



# Council on Medical Education Rules and Regulations

**Rule 1. General Statement:** The Council on Medical Education is a Council of the American Medical Association (AMA). The Council is established by, and subject to the provisions of the Constitution and Bylaws of the AMA, which define the Council's members, election process, and terms of office. These rules are adopted by the Council pursuant to Section 6.0.1 of the AMA Bylaws.

**Rule 2. Member Rights and Responsibilities:** All elected Council members shall have the right to participate fully in meetings of the Council, including the right to make motions and to vote on policy issues, elections, appointments or nominations conducted by the Council. Any member may serve as chair of standing or ad hoc committees.

**Rule 3. Officers. Executive Committee:** The Executive Committee of the CME shall consist of four members: the Chair, Chair-Elect, Past Chair, and an At-Large Member. If the Past Chair is no longer a member of the Council (for example, because his/her term has expired), the Council will elect a second At-Large member to the Executive Committee.

The Executive Committee may act on behalf of the CME between meetings of the CME, and all such actions shall be recorded and reported promptly to the CME.

The Chair of the CME, or, in his/her absence, the Chair-Elect shall be the presiding officer of the CME for its meetings. If both the Chair and the Chair-Elect are absent, the Chair will designate a presiding officer.

**Rule 4. Elections:** The CME shall elect annually a Chair-Elect and an At-Large member of the Executive Committee from among its members. The elections shall be held after elections of any new Council members by the House of Delegates at the Annual Meeting at the Council's reorganization meeting. Nominations, including self-nominations, can be made up until the time of election. Current Council members will be contacted by the Council Secretary prior to the Annual Meeting and asked to indicate if they have an interest in being elected as Chair-Elect or At-Large member(s) of the Executive Committee.

Elections for open positions on the Executive Committee are held consecutively. If the elections are contested, candidates will make a two-minute presentation to the entire Council immediately prior to Council elections, stating their interest and qualifications. The election for Chair-Elect will be held first, followed by the election for the At-Large Member. Unsuccessful candidates for Chair-Elect are eligible to run for the At-Large member position.

The Chair-Elect and At-Large member(s) of the Executive Committee shall be elected by a majority vote of current Council members by secret ballot. Proxy votes will not be allowed.

Election balloting shall be repeated until a member is elected.

Rule 5. Term and Tenure of Chair and Chair-Elect: The Chair-Elect shall be elected for a one-year term and cannot stand for reelection. The term of the Chair shall be one year and end at the close of the Annual Meeting of the AMA House of Delegates and the Chair-Elect shall assume the Chair position at that time.

Rule 6. Vacancies: Should the office of Chair become vacant between reorganization meetings of the CME, the Chair-Elect shall automatically accede to that office and serve the unexpired term. A new Chair-Elect shall be elected immediately from among CME members. Should the office of the Chair-Elect become vacant, a new Chair-Elect shall be elected immediately from among CME members. Any officer who steps up to serve an expired term has the option of running for office at the next election of officers for the Council on Medical Education

Rule 7. Meetings: The CME shall meet prior to and during meetings of the AMA House of Delegates, at least two other times in the year (one meeting may be a virtual meeting), and at such other times as are agreed upon by the members or as deemed necessary by the Chair with appropriate advance notice.

Rule 8. Quorum: A quorum for any meeting of the CME shall consist of seven voting members.

Rule 9. Minutes: Minutes shall be kept of all meetings of the Council and all action taken shall be recorded in the minutes of each meeting.

Rule 10. Attendance at Meetings: Members of the Council are expected to attend all regularly scheduled meetings. Attendance at Council meetings shall be limited to members of the CME, Board of Trustees liaisons, the Academic Physicians Section (APS) liaison, staff and invited guests.

Rule 11. Guests: The Chair may invite AMA members or other guests who have information that aids the Council in its deliberations. Other guests with a specific issue germane to the Council's activity may request of the Chair the opportunity to attend a meeting. The Chair has the discretion of setting appropriate time and length of attendance for the guests. Prior to extending invitations, the Chair of the Council will send a recommended list of invitees to Council members.

Rule 12. Attendance at Executive Sessions: Attendance at executive sessions shall be limited to members of the Council unless the Council specifically invites other attendees.

Rule 13. Voting. Motions, acceptance of reports and other business of the Council requiring a vote shall be by majority of Council members present and voting, if a quorum is present. In the event of a tie vote, voting will continue until the tie is broken.

Rule 14. Conflicts of Interest (COI), Abstentions and Recusals: Council members should disclose any potential conflicts of interests related to specific agenda items and should ask for a ruling

from the Council's Executive Committee about what level of participation in the discussion is appropriate, e.g., discussion alone without vote (abstention), full participation in discussion and vote, or neither (recusal).

Rule 15. Confidentiality of Deliberations: It is expected that matters discussed during Council meetings will remain confidential and that materials distributed as part of the CME agenda will not be shared with others outside the Council. Questions related to confidentiality may be referred to the Council Chair or Secretary.

Rule 16. Executive Committee Meetings and Conference Calls: Meetings and conference calls of the Executive Committee are held at the call of the Chair. Meetings and conference calls are open to all members of the Council and the APS liaison, but only members of the Executive Committee shall be entitled to vote. Email communications may be used to accomplish Executive Committee business at the discretion of the Chair and in lieu of a conference call.

Rule 17. Reference Committee Hearings: The Chair, in consultation with the full Council, shall designate members to attend reference committee hearings of the House of Delegates where matters within the scope of the CME's interests are being considered and to be available for consultation with members of reference committees.

Rule 18. Standing Committees: The four standing Committees of the Council, in addition to the Executive Committee, shall be the Undergraduate Medical Education Committee, the Graduate Medical Education Committee, the Continuing Medical Education Committee and the Nominating Committee. These committees and their chairs shall be appointed annually by the Council Chair, after determination of the Council members' interests. Committee composition may include Council members; the official APS liaison; and section appointees as deemed appropriate by the Chair. Only elected Council members may make motions, vote, and serve as committee chairs.

Rule 19. Nominating Committee: The Council Chair shall annually appoint the Nominating Committee including the Committee Chair (total four members) to review the applications for appointment/nomination to medical education committees (including accrediting bodies, ACGME Review Committees, medical specialty boards). Nominating Committee members are limited to four one-year terms, which need not be served consecutively. The Committee shall review applications and make recommendations to the full Council for approval. The Executive Committee shall be ex-officio members of the Nominating Committee without a vote.

Rule 20. Ad Hoc Committees: Ad hoc committees, comprising elected members of the Council and other liaisons or section representatives with relevant expertise as invited by the Chair, may be formed as needed by the Chair. These time-limited committees will be re-assessed on a yearly basis by the entire Council.

Rule 21. Amendments: Subject to the applicable provisions of the AMA Bylaws, these rules may be amended by the affirmative vote of a majority of the voting members present at any meeting of the Council, provided that reasonable notice of the proposal to amend these rules at said meeting shall be provided in advance to all members of the Council.