

# 2018 AMA Medical Student Section Annual Meeting

## Chicago, Illinois | June 7–9, 2018

### New Member Orientation Packet

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# Introduction

## **Welcome to the American Medical Association Medical Student Section!**

We are glad to have you join the AMA-MSS community. In order to help you best navigate the AMA and make the most out of your short time together with other passionate medical students from across the country, the Committee on Long Range Planning (COLRP) has put together this New Member Orientation Packet. Enclosed, you will find information on general logistics, day to day engagements, structure of the AMA, parliamentary procedure, region-specific information, and an acronym guide. We hope that you will find your experience at this year's meeting to be enriching, both professionally and personally, and that this packet may facilitate your involvement with the AMA-MSS.

With best wishes,

The Medical Student Section Committee on Long Range Planning, 2017-2018

J Steven Ekman, Lauren Engel, Fatima Mirza, Elizabeth Farabee, Pranjal Gupta, Rebecca Haines, Spenser Hayward,

Moudi Hubeishy, Maren Loe, Elaina Moulter, Aleesha Shaik, Morgan Stalder, Manna Varghese, Aaron Wolbrueck.

Anna Yap, MSS Speaker 2017-2018

Jay Llaniguez, MSS Vice Speaker 2017-2018

Kieran McAvoy, MSS Alternate Delegate and COLRP Liaison, 2017-2018

# General Logistics

## When should I be there?

MSS Annual activities are held from **Thursday, June 7 to Saturday, June 9**. Once the meeting schedule is finalized, it will be posted [on the AMA website](#). For travel planning purposes, you should aim to make it to the Convention Center **by 3 PM on Thursday** and the meeting typically **concludes by 1:30pm on Saturday** after the AMA-MSS clinical Skills workshop.

When looking through meeting information, make sure you're looking at MSS information and not for the House of Delegates meeting held the following week! However, as an AMA member, you are also welcome to stay until Wednesday and observe the AMA House of Delegates meetings, hanging out with your State Society or Speciality Societies you are interested in! Just know that this guide will be specifically for the MSS meeting.

## How do I get to Chicago?

The AMA provides a discount for United Airlines flights. Check the [Meeting Registration, Travel & Hotel](#) page for more information on the offer code and how to use it. Be sure to book your tickets early as they will get expensive! You can read through resolutions and the Reference Committee's recommendations on the flight over. For those of you in the midwest, Amtrak is also a cost effective option. Parking is extremely expensive (\$69/night valet or \$49/night in garage), so we recommend using ride sharing services over from the airport/train station. You can also use parking apps such as SpotHero to potentially find more affordable parking near the hotel if you choose to drive.

## So I bought a ticket to come to Chicago... but what should I bring?

Attire during the day is business casual, but many students will err on the side of business professional (ladies – dresses/skirts/pants with a blazer; gentleman – suits or dress pants and shirt with a tie). During the General Assembly meeting, you'll also want a fully-charged laptop or tablet as **there are very few outlets available in the assembly hall**. If you have business cards, bring them to facilitate sharing your contact information with other students. After meeting business concludes, you'll want some more comfortable clothes and shoes (and some spending money), appropriate for exploring Chicago with your Hospitality Committee.

## Where do people stay, and how do I get there from the airport?

Many students stay at the hotel suggested by the AMA, the [Hyatt Regency Chicago](#). The meeting will also take place in the same hotel, making it a convenient place to stay. The AMA does provide discounted rooms, but these fill up quickly! If you are unable to get a room at the Hyatt, check hotels in the surrounding area. If you haven't booked a room yet and there are none left, someone in your Region may have an extra bed in their room, so be sure to ask your Region friends or check in with your region leaders. Regardless of where you stay, there's an AMA discount to book a seat on a [shuttle](#) to and from the airport. Just be sure to book it early to guarantee a seat! If you're on a budget, you can also take the blue line on the metro from O'Hare International Airport to Washington station and then walk about 10 minutes to the Hyatt.

## How do I get to the meeting from the hotel?

The meeting will be held at the Hyatt Regency Chicago, so if you're staying there, you can just follow the signs to get to the various meeting rooms. The hotel does have two towers, East and West, and the meeting can be accessed from both sides. The meeting rooms are usually on the basement level. Conference maps can be found in the agenda book.

## Where can I grab a bite to eat during the meeting?

Breakfast is provided for meeting attendees in the assembly hall, but you should get there before food (and coffee) runs out. Other meals are NOT provided. There is a snack bar in the hotel lobby and a restaurant, but both are on the pricey side. The [Illinois Center](#) (attached by underground tunnel) has many places to eat during weekday business hours. There are also several cafes and restaurants in immediate area around the hotel.

### How do I know what events are going on?

Download the AMA Meetings app for iOS or Android.

[Download for iPhone in Apple's App Store](#)

[Download for Android phone in the Google Play Store](#)

[Version for PC](#)

The AMA-MSS will also generate an **agenda book** PDF which will contain the **schedule** of events and the **original language** of all **resolutions** and reports. This document will also contain **information on the candidates** up for election. The **Reference Committee** will release a **report** PDF containing all of the resolution **recommendations** to be voted on. These documents will be available through the [MSS Meeting Agenda & Important Dates webpage](#) and the [MSS Meeting Documents webpage](#).

We have compiled a small sampling of activities below, but please feel free to explore beyond this list!

## Things to Do in Chicago!

### Events in Chicago:

#### ✓ RibFest Chicago

<http://www.ribfest-chicago.com/map/>

Dates: June 8 from 5pm to 10pm; June 9-10 from noon-10pm

Location: Lincoln/Irving Park/Damen

Cost: \$10.00 donation suggested at gate

#### ✓ Chicago Blues Festival

[http://www.cityofchicago.org/city/en/depts/dca/supp\\_info/chicago\\_blues\\_festival.html](http://www.cityofchicago.org/city/en/depts/dca/supp_info/chicago_blues_festival.html)

Dates: June 8-10 from 11am to 9:30 pm daily

Location: Millennium Park

Cost: Free

#### ✓ Midsommarfest

<http://www.andersonville.org/events/midsommarfest/>

Dates: June 8 from 5pm to 10pm; June 9-10 from 11am to 10pm

Location: Andersonville

Cost: \$10 donation suggested at gate

#### ✓ Fireworks over Navy Pier

<http://www.navypier.com/>

Dates: June 9 starting at 10:15pm

Location: 600 E. Grand Avenue, Chicago, IL 60611

Cost: Free

### Activities in Chicago:

#### ✓ Chicago River Kayaking

<http://urbankayaks.com/collections/kayak-rentals>

Monday–Friday from 9am–6pm; Saturday–Sunday from 9am–7pm

**Hourly Rental: \$30 per person** (Single or Tandem)

✓ **Millennium Park**

[https://www.cityofchicago.org/city/en/depts/dca/supp\\_info/millennium\\_park.html](https://www.cityofchicago.org/city/en/depts/dca/supp_info/millennium_park.html)

Open daily from 6am – 11pm

Cost: Free

Cloud Gate (“The Bean” sculpture) is in the park at 201 E. Randolph St., between Michigan & Columbus Ave.

✓ **Skydeck Chicago**

<http://theskydeck.com/>

Open every day from 9am–10pm; last entry is 30 minutes prior to closing

**Tickets: \$24 for adults**

**Combined ticket – Skydeck + Art Institute of Chicago: \$47**

✓ **The Art Institute of Chicago**

<http://www.artic.edu/>

Open daily from 10:30am – 5pm; Thursdays until 8pm

**General admission: \$25 per person** (Students \$19)

**Dining in Chicago:** Please call to make reservations!

**Au Cheval**

800 W Randolph St, Chicago, IL 60607 – (312) 929–4580

<http://auchevalchicago.com/>

**Blue Frog’s Local 22**

22 E. Hubbard St, Chicago, IL 60611 – (312) 527–1200

<http://local22chicago.com/>

**Café Ba-Ba-Reeba!**

2024 N Halsted St, Chicago, IL 60614 – (773) 235–4039

<http://www.cafebabareeba.com/>

**Little Goat**

820 W. Randolph Street, Chicago, IL 60607 – (312) 888–3455

<http://littlegoatchicago.com/>

**Public House**

400 N. State Street, Chicago, IL 60654 – (312) 265–1240

<http://www.publichousechicago.com/>

**Lounges:** Please call to make reservations!

**J Parker Rooftop**

Lincoln Hotel – 1816 N Clark St, Chicago, IL 60614 – (312) 254–4747

Open: Mon–Thurs: 5pm–12am; Fri 3pm–2am; Sat 2pm–2am; Sun 2pm–12am

**ROOF on the Wit**

201 North State Street, Chicago, IL 60601 – (312) 239–9501

Open: Mon–Fri: 4pm–2am; Sat: 2pm– 3am

**The Signature Lounge**

875 N Michigan Ave, Chicago, IL 60611 – (312) 787–9596

Open: Sun–Thurs: 11am–12:30am; Fri–Sat: 11am–1:30am

### The Library

230 W Kinzie St, Chicago, IL 60654 – (312) 464-9544

Open: Thurs: 6–11pm; Fri–Sat: 6pm–12am

### London House Rooftop

Bar

85 E Wacker Drive, Chicago, Illinois, 60601 – (312) 357-1200

## General Event Guides

To find other events around Chicago, please visit: <http://www.choosechicago.com/things-to-do>

## Local Transportation Information

[Uber](#) and [Lyft](#) are readily available throughout the city of Chicago.

**Chicago Transit Authority (CTA):** Exact fare must be paid in cash or by Ventra card. One-time use Ventra cards (pass for trains and buses) are \$3. 24-hour unlimited use Ventra passes are available for \$10.

- o Visit <https://www.transitchicago.com/> for detailed fare information, route maps, and locations to purchase tickets
  - Google Maps mobile application also provides routes with departure times.

**Metered Taxi:** \$3.25 base fare. \$2.25 for each additional mile, \$0.20 for every 36 seconds of time elapsed. There is an extra \$1.00 charge for the first additional passenger aged 13 through 64 years old, and \$.50 for each additional passenger.

- o Two taxi apps, ARRO and CURB, allow you to pay electronically for your ride. The apps are available at: [https://www.cityofchicago.org/city/en/depts/bacp/supp\\_info/chicabs.html](https://www.cityofchicago.org/city/en/depts/bacp/supp_info/chicabs.html)

**Bicycles:** Chicago's shared bike program, Divvy, is available throughout the city. Individual rides up to 30 minutes are available for \$3; a 24-hour unlimited rides pass is available for \$15.

- o Purchase a bike pass on the Transit app (available in Android or Apple app stores or at <https://www.divvybikes.com/how-it-works/app>)
- o Visit <https://www.divvybikes.com/> for more information.

## Structure of the AMA

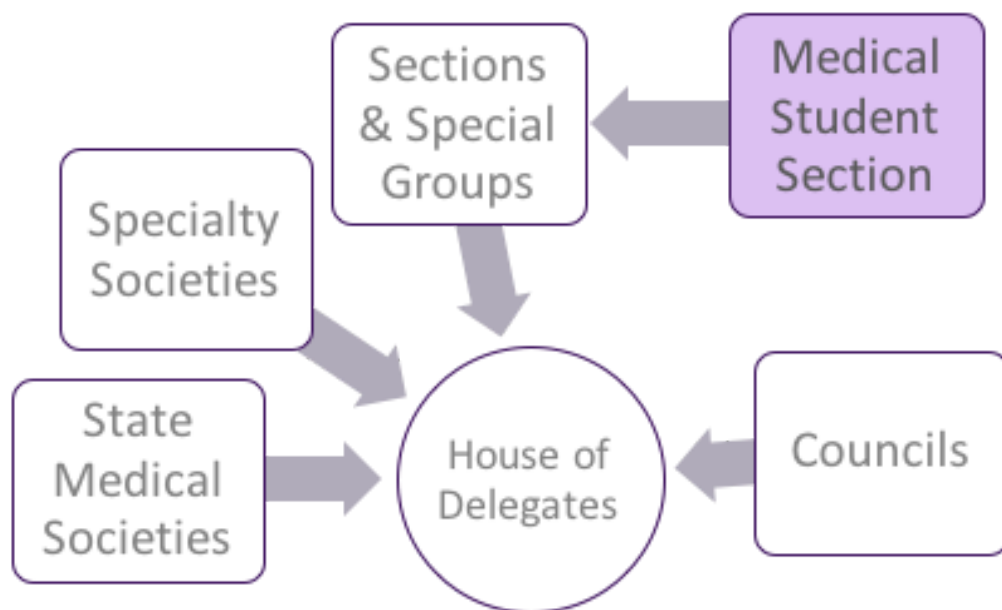
### [AMA Sections & Groups](#)

AMA Section meetings are usually held on Friday and Saturday immediately preceding the House of Delegates (HOD) opening session at both Annual and Interim meetings. The AMA Sections and Groups are:

- Academic Physicians Section (APS)
- Advisory Committee on LGBTQ Issues
- Integrated Physician Practice Section (IPPS)
- International Medical Graduate Section (IMGS)
- Medical Student Section (MSS)
- Minority Affairs Section (MAS)
- Organized Medical Staff Section (OMSS)
- Resident and Fellows Section (RFS)
- Senior Physicians Section (SPS)
- Women Physicians Section (WPS)
- Young Physicians Section (YPS)

The AMA-Medical Student Section (MSS) is one of eleven sections recognized by the AMA. Including Specialty Societies and individual State Delegations, the AMA HOD is made up of 170 groups, and the HOD will be attended by over 600 physicians, fellows, residents, and students from around the world!

The AMA Sections were created to provide for more active involvement in the AMA by various segments of the physician and medical student population who were not otherwise well represented in the AMA HOD in a focused manner. The specific charges, scope of responsibility, and membership of each Section are in the AMA Bylaws.



### AMA-MSS Delegates and Regional Delegations

Each Section is provided a Section Delegate and Alternate Delegate who act as the Delegation Chair and Vice Chair for their section. The Delegate and Alternate Delegate participate in the HOD meetings, thus enabling the groups to submit resolutions and articulate concerns on resolutions affecting their particular constituency. The AMA-MSS

elects one MSS Delegate and one MSS Alternate Delegate who sit on the MSS Governing Council. In addition, the AMA-MSS is unique in that it is divided into seven Regions. Each Region is allocated a number of Regional Delegates and Alternate Delegates based on the number of AMA medical student members that are within their Region boundaries. Most Regions have 3 to 5 Delegates, and the same number of Alternate Delegates, who serve in the HOD just like the MSS Chapter Delegates from each school serve in the MSS General Assembly. Within the AMA-MSS they are termed as Regional Delegates (RD) and Alternate Delegates (AD), whereas in the HOD, they are just referred to as Delegates and Alternate Delegates.

The MSS Delegate and MSS Alternate Delegate oversee the activities of the Regional Delegates and Alternate Delegates leading up to and during the national Interim and Annual meetings. Additionally, they lead the MSS Caucus during the HOD, which determines MSS positions based on our policy, devises strategy, and coordinates testimony.

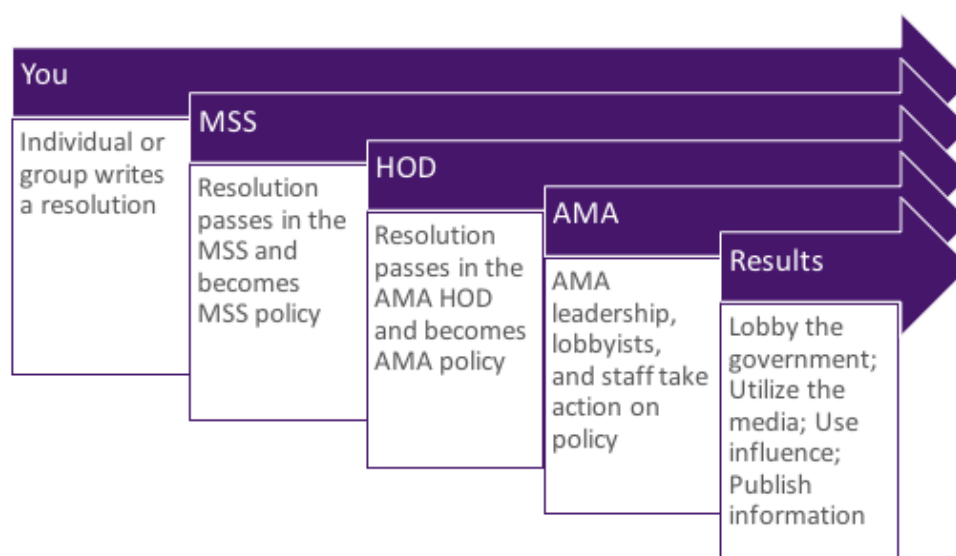
## What do Delegates to the House of Delegates (HOD) do?

The HOD is what makes the AMA an “organization of organizations”--state medical societies, specialty medical societies, sections, and other medical stakeholders come together to create policy on pressing healthcare issues twice a year.

The representatives from these organizations are Delegates and Alternate Delegates to the HOD and play a critical role in the democratic policy-making process that is the foundation of the AMA. Their role is multifaceted, and includes:

- Advocacy for patients within the HOD to improve the healthcare system and the health of the public;
- Representation of the perspectives of their sponsoring organization to the HOD;
- Representation of their physician and medical student constituents in the decision-making process of the HOD;
- Representation of the AMA and its House of Delegates to member and non-member physicians, medical associations, and others; and
- Solicitation of input from and provision of feedback to constituents.

In addition, HOD Delegates and Alternate Delegates are expected to foster a positive and useful two-way relationship between grassroots physicians and the AMA leadership.



**How to prepare for the MSS General Assembly:**



Being knowledgeable about the policy proposals being discussed will allow you to make the most out of the meeting. With a little background work before the meeting, you can easily follow and even participate in the discussions that will be had in the General Assembly and in your Region meetings. Here are a few steps you can take to ensure you are well prepared to discuss policy:

- Familiarize yourself with the MSS resolution process and the current [policy compendium](#).
  - You can find everything you need to know about the process in the [MSS Guide to Writing a Resolution](#).
  - This will give you background information on what work goes into producing the resolutions we discuss in the General Assembly and show you what Delegates and Alternate Delegates look for when reviewing resolutions. It will also help you understand what the different possible outcomes are for a given resolution.
  - You can also view this recorded [webinar](#), where our MSS Delegate and Alternate Delegate explain how the process works and tips for how to write high quality resolutions.
- Read resolutions and post testimony on the [Virtual Reference Committee \(VRC\)](#).
  - The VRC gives every student a voice when reviewing resolutions. The comments on the VRC are compiled and used by the MSS Reference Committee to make recommendations about the individual resolutions that will be compiled into the Reference Committee Report. This report is the foundation for our discussion in the General Assembly.
  - The deadline to post testimony on the VRC is **May 11th at 12pm (noon) PST**.
- Check the [MSS Succeeding in Medical School Community](#) and [MSS Annual Meeting website](#) for the most up-to-date information.
  - Resources will be posted as they become available. You will be able to find the Reference Committee Report, Speaker's Ruling, Governing Council Election Manual, Meeting Agenda, and much more.
- Familiarize yourself with Parliamentary Procedure (see our section below!)

## Day to Day

### Where should I be?

There are many different activities to attend, and below we have listed a few that you should be sure to attend!

- **Clinical Skills Workshop & Medical Specialty Showcase**
  - A great opportunity to practice essential medical skills such as suturing, casting, ultrasound techniques, and airway management.
  - Get valuable information about different medical specialties, talk with residents and physicians in those specialties, and find out how you can learn more.
  - **NEW for A-18:** "Is there a vaccine for burnout?" Learn how to manage stress and burnout as you progress through your medical training. The session will be interactive, featuring AMA burnout experts and students passionate about reducing burnout.
- **National Service Project (9 AM – 12 PM Saturday)**
  - Indicate your interest when you register for the meeting (non-binding).
  - The MSS At-Large-Officer will email interested individuals further details about where and when the service activity will be held.
  - This year's project will be working to educate the public on the Opioid Epidemic and resources available from various vendors.
- **MSS Educational Sessions (preliminary titles for A-18)**
  - Meet 'n' Greet our MSS Standing Committees
  - A Day in the Life of Me: Tackling Prejudice Against Providers
  - Exploring the Cutting Edge of Gene Therapy in Medicine

- After the Smoke Clears: Provider Well-Being After Mass Casualty Incidents
- Law and Medicine: Embracing the Gray
- **AMA Sections and Special Groups Programming, Friday, June 8th**
  - Value-based Care: Understanding Models of Risk
    - 9:00 – 12:00pm, Crystal Ballroom A
  - Teamwork, Communication and Patient safety: Elements of Medical Staff Leadership in Patient Care
    - 9:30 – 12:30m, Crystal Ballroom B
  - Blockchain in Healthcare: Hype or Here to Stay?
    - 10:40 – 11:45am, Crystal Ballroom B
- **AMA Sections and Special Groups Programming, Saturday, June 9th**
  - Improving Health Outcomes for Vulnerable Patient Populations
    - 8:30–9:30am, Crystal Ballroom B
  - #MeToo: Sexual Harassment and Discrimination in Medicine
    - 9:45–10:45am, Crystal Ballroom B
  - From Disruption to Reform: Learn to Spark Change and Move Medicine Forward
    - 10:45am – 12:00pm, Columbus CD
  - Health Care Change Agents: Traditional and Non-traditional Players Fuel the Fire
    - 11:00am – 12:00pm, Crystal Ballroom C
  - Small Changes, Big Results: Innovations in Patient-centered Technology
    - 11:00am – 12:00pm, Regency ABC

## Where do I need to be?

If you are a....

### 1. AMA-MSS Delegate or Alternate Delegate representing your school

- You should attend the majority of the General Assembly. However if you need to step out, give your voting credentials to your Alternate Delegate so that your school can still vote on resolutions.
- Obtain your credentials before each General Assembly Session (between 4:30–5:30 PM on Thursday, 7–8 AM and 12:30–1 PM on Friday, and 7–7:30 AM on Saturday morning) from MSS staff and the Credentials Committee at the back of the Assembly hall. Most of the voting in the General Assembly is done by voicing “Aye” or “Nay,” but you may need your voting placard in certain situations and we cannot vote without enough Delegates in attendance, so it’s important to check in!
- Make sure you give your credentials back to the Credentials Committee at the end of each General Assembly session or they WILL find you!
- For meeting materials and information that will be updated as the General Assembly proceeds, you can access the [A-18 meeting folder](#). You may also want to access the [Logistics folder](#) for resolution amendments.
- Attend all region meetings--they are fun and informative! You also will need to vote on Region specific decisions regarding policies being discussed in the General Assembly and also vote in Regional elections so make sure you attend to stay in the loop!
- The Candidate Forum will be 4:30 – 5:30 PM on Thursday, and Governing Council elections are 7:30–8 AM on Saturday.

### 2. General Attendee

- Anything that seems fun!
- You are more than welcome to sit in the back of the General Assembly and observe. The seats at the tables are reserved for Delegates.
- Our programming this year spans a wide range of interesting topics, and our committees have worked hard in inviting engaging speakers and experts in their various fields.
- Attend Region meetings! Even if you’re not a Delegate, you’ll still be able to learn a little bit about some of the resolutions authored by your fellow region members, meet leadership, learn about opportunities within the AMA, and network with people from other schools.

- Evening social events! They are a great way to network with members from other schools.

All first-time meeting attendees should attend the New Member Orientation meeting at **3pm on Thursday**. In this meeting, you will be introduced to the MSS Governing Council and Region leadership, and also will be provided an overview of how the meeting will run. It's very important to attend this meeting if you will be in Chicago already as the information provided is specifically for first-time attendees and it's the easiest opportunity to ask questions!

#### What is included in registration?

- Registration is free and available [here](#). Make sure you register online by May 27th.
- Pick up your badge and lanyard at the registration table when you arrive.
- Registration includes cost of attendance to the General Assembly, educational sessions, clinical skills workshop, and medical specialty showcase.
- Items not included in registration include: hotel, transportation (flights, rental cars, cabs, etc.), and meals.

## Parliamentary Procedure

The AMA-MSS transacts business according to a blend of rules imposed by the AMA Bylaws, established by tradition, decreed by its presiding officer, and generally pursuant to the guidance of the current edition of The American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

The majority opinion of the AMA-MSS determines what it wants to do and how it wants to do it. The Speaker and Vice Speaker are responsible for gauging the will of the Assembly, presiding accordingly, and holding their rulings ever subject to challenge from and reversal by the Assembly. The following outline of procedures is offered as a guide to facilitate the understanding and advancement of AMA-MSS business operations.

Should the Speaker or Vice Speaker need clarification on the correct procedure if multiple motions are open on the floor, they request the help of the MSS Parliamentary Procedure Committee (Parli Pro). Parli Pro members are the experts in the rules of Parliamentary Procedure and will be in the Assembly to ensure the process flows in order. Committee members will be indicated by wearing a crown or tiara at A-18 and are available to answer questions at any time.

#### Procedure For Handling A Main Motion

The Reference Committee's recommendation is the starting point for any debate that ensues in the MSS. Thus, debate and motions should deal with the particular recommendation being considered. Members who wish to speak to a particular item should line up at a microphone and wait to be recognized by the Speaker, who will call on a specific microphone by number. When recognized, a Delegate should identify himself or herself by name and campus and indicate whether speaking as an individual or on behalf of a Region or school. The self-introduction should be provided every time the Delegate is recognized at the microphone, regardless of how recently he or she previously spoke. All comments should be addressed to the Speaker and Vice Speaker, "Madam Speaker" or "Mr. Speaker."

**Example introduction:** "Thank you Madam Speaker. John Smith, delegate from American University, speaking on behalf of myself in support of the motion on the floor."

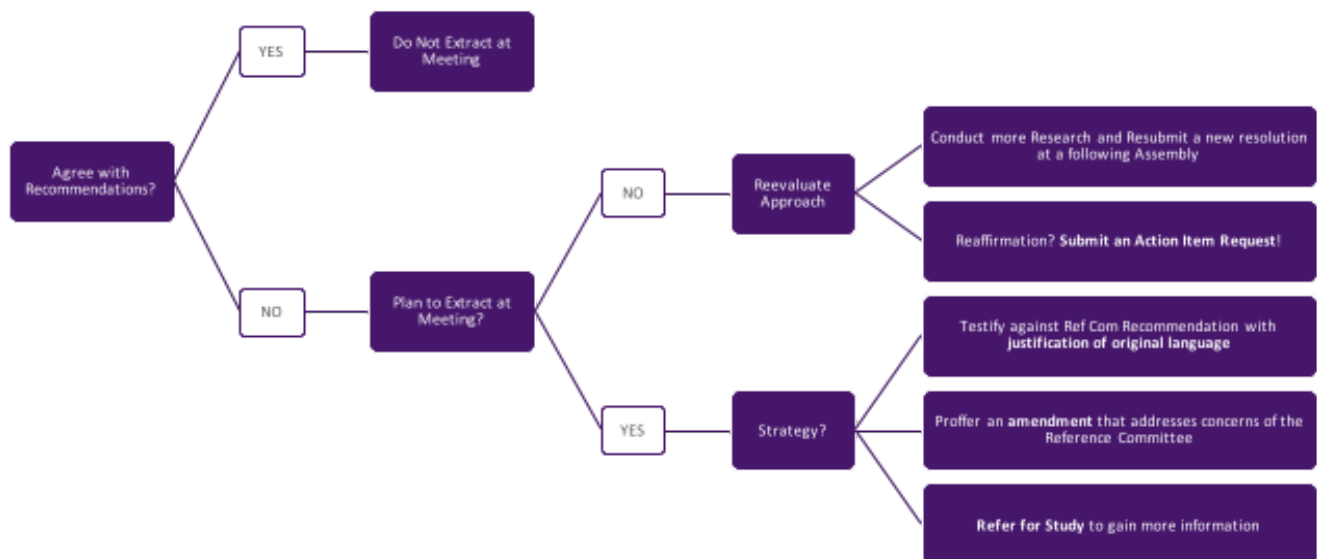
**NOTE:** Nothing goes to discussion without a motion being on the floor.

#### How Resolutions are Considered

The Reference Committee Report is considered the Consent Calendar. Adoption of the Consent Calendar means that the MSS will adopt resolutions as recommended by the Reference Committee (Ref Com). Possible

recommendations include Adopt, Adopt as Amended (if Ref Com made wording changes), Not Adopt, or Refer for Study. Some resolutions may be on the Reaffirmation Calendar instead of the Consent Calendar, meaning that Ref Com has determined that these resolutions cover policy that already exists, and the MSS will reaffirm existing policy instead of adopting duplicate policy.

If an individual is unhappy with the Ref Com's recommendations, members of the assembly are allowed to ask for discussion on the resolution in the Assembly. If not on the Reaffirmation Calendar, members of the Assembly will be allowed to extract resolutions from the Consent Calendar. The Speakers will call for extractions in the Opening Assembly, and at that time, members can extract for discussion during the General Assembly. If the item is on the Reaffirmation Calendar, members can extract said item at the end of the Consent Calendar when discussion of those items is completed, and the call for extractions from the Reaffirmation Calendar is made.



## How the Motion is Brought Before the Assembly

- When it is in order, the member introduces themselves as stated above and then makes the motion: *I move that (or "to") ...* and resumes his or her seat.
- Another member seconds the motion: *"I second the motion"* or *"I second it"* or *"second"*.
- The Speaker/Vice Speaker states the motion: *It is moved and seconded that ...* and proceeds to carry out the result of the requested action.

## Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he/she/they claims it properly.
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the Speaker/Vice Speaker if no one seeks the floor for further debate.

## The Speaker/Vice Speaker puts the motion to a vote

1. The Speaker/Vice Speaker says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.)

**The Speaker/Vice Speaker announces the result of the vote.**

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote); OR
2. *The nays have it and the motion fails.*

## **When Debating Your Motions**

1. Listen to the other side.
2. Focus on issues, not personalities.
3. Avoid questioning motives.
4. Be polite.

## **How To Accomplish What You Want To Do In Meetings**

### **Amending a Motion**

You want to change some of the wording that is being discussed.

- "Mr./Madam Speaker/Vice Speaker, I move that the motion be amended by adding \_\_\_\_\_ "
- "Mr./Madam Speaker/Vice Speaker, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- "Mr./Madam Speaker/Vice Speaker, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

**NOTE:** All amendments should be emailed to the Logistics Committee ([A18Logistics@gmail.com](mailto:A18Logistics@gmail.com)) before being brought to the floor so the appropriate text can be displayed on the screens at the front of the Assembly. Please consult Parli Pro committee members on proper formatting if you have any questions!

### **Refer for Study**

You feel that an idea or proposal being discussed needs more study and investigation. If referred, the GC will decide which committee will study the topic at hand.

- "Mr./Madame Speaker/Vice Speaker, I move that the question be referred for study."

### **Postpone Definitely**

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Mr./Madame Speaker/Vice Speaker, I move to postpone the question until \_\_\_\_\_."

### **Motion to Close Debate and Vote Immediately (Call to Question)**

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Mr./Madam Speaker, Call to Question." Or "Mr./Madam Speaker, Call to Question on this and all pending matters."

The House has adopted a policy, consistent with its long-time practice, that both pro and con debate must have been heard before a motion to close debate and vote immediately is in order. Unless there is an express reference to "all pending matters," the motion applies only to the immediately pending question. A motion to vote immediately may not be made as part of one's comments during debate on an issue, and the members at the microphone may not comment beyond the fact that they believe that both sides of the issue have been heard. This motion is not subject to discussion, cannot interrupt a speaker and requires a two-thirds affirmative vote.

### **Limit Debate**

You think discussion is getting long, but want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam Speaker, I move to limit discussion to two minutes per speaker."

### **Recess**

You want to take a break for a while.

- After recognition, "Madam Speaker, I move to recess for ten minutes."

### **Call for Orders of the Day**

At the beginning of the meeting, the agenda was adopted. The Speaker/Vice Speaker is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

### **Point of Personal Privilege**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Speaker/Vice Speaker: "State your point."
- Member: "There is too much noise, I can't hear."

### **Point of Order**

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

### **Point of Information**

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

### **Point of Parliamentary Inquiry**

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

### **Division of Assembly**

The vote was inconclusive – a re-vote is in order. When Division is called, the voting process will be repeated, but instead of vocalizing votes, placards must be raised. The Rules Committee will count all raised placards for each vote. The Speaker/Vice Speaker may call for a placard vote at any time if they deem it necessary, regardless of a call for Division by a member of the Assembly.

These listed motions and points **are listed in established order of precedence**. When any one of them is pending, you may not introduce another motion that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Able to Amend	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	Yes	Yes	Majority
Recess	"I move that we recess until..."	No	Yes	Yes	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Speaker/Vice Speaker Decides
Suspend further consideration of something	"I move that we table it until..."	No	Yes	No	No	2/3
End debate	"I move the previous question"	No	Yes	No	No	2/3
Limit or extend debate	"I move we limit debate to..."	No	Yes	Yes	Yes	2/3
Postpone consideration of something	"I move we postpone this matter until time X:XX..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

These motions, points and proposals listed **have no established order of preference**; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess, or Point of Privilege).

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Able to Amend	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Speaker/ Vice Speaker decides
Ask for vote by actual count to verify the voice vote	"I call for a division of the house"	Yes, but must be done before new motion	No	No	No	None unless someone objects
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Speaker/Vice Speaker	"I appeal the Speaker/Vice Speaker's decision"	Yes	Yes	Yes	No	Majority

## Getting More Involved

- **Governing Council**
  - Application Deadline depends on position but most are due in May for Annual, except Chair and Student Trustee, which are elected at Interim and applications are due by October.



- The [Governing Council \(GC\)](#) acts as a board for the MSS running its main operations.
- **Appointed Representative to AMA Councils and Sections**
  - Each of the seven AMA Councils provides a position to students. Councilors are selected from the MSS body to represent us. Almost all of the Council positions are one year terms, except for the Council on Ethical and Judicial Affairs, for which the term is two years. Applications are due in December.
  - Specific sections within the AMA such as WPS and MAS allow one student to represent the MSS to their Governing Councils. These liaisons serve a one year term and the application is due in December with the Councilors application.
- **Medical Student Regional Delegate/Alternate Delegate**
  - Applications are usually due in October and elections are held in November at the Interim meeting. Delegates and alternate delegates are elected by each region to represent the interests of the Medical Student Section to the AMA House of Delegates.
- **MSS Standing Committees**
  - The application is currently open for an annual term to serve on the multiple representative groups that help support the mission of the Medical Student Section by performing various tasks requested by the Governing Council. Another shorter application cycle is open in December for a half term.
  - The application can be found on this [website](#) and it is due June 21st.
- **MSS Convention Committees** (GREAT way to begin)
  - Small groups that are selected right before meetings (October and May) to help expedite the business conducted at meetings of the MSS Assembly. Applications tend to open 3 months before the meetings.
- **Board Representatives**
  - There are many boards that have student representatives around the country such as LCME, AMPAC, AMA Foundation, NBME, and NRMP that have terms that begin usually in June.

## Annual Meeting Elections

- [MSS Governing Council](#) (Chair and Board of Trustees are elected at the Interim Meeting)
  - Vice Chair
    - Oversee Standing Committee leadership and assist the Chair with general MSS operations
  - Speaker
    - Plan the MSS National Meetings and oversee the General Assembly
  - Vice Speaker
    - Assist the Speaker in planning and oversee the General Assembly
  - Delegate
    - Represent the MSS in the HOD and oversee the MSS Resolution process
  - Alternate Delegate
    - Assist the Delegate in the HOD and oversee the MSS Resolution process
  - At-Large-Officer
    - Oversee Region leadership, plan MARC, and coordinate the National Service Project.
- Region Executive Boards
  - **Region 1**
    - Positions available: Chair, Vice Chair, Policy and Advocacy Chair, Networking Chair, Community Service Chair, Recruitment Chair, Secretary
    - *Chair*: Oversees the Executive Board and leads Region 1 meetings
    - *Vice Chair*: Oversees planning and leadership for MARC
    - *Policy and Advocacy Chair*: Organizes Region 1 resolution writing, reviewing, and voting including sharing information with the region about how to write resolutions and organizing teams of committees to review each resolution prior to the Annual and Interim meetings.

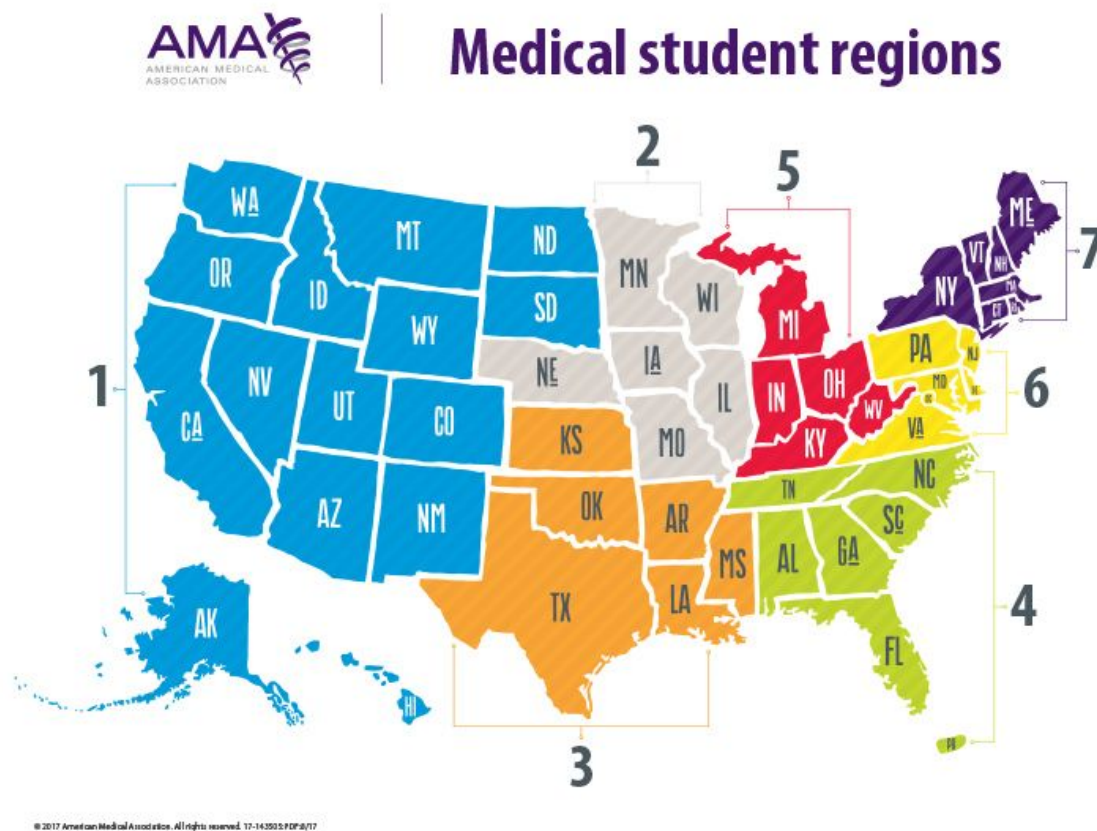
- *Networking Chair*: Organizes social events and networking events to occur at Interim and Annual and plans fundraising events for the region
- *Community Service Chair*: Work with chapter leaders to organize community service initiatives
- *Recruitment Chair*: Collects updated contact information from each chapter and makes sure that there are clearly identified active leaders at each chapter, facilitates the transition of active members and delegates between meetings
- *Secretary*: Oversees the email list serve and records minutes at Executive Board and Regional meetings
- Elections will take place at Annual. Members may submit their CV and personal statement to run prior to the meeting (**by May 5th**) or may run from the floor at Annual.
- **Region 2**
  - Positions available: Chair, Vice Chair, Advocacy Chair, Secretary, Community Service Chair, Membership Recruitment Chair
  - *Chair*: Oversee and manage Region 2 operations and Region 2 committees.
  - *Vice Chair*: Assist in overseeing Region 2 operations and Region 2 committees, and plan the Region programming at MARC.
  - *Advocacy Chair*: Communicate advocacy news and events to Region members and work with chapter leaders to organize advocacy events and workshops.
  - *Secretary*: Manage all Region communication, including email and Facebook/Community posts.
  - *Community Service Chair*: Work with chapter leaders to organize community service initiatives throughout the Region.
  - *Membership and Recruitment Chair*: Provide resources to chapter leaders for recruitment and manage MSS-wide recruitment efforts at the Region level.
  - Elections will be held for all positions at A-18. Candidates may submit an [application](#) to the Region Vice Chair Lauren Engel (email CV and headshot to [region2board@gmail.com](mailto:region2board@gmail.com)) by **May 25th 23:59 CDT** and the election packet will be distributed by the Region 2 group on the Succeeding in Medical School Community before the meeting. Candidates will be given 2 minutes to speak about their qualifications and then answer a standard question. Each school section at the meeting gets to vote for the candidate of their choosing for each position.
  - For other involvement, we offer two Region committees – Committee on Legislation and Advocacy and Resolution Committee. Committee applications are typically after Interim. We also strongly encourage members to apply to Standing Committees and Convention Committees!
- **Region 3:**
  - Positions available: Chair, Vice Chair, Secretary/Treasurer, Legislative Chair, Community Service Chair, Membership Chair
  - *Chair*: Preside over region meetings and facilitate communication between the region and the Governing Council
  - *Vice Chair*: Assist the chair in all of his or her duties
  - *Secretary/Treasurer*: Maintain minutes of all meetings and any financial records

- *Legislative Chair*: Facilitate the resolution writing process throughout the region and promote advocacy opportunities
- *Community Service Chair*: Coordinate service efforts across the region
- *Membership Chair*: Improve recruitment efforts and maintain contact with AMA Student Membership staff
- Region 3 Board elections will occur at Annual. Each candidate may declare up to the point of election; however, only those candidates that declare by May 25th, 2018 will have their CV and Personal Statement distributed to the Region. Please submit your CV and Personal Statement to Emily Dewar (Emily.E.Dewar@uth.tmc.edu) **by May 25th at 11:59 PM**. These materials will then be shared with the Region on Monday, May 28th.
- **Region 4:**
  - Positions available: Chair, Vice Chair, Legislative and Advocacy Chair, Community Service Chair, Recruitment Chair, Secretary
  - *Chair*: Sets the overall vision of the Executive Board and leads Region meetings
  - *Vice Chair*: Works with the chair to plan for MARC, collaborates with chair to lead organization and coordinate events
  - *Legislative Chair*: Organizes region resolution writing, reviewing, and voting including sharing information with the region about how to write resolutions and organizing a time for the policy committee to review each resolution prior to the Annual and Interim meetings.
  - *Community Service Chair*: Work with chapter leaders to organize community service initiatives
  - *Recruitment Chair*: Collects updated contact information from each chapter and makes sure that there are clearly identified active leaders at each chapter, facilitates the transition of active members and delegates between meetings
  - *Secretary*: Oversees the email list serve and records minutes at Executive Board and Regional meetings, frequently asked to help with other projects
  - Elections will take place at Annual. Members who are interested in running can contact Jessica at [jwalsho@knights.ucf.edu](mailto:jwalsho@knights.ucf.edu) with any questions. We do not require you to apply in advance, but encourage you to check your school's attendance policy if interested. Governing Council members should plan to attend I-18, MARC-19 and A-19. Candidates will be expected to give a short (max 2min) speech at the Region meeting on Friday evening.
- **Region 5:**
  - Positions Available: Chair, Vice Chair, Secretary/Treasurer, Legislative Chair, Service Chair, Membership Chair
  - *Chair*: Leads the region meetings and region executive board meetings and facilitates communications with the governing council.
  - *Vice Chair*: Assists the chair, acts as official keeper of the bylaws and works on updating them. Serves as Chair in the absence of the chair.
  - *Secretary/Treasurer*: Oversees region communication on gmail, slack and social media platforms. Collects and controls the available regional funds.

- *Legislative Chair*: Advises region membership on resolution writing and resolution deadlines. Tracks regional voting trends on resolution before annual and interim.
- *Service Chair*: Organizes regions community service initiatives. Serves as liaison AMA-MSS Governing Council At-Large officer, region members and Community service representatives.
- *Membership Chair*: Maintains regional membership data and trends. Works as a liaison between MSSOP and region members to organize region recruitment efforts.
- The date for applications for R5 E-Board elections is **May 20<sup>th</sup> by midnight**. Interested members can email their CVs and personal statements to current Region 5 chair or [region5board@gmail.com](mailto:region5board@gmail.com). Elections will be held at annual A-18.
- **Region 6:**
  - Positions Available: Chair, Vice Chair, Secretary/Treasurer, Legislation and Advocacy Chair, Community Service Chair, Membership Chair; more details in our [bylaws](#)
  - *Chair and Vice Chair*: Oversee and manage Region 6 operations, preside over region meetings, foster communication between region members and the Governing Council
  - *Secretary/Treasurer*: Coordinate region communication, maintain minutes of each meeting
  - *Legislation and Advocacy Chair*: Organize resolution mentorship program, coordinate the Legislative Action Committee to review proposed resolutions, assist members in the resolution writing process
  - *Community Service Chair*: Work with chapter leaders to organize community service opportunities at each school and across the region
  - *Membership Chair*: Assist chapter leaders with recruitment efforts, organize region networking opportunities at national meetings
  - Besides these positions, students are also encouraged to join the Legislative Action Committee to review resolutions and determine region support. Applications for this committee are available about two months before each national meeting.
  - Elections for region leadership positions are at Annual. If you are interested in running, please send your CV and statement of interest (no more than 500 words) to [amaregion6gc@gmail.com](mailto:amaregion6gc@gmail.com) by **Friday, May 18th** so we can distribute the materials in advance. You are also welcome to run from the floor at the meeting.
- **Region 7:**
  - Positions Available: Chair, Vice Chair, Legislation & Advocacy Chair, Secretary/Treasurer, Community Service Chair, Membership Chair, Curriculum Coordination Chair, and possibly State At-Large Representatives
  - *Chair and Vice Chair*: Oversee and manage Region 7 operations and Region 7 committees.
  - *Legislation & Advocacy Chair*: Communicate advocacy news and events to Region members; work with chapter leaders to organize advocacy events and workshops; and organize Region-wide resolution review.
  - *Secretary/Treasurer*: Manage all Region communication, including email and Facebook/Community posts; in addition to taking notes at the Region meetings.
  - *Community Service Chair*: Work with chapter leaders to organize community service initiatives throughout the Region.

- *Membership Chair*: Provide resources to chapter leaders for recruitment and manage MSS-wide recruitment efforts at the Region level.
- *Curriculum Collaboration Committee Chair*: Distribute a survey about medical school curriculums to schools within the region, review survey responses, and generate a report about the different medical school curriculums within the region.
- Annual 18: Elections will be held for all positions (except Chair). If you are interested in running for a position, you may submit your position of interest as well as a personal statement and CV to our Region Chair, Breyen Coffin ([breyencoffin@gmail.com](mailto:breyencoffin@gmail.com)) by **Thursday, May 31 at 11:59 PM EST**. Personal statements and CVs submitted by this deadline will be digitally provided to meeting attendees for review prior to elections. As is tradition, nominations off the floor will be accepted for all positions up for election. However, these floor nominations will be unable to have supporting documents distributed to the Region. All candidates will give a 2 minutes to speak about their qualifications and then answer a standard question. Each school section at the meeting gets to vote for the candidate of their choosing (exact voting practices can be reviewed in our [current Region bylaws](#)).
- For other involvement, we offer opportunities for members to participate on the committees headed by each Chair. We also strongly encourage members to apply to Standing Committees and Convention Committees!

## Region-Specific Advice



The Medical Student Section is divided into [7 regions](#), each lead by a Region Chair and a Region Vice Chair. The regions provide a structure for the election of regional delegates, serve as a communication unit for the MSS, foster collaboration between local medical school sections and state medical student sections, and facilitate interaction between new and more well-established local medical school sections.

COLRP asked all region leaders to provide information on region-specific new member orientation. The following questions are included for each region below. If you have further questions, especially to discuss getting more involved, do not hesitate to contact your regional leadership. They are here to represent you!

1. What are the purpose and aims of your region meeting during the Annual and/or Interim conferences? Please feel free to list out specific objectives or general practices that occur during most region meetings.
2. Is there anything specific about your region that you'd like to your members and other students to know about?
3. Do you provide orientation materials to your new (and/or veteran) student AMA-MSS attendees prior to AMA conferences? If so, what are they?
4. Are there any suggestions or recommendations for first time AMA meeting attendees you could share from personal experience?

Region 1 *Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon,*

*South Dakota, Utah, Washington (WWAMI), Wyoming*

Chair: Cecilia (CC) Leggett | [clegett@ucsd.edu](mailto:clegett@ucsd.edu)

Vice Chair: Sohayla Rostami | [srostami92@gmail.com](mailto:srostami92@gmail.com)

1. The purpose of R1 meetings is to meet fellow members, discuss and debate resolutions, hold elections for region leadership, and, most importantly, serve as a place for new AMA-MSS members to transition into leadership roles. Our meetings are run using parliamentary procedure. This facilitates efficient debate and gets our members more comfortable with the system that is used for the MSS assembly. Our meetings tend to run long since we discuss and debate each resolution in depth. We vote on each resolution and assign at least one member to speak on behalf of the region on every resolution. We highly encourage first-time attendees to read testimony during the MSS assembly, and we will often pair new members with returning members to facilitate this process.
2. R1 is very policy oriented. We love debating resolutions and the culture of our region is very comfortable with disagreement, compromise, and resolution. In a few words, the vibe of an R1 meeting is passionate, welcoming, engaging. We highly encourage members to get involved in leadership – chapter leaders, region leaders, GC, committee leaders, and more.
3. We share a parli-pro narrated PowerPoint with our region members prior to each meeting. We also have a google spreadsheet with information on every single resolution including brief summaries, the R1 position, and the testimony that was shared on behalf of R1 for people to reference. Our Facebook group and listserv are the best way to get access to these resources! At the meetings, R1 relies on our wonderful GC for formal orientation activities. During our very first meeting we have an overview about what to expect, leadership opportunities, and how to get involved.
4. In terms of advice for first time attendees, read as many resolutions ahead of time as possible. If you are short on time, skip to resolved clauses. If you aren't familiar with the issue being described, then go back to review the whereas clauses. Don't be shy. Introduce yourself to everyone, even if you already met them on the first night, and re-introduce yourself! If you like the AMA-MSS experience, get involved in leadership early even everything feels new to you.

Region 2 *Illinois, Iowa, Minnesota, Missouri, Nebraska, Wisconsin*

Chair: Ian Magruder | [ian.magruder@gmail.com](mailto:ian.magruder@gmail.com)

Vice Chair: Lauren Engel | [ljengel@mcw.edu](mailto:ljengel@mcw.edu)

1. Our Thursday meeting is always focused on general chapter updates, updates from each of the board members, and "get to know you" activities. We tend to make it informal to have the new attendees feel welcome. We also pair up attendees into groups with both new attendees and veterans. Something we've been putting together that is new this year is pairing new attendees with a veteran mentor about a month before the meeting to help make it less overwhelming. Our Friday morning meeting focuses on policy and resolutions. We discuss region authorship and region support, and assign testimony to members interested in speaking in the Assembly. The final meeting on Friday evening is elections – RDs and ADs at Interim, and the new R2 board at Annual.
2. Our region really focuses on having a welcoming community. We know that we can reach out to anyone in the region and always find the answers to our questions. We've had wonderful mentors help guide us through the AMA and we're continuing that tradition. We also focus on building the skills of first time attendees by assigning them testimony on R2 resolutions in the Assembly. We pair the first-time attendee with the author and other experienced members to teach them to craft their positions and speak on behalf of R2. Veteran members see who can get the best picture of the first-time attendee who is giving testimony!
3. We have a pre-meeting webinar for all attendees to just run through logistics, what to bring/wear, a rough agenda for the meeting, and review parli-pro. At I-17 we created a Google Drive folder to hold all pertinent



meeting materials and the agendas for our Region meetings so everyone can access the information we discuss.

4. For first time attendees, don't feel like you have to sit in the Assembly the entire time. Look at the programming session schedule beforehand, and pick what you want to go to and flag it in the AMA meeting app so you don't forget. Also, don't be shy. Try to meet as many people as possible in and out of your region. As you move forward, Standing Committees and Convention Committees are a great way to be involved!

### Region 3 *Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, Texas*

Chair: Emily Dewar | [emily.e.dewar@uth.tmc.edu](mailto:emily.e.dewar@uth.tmc.edu)

Vice Chair: Logan Ramsey | [lr Ramsey93@gmail.com](mailto:lr Ramsey93@gmail.com)

1. Objectives:
  - a. Coordinate between schools and resolution authors to determine Region 3 consensus on policy issues being addressed at the Interim or Annual meetings
  - b. Engage in planning for upcoming events, whether specific to Region 3 (i.e. community service projects) or in preparation for national meetings
  - c. Facilitate networking and camaraderie between students from every state
  - d. Request specific feedback from members on the goals of R3, the overall quality of conference programming, and opportunities to better serve our individual chapters
2. Region 3 specifics:
  - a. Region 3 is committed to open dialogue and formulation of policies that represent the views of our membership, to the greatest possible extent.
  - b. We feel a sense of community and Region identity is a key part of each student's experience as a R3 AMA member, and strive to provide a sense of belonging and connection- especially for members attending their first meeting.
3. AMA Crash Course Document
4. Advice:
  - a. Ask tons of questions and don't be afraid to participate!
  - b. Do NOT forget to bring a comfortable pair of shoes ladies (in case you get sick of high heels).
  - c. Make time to go to some of the amazing programming, even if that means missing half an hour of assembly.
  - d. Get involved in any way you can, even if that just means offering to help an officer from your region.
  - e. Make sure you understand and have read the resolutions beforehand, even if you aren't a Delegate; otherwise the assembly won't make a whole lot of sense!

### Region 4 *Alabama, Florida, Georgia, North Carolina, Puerto Rico, South Carolina, Tennessee*

Chair: Jessica Walsh O'Sullivan | [jwalsho@knights.ucf.edu](mailto:jwalsho@knights.ucf.edu)

Vice Chair: Lauren Benning | [lvbenning0325@email.campbell.edu](mailto:lvbenning0325@email.campbell.edu)

1. During the region meetings, we cover a lot of region business and discuss ways to improve communication and involvement.
  - a. Typically on Thursday, we have a meet-and-greet with some ice breakers before diving into an introduction to the MSS assembly and an overview of what to expect from the weekend. We may discuss regional consensus on any pressing resolutions before the assembly and we may discuss bylaw changes.
  - b. At our first meeting Friday, we usually review the resolutions that have been extracted and discuss the elections that will be taking place that evening.. The resolution review is lead by our policy committee (if interested in representing your school, please contact Taylor Lucas at



Lucaslt@email.sc.edu). We don't usually get through all of the resolutions, so if you have something you are passionate about, please bring it forward early.

- c. Friday night we have elections (GC in the summer and delegation in the fall). We may update bylaws and hold small group discussions about policy ideas depending on time. We also make a point to share best practices of engagement among all of our chapters so that we can increase future participation.
2. Our region is in perhaps the most culturally, politically, and socioeconomically diverse of all the AMA regions, stretching from Tennessee all the way to Puerto Rico. We pride ourselves on this great diversity, and have been working to build a regional identity together. We have had some difficulty with communication in recent years and are working hard to create multiple avenues for students to connect with leadership and AMA opportunities. Our region has produced many talented and driven people who go on to leadership positions within the AMA and we hope to provide each of you with the opportunity to do that if you so choose!
3. We provide info on what to expect from the various parts of the conference and materials about the resolution writing and review process. We encourage you to engage our regional governing council members with any questions beforehand! Join our Region community page and our Facebook page for regular updates and contact information! See the following link: [AMA-MSS Region 4 Facebook](#).
4. Advice for new people:
  - a. The basic vocabulary and structure of the AMA-MSS is often a challenge for newcomers. We use all sorts of terms and acronyms and it gets confusing! Don't be intimidated or feel like you shouldn't speak up because you don't know the "proper terminology": there is absolutely nothing wrong with standing up and stating your opinion in any words you like.
  - b. Even if you aren't a delegate or alternate, try to sit in and participate in the MSS general assembly for some portion of the day!
  - c. Come to all the region meetings and try to attend at least one programming event. Those meetings are a good networking opportunity to meet students from states and programs you might not meet otherwise!

#### Region 5 *Indiana, Kentucky, Michigan, Ohio, West Virginia*

Chair: AJ Shadrach | [aj.shadrach@cmich.edu](mailto:aj.shadrach@cmich.edu)

Vice Chair: Taymaz Joneydian | [tjoneydian@med.wayne.edu](mailto:tjoneydian@med.wayne.edu)

1. The business meetings exist to accomplish region-specific goals. For region 5, we like to highlight the accomplishments of individual chapters that have occurred since the previous meeting. Many chapters are working on initiatives for improving their communities. Furthermore, we discuss our opinions about policy and proposed resolutions. We focus mainly on resolutions written by members of Region 5 and there are often many, as our region members are very active in the AMA. In addition, we spend some time considering any controversial resolutions and our stance on them.
2. Region 5 has a reputation for producing high-quality resolutions. We are a close-knit community and there is a lot of collaboration between our chapters and even our five states. Everyone is very willing to help each other out and this spirit of collaboration is usually hard to find.
3. In terms of orientation, we spend a good portion of our first business meeting introducing new members to what a resolution is and how the resolution writing process works. We also talk about the purpose of the AMA meetings and what to expect from the programming. Throughout the course of Annual or Interim, we frequently encourage our members to ask questions and share opinions during our meetings.
4. Some advice for newcomers: Meet as many people as you can and never be afraid to ask questions you have. There are a lot of cool people at these meetings and we are all there to learn from each other. Always wear your name badge.

#### Region 6 *Delaware, District of Columbia, New Jersey, Maryland, Pennsylvania, Virginia*

Chair: Aleesha Shaik | [aleesha.shaik@gmail.com](mailto:aleesha.shaik@gmail.com)

Vice Chair: Rafa Rahman | [rahmanr@jhmi.edu](mailto:rahmanr@jhmi.edu)

1. There are several goals that we hope to accomplish at each region meeting. Most importantly, we facilitate interactions between students from across our region, as these tend to be the only times many of our students can meet in person. At Annual, we discuss pertinent resolutions, vote on them as needed, and strategize on how to proceed as a region to support or oppose the resolution. These are often resolutions that have been put forth by our region members or any that are of interest to our members. We also provide updates on what we are working on as a GC and anything that schools have done since the last meeting. At Annual, we elect our region Governing Council for the next year, and at Interim, we elect our Region Delegates and Alternate Delegates. If you are interested in running for a position, please reach out to our Chair or Vice Chair!
2. Our Region has excellent participation from each of our states in terms of resolution submission and involvement at our Annual and Interim region meetings. Each of our states are represented in our Region Delegation, and our Governing Council also includes students from multiple states. The close proximity of several of our schools allows for interstate meet-ups and collaboration. Finally, our region has the unique privilege of being home to the Medical Student Advocacy & Region Conference (MARC), in Washington, D.C. At MARC, students meet with their senators and representatives in Congress to discuss issues of importance to us as medical students, as well as topics important for our patients and fellow providers.
3. To learn more about our region and how to get involved, please check out the Region 6 Google Drive [here](#). This folder has many resources on resolution writing and orientation materials for AMA conferences. Also join our Facebook page, [here](#), for updates on events and to get to know your fellow region members!
4. The best advice we can give to first time attendees is to take advantage of this incredible opportunity. Be active and voice your opinions on policy. This is your chance to advocate for patients and create the medical field that you want to practice in! Don't be afraid to step outside your comfort zone. The conference will go by quickly, but make it a point to meet as many people as possible. Forge relationships and collaboration with everyone, new and old to the AMA, and learn from members who have been at it for a while. For those with any inclination towards region leadership, go for it! The vast majority of our current Governing Council are students who were elected at their first or second AMA meeting. And, of course, have fun! Make time to explore whatever city the conference is in and go out with new and old friends. Basically, don't expect to sleep too much.

#### Region 7 *Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont*

Chair: Breyen Coffin | [coffin@mail.einstein.yu.edu](mailto:coffin@mail.einstein.yu.edu)

Vice Chair: Fatima Mirza | [fatima\\_mirza@post.harvard.edu](mailto:fatima_mirza@post.harvard.edu)

1. During the Annual/Interim meetings, we: elect our leadership and representatives; discuss and vote on region support for the meeting's resolutions; and give updates about our regional projects. Specific objectives at Annual 18 are as follows: a) nominate and elect our Region leadership, positions available are: Vice Chair, Secretary/Treasurer, Membership Chair, Community Service Chair, Legislation & Advocacy Chair, Curriculum Coordination Chair, and if necessary State At-Large Representatives (if you are interested or wish to hear more about these positions, please reach out to the Chair and Vice Chair); b) debate and vote on endorsement of a candidates for MSS leadership positions; and c) discuss and vote on the bylaw revisions and pilot project proposal created by the Region 7 Bylaws Task Force
2. Region 7 consists of states both large and small. This provides a great opportunity for members from smaller states that may not have strong mentorship within their state to receive mentorship from members of larger states with more experience. Members from all states are highly valued and everyone's participation is encouraged.

3. Region 7 does not provide any formal orientation materials to its members. However, there will be an informal orientation during our first regional meeting on Thursday night of Annual 18. This orientation consists primarily of an overview of Parliamentary Procedure and the structure of the AMA-MSS Annual meeting.
  4. Come with an open mind and your passion for change. Region 7 is here to support you in any way possible. If you feel lost or aren't sure what to do, please stop any of the leadership and introduce yourself. We are excited to meet all of you and happy to help in any way we can. In fact, introduce yourself to everyone and re-introduce yourself again! For more practical packing tips:
    - a. dress is business casual but you will see many erring on the side of business (ie. suits & sports coats)
    - b. bring comfortable dress shoes and your feet will thank you
    - c. bring a portable battery/charger for mobile devices
    - d. bring a change of clothes for after the meeting is done for the day
    - e. bring ear plugs for the flights as you will want to rest up before arriving at the meeting
- Finally, join the [Region 7 Slack](#) to stay up to date with all communications at the meeting.

# AMA Acronym Guide

## Basic Terms:

Acronym	Full Name	Description
AMA	American Medical Association	More information here: <a href="https://www.ama-assn.org/">https://www.ama-assn.org/</a>
AMAF	American Medical Association Foundation	The <a href="#">AMA Foundation</a> (AMAF) is the philanthropic arm of the AMA. The AMAF Board of Directors is composed of at least 13 and no more than 20 members, including a medical student representative. Because many of AMAF's activities involve assistance to medical students, the student member of the board provides valuable input to the board's deliberations.
BOT	Board of Trustees	The <a href="#">AMA Board of Trustees</a> guides the activities of the AMA and ensures that the AMA remains focused on its essential reason for being: to promote the art and science of medicine and the betterment of public health. The board is composed of 21 members, including a medical student member elected by the MSS at each Interim Meeting.
CC	Convention Committee	Convention committees are small, representative groups that expedite the conduct of business at meetings of the MSS Assembly (each June (Annual meeting) and November (Interim meeting)). Serving on a convention committee is a great way to start getting involved in the AMA.
GC	Governing Council	The AMA Medical Student Section (MSS) <a href="#">Governing Council</a> (GC) acts as the "board" for the MSS in that its members direct the programs and activities of the section on a national level. The MSS activities are overseen by an 8-member Governing Council that is elected by the Medical Student Section Assembly at each Annual Meeting, except for the chair-elect who is elected at the Interim Meeting.
GRAF	Government Relations Advocacy Fellow	The Medical Student Section (MSS) <a href="#">Government Relations Advocacy Fellow</a> (GRAF) has the opportunity to be a full-time paid member of the AMA's federal advocacy team for 1 year. The position is based in Washington, D.C., and requires that the student take off 1 year from medical school. The fellow reports to the AMA's Director of the Division of Legislative Counsel.
GA	General Assembly	A group of medical students that represent their medical school to the AMA-Medical Student Section (usually one Delegate and Alternate Delegate per school). These medical students vote on resolutions as well as for elections held for national AMA-MSS leadership positions. The Medical Student Section general assembly closely mirrors that of the AMA general assembly.
HOD	House of Delegates	The main voting chamber of the AMA. Regional Delegates are elected by each region at every Interim meeting (each November) for a one year term. Delegates represent the Medical Student Section in the AMA-HOD. The number of Delegates per region varies based upon region membership.
Parli Pro	Parliamentary Procedure	The method by which the AMA and AMA-MSS conduct business meetings. Based on AMA bylaws, established tradition, and the current edition of The American Institute of Parliamentarians Standard Code of Parliamentary Procedure.
RD/AD	Region Delegate/Alternate Delegate	Elected by the MSS regions at each Interim meeting (each November), medical student Regional Delegates and Alternate Delegates represent the interests of medical students in the AMA House of Delegates (HOD).

Region	Region	<p>An administrative division to help organize the MSS. Each region has a Chair, Vice Chair, Secretary, Recruitment/Membership Chair, Advocacy/Legislation Chair, and Community Service Chair. The MSS is comprised of 7 regions based on where medical schools are located geographically:</p> <p><b>Region 1:</b> Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington (WVAMI), Wyoming</p> <p><b>Region 2:</b> Illinois, Iowa, Minnesota, Missouri, Nebraska, Wisconsin</p> <p><b>Region 3:</b> Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, Texas</p> <p><b>Region 4:</b> Alabama, Florida, Georgia, North Carolina, Puerto Rico, South Carolina, Tennessee</p> <p><b>Region 5:</b> Indiana, Kentucky, Michigan, Ohio, West Virginia</p> <p><b>Region 6:</b> Delaware, District of Columbia, New Jersey, Maryland, Pennsylvania, Virginia</p> <p><b>Region 7:</b> Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont</p>
Ref Com	Reference Committee	<p>A group of well-informed Medical Student Section (MSS) members who review the MSS resolutions that have been proposed and give recommendations based off written testimony posted to the Virtual Reference Committee. They then create a report with their recommendations on whether the resolutions should be adopted, not adopted, or adopted with amendments.</p>
Section	Section	<p>The divisions of the AMA, organized by interest. The AMA consists of 11 sections:</p>
		<p><b>Academic Physicians Section (APS):</b> The <a href="#">Academic Physicians Section</a> provides AMA member physicians working in medical education the opportunity to participate in forming AMA policy through debate and a vote in the AMA's House of Delegates (HOD).</p>
		<p><b>Advisory Committee on LGBTQ Issues:</b> The <a href="#">Advisory Committee on Lesbian, Gay, Bisexual, Transgender and Queer Issues</a> (LGBTQ) addresses many important issues of interest to LGBTQ medical students, resident and fellows, LGBTQ physicians, patients and our straight allies. The committee has commented on the World Medical Association's proposed policy on transgender health, which was ultimately adopted, completing 12 years of leadership with the Commission to End Healthcare Disparities.</p>
		<p><b>Integrated Physician Practice Section (IPPS):</b> The <a href="#">Integrated Physician Practice Section</a> (AMA-IPPS) gives voice to physicians in practice settings who advance physician-led integrated care and enables these physicians to participate in the AMA policy making process.</p>
		<p><b>International Medical Graduates Section (IMGS):</b> The <a href="#">International Medical Graduates Section</a> works to advocate for issues that impact international medical graduates (IMGs), who make up more than 25% of all physicians in the United States. All AMA members who are international medical graduates are automatically members of the International Medical Graduates Section.</p>
		<p><b>Medical Student Section (MSS):</b> The <a href="#">Medical Student Section</a> strives to be the medical students' leading voice for improving medical education and advocating for the future of medicine.</p>
		<p><b>Minorities Affairs Section (MAS):</b> The <a href="#">American Medical Association Minority Affairs Section</a> addresses the issues and concerns of underrepresented minority physicians and improving the health of minority populations. The MAS provides a national forum for advocacy on minority health issues and professional concerns of minority physicians and medical students.</p>

		<b>Organized Medical Staff Section (OMSS):</b> The <a href="#">Organized Medical Staff Section</a> is the only physician-led, national group that advocates for medical staff organizations and their members. The OMSS empowers physicians affiliated with medical staffs, whether employed or in private practice, to improve patient outcomes and physician experience, and to otherwise effect positive change in their practice environments.
		<b>Resident and Fellow Section (RFS):</b> The <a href="#">Resident and Fellow Section</a> is the venue for graduate medical physicians to influence policy on key resident and fellow issues in the AMA.
		<b>Senior Physicians Section (SPS):</b> The AMA <a href="#">Senior Physicians Section</a> (SPS) provides a way for physicians to remain active and involved with the AMA and the medical community. The purpose of the group is to support projects of interest to the senior physician community, including continued communication with colleagues, advocacy on behalf of senior physician issues, and ongoing development of member benefits and activities. Any AMA physician over 65 years of age is automatically a member, whether working full time, part time or fully retired.
		<b>Women Physicians Section (WPS):</b> The purpose of the <a href="#">AMA Women Physicians Section</a> (WPS) is to increase the number and influence of women physicians in leadership roles. There are more than 82,000 female members of the AMA. As an advocate for women's health, the WPS identifies issues and communicates through a network of women leaders identified by their state or specialty societies to serve in the role of <a href="#">WPS Associate</a> .
		<b>Young Physicians Section (YPS):</b> The <a href="#">Young Physicians Section</a> focuses on the concerns of those physicians under 40 years of age or within the first 8 years of professional practice after residency and fellowship training.
SIG	Section Involvement Grant	<a href="#">Section Involvement Grants</a> provide an opportunity for local AMA-MSS chapters to educate other students about AMA involvement and ways to get more involved, providing service to medical school campuses or communities, and engage in AMA's strategic focus.
VRC	Virtual Reference Committee	Before the meeting, resolutions are posted online so that AMA-MSS members can provide feedback. The MSS Reference Committee ("Ref Com") uses the provided testimony to create their report containing recommendations (adopt, not adopt, adopt with amendments, refer) for proposed resolutions.

## Medical Student Section (MSS) Standing Committees

Acronym	Full Name	Description
CBH	Committee on Bioethics & Humanities	<ul style="list-style-type: none"> <li>Facilitates student discussion on interesting and relevant topics in medical ethics</li> <li>Heightens awareness of all the opportunities the AMA Ethics Standards Group has to offer students</li> <li>Collaborates with the AMA Journal of Ethics to raise awareness of topics in medical ethics to our medical students</li> </ul>
CEQM	Committee on Economics & Quality in Medicine	<ul style="list-style-type: none"> <li>Studies economic aspects of practicing medicine as they apply to medical students</li> <li>Produces issue briefs to educate Medical Student Section members on the business side of medicine</li> <li>Reviews resolutions related to economics and quality in medicine</li> <li>Develops programming for national meetings</li> <li>Facilitates discussion of economic and quality issues in medicine</li> </ul>
CGPH	Committee on Global & Public Health	<ul style="list-style-type: none"> <li>Reviews current global and domestic public health issues in the literature</li> <li>Educates the Medical Student Section on current public health topics through social media and educational programming</li> <li>Organizes public health initiatives to establish the AMA as a leader in improving public health</li> </ul>
CHIT	Committee on Health Information Technology	<ul style="list-style-type: none"> <li>Researches and produces a report on what gaps exist in current MSS policy on topics such as electronic medical records, medical data standards, telemedicine, and other health information topics</li> </ul>
COLA	Committee on Legislation & Advocacy	<ul style="list-style-type: none"> <li>Advances key student issues through a coordinated campaign at each national meeting</li> <li>Assists grassroots campaigns for specific MSS priority issues by providing strategy, sample letters, talking points, and additional information and resources</li> </ul>
LGBTQI+	Committee on LGBTQ Issues	<ul style="list-style-type: none"> <li>Studies and reviews current public health issues pertaining to LGBTQI+ patients and providers</li> <li>Addresses issues of concern through health education, policy development, education, and advocacy</li> <li>Serves as an advisory body to the MSS Assembly and GC on LGBTQI+ issues</li> </ul>
COLRP	Committee on Long Range Planning	<p>As directed by and in close collaboration with the Governing Council and MSS Staff:</p> <ul style="list-style-type: none"> <li>Performs primary research to quantify emerging trends affecting the Medical Student Section</li> <li>Promotes changes to the structure and function of the Medical Student Section to improve its operation</li> <li>Identifies innovative solutions to improve the well-being and</li> </ul>

		<p>satisfaction of the medical student body</p> <ul style="list-style-type: none"> <li>• Collaborates with other standing committees to review issues that will influence the future of the Medical Student Section</li> </ul>
CME	Committee on Medical Education	<ul style="list-style-type: none"> <li>• Responsible for medical education issues, including resident work hours, the clinical skills assessment exam, and medical education debt</li> </ul>
CSI	Committee on Scientific Issues	<ul style="list-style-type: none"> <li>• Develops guides to address AMA policy gaps on novel scientific issues and serve as a reference to medical students who are interested in working on science-related resolutions.</li> <li>• Engages with the AMA Research Symposium by selecting abstracts for the medical student section and assisting during the event.</li> <li>• Develops programming for national AMA-MSS meetings, and organizes talks, interviews, and forums on scientific topics of interest.</li> <li>• Serves as an informational resource to the Medical Student Section Assembly on resolutions related to recent scientific developments, and the integration of science into the medical education.</li> </ul>
CSC	Community Service Committee	<ul style="list-style-type: none"> <li>• Develops, promotes, and implements community service programs on the local, state, and national levels</li> <li>• Creates informational reports, programs, and resources to assist chapter and state officers in the organization and implementation of community service projects</li> </ul>
HCC	House of Delegates Coordination Committee	<ul style="list-style-type: none"> <li>• Serves as an informational resource to the AMA-MSS Assembly related to AMA and AMA-MSS policy, as well as broader policy initiatives</li> <li>• Reviews resolutions and reports presented to the AMA-MSS Assembly based on existing AMA and AMA-MSS policy</li> <li>• Forms a common and well-informed position on resolutions and reports presented to the AMA House of Delegates based on existing AMA and AMA-MSS policy</li> <li>• Supports the AMA-MSS Section Delegate, Alternate Delegate, and student members of their state delegations during the AMA House of Delegates</li> </ul>
MERC	Membership, Engagement, & Recruitment Committee	<ul style="list-style-type: none"> <li>• Coordinates outreach, informational and recruitment efforts between national, region, state, and chapter levels of involvement</li> <li>• Strives to find ways to further the value of AMA membership to medical students</li> <li>• Integrates and directs social media efforts for the Medical Student Section in conjunction with MSS leadership and staff</li> </ul>
MIC	Minority Issues Committee	<ul style="list-style-type: none"> <li>• Addresses health issues and disparities specific to minority populations through policy development, health education, and service</li> <li>• Identifies minority medical student needs and ways to bring awareness and knowledge to the unique experiences of minority medical students, as well as contribute to increasing AMA-MSS minority membership and inclusiveness.</li> </ul>



