American Medical Association Medical Student Section

Internal Operating Procedures

1. Name
   The name of this organization shall be the Medical Student Section (MSS) of the American Medical Association (AMA). This is a special section for medical student members of the AMA as set forth in AMA Bylaw 7.3.

2. Purpose and Principles
   The purpose of the MSS shall be to provide medical student participation in the activities of the AMA through adherence to the following principles:

   2.1 Have meaningful input into the decision and policy-making process of the AMA.

   2.2 Improve medical education and further professional excellence.

   2.3 Involve medical students in addressing and solving the problems of health care and health care delivery and provide a forum for the discussion and dissemination of information.

   2.4 Develop medical leadership.

   2.5 Initiate and effect necessary change.

   2.6 Promote high personal and professional ethics, and a humanistic approach to the delivery of quality patient care.

   2.7 Promote membership and activity within organized medicine on the local, state, and national levels.

   2.8 Work cooperatively with other student groups and AMA Sections to meet these objectives.

3. Membership
   Membership shall be limited to medical student members of the AMA. Eligibility for student membership is outlined in AMA Bylaw 1.1.1.
4. Officers

4.1 Designations. The officers of the MSS shall be the eight Governing Council members: Chair, Vice Chair, AMA Delegate, Alternate Delegate, At-Large Officer, Chair-elect/Immediate Past Chair, Speaker, and Vice Speaker. The Chair-elect/Immediate Past Chair shall be non-voting members of the Governing Council. The officers of the Assembly for the purpose of business meetings will be the Speaker and Vice Speaker.

4.2 Authority. The Governing Council shall direct the programs and activities of the MSS. During the interval between meetings of the MSS Assembly, the Governing Council shall act on behalf of the MSS in formulating decisions related to the development, administration, and implementation of student activities, programs, goals, and objectives. The MSS shall be notified at each National Meeting of actions taken by the Governing Council on its behalf.

4.3 Qualifications. All members of the Governing Council must be medical student members of the AMA. Any medical student member of the AMA is eligible for a position on the MSS Governing Council, except as prohibited by these IOPs or by the AMA Bylaws.

4.4 Duties and Privileges. The Governing Council shall direct the programs and activities of the MSS, subject to the approval of such programs and activities by the Board of Trustees or House of Delegates of the AMA.

4.4.1 Chair. The Chair shall:

4.4.1.1 Preside at all meetings of the Governing Council, and otherwise represent the MSS when appropriate.

4.4.1.2 Preside at Assembly meetings if both the Speaker and Vice Speaker positions are vacant, until such time that successors to the Speaker or Vice Speaker may be elected.

4.4.1.3 Be the primary spokesperson for the MSS both inside the AMA and to outside organizations.

4.4.2 Vice Chair. The Vice Chair shall:

4.4.2.1 Preside at meetings of the Governing Council in the absence of the Chair or at the request of the Chair.

4.4.2.2 Assist the Chair in the performance of his or her duties.
4.4.2.3 Have the primary responsibility of coordinating the internal operations of the MSS, including but not limited to the MSS standing and ad-hoc committees.

4.4.3 **AMA Delegate and Alternate Delegate.** The AMA Delegate and Alternate Delegate shall:

4.4.3.1 Represent the MSS in the AMA House of Delegates.

4.4.3.2 Serve as Chair and Vice Chair, respectively, of the MSS Caucus.

4.4.3.3 Forward resolutions from the MSS in the HOD and provide a summary of pertinent actions for the MSS on resolutions sent to the HOD.

4.4.3.4 Administer the MSS resolution review process.

4.4.4 **At-Large Officer.** The At-Large Officer shall:

4.4.4.1 Perform such functions as determined by the Governing Council, and assist the other officers in the performance of their duties.

4.4.4.2 Coordinate the activities of the MSS Regions.

4.4.5 **Speaker and Vice Speaker.** The Speaker and Vice Speaker shall:

4.4.5.1 Preside over meetings of the MSS Assembly in an impartial manner, organizing and conducting them in accordance with The Standard Code of Parliamentary Procedure, AMA Bylaws, and MSS Internal Operating Procedures. The Vice Speaker shall officiate for the Speaker in the Speaker’s absence or at the request of the Speaker.

4.4.5.2 Provide for oversight and enforcement of the Campaign Rules, including responsibility for investigation of alleged infractions and reporting of substantiated infractions to the Assembly prior to balloting.

4.4.5.3 Organize an orientation at each Assembly Meeting for new MSS Delegates and Alternate MSS Delegates to the Assembly.

4.4.5.4 Work with other members of the Governing Council in instructing the Convention Committees regarding their duties prior to each Assembly Meeting.
4.4.5.5 Refer resolutions and reports submitted for consideration at MSS Assembly meetings to reference committees.

4.4.5.6 Prepare a document summarizing parliamentary procedure used in Assembly meetings to be published in the MSS agenda book that is made available to each Assembly representative prior to Assembly meetings.

4.4.5.7 Review the MSS Digest of Actions for consistency with Assembly action prior to its annual posting to the AMA website.

4.4.6 **Chair-elect.** The Chair-elect shall be a non-voting, funded member of the Governing Council. The Chair-elect shall assist the other officers in the discharge of their duties.

4.4.7 **Immediate Past Chair.** The Immediate Past Chair shall be a non-voting, unfunded member of the Governing Council.

4.5 **Governing Council Terms.**

4.5.1 The Chair-elect/Chair/Immediate Past Chair of the Governing Council shall serve a two-year term. His or her term as Chair-elect will begin at the conclusion of the Interim Meeting at which he or she is elected. He or she will take office as Chair at the conclusion of the following Annual Meeting, and one year later will become Immediate Past Chair. He or she will serve as Immediate Past Chair until the conclusion of the following Interim Meeting.

4.5.2 The other Governing Council members shall serve one-year terms, beginning at the conclusion of the Annual Meeting at which they are elected and ending at the conclusion of the next Annual Meeting of the AMA House of Delegates.

4.5.3 Maximum tenure for members of the MSS Governing Council will be two years in any combination of voting positions.

4.6 **Vacancies.**

4.6.1 **Governing Council.** Any vacancy occurring on the MSS Governing Council Shall be filled at the next Assembly Meeting of the MSS. The new member shall be elected for the remainder of the unexpired term in the same manner as the original election, as outlined in MSS Internal Operating Procedures 6.
4.6.1.1 Temporary Appointment. If a vacancy occurs on the Governing Council more than thirty (30) days prior to the next Assembly Meeting of the MSS, the Governing Council may appoint a medical student member to fill a vacancy until the next Assembly Meeting of the MSS when an election shall be held pursuant to the above rules.

4.6.2 Speaker and Vice Speaker. If the position of Speaker becomes vacant, the Vice Speaker shall succeed to the position of Speaker and serve the remainder of the unexpired term as Speaker. If the Vice Speaker assumes the role of a Speaker for the remainder of the unexpired term, the Representatives to the MSS Assembly Meeting shall elect a Vice Speaker to fill the unexpired term at the next Assembly Meeting, as outlined in Section V of the MSS Internal Operating Procedures. If both Speaker and Vice Speaker positions are vacant, the Chair of the Governing Council shall preside, as specified in IOP Section 4.4.1.2.

4.7 Limitation on Total Years of Service.
Students deemed qualified by the other provisions of the AMA Bylaws and these Internal Operating Procedures for election to the positions of:

- MSS Governing Council, or
- Appointment through the MSS to a position on an AMA Council, or
- A committee outside of the AMA that is national in scope and appointed by the Governing Council, the AMA President, the AMA President-elect or the AMA Board of Trustees (such as AMA Foundation, American Medical Association Political Action Committee, National Board of Medical Examiners, National Resident Matching Program, Liaison Committee on Medical Education, etc.)

shall be only so deemed if they have served three or fewer years in one or a combination of any of the aforementioned positions. The intent of this Section is to limit combined service in all of these positions to four years total. A person may not serve in the same position for more than two years, even if he or she has not reached his or her four-year total limit. This Section shall not encompass positions that are not national in scope (i.e. Regional or State Delegates, Regional or State Chairs, etc.) nor shall it encompass appointments to the internal MSS Committees or Task Forces. The exceptions to this Section are as follows:

- Unless otherwise provided in the AMA Bylaws.
- The position of Immediate Past Chair of the Governing Council shall not be denied to a student on the basis of having already served four years pursuant to the foregoing provision, but the service in the position of
Chair-elect/Immediate Past Chair shall otherwise count as a year of service.

5. Medical Student Trustee

5.1 Duties and Privileges. A medical student member of AMA shall be elected annually by the MSS Assembly to serve as a member of the AMA Board of Trustees. The student member of the Board of Trustees shall report on the Board’s activities to the Assembly before the Annual Meeting. This report will communicate Board Actions related to the concerns of the MSS and will provide the MSS with directives on behalf of the Board.

5.2 Term. The MSS Assembly shall elect the Medical Student Trustee at the Interim Meeting for a one-year term beginning at the close of the next AMA House of Delegates Annual Meeting and concluding at the close of the second AMA House of Delegates Annual Meeting following the meeting at which the member was elected.

5.3 Per AMA Bylaw 3.5.6.2, the Medical Student Trustee is eligible for re-election so long as the Trustee remains eligible for medical student membership in the AMA.

6. Elections

6.1 Time of Election. The Chair-elect of the Governing Council and Medical Student Trustee shall be elected by the MSS Assembly at the Interim Meeting. The remaining Governing Council members, with the exception of the Immediate Past Chair, shall be elected by the MSS Assembly at the Annual Meeting of the MSS. The Governing Council shall set the day and hour of such elections and shall communicate the day and hour to the medical student members of the AMA prior to each Interim Meeting and Annual Meeting.

6.2 Eligibility. All members of the MSS are eligible to be elected to any office, except:

6.2.1 MSS members who serve or will serve in an AMA Council or AMA Liaison position may not also serve as a Governing Council position or as the Medical Student Trustee at the same time for more than two months. The only exception shall be that a MSS member may hold an AMA Council or AMA Liaison position and the position of Immediate Past Chair simultaneously.

6.3 Nominations. Nominations for Governing Council positions shall be received in advance of the Annual Meeting (in advance of the Interim Meeting for the Chair-elect and Medical Student Trustee), pursuant to the rules of the MSS. Further
nominations may be made from the floor of the Assembly Meeting at a time
determined by the Governing Council.

6.4 **Speeches.** Candidates are allowed to address the Assembly for a period of time
determined by the Speakers up to a maximum of three minutes during a general
Assembly session, as scheduled by the Speakers. In addition, the Chair of the
Governing Council, or his or her designee, shall ask each candidate a number of
questions on issues of relevance during a general Assembly session, as scheduled
by the Speakers. The Speakers will notify candidates of the maximum length of
speeches at least one day prior to their speech.

6.5 **Campaign Rules.**

6.5.1 **Candidacy.** All MSS members shall be considered potential candidates
for all elected offices and shall be bound by all Campaign Rules during the
election cycle for each office, where the election cycle for an office is
defined as the time between elections for that office.

6.5.2 **Campaign Period.**

6.5.2.1 Campaigns shall be run only for positions that are electable at the
present meeting.

6.5.2.2 Between meetings, campaigns shall be run only for positions that
are electable at the upcoming meeting.

6.5.2.3 The official campaign period shall be defined as starting the first
day applications are made available for MSS members to submit
their candidacy.

6.5.2.4 All activities related to announcement of candidacy, endorsement,
or campaigning, including but not limited to distribution of
materials, communications, and speaking opportunities shall be
limited to the campaign period defined above.

6.5.3 **Speakers’ Ruling.** A Speakers’ Ruling for each national meeting and
election will be made available to all potential candidates at the start of the
campaign period with a document of rulings so that all candidates have
equal access to all rules relating to their campaigns. Once released, the
AMA-MSS Speakers reserve the right to issue addendums or
announcements during the campaign period as needed. Any addendums or
amendments to the election rules also shall be shared with all candidates.

6.5.4 **Candidate Disclosure Form.**
6.5.4.1 The day before the election is scheduled to occur, all candidates nominated, either in advance of the meeting or from the floor at the meeting, shall submit a completed Candidate Disclosure Form to the Speaker, the Vice Speaker, or a member of the Rules Committee no later than the time of day designated by the Speaker. No candidate shall be elected if he or she has not completed and submitted a Candidate Disclosure Form.

6.5.4.2 The Candidate Disclosure Form shall be prepared by the Speaker and Vice Speaker and shall consist of three parts:

- **6.5.4.2.1** A portion, completed by the candidate, for disclosure of campaign leadership and campaign finances.

- **6.5.4.2.2** A portion, completed by the candidate, affirming that the candidate has read the IOP sections relevant to campaigning and the Speakers’ Ruling for that election cycle and agrees to abide by the rules and recommendations contained within those documents.

- **6.5.4.2.3** A portion, completed by the Speaker or Vice Speaker, for disclosure of any prior, substantiated infraction(s) of MSS IOPs by the individual declared as a candidate.

6.5.5 Candidates may distribute only the following campaign materials:

- **6.5.5.1** Buttons, stickers, and pins less than 2.5 inches in greatest dimension.

- **6.5.5.2** Standard-size business cards.

- **6.5.5.3** Curricula vitae and personal statements.

- **6.5.5.3.1** Curricula vitae and personal statements of candidates nominated, pursuant to the rules of the MSS, in advance of the national meeting at which the election will be held shall be included in the online version of the MSS Meeting Handbook.

- **6.5.5.3.2** At the Assembly Meeting, distribution of curricula
vitae and personal statements shall be limited to the area and medium/media designated by the Speaker and announced at least 30 days prior to the meeting at which the election will be held.

6.5.5.3.3 While there will be no limit on the length of curricula vitae, personal statements will be limited to one page (front and back).

6.5.5.3.4 No trinkets, candy, pens, or other items may be displayed or distributed.

6.5.6 The total expenditure per candidate per campaign shall not exceed $1,000, including all monetary donations and in-kind donations of goods, but not including the candidate’s travel to and lodging at the meeting at which the election is held.

6.5.7 Campaign Communications.

6.5.7.1 Advance non-electronic mailings by candidates or other organizations on behalf of a candidate are not permissible.

6.5.7.2 Candidates should be prudent and courteous regarding the number and content of electronic messages, including but not limited to email, social media, phone, text message, and group chats, sent prior to the election.

6.5.7.3 No mode of MSS- or AMA-sponsored communication, including but not limited to listservs, phone or email lists, or other mass communication methods shall be used for announcements of candidacy, endorsement, or campaigning.

6.5.7.4 Candidates using campaign-specific social media accounts can only invite MSS members to follow said accounts.

6.5.8 Campaigning at MSS Regional, state, or school section meetings prior to the meeting at which the election occurs, including attending social events, is prohibited. The candidate’s own Medical Student Region, state, or school section meetings are an exception to this rule. Campaigning includes, but is not limited to, discussing candidacy or displaying or distributing campaign paraphernalia.

6.5.9 Campaign Involvement.
6.5.9.1 Only MSS members may be involved in a candidate’s campaign. MSS members should not share their opinion in favor of or in opposition to any candidate while acting under any official leadership role within or outside of the organization.

6.5.9.1.1 Exception: Candidates may wear their own campaign paraphernalia at all times during the Assembly Meeting at which their election is held.

6.5.9.2 The campaign involvement of AMA staff members, members of the MSS Governing Council, and members of the MSS Rules Committee shall be limited to candidate inquiries regarding election-related matters and AMA-related information so long as that information is made available to all MSS members who request it.

6.5.9.3 Each candidate is allowed the following number and type of public endorsements:

6.5.9.3.1 One (1) optional letter of endorsement by the Dean or Dean’s representative from the medical school that the candidate is enrolled in; and one (1) optional letter of endorsement by staff of the state society from the state where the candidate attends medical school are permitted.

6.5.9.3.1.1 These optional letters of endorsement may be included in the Election Manual and may be displayed on social media.

6.5.9.3.1.2 During a national meeting, these letters may only be publicly disseminated via the Election Manual and may only be publicly displayed at the candidate forum.

6.5.9.3.2 One (1) optional letter of endorsement and a verbal endorsement by the Medical Student Region in which the candidate’s medical school is located is permitted by vote within the campaign period.

6.5.9.3.2.1 The endorsing Region must:
6.5.9.3.2.1.1 Follow the Region’s bylaws regarding issuance of public endorsement.

   6.5.9.3.2.1.1.1 If a Region does not have bylaws specifying quorum or rules dictating official support, the Region must contact the AMA-MSS Speakers for guidance.

6.5.9.3.2.1.2 Document that quorum was met when the voting occurred; and

6.5.9.3.2.1.3 Document the results of the vote pursuant to Region bylaws.

6.5.9.3.2.2 The optional letter of endorsement will not be included in the Election Manual but may be displayed on social media.

6.5.9.3.2.3 During a national meeting, such endorsement may not be publicly disseminated nor displayed except as on social media.

6.5.9.3.3 A verbal endorsement of a candidate whose medical school is outside the endorsing region is permissible only at the meeting at which an election is taking place.

6.5.9.3.3.1 The endorsing Region must:

   6.5.9.3.3.1.1 Follow the Region’s bylaws regarding issuance of public endorsement;

   6.5.9.3.3.1.1.1 If a Region does not have bylaws specifying quorum or rules dictating official support, the Region must contact the AMA-MSS Speakers for guidance.
6.5.9.3.3.1.2 Document that quorum was met when the voting occurred; and

6.5.9.3.3.1.3 Document the results of the vote pursuant to Region bylaws.

6.5.9.3.3.2 When speaking in official support of a candidate on behalf of a Medical Student Region, Region Chairs must be sure that an official vote by the Region took place in accordance with the Region’s bylaws for quorum and rules dictating official support and document that vote.

6.5.9.3.3.3 Regions may not vote to oppose any candidate.

6.5.10 Candidates must be allowed to fully participate in candidate interviews and question and answer sessions during the Assembly Meeting.

6.5.11 At the national meeting at which the election is taking place, a group that invites any candidate for a particular office to speak must invite and make a reasonable effort to accommodate all candidates for that office. Candidates may choose at their discretion to attend or not or may send a representative to speak for them, but any candidate’s availability or lack thereof shall not impose a restriction on the attendance of other candidates.

6.5.12 Receptions and/or hospitality shall not be used for promotion of candidates.

6.5.13 Enforcement.

6.5.13.1 Alleged infractions, including but not necessarily limited to violations of the Campaign Rules, should be reported in writing to the AMA-MSS Speaker or Vice Speaker, or to any member of the MSS Rules Committee.

6.5.13.2 The Speaker and Vice Speaker shall be the lead investigators of any alleged infraction in conjunction with the Rules Committee. No person who is a candidate in the same election as the candidate being investigated for alleged infractions may participate in any part of the investigation.
investigation of those alleged infractions. The candidate is required to participate in the investigation.

6.5.13.2.1 In the event where both the Speaker and Vice Speaker are candidates for the election being investigated, the MSS Chair will designate two members of the Rules Committee as investigators to examine the alleged infraction.

6.5.13.2.2 In the event where either the Speaker or Vice Speaker are a candidate for the election being investigated, the MSS Chair will designate one member of the Rules Committee as an investigator to examine the alleged infraction in tandem with the Speaker or Vice Speaker.

6.5.13.3 Following their investigation, the investigators shall inform the alleged violator of the infraction in writing, including the results of the investigation of the alleged infraction. The alleged violator shall be offered an opportunity to rebut the alleged infraction. Following rebuttal, the investigators shall determine whether the alleged infraction is substantiated and shall report their finding in writing to the alleged violator.

6.5.13.4 Following their investigation and the alleged violator’s opportunity to rebut the alleged infraction and prior to balloting, the investigators shall report substantiated infractions to the Assembly but shall not make any recommendation to the Assembly.

6.5.13.5 Enforcement of a campaign infraction shall follow a systematic approach. Each candidate, upon each substantiated infraction of the Campaign Rules, shall be given an official warning letter from the AMA-MSS Speaker. Exceeding three (3) substantiated infractions during a campaign shall render a candidate ineligible for election to any position during that campaign period.

6.6 **Voter Eligibility.** Credentialed MSS members acting as MSS Delegates for the meeting will be eligible to vote.

6.7 **Method of Election.**
6.7.1 When there is no contest, a majority vote without ballot shall elect. All other elections shall be by ballot.

6.7.2 Voting Periods. There shall be one voting period at the Interim Meeting for the selection of the Chair-elect and Medical Student Trustee. There shall be one voting period at the Annual Meeting for the selection of the Vice Chair, AMA Delegate, At-Large Officer, and Speaker. An additional balloting period will be held for the elections of the Alternate Delegate and Vice Speaker.

6.7.3 First Ballot. At the Interim Meeting, one ballot shall be used by the credentialed MSS Delegate to case one vote for the Chair-elect and one vote for the Medical Student Trustee. At the Annual Meeting, individual ballots for each position shall be used by the credentialed MSS Delegate to case one for each of the four positions: the Vice Chair, AMA Delegate, At-Large Officer, and Speaker. No ballot should be counted if there is more than one vote for a position. All Governing Council positions will be determined by majority vote, that is, the candidate who has received the largest number of votes shall be elected if that nominee has received a majority of the legal votes cast.

6.7.3.1 Election of Alternate Delegate. After the election of the AMA Delegate, all unsuccessful candidates who were nominated for the office of AMA Delegate may be added to the existing Alternate Delegate ballot by nomination from the floor of the Assembly. Each MSS Delegate to the Assembly Meeting who is present at the meeting may cast a written ballot for the election of the Alternate Delegate from the previously declared candidates and among those so nominated. Election to the office of Alternate Delegate requires a majority of the legal votes cast.

6.7.3.2 Election of Vice Speaker. After the election of the Speaker, all unsuccessful candidates who were nominated for the office of Speaker may be added to the existing Vice Speaker ballot by nomination from the floor of the Assembly. Each MSS Delegate to the Assembly Meeting who is present at the meeting may cast a written ballot for the election of the Vice Speaker from the previously declared candidates and among those so nominated. Election to the office of Vice Speaker requires a majority of the legal votes cast.

6.7.4 Runoff Election. If no candidate receives a majority of the legal votes cast or there is a tie, a runoff election will be held between the two (or more if
6.7.5 Processing. No ballots will be cast after the expiration of the voting period. The ballot boxes will be collected by members of the Rules Committee. The Rules Committee and the ballot boxes will be sequestered in a private location. At this time, the Chair of the Rules Committee will open the ballot boxes and the Rules Committee will then count the ballots and tabulate the results. The candidate who has received the largest number of votes shall be elected if that nominee has received a majority of the legal votes cast. Upon completion of the tabulation, the Chair of the Rules Committee will validate the election results by determining that each ballot is official, that the number of ballots cast is equal to or less than the number distributed and will then certify the results in writing. He or she will then immediately forward these results to the Assembly's Presiding Officer. Upon receipt of the Rules Committee's election results and verification, the Presiding Officer will announce the results to the Assembly.

6.7.5.1 First Ballot. The credentialed MSS Delegate will receive one initialed ballot from a designated member of the Credentials Committee at the credentials table during the set voting period.

6.7.5.2 Runoff Election. If no candidate receives a majority of the legal votes cast or there is a tie, additional ballot(s) will be distributed by the Credentials Committee at the request of the Assembly's Presiding Officer. The candidate who receives a majority of the legal votes cast in the runoff election will be declared the winner.

6.7.6 Appeals. Appeals of the election process and results must be made in writing to the Assembly's Presiding Officer no later than one hour after the official announcement of the final results.

6.7.6.1 Any appeal of the process of ballot(s) distribution will be considered by the Rules Committee. Consideration of such appeals and merits of said appeals will be determined in whatever manner the committee deems necessary. The results of the committee's recommendations must be forwarded in writing by the Committee Chair to the Assembly's Presiding Officer.

Any appeal of the process of ballot processing, tabulation, and announcement of results, shall be considered by the Credentials Committee. Consideration of such appeals and merits of said appeals will be determined in whatever manner the committee
deems necessary. The results of the committee’s recommendations must be forwarded in writing by the Committee Chair to the Assembly’s Presiding Officer.

6.7.6.2 No person who is a candidate in the election being appealed may participate in any part of the appeals process.

6.7.6.3 The Assembly's Presiding Officer and the Governing Council will consider the appeals report(s) from the Committee(s) dealing with the matter. Final decision on the election results will be the jurisdiction of the Governing Council.

7  MSS Standing Committees
The MSS Standing Committees and Task Forces shall be appointed by the Governing Council and shall support the mission of the MSS as outlined in MSS Internal Operating Procedures.

8  Regions

8.1 Structure and Purpose of the MSS Regions.

8.1.1 There are seven Medical Student Regions defined for the purposes of electing Regional Delegates to the AMA House of Delegates from Medical Student Regions. The regions are:
Region 2: Minnesota, Wisconsin, Nebraska, Iowa, Missouri, Illinois.
Region 3: Kansas, Texas, Oklahoma, Arkansas, Louisiana, Mississippi.
Region 4: Florida, Georgia, Alabama, South Carolina, North Carolina, Tennessee, Puerto Rico.
Region 5: Michigan, Indiana, Ohio, Kentucky, West Virginia.
Region 6: Virginia, Maryland, District of Columbia, Delaware, New Jersey, Pennsylvania.
Region 7: Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York

8.1.2 In addition to providing a structure for election of Regional Delegates, the MSS defines the roles of the regions as follows: to provide a home within the MSS, to serve as a communication unit for the MSS, to provide a means to foster collaboration between the sections and states, and to facilitate interaction and integration of newly developing sections with well-established sections.
8.1.3 Each region shall be governed by a Region Chair to be elected in accordance with the region’s bylaws. The Region Chair will serve as the liaison for their respective region to the Governing Council. Other Regional officer positions may be elected in accordance with the region’s bylaws. The role of the Region Chair is as follows:

8.1.3.1 Encourage the organization of regional conferences as effective mechanisms of increasing communication among its members.

8.1.3.2 Encourage the development of local MSS sections in educational programs accredited by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA) where local sections do not exist and the development of state MSS sections in states where they do not exist.

8.1.3.3 Involve highly organized MSS sections and state sections in providing organizational information and assistance to developing sections.

8.1.3.4 Encourage MSS sections to maintain communication and interaction between medical student members and physician members of state associations and component societies.

8.1.4 Each region shall have a Region Governing Council, which will be composed of the Region Chair, and other elected or appointed officers of the region consistent with that region’s bylaws and at the discretion of the Region Chair. The purpose of the Region Governing Council shall be to further fulfill the purpose of each region as defined both in the MSS Internal Operating Procedures and the region’s bylaws.

8.2 Regional Delegates to the AMA House of Delegates.

8.2.1 Regional Delegates and Alternate Regional Delegates are part of the MSS Caucus led by the AMA Delegate and Alternate Delegate.

8.1.1 MSS Responsibilities: The Regional Delegates and Alternate Regional Delegates will serve as mentors in the MSS and assist the AMA Delegate and Alternate Delegate in reviewing MSS resolutions

8.1.2 Apportionment and Seating. Each Medical Student Region is entitled to Regional Delegate and Alternate Regional Delegate representation based on the number of seats allocated to it by apportionment, as outlined in
AMA Bylaw 2.3.2. An elected Regional Delegate will be seated with the state delegation from the jurisdiction in which his or her educational program is located.

8.1.2.1 If a Regional Delegate cannot fulfill his or her duties, the Alternate Delegate shall assume the position of Regional Delegate and be seated with the state in which the Regional Delegate’s educational program is located.

8.1.3 Qualifications. Each candidate for Regional Delegate or Alternate Regional Delegate must meet the following minimum qualifications:

8.1.3.1 Any medical student member of the AMA is eligible for a Regional Delegate or Alternate Regional Delegate position, except as prohibited by AMA Bylaws, MSS IOPs, or Region bylaws.

8.1.3.2 All elected Regional Delegates and Alternate Regional Delegates must attend a medical school in the region they are elected to represent.

8.1.3.2.1 In instances where a medical student member attends a campus in a different state than the main campus, he/she must represent the main campus’ state. In instances where the campus falls outside the region of the main campus, he/she must represent the main campus’ region.

8.2 Elections. The MSS will elect Regional Delegates and Alternate Regional Delegates to the AMA House of Delegates according to the following guidelines:

8.2.1 Each Medical Student Region is responsible for selecting its own Regional Delegates and Alternate Regional Delegates, based on the process identified in each region’s bylaw.

8.2.2 Elections for the Regional Delegates and Alternate Regional Delegates to the AMA House of Delegates will be held at the Interim Meeting of the MSS. Each Region must submit the name of its newly-elected Regional Delegates and Alternate Regional Delegates to the MSS Governing Council before the close of the Interim Meeting.

8.2.3 Candidates will be required to submit a completed application including the written endorsement of the state medical society with representation in the AMA-HOD in which their medical school campus is located and
curriculum vitae to the Medical Student Section staff by the published
deadline each year to be kept on file by the Medical Student Section.

8.2.3.1 This provision may only be suspended if there are more Regional
Delegate or Alternate Regional Delegate positions available than
applicants who submitted on time or if there is a state in the region
without an applicant.

8.2.3.1.1 Applicants who do not submit their materials by the
established application deadlines may be considered
for available seats, but only after applicants who
submitted their applications on time have been
considered.

8.2.3.1.2 Each region will determine whether or not to
consider a candidate running from the floor from a
state with no candidates who submitted on time
simultaneously or after candidates from states with
applicants who submitted on time.

8.2.3.2 A Regional Delegate or Alternate Regional Delegate who is elected
from the floor without having submitted the application materials
by the deadline must submit such materials within 60 days of the
election in order to retain the position.

8.2.4 Each state is entitled to a maximum of one Regional Delegate, unless there
are fewer candidates than available positions or another state does not
have a candidate that submitted their application on time. A state may
have an unlimited number of Alternate Regional Delegates up to the
maximum number of Regional Delegates.

8.2.5 Medical Student Regional Delegates and Alternate Regional Delegates to
the AMA House of Delegates are elected for one-year terms.

8.2.6 All election disputes will be referred to the Governing Council.

8.2.7 Each Region shall be free to institute more stringent requirements
consistent with all other AMA and MSS rules.

8.3 **Creation of Regional Delegations to the House of Delegates.** Through a
mechanism of its own choosing, each Medical Student Region should appoint a
member of its regional delegation to the House of Delegates, either a Regional
Delegate or an Alternate Regional Delegate, to serve in the capacity of Regional
Delegation Chair. The responsibilities of the Regional Delegation Chair should include:

8.3.1 Identify Regional Delegates and Alternate Regional Delegates who may be absent and suggest replacements in accordance with the MSS IOPs and the Region Bylaws.

8.3.2 Take attendance of the Regional Delegates and Alternate Regional Delegates from his or her region at House of Delegates meetings.

8.3.3 Mentor and orient inexperienced Regional Delegates.

8.3.4 Fulfill any other responsibilities assigned by the region.

8.3.5 Coordinate resolution authorship in the region for the MSS Assembly.

9 MSS Caucus to the HOD

9.1 MSS Caucus Structure

9.1.1 The MSS Caucus is comprised of the following members: The AMA Delegate and Alternate Delegate; the Regional Delegates and Alternate Regional Delegates; and any MSS member serving on any HOD delegation.

9.1.2 The MSS Delegate and MSS Alternate Delegate shall be considered the chair and vice chair of the caucus respectively and their responsibilities in those positions include, but are not limited to:

9.1.2.1 Overseeing debate, discussion, and voting that occurs within the caucus.

9.1.2.2 Assigning Regional Delegates or Alternate Regional Delegates to serve on ad hoc caucus reference committees.

9.1.2.3 Speaking on behalf of the MSS in reference committee hearings and the HOD or delegating the responsibility to speak on specific items of business to others of their choosing.

9.1.2.4 Developing general MSS strategy for supporting or opposing resolutions and/or reports.
9.1.2.5 Coordinating and negotiating with the leadership of other groups within the HOD.

9.2 Determining MSS Caucus Positions on AMA HOD Resolutions

9.2.1 For all MSS Caucus activities requiring a vote, all members of the caucus shall be given one vote.

9.2.2 A quorum of at least one half of potential voting members must participate for a vote to be valid.

9.2.3 In the AMA HOD, the MSS Caucus must take positions on resolutions that are consistent with the existing policy of the MSS as defined in the MSS Digest of Actions whenever relevant MSS policy exists.

9.2.4 In areas where relevant MSS policy exists, but the interpretation is uncertain, a majority vote of a quorum of delegates will determine the caucus’s interpretation.

9.2.5 When a resolution is before the AMA HOD that is of significant importance to the MSS, but for which no MSS policy exists, any member of the MSS Caucus may move that the MSS take a position on the resolution. Such a movement requires a second by another caucus member and a 2/3rds majority vote to pass.

9.2.6 Positions set using the procedures described in section 9.2.5. are valid for the duration of that meeting only and do not apply to future interim or annual meetings.

9.2.7 The MSS Caucus may not take positions that are contrary to existing MSS policy.

9.3 Reporting of Caucus Actions. The AMA Delegate and Alternate Delegate shall be responsible for authoring a report of actions taken, which shall be presented to the MSS Assembly at the next national meeting. This report will list the resolved clauses of all AMA HOD resolutions for which the MSS took a position, and will specifically identify those resolutions for which the MSS Caucus took a position that was not grounded in existing internal policy.

10 MSS Assembly Meeting

10.1 Date and Location. There shall be an Assembly Meeting of medical student members of the AMA (MSS) held prior to each meeting of the AMA House of Delegates at a time and place fixed by the Executive Vice President of the AMA.
10.2 **Call to the Meeting.** Thirty days prior to the meeting, notice shall be sent to all medical students and medical student organizations detailing the time, place, credentialing process, resolution mechanisms, election procedures, and education programs for the meeting.

10.3 **Representatives to the Assembly Meeting.**

10.3.1 Educational Programs.

10.3.1.1 Central Campuses. The AMA medical student members of each educational program as defined in AMA Bylaw 1.1.1 (a “central campus”) may select one MSS Delegate and one Alternate MSS Delegate. An educational program as defined in AMA Bylaw 1.1.1 that has a total medical student population (excluding students assigned to associated satellite campuses as defined in MSS Internal Operating Procedure 10.3.1.2.) greater than 999, as determined by the AMA on January 1 of each calendar year, may select one additional MSS Delegate and one additional Alternate MSS Delegate.

10.3.1.2 Satellite Campuses. The AMA medical student members of an educational program as defined in AMA Bylaw 1.1.1 that has more than one campus (a “satellite campus”) may select one MSS Delegate and one Alternate MSS Delegate from each campus. A satellite campus is defined as an administrative campus separate from the central campus where a minimum of 20 members of the student body are assigned for some portion of their instruction over a period of time not less than an academic year. MSS Delegates and Alternate MSS Delegates credentialing under the satellite campus provisions must, at the time of the meeting, reside at the campus they will represent.

10.3.1.2.1 A request to seat an MSS Delegate from a satellite campus for the first time must be submitted to the Medical Student Section staff of the AMA at least 90 days in advance of the first Meeting at which an MSS Delegate will be seated. The request must confirm that the satellite campus meets the requirements for representation set forth in MSS Internal Operating Procedure 10.3.1.2. and in AMA Bylaw 7.3.3.2.
10.3.1.3 Certification. Educational program MSS Delegates and Alternate MSS Delegates shall be certified to the Governing Council of the MSS by either a student officer of the educational program or a State Medical Student Section where it exists.

10.3.2 National Medical Specialty Societies, Federal Services, and Professional Interest Medical Associations.

10.3.2.1 Eligibility. The following criteria have been developed for national medical specialty societies, federal services, and professional interest medical associations to qualify for representation in the MSS Assembly. Pursuant to AMA Bylaw 7.3.3.3, a national medical specialty society, federal service, or professional interest medical association must:

10.3.2.1.1 Have voting representation in the AMA House of Delegates.

10.3.2.1.2 Allow for medical student membership.

10.3.2.1.3 Have established a mechanism that allows for the regular input of medical student views into the issues before the organization.

10.3.2.2 A national medical specialty society, federal service, or professional interest medical association that satisfies these criteria may select one MSS Delegate and one Alternate MSS Delegate. MSS Delegates and Alternate MSS Delegates selected from national medical specialty societies, federal services, or professional interest medical associations must meet the following requirements:

10.3.2.2.1 Must be medical student members of the AMA in good standing.

10.3.2.2.2 Should be chosen in a fair and equitable manner allowing open representation and medical student input.

10.3.2.2.3 Must be certified in writing by the president, or appropriate staff person, of the organization they will be representing.
10.3.2.2.4 Must represent the interests of their organization’s medical student constituency.

10.3.2.3 Application Process. An application will be provided to interested national medical specialty societies, federal services, and professional interest medical associations. The organization should submit the application form, and any other documents demonstrating compliance with these criteria, to the MSS Governing Council at least ninety days prior to the first Meeting at which they wish to seat an MSS Delegate. Upon approval by the Governing Council, the organization will be granted a seat in the MSS Assembly with voting privileges on all matters except elections. The newly seated organization will be placed on probationary status for a period of two years, during which time consistent attendance at the four national Assembly Meetings is expected. At the conclusion of this probation period, the MSS Delegate selected by the organization will attain full voting privileges, including elections, and will be eligible to run for office. The Governing Council will notify the organization of its status at the end of the probation period.

10.3.2.4 Biennial Review. Each national medical specialty society, federal service, or professional interest medical association represented in the MSS Assembly will be required to reconfirm biennially that it continues to meet the criteria for representation. Organizations will be notified by the Governing Council of the time of their review and will be asked to submit appropriate documentation. Failure to participate in the biennial review process or to meet the established criteria will be reported to the MSS Governing Council for action.

10.3.2.5 The Governing Council may terminate the representation of an organization in the MSS Assembly for failure to verify fulfillment of or to meet these criteria, in which case the organization can reapply for representation.

10.3.3 National Medical Student Organizations.

10.3.3.1 The following criteria have been developed for national
medical student organizations to qualify for representation in the MSS Assembly, pursuant to AMA Bylaw 7.3.3.4.1:

10.3.3.1.1 The organization must be national in scope.

10.3.3.1.2 A majority of the voting members of the organization must be medical students enrolled in educational programs as defined in AMA Bylaw 1.1.1.

10.3.3.1.3 Membership in the organization must be available to all medical students, without discrimination.

10.3.3.1.4 The purposes and objectives of the organization must be consistent with the AMA’s purposes and objectives.

10.3.3.1.5 The organization’s code of medical ethics must be consistent with the AMA’s Principles of Medical Ethics.

10.3.3.2 Application process. Interested national medical student organizations should submit to MSS staff a written application containing sufficient information to establish that the organization meets the above criteria. The application must also include the following:

10.3.3.2.1 The organization’s charter, constitution, bylaws, and code of medical ethics.

10.3.3.2.2 A list of the sources of the organization’s financial support, other than the dues of its medical student members.

10.3.3.2.3 A list or description of all of the organization’s affiliations.

10.3.3.2.4 Such additional information as may be requested.

The MSS Governing Council shall review the application. If it recommends that the organization be granted representation in the MSS Assembly Meeting, the recommendation shall be submitted to the AMA Board of Trustees for review. If approved!
by the AMA Board of Trustees, the organization may be represented in the MSS Assembly Meeting by one MSS Delegate and one Alternate MSS Delegate.

10.3.3.3 Biennial Review. Each national medical student organization represented in the MSS Assembly will be required to reconfirm biennially that it continues to meet the criteria for eligibility by submitting such information and documentation as may be required by the MSS Governing Council. Organizations will be notified by the Governing Council of the time of their review and will be asked to submit appropriate documentation. Failure to participate in the biennial review process or to meet the established criteria will be reported to the MSS Governing Council for action.

10.3.3.4 The Governing Council may recommend discontinuance of the representation by a national medical student organization on the basis that the organization fails to meet the above criteria, has failed to maintain its responsibilities outlined in these Internal Operating Procedures, or has failed to attend the MSS Assembly Meeting. The recommendation shall be submitted to the AMA Board of Trustees for review. If approved by the AMA Board of Trustees, the representation of the national medical student organization in the MSS Assembly Meeting shall be discontinued.

10.3.3.5 The MSS Delegate and Alternate MSS Delegate selected by each national medical student organization granted representation at the Assembly Meeting shall:

10.3.3.5.1 Have full voting rights including the right to vote in any elections at the conclusion of a two-year probationary period with regular attendance.

10.3.3.5.2 Not be eligible for election to any office in the MSS.

10.3.3.5.3 Be able to present his or her organization’s policies and opinions in the Assembly Meeting.

10.3.3.5.4 Report on the actions of the MSS to the national
10.3.5 Cooperate in enhancing the MSS membership.

10.3.6 MSS Delegates and Alternate MSS Delegates selected by national medical student organizations must meet the following criteria:

10.3.6.1 Must be medical student members of the AMA in good standing.

10.3.6.2 Should be chosen in a fair and equitable manner allowing open representation and medical student input.

10.3.6.3 Must be certified in writing by the president, or appropriate staff person, of the organization they will be representing.

10.3.6.4 Must represent the interests of their organization’s medical student constituency.

10.3.4 Other Groups.

10.3.4.1 The Association of American Medical Colleges – Organization of Student Representatives and the American Association of Colleges of Osteopathic Medicine – Council of Osteopathic Student Government Presidents are each entitled to one MSS Delegate and one Alternate MSS Delegate selected by the medical student members of the organization.

10.3.4.2 MSS Delegates and Alternate MSS Delegates selected from these organizations must meet the following criteria:

10.3.4.2.1 Must be medical student members of the AMA in good standing.

10.3.4.2.2 Should be chosen in a fair and equitable manner allowing open representation and medical student input.

10.3.4.2.3 Must be certified in writing by the president, or
appropriate staff person, of the organization they will be representing.

10.3.4.2.4 Must represent the interests of their organization’s medical student constituency.

10.3.5 Official Observers.

10.3.5.1 National student organizations may apply to the MSS Governing Council for official observer status in the MSS Assembly. Applicants and official observers must demonstrate compliance with guidelines for official observers adopted by the MSS Assembly, and the Governing Council shall make a recommendation to the MSS Assembly concerning the application. The MSS Assembly will make the final determination on the conferring or continuation of official observer status.

10.3.5.2 Organizations with official observer status are invited to send one representative to observe the actions of the Assembly at all meetings of the MSS Assembly. Official observers have the right to speak and debate on the floor of the Assembly upon invitation from the Speaker. Official observers do not have the right to introduce business, introduce an amendment, make a motion, or vote.

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

10.4.1 To hear such reports as may be appropriate.

10.4.2 To elect, at the Assembly meeting prior to the Interim Meeting of the AMA, the Chair-elect of the Governing Council of the MSS, and the Medical Student Trustee. To elect at the Assembly meeting prior to the Annual Meeting of the AMA, the remaining members of the Governing Council, with the exception of the Immediate Past Chair.

10.4.3 To adopt procedures for election of Medical Student Regional Delegates and Alternate Regional Delegates, consistent with AMA Bylaw 2.3.3.

10.4.4 To elect Medical Student Regional Delegates and Alternate Regional Delegates at the Assembly meeting prior to the Interim Meeting of the AMA.
10.4.5 To adopt resolutions for MSS policy and for submission to the House of Delegates of the AMA.

10.4.6 To conduct such other business as may properly come before the meeting.

10.5 Credentialing. The name of the duly selected MSS Delegate and Alternate MSS Delegate from each educational program, national medical specialty society, federal service, professional interest medical association, national medical student organization, and other group, and the representative from each official observer organization, should be received by the Medical Student Section staff of the AMA no later than 30 days prior to the Assembly Meeting in writing, as outlined in these Internal Operating Procedures. On the day of the opening of the Assembly Meeting, credentialing will take place, where voting members must officially identify themselves to the Credentials Committee as having been duly selected by the AMA medical student members of their respective organizations. Identification will be required to receive a voting badge. Graduating or recently graduated senior medical students who have been credentialed as RFS Delegates or Alternate RFS Delegates in the representative assembly of the AMA Resident and Fellow Section shall not be allowed to serve as MSS Delegates or Alternate MSS Delegates in the MSS Assembly.

10.6 Participation.

10.6.1 Only duly selected MSS Delegates to the Assembly Meeting shall have the right to vote, but the meeting floor shall be open to all medical students and AMA members.

10.6.2 The Immediate Past Chair of the MSS Governing Council shall have the same speaking privileges, excluding the privilege to make a motion, in the MSS Assembly as any other member of the Governing Council if he or she is no longer a medical student.

10.6.3 The Presiding Officer shall be entitled to vote only to break a tie.

10.7 Procedure.

10.7.1 Agenda. At least 30 days prior to the Assembly Meetings, the agenda shall be sent to MSS Delegates and Alternate MSS Delegates. The order of business will be set by the Speakers prior to the meeting. The Assembly may only change the order of business in accordance with the procedures set in the AMA Bylaws, MSS IOPs, and the parliamentary authority of the AMA outlined in AMA Bylaw 11.1.
10.7.2 Rules of Order. The Assembly meeting shall be conducted pursuant to the
established rules of procedure submitted by the Speakers and adopted by
the Assembly. The parliamentary authority used by the AMA House of
Delegates shall govern the Assembly Meeting of the MSS in all matters
not outlined in the adopted rules of procedure mentioned above.

10.7.3 Quorum. Twenty-five percent of the MSS Delegates shall constitute a
quorum, provided that at least ten percent of the MSS Delegates from each
of the geographic regions are present. The regions are defined in MSS
Internal Operating Procedures 8.1.1. For the purposes of defining a
quorum, the MSS Delegate of each national medical specialty society,
federal service, professional interest medical association, national medical
student organization, and other group is considered part of the region
representing the state in which his or her organization’s headquarters are
located.

10.8 Resolutions.

10.8.1 Any MSS region, state student section, medical school section, or
individual medical student member may submit resolutions.

10.8.2 All resolutions submitted by medical students must be submitted
electronically to the Medical Student Section staff 50 days prior to the start
of each Annual and Interim Meeting to be included in the MSS agenda.

10.8.2.1 Virtual Reference Committee. All reports and resolutions
that meet submission criteria will be made available on the
Virtual Reference Committee. Any AMA MSS member can
comment on MSS business. Comments can be made on
behalf of an individual, a medical student section at a
medical school, a state medical student section, an
organization represented in the Assembly, and/or an AMA
MSS Region, provided sufficient authority exists for such
commentary. All comments will be made available to the
Reference Committee(s). The resolutions will be sent to all
duly selected and certified MSS Delegates and Alternate
MSS Delegates prior to the Assembly Meeting via the
meeting Agenda and are debatable on the floor of the MSS
Assembly.

10.8.3 Late Resolutions. Resolutions that are submitted after the deadline but
before the beginning of the meeting shall require a two-thirds vote of the
Assembly to be debatable on the floor. The Rules Committee shall make
recommendations to the Assembly on whether they should be considered
as business based on timeliness of the issue and temporality relative to the resolution submission deadline. Late resolutions approved for consideration shall be referred to the Reference Committee, and handled in the same manner as those resolutions introduced before the deadline.

10.8.3.1 Late Resolutions amending the MSS Internal Operating Procedures or proposing to amend AMA Bylaws shall not be considered.

10.8.4 Emergency Resolutions. Resolutions that are submitted after the beginning of the meeting shall require a three-fourths vote of the Assembly to be debatable on the floor. The motion to hear an emergency resolution is not debatable and only a statement on the timeliness of the resolution may be made. Emergency resolutions approved for consideration shall be debated on the floor of the Assembly without referral to the Reference Committee.

10.8.5 Resolutions approved for consideration as business shall require a simple majority vote of the Assembly for adoption, except those amending the MSS Internal Operating Procedures or proposing to amend the AMA Bylaws, which require approval by two-thirds of the members of the MSS Assembly present and voting.

10.8.6 Extraction of a resolution recommended for reaffirmation by the Reference Committee shall require a one-third vote of delegates present and voting.

10.8.7 Resolutions introduced by the Governing Council into the AMA-MSS Handbook shall be in the name of the AMA Delegate. Such resolutions may only be submitted when there is unanimous approval by all voting members of the Governing Council. They shall be considered by the MSS Assembly as a first priority of business.

10.8.8 Resolutions shall be submitted to the AMA House of Delegates at the next most appropriate meeting in the name of the MSS when they have received the prior approval of the MSS Assembly.

10.9 Convention Committees. The Convention Committees shall be appointed by the Governing Council unless otherwise stated in these procedures. These committees are to expedite the conduct of business at each meeting of the MSS Assembly. For each meeting, the Governing Council will appoint the following committees and any others that would facilitate the business of the Assembly.

10.9.1 Credentials Committee. An eight member Credentials Committee, composed of one member per region, unless there are no candidates from a region, and one Chair, shall be appointed by the Governing Council. The
Committee shall be responsible for consideration of all matters relating to the registration and certification of MSS Delegates including credentialing MSS Delegates for Assembly Meetings, verifying a quorum is present, and distributing ballots for elections. Disputes involving the credentialing of voting delegates will be investigated by the Credentials Committee.

10.9.2 Rules Committee. A Rules Committee shall be composed of four At-Large Members and one Chair. The Rules Committee shall review late resolutions and make recommendations to the MSS Assembly on whether to consider them as business of the Assembly. The Rules Committee shall also collect and tabulate ballots for MSS elections, and count hand votes during the Assembly Meeting as requested by the Speakers. The Rules Committee is also responsible for ensuring election rules are followed in coordination with the MSS Speaker and Vice Speaker.

10.9.3 Reference Committee. Each Reference Committee shall be composed of five voting members unless, in the judgment of the Governing Council, circumstances warrant an adjustment in the number of members on the Reference Committee. The committee shall conduct an open hearing on items of business referred to it (resolutions and reports) via the MSS Virtual Reference Committee, and make recommendations to the Assembly for disposition of its items of business through the preparation of a Reference Committee report for consideration by the MSS Assembly.

10.9.4 Parliamentary Procedures Committee. The Parliamentary Procedures Committee members shall demonstrate a thorough understanding of the parliamentary authority set forth by these Internal Operating Procedures in order to assist students with parliamentary procedures throughout the Assembly meeting.

10.9.5 AMA House of Delegates Coordinating Committee. House Coordinating Committee members shall be appointed to coordinate student testimony that will be presented at the AMA House of Delegates Reference Committee hearings. The Coordinators shall work with the AMA Delegate and Alternate Delegate in the preparation and presentation of testimony for resolutions being transmitted by the MSS and additional items of relevance to the MSS.

11 Appointments

11.1 Governing Council Responsibilities. It will be the responsibility of the Governing Council to make appointments of the medical student members of AMA Councils for confirmation by the AMA Board of Trustees and to other bodies of the AMA when requested. It is also the
responsibility of the Governing Council to make recommendations for student representation to bodies such as the AMA Foundation, American Medical Association Political Action Committee, National Board of Medical Examiners, National Resident Matching Program, and others after the Governing Council has solicited applications from interested medical students.

11.2 Eligibility. Eligibility for Council and Liaison positions shall be pursuant to MSS Internal Operating Procedures 6.2.

11.3 Medical Student Representation on AMA Councils.

11.3.1 A medical student member of the AMA appointed by the MSS Governing Council with the concurrence of the Board of Trustees shall serve on each of the following AMA Councils:

11.3.1.1 Council on Constitution and Bylaws.

11.3.1.2 Council on Medical Service

11.3.1.3 Council on Long Range Planning and Development

11.3.1.4 Council on Scientific Affairs and Public Health

11.3.2 A student is recommended by the MSS Governing Council to the AMA President-elect for consideration for appointment to the student seat on the Council on Ethical and Judicial Affairs.

11.3.3 A student is recommended by the MSS Governing Council to the AMA Board of Trustees for consideration for appointment to the student seat on the Council on Legislation.

11.3.4 A student is recommended by the MSS Governing Council to the AMA Board of Trustees for consideration for appointment to the student seat on the Liaison Committee on Medical Education (an AMA/Association of American Medical Colleges joint committee).

11.3.5 In any discussion or selection of candidates for appointment to Council or Liaison positions, all Governing Council members who are candidates for the position under discussion or have significant conflicts of interest shall recuse themselves and be absent from this discussion.

11.3.5.1 The MSS Chair, or their designee, shall be
11.3.5.2 To ensure that appointments are free from conflicts of interest, the Medical Student Trustee will be present for all discussions of candidates as an ex officio member. The Medical Student Trustee will not possess a vote in the Governing Council’s recommendation process.

11.3.6 All applicants for Council and Liaison positions shall be informed of the Governing Council’s decision to appoint or not appoint them as soon as the appointments are confirmed by the AMA Board of Trustees, President, or President-elect.

11.3.7 Terms. Students appointed to Councils shall serve for a one-year term with the exception of the student appointed to the Council on Ethical and Judicial Affairs, who will serve for a two-year term. If the medical student member of a Council ceases to be enrolled in an approved program, his or her service on the Council shall thereupon terminate, and the position shall be declared vacant.

11.3.8 Limitation on Total Years of Service. See MSS Internal Operating Procedures 4.7.

12 Miscellaneous

12.1 Financial Responsibility. The funding of the MSS Governing Council is appropriated by the AMA. A listing of all meetings attended by each member of the Governing Council and members of AMA-MSS funded by the section, along with an account of pertinent actions taken, will be made available to MSS members upon request.

13 Dispute Resolution.

13.1 All disputes of these Internal Operating Procedures shall be resolved by the AMA Board of Trustees (BOT) with provision for input from other parties as deemed necessary by the BOT, except in the following instances as defined elsewhere in these Internal Operating Procedures.

13.1.1 All disputes involving Regional Delegate or Alternate Delegate elections shall be resolved by the MSS Governing Council.

13.1.2 All disputes involving Campaign Rules as related to the MSS shall be resolved by the MSS Speaker and Vice Speaker.
14 Amendments to the Internal Operating Procedures

14.1 Requirements. Per AMA Bylaw 7.0.7, all rules, regulations, and procedures adopted by the MSS are subject to the approval of the Board of Trustees. Amendments to the Internal Operating Procedures may also be contingent upon corresponding changes to the AMA Bylaws, which require approval of two-thirds of the members of the AMA House of Delegates.