

**American Medical Association
International Medical Graduates Section
Internal Operating Procedures**

1 **I. Name**
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3 The name of this organization shall be the International Medical Graduates (IMG)
4 Section of the American Medical Association (AMA-IMG). This is a special section for
5 graduates of international medical schools who are also members of the American
6 Medical Association as set forth in AMA Bylaw 7.60. Bylaws related to the AMA
7 Sections and the IMG Section’s membership and elections can be found in Appendix A.
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9 **II. Mission of the Sections**
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11 **7.011 Involvement.** To provide a direct means for membership segments represented in
12 the Sections to participate in the activities, including policy-making, of the AMA.

13 **7.012 Outreach.** To enhance AMA outreach, communication, and interchange with the
14 membership segments represented in the Sections.

15 **7.013 Communication.** To maintain effective communications and working
16 relationships between the AMA and organizational entities that are relevant to the
17 activities of each Section.

18 **7.014 Membership.** To promote AMA membership growth.

19 **7.015 Representation.** To enhance the ability of membership segments represented in
20 the Sections to provide their perspective to the AMA and the House of Delegates.

21 **7.016 Education.** To facilitate the development of information and educational
22 activities on topics of interest to the membership segments represented in the
23 Sections.
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25 **III. Officers**
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27 A. **Designations.** The members of the Governing Council (GC) of the IMG Section
28 shall consist of 7 voting members and one non-voting ex officio member as
29 follows: Chair, Chair-Elect, Delegate, Alternate Delegate, 2 At-Large Members,
30 and a Resident/Fellow as voting members. The Immediate Past Chair shall be an
31 ex-officio, non-voting member of the GC for only one year which immediately
32 follows his or her term as Chair.
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34 B. **Authority.** The Governing Council shall execute the programs and activities of
35 the International Medical Graduates Section, subject to the approval of those
36 present and voting at the IMG Section Congress and the AMA Board of Trustees
37 as appropriate. The GC shall direct and execute programs between the 2
38 Congress meetings annually as necessary.
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2 **C. Governing Council Eligibility.**
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- 4 1. All members of the GC must be members of the AMA-IMG Section. Any
5 cessation of membership in the AMA shall end the term of the GC
6 member and the position will be declared vacant. If the residency or
7 fellowship is completed within 90 days of the Annual meeting, the
8 Resident/Fellow on the Governing Council may continue to serve until
9 the conclusion of the Annual meeting.
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- 11 2. Only current members of the Governing Council may be elected to the
12 office of Chair-Elect. He or she must have served at least one year on the
13 Governing Council prior to serving as Chair-Elect.
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- 15 3. Residents/Fellows shall be eligible to serve in the Resident/Fellow
16 position only. Any cessation of a residency or fellowship program shall
17 end the term of the Resident/Fellow and the slot shall be declared vacant.
18 If the residency or fellowship is completed within 90 days of the Annual
19 meeting, the Resident/Fellow may continue to serve until the conclusion
20 of the Annual meeting.
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- 22 4. Educational Commission for Foreign Medical Graduates (ECFMG)
23 certified members, awaiting residency program acceptance, shall be
24 members with full rights of the IMG Section, but cannot vote or run for
25 the Governing Council.
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27 **D. Duties and Responsibilities.** The GC shall execute the programs and activities
28 of the International Medical Graduates Section including the creation of IMG
29 Committees, subject to the approval of such programs and activities, when
30 required, by the Board of Trustees or House of Delegates of the AMA.
31 Attendance at every regularly scheduled GC meeting is mandatory unless excused
32 by the Chair of the GC. A quorum exists when at least 4 officers are present.
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- 34 1. Chair. The Chair shall:
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- 36 a. Preside at all meetings of the GC, IMG Section, and otherwise
37 represent the Section when appropriate.
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- 39 b. Be the primary spokesperson for the Section both inside the AMA
40 and to outside organizations. The Chair may appoint an appropriate
41 designee when necessary.
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- 43 c. Appoint and create necessary committees and committee chairs
44 with the advice of the GC members.
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- 46 2. Chair-Elect. The Chair-Elect shall:

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- a. Preside at meetings of the GC in the absence of the Chair or at the discretion of the Chair.
 - b. Assist the Chair in the performance of his or her duties.
 - c. Serve as the representative to another organization if the official representative is unable to attend a meeting or serve in his/her role.
 - d. Undertake preparation for assuming the position of Chair at the end of his or her term as Chair-Elect.
 - e. With the assistance of the Chair, compose an agenda for his or her year of service prior to assuming the position of Chair.
3. Delegate. The Delegate shall:
- a. Represent in the AMA House of Delegates (HOD) members of the Association who are international medical graduates.
 - b. Be responsible for reviewing all resolutions going forward from the IMG Section to the AMA HOD and summarize the actions of the HOD as they pertain to the IMG Section.
 - c. Monitor and review all AMA HOD reports and resolutions of interest to IMGs.
 - d. Participate in all deliberations of the GC.
 - e. Attend all appropriate AMA HOD meetings and events unless excused by the Chair.
4. Alternate Delegate. The Alternate Delegate shall:
- a. Assist the Delegate in the duties of the Delegate.
 - b. Attend the entire AMA HOD meeting and all events. If unable to attend a meeting, the alternate delegate must notify the Chair as soon as possible.
 - c. Be willing and able to substitute him or herself in the delegate's role as needed at AMA HOD meetings and events.
 - d. Rise to the position of Delegate when the position becomes vacant within the elected term or once the delegate's "term limit cycle" has been reached.

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- e. Monitor and review all AMA HOD reports and resolutions of interest to IMGs.
 - f. Participate in all deliberations of the GC.
 - g. Attend all appropriate AMA HOD meetings and events unless excused by the Chair

10 5. At-Large members. The 2 At-Large members shall:

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- a. Participate in all deliberations of the GC.
 - b. Assist the Chair in the performance of his or her duties.

16 6. Resident/Fellow. The Resident/Fellow shall:

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- a. Participate in all deliberations of the GC.
 - b. Communicate regularly with the AMA Resident and Fellow Section members and leaders on applicable IMG issues.
 - c. Communicate regularly with the GC on issues of interest to residents and fellows.

26 7. Immediate Past Chair. The Immediate Past Chair shall:

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- a. Participate in all deliberations of the GC.
 - b. Assist the current Chair by providing background and continuity of leadership.
 - c. Serve as the Chair of the Nominating Committee and as the Election Officer.

36 **E. Terms.**

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- 1. All individuals elected to the GC shall serve a term of 3 years beginning at the conclusion of the Annual AMA HOD meeting at which she or he was elected.
 - 2. The defined term for an officer position (Chair, Chair-Elect, Delegate, Alternate Delegate, At-Large Members, and Immediate Past Chair) is one year.
 - 3. Term Limit Cycle.

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- a. All GC members shall be limited to 2, 3 year terms (total of six consecutive years) on the IMG Governing Council. Any member of the GC, including the Immediate Past Chair, may repeat this “term limit cycle” after sitting out for at least one year.
- b. Members of the GC, other than the Chair-Elect, Chair and Immediate Past Chair, shall serve no more than two consecutive officer terms in the same position (total of 2 consecutive years in the same officer position.)
- c. The Chair-Elect, Chair, and Immediate Past Chair shall serve only one officer term (i.e. one year) and are ineligible to stand for election to these positions in any future officer elections. The unused balance of the Chair’s term will be relinquished and used to create a full-term (3 years) vacancy on the Governing Council in the next election.
- d. Replacement GC members who fulfill unexpired terms due to a vacancy shall not have that term counted for the purpose of term limit calculations. The above term limits shall be waived if it results in a vacant position.

F. **Vacancies.** The GC Chair, in consultation with the GC members, may appoint a temporary replacement to fill any vacancy on the GC. The term of the replacement member shall last until the next IMG Section general election when the GC vacancy will be filled.

IV. Elections to the Governing Council.

- A. **Candidates for all positions except Resident/Fellow member of the GC.** All candidates who wish to run for the GC shall forward a complete biosketch form, personal statement, electronic photo, and a complete candidate application to the AMA IMGS office by the published deadline. All candidates must be current members of the AMA IMGS at the time of the election.
- B. **Resident/Fellow:** Candidates interested and eligible for the Resident/Fellow position must consult with and adhere to the Resident and Fellow Section (RFS) selection process. The RFS will forward candidates to the IMGS Nominating Committee for the IMGS general election ballot. The Resident/Fellow who receives the highest number of votes in the general election will be declared the Resident/Fellow member of the IMGS GC. In the event of a tie vote, a run-off election will be conducted (see IV. D. 12.)
- C. **Nominating Committee.**

1. At least 3 members of the AMA IMG Section shall serve on the AMA IMGS Nominating Committee as long as they are not running for the GC. Current AMA IMGS members may volunteer to serve on the Nominating Committee during a Congress meeting or by emailing their interest to the IMGS staff prior to deadline for GC Nominations.
2. The Immediate Past Chair shall serve as the Nominating Committee Chair and approve the members of the Nominating Committee.
3. The Nominating Committee Chair shall serve as the Election Officer during his/her tenure in the event there are decisions to be made during an election. The Election Officer shall report to the Governing Council to address election matters and shall work with staff and AMA legal counsel on election matters as they arise.
4. The AMA IMGS Nominating Committee is charged with selecting the final slate of candidates to be presented to the IMGS membership for voting purposes via an official ballot based on the number of nominees, number of vacancies and qualifications of the candidates.
5. The Nominating Committee shall oversee the general election process and verify that all nominated candidates are indeed eligible to be placed on the general election ballot and that the election results are valid.
6. The Nominating Committee Chair shall facilitate the GC officer selection process prior to the Annual Congress meeting each year.

D. General Election.

1. Prior to each Annual Congress meeting, a general election shall be conducted electronically to elect GC members to fill expiring positions.
2. The time period for voting must be at least 20 calendar days long and must be published on the AMA IMGS Web site.
3. The Chair and Immediate Past Chair will not be included in the general or officer election process.
4. All members of the IMG Section are eligible to vote in the general election and will be able to view the slate of candidates.
5. Candidates who are finalized and verified by the Nominating Committee shall be listed in alphabetical order on the official ballot.
6. Each candidate and AMA IMG Section member can view the candidates' photos, personal statements, and biosketch on the Web site up until the voting deadline.
7. Each member may cast the maximum number of votes allowed per ballot, only once per general election or run-off election cycle.
8. Newly-elected GC members are determined by the highest number of votes per candidate per vacant slot available by the voting deadline. Tabulations will be tracked by the AMA IMGS staff during the voting process and after the voting deadline. Any votes cast after midnight on the deadline day published will not be calculated in the final tabulation. -
9. An electronic run-off ballot will be e-mailed to all members with available e-mails within one week of the general election to break any tie

1 votes. Members will have one week to cast their run-off vote. This run-
2 off ballot cycle can be repeated in one week intervals until the candidate
3 with the most votes can be determined.

- 4 10. The Nominating Committee will verify all election results. The election
5 results will be posted within one week of the general election deadline or
6 one week after a successful run-off ballot on the AMA IMGS Web site.
7 Newly-elected GC members will be telephoned by AMA IMGS staff
8 prior to the results being posted electronically.
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10 E. **Officer Selection.** The officers of the GC will be selected by the newly-elected
11 GC members and the remaining members of the GC whose terms continue after
12 the Annual meeting. The Nominating Committee Chair will preside over the
13 officer selection process. If an officer position is contested, the GC members shall
14 take a secret ballot vote to determine the officer by a majority vote. The
15 Nominating Committee Chair does not vote in this officer election unless there is
16 a tie. All AMA IMG Section members who are in attendance at the Annual IMG
17 Congress meeting will ratify the slate of officers each year. The Chair,
18 Resident/Fellow and Immediate Past Chair positions will not be included in the
19 officer selection process. Once the Chair-Elect has been selected, he or she will
20 serve for one year as the Chair-Elect following the ratification of the slate of
21 officers by the IMG Congress at the Annual June meeting. He or she will assume
22 the position of Chair (for one year) following his or her one year term as Chair-
23 Elect and then will serve as Immediate Past Chair for one year after serving as
24 Chair.
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26 F. **Candidate Information.** Information about the candidates shall be limited to the
27 official ballot which includes the candidates' personal statements and biosketches
28 which are submitted by the candidates to the AMA IMGS office. The official
29 ballot will be posted on the AMA IMGS web site. The AMA IMGS office will
30 not forward campaign materials or provide candidates with members' contact
31 information.
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33 G. **Evaluation.** The election process set forth in these Internal Operating Procedures
34 shall be evaluated every three years.
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37 **V. Purpose of the Congress Meeting.**
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39 A. The Congress meeting is the business meeting of the IMG Section. All those who
40 are eligible members of the Section and who are present may vote on or introduce
41 any and all items or business related to the Section's mission. A majority vote of
42 those present and voting constitutes an adopted action. The meeting will be held
43 one day prior to each AMA Annual and Interim meeting of the House of
44 Delegates at a time and place designated by the Executive Vice President of the
45 AMA.
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47 B. The purposes of the Congress meeting shall be:

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- 2 1. To hear such reports as may be appropriate.
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- 4 2. To consider and vote upon such matters as may properly come before the
- 5 meeting.
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- 7 3. To provide Congress members an opportunity to make a motion to
- 8 reconsider reports and resolutions, to ratify or not adopt business
- 9 considered by the Virtual Congress.
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- 11 4. To ratify the slate of Governing Council officers.
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- 13 5. To conduct such other business as may properly come before the
- 14 meeting.
- 15

16 C. Virtual Congress

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18 The purpose of the Virtual Congress shall be to provide an electronic venue to
19 discuss and vote on items of interest to the IMGs within the established
20 guidelines.

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- 22 D. Any member of the Section may participate in the Congress meeting and the
- 23 Virtual Congress and shall have the right to vote, make motions, and make
- 24 amendments if they are in order. Any member of the AMA or his or her guest is
- 25 welcome to attend the Congress meeting. The meeting shall be conducted
- 26 pursuant to these Internal Operating Procedures adopted by the Governing
- 27 Council and approved by the Board of Trustees.
- 28

29 **VI. Governing Council Role for Endorsing AMA Board of Trustees and**

30 **Election Council Candidates**

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- 32 A. The International Medical Graduates Governing Council (IMG GC) shall
- 33 consider endorsements of candidates for the AMA Board of Trustees, Councils
- 34 and other AMA Boards who have been nominated by an organization
- 35 represented in the AMA House of Delegates. Preference shall be given to
- 36 current AMA IMG physician members in good standing, who have
- 37 demonstrated a clear history of service to the IMG Section (IMGS).
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- 39 B. Only those candidates who are members of the IMGS and who complete an
- 40 IMGS endorsement application by October 15 shall be considered in the initial
- 41 endorsement process. Candidates must submit a formal request for IMGS
- 42 endorsement, along with their curriculum vitae, letter of nomination from
- 43 their sponsoring organization and questionnaire on current IMG issues.
- 44 Candidates have the option to submit a photo. The questionnaire shall be
- 45 composed and updated as needed by the IMGS Governing Council.
- 46 Endorsement decisions will be made by the IMG Governing Council. The
- 47 IMG Section may endorse a qualified candidate for each available position.

1 The IMG Governing Council will not endorse more candidates than the total
2 available positions. The Governing Council will make a determination to
3 endorse candidates based on their qualifications.

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- 5 C. If a request for nomination for a position has been received, the decision for
6 endorsements for that position will be made after the Congress Assembly's
7 decision regarding nomination. Candidates endorsed through this process
8 may subsequently include the IMGS endorsement on brochures and other
9 election-related promotional materials. In cases where an IMG nominee exits
10 a race prior to election, the Governing Council may reconsider previous
11 endorsement requests by candidates who had not previously been endorsed
12 upon request to the Governing Council by any such former candidate.
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- 14 D. If there are no qualified IMGs running for a position, and if there is a US
15 Medical Graduate (USMG) requesting IMGS endorsement, then the IMG GC
16 will consider the endorsement of a USMG. IMG members running for AMA
17 appointed leadership positions with external organizations may be given a
18 letter of support. If there are more than one candidate running for a
19 leadership position with an external organization, the IMG GC will make the
20 final determination on who will receive a letter of support.
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- 22 E. If there is more than one IMG physician requesting endorsement for the same
23 position, the IMG GC will not endorse more than one physician for that
24 position.
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27 **VII. Miscellaneous**

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- 29 A. **Parliamentary Authority.** The parliamentary authority of the AMA House of
30 Delegates governs this organization in all parliamentary situations that are not
31 provided for in the law, bylaws or adopted Internal Operating Procedures of the
32 IMG Section.
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- 34 B. **Representatives to Other Organizations.** The Nominating Committee shall
35 announce vacancies for all representatives to other organizations (e.g.
36 Commission to End Healthcare Disparities, National Residency Matching
37 Program and Educational Commission for Foreign Medical Graduates Board) to
38 the general IMG Section membership and solicit applications by interested regular
39 members of the IMG Section by a specific deadline. The Nominating Committee
40 shall recommend a rank order of these nominees to the Governing Council for
41 approval and appointment. For positions that require an approval from the AMA
42 Board of Trustees, the Governing Council shall adhere to the procedures and
43 guidelines adopted by the Board of Trustees. Terms for representatives to other
44 organizations shall be a two year term and may be renewed by the Governing
45 Council for a total of four years except when stipulated differently in the Bylaws
46 of the other organization. The Governing Council may ask the Nominating
47 Committee to replace an existing representative to another organization if the

1 representative can no longer serve or resigns. The Chair-Elect shall serve as the
2 representative to another organization if the official representative is unable to
3 attend a meeting or serve in his/her role.
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5 **VIII. Amendments.**
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- 7 A. These Internal Operating Procedures may be amended by language proposed by
8 the IMG GC with the approval of two-thirds of the members of the International
9 Medical Graduates Section Congress present and voting and subject to approval
10 by the AMA Board of Trustees. When the Congress instructs the Governing
11 Council to amend the language of these Internal Operating Procedures, the
12 language shall be posted for comments on the Virtual Congress and at the
13 following Congress meeting, unless otherwise specified, shall be considered at the
14 Congress meeting and shall be effective upon approval by two-thirds of the
15 Congress present and voting as well as subject to approval by the AMA Board of
16 Trustees. Amendments to the Internal Operating Procedures may be contingent
17 upon corresponding changes to the AMA Bylaws.

1 **Appendix A**

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3 **Bylaws of the American Medical Association**
4 **January 2010**

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6 **7.00—Sections**

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8 **7.01 Mission of the Sections.**

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10 **7.011 Involvement.** To provide a direct means for membership segments represented in the
11 Sections to participate in the activities, including policy-making, of the AMA.

12
13 **7.012 Outreach.** To enhance AMA outreach, communication, and interchange with the
14 membership segments represented in the Sections.

15
16 **7.013 Communication.** To maintain effective communications and working relationships
17 between the AMA and organizational entities that are relevant to the activities of each Section.

18
19 **7.014 Membership.** To promote AMA membership growth.

20
21 **7.015 Representation.** To enhance the ability of membership segments represented in the
22 Sections to provide their perspective to the AMA and the House of Delegates.

23
24 **7.016 Education.** To facilitate the development of information and educational activities on
25 topics of interest to the membership segments represented in the Sections.

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27 **7.02 Informational Reports.** Each Section may submit at the Annual Meeting an informational
28 report detailing the activities and programs of the Section during the previous year. The
29 report(s) shall be submitted to the House of Delegates through the Board of Trustees. The
30 Board of Trustees may make such nonbinding recommendations regarding the report(s) to the
31 Sections as it deems appropriate, prior to transmitting the report(s) to the House of Delegates
32 without delay or modification by the Board. The Board may also submit written
33 recommendations regarding the report(s) to the House of Delegates.

34
35 **7.03 Governing Council.** There shall be a Governing Council for each Section to direct the
36 programs and the activities of the Section. The programs and activities shall be subject to the
37 approval of the Board of Trustees or the House of Delegates.

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39 **7.031 Qualifications.** Members of each Section Governing Council must be members of the
40 AMA and of the Section.

41
42 **7.032 Voting.** Members of each Section Governing Council shall be elected by the voting
43 members of the Section present at the business meeting of the Section, unless otherwise
44 provided in this Bylaw.

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46 **7.033 Additional Requirements.** Each Section shall adopt rules governing the composition,
47 election, term, and tenure of its Governing Council.
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1 **7.04 Officers.** Each Section shall select a Chair and Vice Chair or Chair-Elect and other
2 necessary and appropriate officers.
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4 **7.041 Qualifications.** Officers of each Section must be members of the AMA and of the
5 Section.
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7 **7.042 Voting.** Officers of each Section shall be elected by the voting members of the Section,
8 unless otherwise provided in this Bylaw.
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10 **7.043 Additional Requirements.** Each Section shall adopt rules governing the titles, duties,
11 election, term, and tenure of its officers.
12

13 **7.05 Delegate and Alternate Delegate.** Each Section shall elect a Delegate and Alternate
14 Delegate to represent the Section in the House of Delegates.
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16 **7.06 Business Meeting.** There shall be a Business Meeting of members of each Section. The
17 Business Meeting shall be held on a day prior to each Annual and Interim Meeting of the House
18 of Delegates.
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20 **7.061 Purpose.** The purposes of the Business Meeting shall be:
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22 **7.0611** To hear such reports as may be appropriate.
23

24 **7.0612** To consider other business and vote upon such matters as may properly come before
25 the meeting.
26

27 **7.0613** To adopt resolutions for submission by the Section to the House of Delegates.
28

29 **7.0614** To hold elections.
30

31 **7.062 Meeting Procedure.**
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33 **7.0621** The Business Meeting shall be open to all members of the AMA.
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35 **7.0622** Only duly selected representatives who are AMA members shall have the right to vote at
36 the Business Meeting.
37

38 **7.0623** The Business Meeting shall be conducted pursuant to rules of procedure adopted by the
39 Governing Council. The rules of procedure may specify the rights and privileges of Section
40 members, including any limitations on participation or vote.
41

42 **7.07 Rules.** All rules, regulations, and procedures adopted by each Section shall be subject to
43 the approval of the Board of Trustees.
44

45 **7.60 International Medical Graduates Section.**
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47 **7.61 Membership.** All active physician members of the AMA who are international medical
48 graduates shall be members of the International Medical Graduates Section.
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1 **7.62 Cessation of Membership.** If an officer or Governing Council member ceases to meet the
2 membership requirements of Bylaw 7.61 prior to the expiration of the term for which elected, the
3 term of such officer or member shall terminate and the position shall be declared vacant.
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5 **7.621 Cessation of Residency or Fellowship.** If the resident/fellow physician Governing
6 Council member ceases to be a resident/fellow physician prior to the expiration of the term for
7 which elected, the term of such resident/fellow physician member on the Governing Council
8 shall thereupon terminate, and the position shall be declared vacant. If the member completes
9 residency or fellowship within 90 days prior to an Annual Meeting, the member shall be
10 permitted to continue to serve on the Governing Council until the completion of the Annual
11 Meeting.
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13 **7.63 Elections.** Membership on the Governing Council shall be determined through election by
14 members of the IMG Section. Designation of specific offices of the Governing Council members
15 shall be determined through election by members of the IMG Section present at the Section's
16 Business Meeting at which the election is held.
17

18 **7.631 Election of Governing Council Members.** All members of the IMG Section shall be
19 entitled to vote in elections of membership of the Governing Council. Ballot distribution and the
20 voting process shall be conducted pursuant to election procedures adopted by the Governing
21 Council and approved by the Board of Trustees.
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23 **7.632 Designation of Specific Offices.** All members of the IMG Section present at the
24 Section's Business Meeting shall be entitled to elect the officers from among those Governing
25 Council members elected by the Section. Only resident/fellow physicians shall be eligible to be
26 elected to the resident/fellow physician member office.
27