ceases to be
9 enrolled in an approved program due to graduation of that program, they
10 may continue to hold their post for up to 90 days or until the completion of
11 their term whichever comes first.

- 12
13 **B. Standing Committees of the Resident and Fellow Section.** The Governing
14 Council shall annually appoint standing committees including, but not limited to,
15 long range planning, public health, medical education, legislative awareness,
16 membership and the poster symposium, composed of members of the Section to
17 serve annual terms to further the mission of the Section. The Governing Council
18 shall make an open solicitation of applications from the members of the section
19 and shall select from among those who have applied. Should there be insufficient
20 applications in order to adequately staff these committees, the Governing Council
21 shall be empowered to make direct solicitations and appointments to the
22 committees.

23
24
25 **XII. Miscellaneous**

- 26
27 **A. Parliamentary Authority.** The parliamentary authority of the AMA House of
28 Delegates governs this organization in all parliamentary situations that are not
29 provided for in the law or in the AMA Bylaws or adopted rules of the Resident
30 and Fellow Section.
- 31
32 **B. Financial Responsibility.** Funding the RFS Governing Council is appropriated
33 by the AMA. A listing of all meetings attended by each member of the Governing
34 Council and members of AMA Councils, Committees, and Panels, along with an
35 account of pertinent actions taken will be sent to RFS members semiannually.

36
37
38 **XIII. Amendments**

39
40 These Internal Operating Procedures may be amended by language proposed by the RFS
41 Governing Council with the approval of two-thirds of the members of the Resident and Fellow
42 Section Assembly present and voting. Where the Assembly instructs the Governing Council to
43 script IOP changes, the language shall be submitted at the following Assembly meeting, unless
44 otherwise specified, shall be considered at the business meeting and shall be effective
45 immediately upon approval by two-thirds of the Assembly present and voting, unless a different
46 time frame is so specified and approved by a simple majority when proposed. Amendments to

- 1 the Internal Operating Procedures may be contingent upon corresponding changes to the AMA
- 2 Bylaws.