Council on Long Range Planning and Development (CLRPD)

Process for Evaluating an Application for Section Status

1. An applicant submits its Letter of Application to CLRPD.

2. The CLRPD reviews the completed Letter of Application and may request additional information.

3. The CLRPD makes arrangements for a meeting with the group’s leadership.

4. Steps 2 and 3 may be repeated.

5. The CLRPD applies the adopted criteria to evaluate the group’s proposal.

6. The CLRPD prepares a report, which includes the Council’s recommendations on the proposal and submits it to the Board of Trustees (BOT). The contents of the CLRPD report, including the Council’s recommendations, are confidential until the CLRPD submits its report to the House of Delegates (HOD).

7. As part of the application process, the development of a fiscal note and draft Internal Operating Procedures (IOP) will be required.

8. Contingent on the Board’s approval, the CLRPD submits its report to the HOD, which makes the final determination.
Date

AMA – Council on Long Range Planning and Development (CLRPD)
330 N. Wabash Ave. Suite 39300
Chicago, IL 60611

Re: Application for Section Status

Dear______:

As (title) of the (group), I am submitting the following information in compliance with the AMA Bylaws on Sections, which state a member component group seeking Section status may submit an application to the Council on Long Range Planning and Development, which will make its recommendation to the House of Delegates through the Board of Trustees, or a resolution may be submitted for Section status.

**Criterion 1: Issue of Concern** - *Focus will relate to concerns that are distinctive to the subset within the broader, general issues that face medicine. A demonstrated need exists to deal with these matters, as they are not currently being addressed through an existing AMA group.*

- Please identify the specific and unique issues and concerns of medicine that your group addresses and describe the group’s process for identifying issues and concerns to your constituents. What unique perspective would your members offer and what influence might they have on policy?

- What other AMA units address these issues and concerns and has your group collaborated with these units? Please explain.

- If the issues of concern affect a small number of physicians and medical students, what is the compelling reason or trend for your group to attain section status?

- Please explain how addressing the issues of concern would have the potential to attract or retain AMA members.

- How does your group determine and prioritize the issues on which it will focus its efforts?

**Criterion 2: Consistency** - *Objectives and activities of the group are consistent with those of the AMA. Activities make good use of available resources and are not duplicative.*

- What strategies has your group developed for meeting its objectives?

Revised December 2020
Please explain how your group’s activities are unique. How might these activities change if the group became a section?

How have the activities of your group used available resources and avoided duplication?

Please describe your group’s strategic plan/approach for future efforts.

**Criterion 3: Appropriateness** - *The structure of the group will be consistent with its objectives and activities.*

- Please provide a detailed description of how your group is currently organized/structured.

- If your group were to become a section, please explain how your group will be structured, including the membership eligibility and leadership structure (draft IOP).

- Please provide examples of your group’s ability to change as appropriate, offer sound rationale for changes made to the structure and reveal the outcome of changes.

- Please explain the mechanism used by your group for nurturing leadership among its members. How does your group identify specific qualifications for members of its leadership?

- Please explain how your group has developed a meaningful way for members who are not in leadership positions to contribute to the group’s governance, objectives and activities, e.g., programs and products.

- Please provide examples of how the structure of your group is conducive to sharing key concerns and identifying meaningful opportunities for its members.

**Criterion 4: Representation Threshold** - *Members of the formal group would be based on identifiable segments of the physician population and AMA membership. The formal group would be a clearly identifiable segment of AMA membership and the general physician population. A substantial number of members would be represented by this formal group. At minimum, this group would be able to represent 1,000 AMA members. It is important to note this threshold will not be used to determine representation as each new group will be allocated only one delegate and one alternate delegate.*

- Please validate that your group’s membership is an identifiable segment of the physician and medical student population and of AMA membership.

- What percentage of AMA members are eligible for representation by your group?

- Please provide data that validates your group’s membership meets the representation threshold.

- Does your group actively engage in efforts aimed at growing AMA membership? If so, please describe.
Criterion 5: Stability - The group has a demonstrated history of continuity. This segment can demonstrate an ongoing and viable group of physicians will be represented by this section and both the segment and the AMA will benefit from an increased voice within the policymaking body.

- In its present form, how long has your group been in existence? Please describe the progression of your group from its inception to its present status. Please provide examples of your group’s major accomplishments.

- Please provide your group’s established goals, the demonstrated process for achieving the group’s mission and the history of successful development/evolution/achievement.

- Has membership in your group increased or decreased over the past 5 years? Please explain the appropriate steps your group has taken towards advancing membership engagement and growth, e.g., percentage of member engagement in formal online group activities, business meeting attendance, reach of newsletters and other communications.

- How many individuals typically attend each of the group’s meetings and what percentage of the group’s total constituency does this represent? Please describe the activities that take place during meetings. Please provide examples of accomplishments/outcomes from your group’s meetings.

- Please explain the group’s plan for leadership succession (IOP).

Criterion 6: Accessibility - Provides opportunity for members of the constituency who are otherwise under-represented to introduce issues of concern and to be able to participate in the policymaking process within the AMA House of Delegates (HOD).

- Please provide a detailed explanation of how members of your group are under-represented and/or have difficulty introducing issues of concern.

- Have members of your group collaborated or attempted to collaborate with existing sections/delegations on your issues of concern to introduce resolutions and/or provide testimony on reports that resulted in new or amended policy?

- Please explain how your group’s unique perspective would be reflected/demonstrated in the HOD policymaking process. What other channels exist for your group to have a voice within the HOD?

- If your group became a section, what method/strategy would be deployed for the policymaking process and reaching consensus for voting the interests of the group, and not the interest of a single or a few individuals?

Please attach a draft IOP, fiscal note, pertinent group handouts, membership reports, etc. to the Letter of Application.