

American Medical Association Young Physicians Section

Internal Operating Procedures

I. Name

The name of this organization shall be the Young Physicians Section of the American Medical Association. This is a special section for young physician members of the AMA as set forth in AMA Bylaw 7.5.

II. Vision, Mission, and Diversity, Equity and Inclusion Statement

The Assembly of the American Medical Association (AMA) Young Physicians Section (YPS) voted that the YPS' vision, mission, and diversity, equity and inclusion statement shall be as follows:

- A. **Vision Statement.** The YPS, the recognized advocate and voice for young physicians and their patients, strives to achieve proportional representation for young physicians and to advocate effectively for their issues within our AMA and the Federation of medicine.
- B. **Mission Statement.** The mission of the YPS is to strengthen the value of AMA membership for young physicians while maximizing young physicians' contributions to the AMA's brand vision through:
 - 1. Involvement. Promoting young physician leadership, bilateral mentorship, and membership within the AMA and throughout the Federation.
 - 2. Advocacy. Serving as the voice of young physicians by influencing policy development and advocacy priorities within our AMA.
 - 3. Communications.
 - a. Providing young physicians with timely, focused updates on the AMA's progress and impact on core issues.
 - b. Communicating ways the AMA can help young physicians help their patients now and in the future.
 - c. Giving young physician members the ability to connect directly to YPS leadership.
- C. **Diversity, Equity, and Inclusion (DEI) Statement.** In accordance with the AMA's guidelines and listed values as part of the effort to eliminate health inequities, the YPS will strive in all its dealings to recognize the unique perspective and value that all members of our organization offer in their interactions. The YPS is a place where all are welcome and diverse backgrounds are valued and celebrated.

III. Membership

Membership shall be limited to young physician members of the AMA as defined in AMA Bylaw 7.5.1.

IV. Officers/Governing Council

- A. **Designations.** The officers of the YPS shall be 7 Governing Council members: Chair; Chair-Elect; Immediate Past Chair; Delegate; Alternate Delegate; Speaker; and Member At-Large.
- B. **Authority.** The Governing Council shall direct the programs and activities of the YPS. During the interval between meetings of the House of Delegates (HOD) and the YPS, the Governing Council shall act on behalf of the YPS in formulating decisions related to the development, administration, and implementation of YPS activities, programs, goals, and objectives. The Governing Council shall be guided by directives adopted by the YPS Assembly. The YPS shall be notified of actions taken by the Governing Council on its behalf.
- C. **Eligibility.** AMA Bylaw 7.5.2 defines eligibility and cessation of eligibility for those elected to the YPS Governing Council.
- D. **Duties and Privileges.** The Governing Council, with membership as delineated below, shall direct the programs and activities of the YPS including the creation of YPS committees, subject to the approval of such programs and activities, when required, by the Board of Trustees or HOD of the AMA.
 - 1. Chair. The Chair shall:
 - a. Serve as the spokesperson for the YPS and its policy, except on matters pending before the HOD.
 - b. Have primary responsibility for setting the agendas for all YPS meetings.
 - c. Preside over all Governing Council meetings and portions of the YPS Assembly Meetings
 - d. Oversee all elections.
 - e. Have primary responsibility for appointing the Convention Committees. The Convention Committees consist of the Credentials Committee, the Reference Committee, the HOD Handbook Review Committee, the Parliamentary Procedure Committee, and the House Coordination Committee.
 - f. In the absence of the Speaker or at the request of the Speaker, preside or appoint a designee to preside at all meetings of the YPS Assembly and transact business in accordance with the current parliamentary authority as chosen by the AMA HOD.

- g. Seek to recruit and maintain AMA members.
2. Immediate Past Chair. The Immediate Past Chair shall:
 - a. Assist and advise the Chair.
 - b. Attend all meetings of the YPS and the YPS Governing Council.
 - 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 HOD.
 - 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 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 in order 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 merit YPS testimony or a young physician voice. The Delegate shall vote consistent with YPS actions whenever possible and shall use their own best judgment to vote on matters before the HOD in the absence of specific direction from the YPS Assembly or Governing Council.

- 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 the Delegate duties described above.
 - b. Seek to recruit and maintain AMA members.
- 6. Member At-Large. The Member At-Large shall:
 - a. Promote and support equitable and inclusive recruitment processes and ensure leadership accountability in upholding the YPS DEI initiatives for engaging and involving all underrepresented groups within the AMA.
 - b. Organize, with the assistance of the Chair-Elect, an orientation for new YPS representatives at each Assembly Meeting.
 - c. Identify recruitment and retention opportunities for the Section.
 - d. Serve as liaison between the YPS and other Sections in collaborative efforts outside of policymaking activities.
 - e. Distribute information on advocacy activities of the AMA and partner organizations to the YPS membership.
 - f. Seek to recruit and maintain AMA members.
- 7. Speaker. The Speaker shall:
 - a. Preside over deliberations, including the HOD Handbook Review 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.
- f. Prepare a document, to be published in the YPS agenda book, summarizing parliamentary procedure used in Assembly business meetings.
- g. Review the YPS Digest of Actions for consistency with Assembly action prior to its update and distribution.

E. Terms.

- 1. Individuals elected as Chair-Elect shall serve a three-year term, which will include one year as Chair-Elect, one year as Chair, and one year as Immediate Past Chair, beginning at the conclusion of the Annual Meeting at which they are elected.
- 2. The remaining officers (Delegate, Alternate Delegate, Speaker and the Member At-Large) shall serve two-year terms, beginning at the conclusion of the Annual Meeting at which they are elected and ending at the conclusion of the Annual Meeting two years later.
- 3. Individuals may run for partial terms, so long as they disclose that information when they announce their candidacy.

F. Term Limits.

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

G. Vacancies.

- 1. Chair: In the event that the office of Chair shall become vacant, the Chair-Elect will assume the Chair position immediately. That individual will not move into the Immediate Past Chair position at the Annual Meeting, but thereafter will serve their regularly scheduled term as Chair.
- 2. Immediate Past Chair: If the office of Immediate Past Chair becomes vacant for any reason, at the next YPS Assembly Meeting there will be an election for a

special additional Member At-Large position to replace the Immediate Past Chair on the Governing Council during the remainder of the unexpired term.

3. Other Members of the Governing Council:
 - a. In the event a vacancy occurs for a position in the Governing Council while the YPS Assembly is in session, the position shall be filled by immediate election. Nominations will be accepted from the floor and the election process shall follow current procedure as documented in Section V.
 - b. In the event a vacancy occurs while the YPS Assembly is not in session for the office of Chair-Elect, Delegate, Alternate Delegate, Member At-Large, or Speaker, a successor shall be appointed by the Chair to serve a term that expires at the end of the next HOD meeting. An open election will be held at the next Assembly meeting to determine who will serve the unexpired term following the HOD meeting to the next regularly scheduled election for that position. The appointed individual may run for the remainder of the position, provided they meet the criteria for that position.
4. In the event of a temporary absence in the positions of the Governing Council, the Chair or a designee of the Chair may appoint a replacement to serve a defined term accounting for the temporary absence. The Chair shall inform YPS Assembly members of the vacancy. The individual filling this temporary appointment must have been certified as a representative to the YPS Assembly as specified in YPS Internal Operating Procedures Section VI, Sub-section F.

V. Elections

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

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

B. Eligibility.

1. To be eligible for election to the Governing Council, one must meet the criteria of AMA Bylaw 7.5.1.
2. Each candidate for a position on the Governing Council shall be eligible to offer their name for only one position per ballot.
3. Members of the Governing Council, except for the Chair, Chair-Elect, or Immediate Past Chair, are eligible to run for reelection to their own position, if

eligible for the position. All Governing Council members are eligible to run for another position on the Council.

4. All members of the YPS are eligible to be elected to the YPS Governing Council. However, YPS members shall not hold a position as a member of another AMA Council or Section/Special Group Governing Council at the same time as serving on the YPS Governing Council.

C. Nominations.

1. Nominations for the Governing Council positions may be received in advance of the Annual Meeting, or from the floor at the YPS Assembly Meeting.
2. All candidates must complete a YPS Nomination Form.
3. All nominations shall close simultaneously at a specific time designated by the Speaker.

D. Campaigns.

1. Campaigning for positions is limited to campaign speeches, other "conversational" campaigning, and printed material which delineates the candidate's experience and expertise. Other campaign promotional material (including but not limited to buttons, flags, pins, leaflets, posters, etc.) is discouraged.
2. Candidates who declare their candidacy in advance shall be encouraged to submit materials that can be posted online at the YPS website.
3. 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.
4. In contested elections, the Chair 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.

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 Alternate Delegate.

3. In odd numbered years, the Chair-Elect shall be elected first, followed by the Speaker, and then the Member-At-Large.
4. Balloting will be conducted through electronic voting or paper ballots (if needed).
5. The Credentials Committee shall oversee distribution of ballots and verification of results. Credentialing badges must be verified to receive a ballot. The number of ballots issued shall be monitored.
6. Each voter must mark the ballot exactly as directed by the instructions on the ballot. Verbal instructions also shall be given by the Chair.
7. 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 they receive 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.)
8. 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.
9. Handling of Ties. In the event of a tie vote, a run-off election shall be held.

G. Verification/Counting of Ballot.

1. Credentials Committee members shall verify the total number of ballots received in the presence of YPS staff. If more ballots are received than were distributed, the process shall be halted, and the results invalidated. The Credentials Committee Chair shall notify the Chair of this fact and new ballots will be distributed.
2. In the event of paper ballots, the Credentials Committee shall examine each ballot to determine if there is only one designated candidate for each office. No ballot shall be counted if it contains fewer or more votes than the number of individuals to be elected to any position, or if the ballot contains more than one vote for any nominee. The Credentials Committee will draw a single contrasting-colored line (that does not interfere with the legibility of the voter's markings) through the area of any ballot marked improperly for a given office indicating a void ballot for that race.
3. In the event of paper ballots, the Credentials Committee Chair shall certify the results to the Chair after all races have been decided. (The sum of all candidates' votes plus the voided ballots for each race plus other voided ballots must equal the number of ballots received by the Credentials Committee prior to certifying a winner.)

4. Vote totals shall be available on request to individual members of the YPS Assembly.
5. Appeals must be made prior to the conclusion of the Assembly Meeting. Appeals shall be evaluated by the Governing Council Chair and Credentials Committee and resolved by the Governing Council Chair. Committee members with a conflict of interest must recuse themselves from evaluating appeals.

VI. YPS Assembly Meeting

There shall be an Assembly Meeting of the YPS held on the day of or a day prior to the start of each meeting of the AMA HOD.

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

B. Purpose of the Meeting.

1. To hear such reports as may be appropriate.
2. To consider other business and vote upon such matters as may properly come before the meeting.
3. To adopt resolutions for submission by the Section to the HOD.
4. To hold elections.

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

D. Participation.

1. Only credentialed Assembly representatives and Governing Council members shall have the right to vote, but the meeting floor and right to testify shall be open to all YPS members. The Speaker may grant others the privilege of the floor. No representative may be certified at any meeting to represent more than one organization in the YPS Assembly.
2. The YPS Assembly Meeting, where possible, shall be held at the same hotel used for the HOD. YPS representatives, where possible, should be housed in the same hotel used for the HOD meeting.

E. Procedure.

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

2. Rules of Order: The Assembly Meeting shall be conducted pursuant to the established rules of order submitted by the Speaker and adopted by the Assembly. The parliamentary authority used by the AMA HOD shall govern the Assembly Meeting in all matters not otherwise specified in the adopted rules of order mentioned above.
3. Quorum. Thirty voting representatives shall constitute a quorum for the YPS Assembly.

F. Qualifications for Representatives to the YPS Assembly.

1. Each representative to the YPS Assembly must be a member of the AMA who meets the requirement for membership in the YPS as set forth in AMA Bylaw 7.5.1.
2. If a representative is elected to the Governing Council, that representative shall be required to resign as a representative at the time that their term on the Governing Council commences.
3. State Medical Society Representation. AMA Bylaw 7.5.3 sets forth criteria for representation by constituent associations.
 - a. Each constituent (state) medical association automatically is entitled to two voting representatives. Those selected to represent a state medical association in our YPS as representatives must be AMA members in good standing and meet the criteria set forth in AMA Bylaw 7.5.1.
 - b. Proportional Representation. In addition to the representative positions discussed above, AMA Bylaw 7.5.3.1 states that constituent medical associations are eligible for additional representatives based on proportional representation (two representatives for every 1,000 AMA young physician members of the constituent medical association).
 - c. Additional YPS representative positions shall be filled by one of the following processes.
 - i. Open, democratic elections by young physicians during assemblies, forums, caucuses, or other meetings which have elections as part of their announced agendas. Those voting shall meet the definition of young physician set forth in AMA Bylaw 7.5.1.
 - ii. Democratic elections by state constituent Governing Councils, or their equivalent, whose members have been elected democratically by young physicians (as defined by AMA Bylaw 7.5.1) during assemblies, forums, caucuses, or other meetings which have elections as part of their announced agendas.
 - iii. The YPS Governing Council shall review the process of representative selection for expanded states every two years,

commencing from the most recent year an additional position is added.

- d. Retention of Representatives. If the membership information as recorded by the AMA as of December 31 warrants a decrease in the number of representatives representing a constituent association, the constituent association shall be permitted to retain the same number of representatives, without decrease, for one year, if it promptly files with the AMA a written plan of intensified AMA membership development activities among its young physician members. If after that year the membership in the constituent association has not recovered to a level sufficient to warrant maintaining the same number of representatives, then the representation shall be decreased accordingly. Our YPS annually shall obtain AMA young physician membership data and communicate any loss greater than 5% from a particular constituent medical association to that society.
4. National Medical Specialty Society Representation. AMA Bylaw 7.5.3.1 sets forth criteria for representation by national medical specialty societies.
- a. Each national medical specialty society granted representation in the AMA HOD is automatically entitled to two voting representatives. Those selected to represent a national medical specialty society in our YPS as representatives must be AMA members in good standing and meet the criteria set forth in AMA Bylaw 7.5.1.
 - 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 based on 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 (state) 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.
 - d. Every voting representative shall receive a voting badge, which must be worn at all times while on the floor of the Assembly.

G. Rules of Order.

1. The Rules of Order shall be included in all YPS Handbooks.
2. The Assembly Meeting shall be conducted pursuant to the established rules of order presented by the Speaker and adopted by the Assembly. These include the following procedures:
 - a. Any YPS member wishing to obtain the floor shall approach the nearest microphone, wait to be recognized, address the Speaker or Chair, and give their name, affiliation for whom they are speaking, and whether they speak for or against the current motion, before speaking on the issue. Observers and others may participate in the discussion with permission of the Speaker or Chair.
 - b. No one shall speak more than once on any issue or separate motion until all who wish to speak have been heard.
 - c. So as not to hinder debate, time limits for discussion on any single issue shall not be imposed. Should discussion become lengthy, a representative to the Assembly may make a motion to the Assembly to limit debate. Such motion would need a 2/3 vote to be passed. Ample

time should be allowed for any member to be heard on an issue before debate is closed.

- d. Any major amendments shall be presented to the Speaker in writing before they are placed on the floor for discussion and action.
- e. Voting shall be by voice, that is "yes" and "no," except where the Speaker, Chair, or a representative calls for a division of the Assembly, in which case a counted vote will be taken.

H. Resolutions.

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

1 **I. Reports to the YPS Assembly.**

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- 3 1. The YPS Governing Council shall issue reports responding to referred
- 4 resolutions. In the case that a report is not finished by the next YPS meeting, a
- 5 status report on that topic shall be provided to the YPS Assembly.
- 6
- 7 2. The YPS Governing Council also shall have the ability to issue reports and
- 8 recommendations addressing topics of interest.
- 9
- 10 3. The YPS Governing Council also shall issue reports that have been mandated by
- 11 the YPS Assembly.
- 12
- 13 4. As directed by the Governing Council, standing committees may issue reports
- 14 with or without recommendations directly to the Assembly.
- 15

16 **J. Online Testimony on Pending Resolutions and Reports.**

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- 18 1. All young physicians shall be encouraged to offer online testimony on pending
- 19 resolutions and reports in advance of the meeting.
- 20
- 21 2. The YPS website shall include details regarding how testimony shall be
- 22 submitted.
- 23
- 24 3. All online testimony shall be posted online within a specified time.
- 25
- 26 4. Online testimony shall be made available to Assembly members and the
- 27 Reference Committee.
- 28
- 29 5. The online testimony shall serve as the basis for the Reference Committee's
- 30 recommendations.
- 31

32 **K. Convention Committees.**

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- 34 1. Convention Committees shall be appointed by the Chair, with the assistance of
- 35 the Speaker, and from Assembly members who volunteer for committee service.
- 36 The Chair and Speaker shall strive to ensure a mix of representatives from
- 37 different geographical areas, specialties, and genders. In addition, Convention
- 38 Committees shall be comprised of new and experienced YPS members.
- 39
- 40 2. The YPS shall use the following committees to expedite the conduct of business
- 41 at each meeting of the YPS Assembly.
- 42
- 43 a. Credentials Committee. The Credentials Committee shall consist of four
- 44 representatives, one of whom is appointed to chair the committee. Main
- 45 responsibilities of the Credentials Committee are to:
- 46
- 47 i. Check-in and credential representatives.
- 48
- 49 ii. Determine the ability of an individual to be credentialed as a
- 50 voting representative (if not preregistered).

- iii. Take vote counts during the Assembly Meeting when requested by the YPS Speaker.
- iv. Distribute, collect, count, and verify election ballots, in the event paper ballots are used.
- v. Collect meeting evaluation forms.
- vi. Issue a verbal report on the number of credentialed representatives in attendance.

b. Reference Committee. The YPS Reference Committee shall be composed of 5 representatives, one of whom is appointed to chair the committee. Major responsibilities are to:

- i. Review (in advance of the meeting) online testimony, staff comments and AMA policy.
- 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 (e.g., active support, support, monitor, etc.), 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 to best

1 accomplish their intent. The committee shall have no pre-meeting
2 assignments. The number of members shall vary according to the number
3 of volunteers, the volume of YPS business, and the size of the YPS
4 Assembly.

- 5
6 e. House Coordination Committee (HCC). These individuals shall assist the
7 YPS Delegate and Alternate Delegate in executing their duties.
8

9 **L. Miscellaneous.**

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11 1. Parliamentary Authority. The parliamentary authority of the HOD shall govern
12 the YPS in all parliamentary situations that are not provided for in the AMA
13 Bylaws or adopted rules of the YPS.
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15 2. Digest of Actions. A Digest of Actions is the official proceedings from the YPS
16 Assembly Meetings and shall include directives for action to the YPS Governing
17 Council and directives for advocacy by the YPS Delegate within the HOD. An
18 updated Digest shall be available online following each YPS Assembly Meeting.
19
20 3. Consent calendars. A consent calendar shall be utilized for the recommendations
21 of the Reference Committee and the YPS HOD Handbook Review Committee.
22
23 4. Recycling. Provisions for recycling shall be available at every YPS Assembly
24 Meeting, where possible.
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26 5. Handbooks. In advance of the meeting, the Assembly Handbook shall be made
27 available in electronic form.
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30 **VII. Standing or Ad Hoc Committees**

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32 **A. Standing Committees.**

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34 1. The Governing Council may create any number of standing committees to further
35 the mission of the section.
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37 2. A standing committee will have a duration of up to four years. A standing
38 committee can be extended beyond its original charter if the Governing Council
39 deems it appropriate.
40
41 3. The Governing Council shall openly solicit the YPS membership for applications
42 to serve on a committee.
43
44 4. Members of standing committees shall be appointed for two-year terms and can
45 be reappointed.
46
47 5. The Governing Council shall select a chair of the committee from among its
48 members.

1 6. All standing committees will include a Governing Council member, who will act
2 as a liaison and serve ex-officio without the right to vote.

3
4 7. The Governing Council can direct the standing committees to make reports with
5 or without recommendations directly to the Assembly or to the Governing
6 Council.

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8 **B. Ad Hoc Committees.**
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10 1. In order to perform an assigned task, the Governing Council may create any
11 number of ad hoc committees with a duration ranging from six months to two
12 years.

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14 2. An ad hoc committee can be extended beyond its original charter if the
15 Governing Council deems it appropriate.

16
17 3. Members of ad hoc committees will be appointed for the original duration of the
18 committee. If the duration is extended, the Governing Council can reassess
19 membership.

20
21 4. An Ad Hoc Committee on Internal Operating Procedures (IOP) will be
22 constituted to review the IOP every five years. Changes to the IOP require a 2/3
23 vote of the YPS Assembly.

24
25 5. The Governing Council can direct the ad hoc committees to make reports with or
26 without recommendations directly to the Assembly or to the Governing Council.
27

28
29 **VIII. Liaisons to Other AMA Groups**
30

31 **A.** The YPS shall maintain a designated seat for a young physician on the following AMA
32 bodies:

33
34 1. Minority Affairs Section. The YPS Governing Council shall solicit for
35 nominations and then choose a representative from among the nominations
36 received.

37
38 2. Women Physicians Section. The YPS Governing Council shall solicit for
39 nominations and then shall select two potential YPS representatives, who then
40 will be elected according to the procedures of the Women Physicians Section.

41
42 3. LGBTQ+ Section. The YPS Governing Council shall solicit for nominations and
43 then forward one or more nominee(s) to be elected by the LGBTQ+ Section
44 memberships.

45
46 **B.** The YPS Governing Council shall, upon request, provide a liaison to other groups. The
47 process of selecting all liaison positions shall be conducted as listed below.

48
49 1. The YPS Governing Council shall submit a call for nominations utilizing various
50 AMA communication channels.

2. The call for nominations shall include a description of the position, responsibilities, and duration of the position.
 3. A standardized nomination form shall be utilized for all liaison nominations.
 4. Unless otherwise specified, the YPS Governing Council shall solicit nominations and then may select a representative from among the nominations received.
 5. In the event of a significant time constraint that does not allow the procedure to be utilized, the GC may nominate a liaison without soliciting nominations. The nominee should complete the nomination form for that appointment.
- C.** The YPS Governing Council shall solicit nominations for vacant positions, unless the request has a time constraint that limits the YPS Governing Council from performing the aforementioned appointment process. New applicants who have not previously served and incumbents will receive equal consideration.
- D.** 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.
- E.** Governing Council members themselves may serve as liaisons or 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. Any Governing Council member who is nominated for a liaison position shall recuse themselves from the selection committee for that position.

IX. Composition of the Endorsement Selection Committee for YPS Endorsements

A. Endorsement Selection Committee.

1. Composition.

The Endorsement Selection Committee for YPS Endorsements shall consider YPS endorsements for both elected and appointed positions. No greater than one-third of the members of the committee will be members of the YPS Governing Council. At least two-thirds of the committee members will be non-Governing Council members of the section who will be elected at each YPS Interim Meeting by the credentialed members of the YPS Assembly.

II. Election of Members.

The Governing Council members and overall size of the committee will be determined by the YPS Chair. Candidates for the Endorsement Selection Committee will provide a brief written statement, which will be made available to all registered members of the YPS Assembly prior to the opening of the YPS Interim Meeting. Candidates applying for the committee should disclose potential conflicts of interest, including participation in HOD election campaigns. For

expediency, no formal committee candidate sessions will take place as part of the meeting, including campaign speeches or interviews.

III. Term Limit.

- a. Members of the Endorsement Selection Committee will serve a one-year term from the end of the YPS Interim Meeting in which they are elected until the end of the following YPS Interim Meeting. Members of the Endorsement Selection Committee will be limited to serving a total of three terms. This term limit restriction will also apply to current or former Governing Council members unless there are not enough available members to serve on the Endorsement Selection Committee after members recuse themselves due to conflicts of interest.

X. Rules for YPS Endorsement of Candidates

- A. The Endorsement Selection Committee for YPS endorsements shall consider all candidates for the AMA President-Elect, Board of Trustees, Speaker, Vice Speaker, and Councils, as well as for external representative bodies for which a young physician member is permitted to apply (AMPAC, ACGME, etc.). Preference for endorsement shall be given to current young physician AMA members qualified for the position, but all AMA members may be considered for YPS endorsement by the Endorsement Selection Committee.

B. Endorsement Applications.

1. For elected positions within the AMA, all application materials for endorsement must be received by the YPS staff by the YPS elected position deadline listed within the AMA endorsement guidelines published annually.
2. For all appointed positions within the AMA, all application materials for endorsement must be received by the YPS staff by the YPS appointed position deadline. The deadline will be communicated to members of the Section, and time permitting will be posted on the AMA-YPS website. When the call for nominees and application deadline occurs with a meeting of the YPS Assembly between them, the Endorsement Selection Committee will submit a report with recommendations for Assembly approval prior to the opening of the YPS Assembly meeting. In instances where the call for nominees and deadline occurs between meetings of the YPS Assembly, the Endorsement Selection Committee will make decisions and report back to the Assembly at the next Assembly meeting with an informational report.
3. Candidates for appointed positions who are not appointed to that position within one year of YPS endorsement, but wish to maintain endorsement, must reapply annually.

1 **C. Endorsement Determination.**

2
3 1. The Endorsement Selection Committee shall consider all qualified candidates who
4 formally request a YPS endorsement but are not required to provide endorsement for any
5 given position.

6
7 2. For the Young Physician Trustee, the Endorsement Selection Committee shall
8 recommend an unlimited number of endorsements.

9
10 3. For the President-Elect, Speaker, and Vice Speaker, the Endorsement Selection
11 Committee shall recommend no more than one endorsement per position.

12
13 4. For all Council and other Board of Trustees positions, the Endorsement Selection
14 Committee shall recommend endorsements for no more than the number of open positions
15 plus one (N+1).

16
17 5. The Endorsement Selection Committee shall consider only candidates with the following
18 minimum qualifications:

- 19
20 a. Active AMA membership at the time the endorsement is requested.
21
22 b. Active in organized medicine or in regional or national medical entities.
23
24 c. Demonstrates knowledge of and commitment to the issues pertinent to
25 the YPS.

26
27 **D. Endorsement Selection Committee Reporting.**

28
29 1. The Endorsement Selection Committee shall submit a formal report with all
30 proposed YPS endorsements for elected positions to the YPS Online Reference
31 Committee (ORC) for consideration by the YPS Assembly. During the YPS
32 Assembly meeting, credentialed members of the YPS Assembly will vote to
33 approve the proposed endorsements as part of the consent calendar. Each
34 endorsement category (Council, Board, President-Elect, Speaker, Vice Speaker)
35 may be extracted from the consent calendar for debate only as to whether or not
36 any YPS endorsement should be made for that category (not for a vote on
37 individual candidates). Procedural rules for extraction shall be at the discretion of
38 the Speaker.

39
40 2. The Endorsement Selection Committee shall submit an informational report
41 listing all YPS endorsements for appointed positions to-date to the YPS Online
42 Reference Committee (ORC). This informational report will not be extractable
43 for debate.

44
45 3. The reports of the Endorsement Selection Committee will include a copy of the
46 blank application sent to all candidates.

1 **E. Sponsorship.**
2

3 If the YPS Delegate or Alternate Delegate wish to seek election or appointment
4 and require YPS sponsorship as defined in Policy G-610.090, they must first
5 pursue a YPS endorsement through the Endorsement Selection Committee as
6 outlined above. If either the Delegate or Alternate Delegate is selected for a YPS
7 endorsement, they automatically receive YPS sponsorship. If the Delegate and
8 Alternate Delegate are selected for a YPS endorsement, they both receive YPS
9 sponsorship.

10
11 **F.** Should the AMA election and endorsement process differ from the previous year,
12 the Governing Council shall submit an informational report annually on its plan
13 to comply with all AMA election and endorsement rules by the deadline outlined
14 by the Speakers.

15
16 **G.** Funds allocated to the AMA-YPS shall not be used for campaign activities of a
17 YPS endorsed candidate at any point during their campaign or election process.
18
19

20 **XI. Amendments**
21

22 **A.** These Internal Operating Procedures may be amended by language proposed by the YPS
23 Governing Council and/or an Ad Hoc Committee on Internal Operating Procedures with
24 the approval of two-thirds of the members of the YPS Assembly present and voting.
25 Since changes to the YPS Internal Operating Procedures must be approved by the AMA
26 Board of Trustees, the YPS Governing Council shall notify the YPS Assembly of any
27 proposed changes that the AMA Board does not approve.
28

29 **B.** Where the YPS Assembly instructs the Governing Council to recommend changes to the
30 AMA Bylaws, the language shall be submitted at the following HOD meeting, unless
31 otherwise specified. The Governing Council shall notify the YPS Assembly of the
32 outcome of the HOD deliberations.
33

34 **C.** Amendments to the YPS Internal Operating Procedures will be contingent upon
35 corresponding changes to the AMA Bylaws. The YPS Governing Council shall notify the
36 Assembly of such changes.