Council on Long Range Planning and Development (CLRPD)

Process for Renewal of Delineated Section Status

1. An applicant submits its Letter of Application for Renewal of Delineated Section Status to CLRPD at least 1 year prior to the section’s renewal date.

2. The CLRPD reviews the completed Letter of Application and may request additional information.

3. Step 2 may be repeated.

4. The CLRPD applies the adopted criteria for its evaluation of the delineated section.

5. The CLRPD prepares a report, which includes the Council’s recommendations on the proposal, and submits it to the Board of Trustees (BOT). The contents of the CLRPD report, including the Council’s recommendations, are confidential until the CLRPD submits its report to the House of Delegates (HOD).

6. The CLRPD submits its report to the HOD, which makes the final determination on renewal of delineated section status.
Dear [Name],

As [Title] of the [Section], I am submitting the following information in compliance with the AMA Bylaws on Sections, which state a delineated section must reconfirm its qualifications for continued delineated section status and associated representation in the House of Delegates by demonstrating at least every 5 years that it continues to meet the criteria adopted by the House of Delegates.

Please focus input to this Letter of Application on information that relates to the past 5 years.

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

- Please identify the specific and unique issues/concerns of medicine that your section addresses. What other AMA units address these issues and how does your section collaborate with those units?
- Please describe the policymaking process for your section, including the level of involvement/input from individual section members.
- How have your group’s issues been historically addressed by the AMA?
- How does your section contribute to AMA operations?

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

- How does your section work toward meeting its objectives?
Please describe the activities of your section and how your section is distinct from other AMA existing component groups.

How have the activities of your section used available resources and avoided duplication?

How do the activities of your section contribute to the AMA’s strategic direction?

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

Describe any changes to the section’s objectives, activities and structure that have occurred within the past 5 years. How has your section evolved in the past 5 years?

How does your section identify specific qualifications for members of its governing council and delegates?

What specific opportunities do section members have to participate in the section’s activities?

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

How does your section identify its membership among AMA members and the general physician population?

At minimum, does the section represent 1,000 AMA members?

What percentage of eligible section members actually participate in your section? What is your potential membership?

Historically, section status was granted to groups that were under-represented. Is your demographic under-represented in the HOD? Please explain.

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

How many members, or what percentage of the section’s membership, typically attend the meetings? What is the typical agenda for a meeting? Please cite some outcomes of your meetings?
How does your section provide outreach to its actual and potential membership on meeting activities?

Please describe how the physicians represented by your section have benefited the AMA from an increased voice within the policymaking body of the Association.

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

Please describe how your section provides opportunities for under-represented members of the constituency to introduce issues of concern and to participate in the policymaking process within the AMA HOD. Typically, how many resolutions are introduced by your group? What percentage of these resolutions is typically adopted as AMA policy?

What other opportunities exist for your section members to have a voice in the HOD?

Please provide several examples of issues of concern introduced to the AMA HOD by the section.

How have your section’s contributions affected the AMA’s advocacy agenda?

How does your section develop consensus on pending HOD resolutions?

Please attach pertinent section handouts, membership reports, etc. to the Letter of Application for Renewal of Delineated Section Status.