

AMA-Private Practice Physicians Section Internal Operating Procedures*

I. Name

The name of this organization shall be the Private Practice Physicians Section (PPPS) of the American Medical Association (AMA). The PPPS is a delineated section as set forth in AMA Bylaw 7.11.

II. Mission

A. Mission of the Sections. AMA Bylaw 7.0.1 defines the mission of the AMA Sections as follows:

1. **Involvement.** To provide a direct means for membership segments represented in the Sections to participate in the activities, including policy-making, of the AMA.
2. **Outreach.** To enhance AMA outreach, communication, and interchange with the membership segments represented in the Sections.
3. **Communication.** To maintain effective communications and working relationships between the AMA and organizational entities that are relevant to the activities of each Section.
4. **Membership.** To promote AMA membership growth.
5. **Representation.** To enhance the ability of membership segments represented in the Sections to provide their perspective to the AMA and the House of Delegates (HOD).
6. **Education.** To facilitate the development of information and educational activities on topics of interest to the membership segments represented in the Sections.

B. Mission specific to the PPPS. To preserve the freedom, independence, and integrity of private practice so that physicians who choose to practice in that setting can provide compassionate, caring, personal medical care for their patients.

III. Membership

A. Membership. Members are AMA members in a physician-owned private practice. A physician-owned private practice shall be defined as a practice comprising 50 or fewer physicians in which those physicians, in the aggregate, own a controlling interest.

1. **Certification.** The Credentials Committee shall review all applications for membership and make a determination as to whether an applicant's practice meets the criteria for membership.
2. AMA members who do not meet the criteria for membership in the Section may participate in Section activities and, with the permission of the presiding officer, shall have the right to speak or debate but shall not be granted any other rights of Section membership.

1 **IV. Governing Council**
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3 **A. Composition.** The officers of the PPPS shall be the seven elected, voting members of the
4 Governing Council: Chair, Chair-elect, Secretary, Delegate, Alternate Delegate, a
5 Member at-Large from a practice of 1-8 physicians, and a Member at-Large from a
6 practice of 9-50 physicians. In addition, immediately upon completion of the term as
7 Chair, the Immediate Past Chair shall serve, ex officio, as a voting member of the
8 Governing Council.
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10 **B. Eligibility.**
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- 12 1. Section members shall be eligible for election or appointment to the Governing
13 Council only after they have been members of the Section for at least one
14 calendar year. Additionally, only Section members who have completed at least
15 one term on the Governing Council shall be eligible for election or appointment
16 to the positions of Chair-elect or Delegate. These requirements shall not apply to
17 the inaugural Governing Council as described in IV.G.
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- 19 2. If a Governing Council member ceases to meet the eligibility requirements
20 before the expiration of the term for which the member was elected or appointed,
21 the term of such member shall terminate and the position shall be declared
22 vacant.
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24 **C. Duties.** The Governing Council shall direct the programs and activities of the PPPS,
25 subject to approval by the Board of Trustees or House of Delegates.
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27 1. Chair. The Chair shall:
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- 29 a. Preside at all meetings of the Section and Governing Council or designate
30 another Governing Council member to preside at such meetings.
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- 32 b. Represent the Section both within the AMA and in relationships with
33 external stakeholder organizations or designate another Governing Council
34 member to do so.
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36 2. Chair-elect. The Chair-elect shall:
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- 38 a. Assist the Chair and preside at meetings in the absence of the Chair or at
39 the Chair's request.
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41 3. Delegate. The Delegate shall:
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- 43 a. Have the exclusive right to represent the PPPS in all business matters of
44 the HOD but may transfer PPPS credentials to the Alternate Delegate
45 consistent with Bylaw 2.10.4. The Delegate also may assign the Alternate
46 Delegate or another PPPS member to deliver testimony on behalf of the
47 PPPS in HOD reference committees.
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- 49 b. Educate and provide guidance to PPPS members about the role of the
50 PPPS in shaping AMA policy, and update PPPS members on HOD
51 business and activities relevant to the Section and its members.
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4. Alternate Delegate. The Alternate Delegate shall:
 - a. Assist the Delegate in representing the PPPS in business matters of the HOD as directed by the Delegate.
 - b. Assist the Delegate in educating and providing guidance to PPPS members about the policymaking processes of the Section and of the HOD and updating PPPS members on HOD business and activities relevant to the Section and its members.
 5. Members at-Large. The Members at-Large shall:
 - a. Complete special projects as assigned by the Chair or Governing Council.
 6. Immediate Past Chair. The Immediate Past Chair shall:
 - a. Provide continuity in the leadership of the Section.

19 **D. Terms.** Governing Council members shall serve terms of two years, beginning at the
20 conclusion of the Annual Meeting of the House of Delegates immediately after the PPPS
21 meeting at which they are elected and ending at the conclusion of the second Annual
22 Meeting of the House of Delegates after they take office. This provision shall not be
23 applicable to the Immediate Past Chair, whose term shall be one year, nor shall it be
24 applicable to the inaugural Governing Council as described in IV.G.
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26 **E. Tenure.** The following limitations shall be placed on Governing Council service:
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1. No member may serve more than one term each as Chair-elect or Chair.
 2. No member may serve more than two terms each as Secretary, Delegate, Alternate Delegate, or Member at-large.
 3. Maximum combined tenure for all Governing Council positions shall be 8 years.
 5. Service as Immediate Past Chair shall not count against a member's total tenure.
 6. A member elected to serve an unexpired term shall not be regarded as having served a term.
 7. Terms served during the transition from the Private Practice Physicians Congress to the Private Practice Physicians Section, as set forth in IV.G., shall not count against a member's total tenure. This provision shall expire upon conclusion of the 2022 Annual Meeting of the House of Delegates.

45 **F. Vacancies.**
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1. Timing. Any vacancy occurring on the Governing Council between Business Meetings shall be filled by election at the next Business Meeting. Any vacancy occurring on the Governing Council during a Business Meeting shall be filled by election at the following Business Meeting.

1 legal votes cast shall be necessary to elect. If no nominee receives a
2 majority of the legal votes cast, a run-off election shall be held between the
3 nominees receiving the first- and second-largest number of votes.
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- 5 3. The Tellers Committee shall oversee the election process, assuring that credentials
6 are verified and ballots are appropriately distributed, collected, and tallied.
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8 **VI. Business Meetings**
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- 10 **A.** A PPPS Business Meeting shall be held on a day prior to each Annual and Interim
11 Meeting of the House of Delegates. The gathering of Section members, other AMA
12 members, and guests in attendance shall be referred to as the “Assembly.”
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- 14 **B.** As specified in AMA Bylaw 7.0.6.1, the purpose of Section Business Meetings is as
15 follows:
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- 17 1. To hear such reports as may be appropriate.
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 - 19 2. To consider other business and vote upon such matters as may properly come
20 before the meeting.
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 - 22 3. To adopt resolutions for submission by the Section to the House of Delegates.
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 - 24 4. To hold elections.
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- 26 **C. Participant Rights and Privileges.** AMA Bylaw 7.0.6.2 specifies the following rights
27 and privileges with respect to participation in the PPPS Business Meeting:
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- 29 1. PPPS members, upon being properly credentialed, shall have the right to speak
30 and debate, and have the right to introduce business, make motions, vote, and run
31 for election to the PPPS Governing Council.
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 - 33 2. Other AMA members shall have the right to attend the meeting but may not
34 speak or debate without the permission of the presiding officer.
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- 36 **D. Rules of Order.**
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- 38 1. In accordance with AMA Bylaw 11.1, Business Meetings shall be governed by the
39 parliamentary rules and usages contained in the then current edition of The
40 American Institute of Parliamentarians Standard Code of Parliamentary Procedure.
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- 42 **E. Quorum.** Fifty percent (50%) of the credentialed Section members at any Business
43 Meeting shall constitute a quorum for the conduct of business at that meeting.
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- 45 **F. Resolutions.**
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- 47 1. Resolutions may be submitted only by Section members.
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 - 49 2. Deadlines. Resolutions must be submitted no later than 40 days before the
50 commencement of the Business Meeting to be considered as regular business.

- 1 a. Late resolutions. A resolution received after the 40-day deadline shall be
2 considered late. The Chair and Chair-elect shall review the late resolution
3 and make a ruling as to whether the matter involved is or is not of an
4 urgent nature. If the Chair and Chair-elect rule that the matter is of an
5 urgent nature, the late resolution shall be presented to the Assembly and
6 shall require a two-thirds vote of members present and voting to be
7 accepted as business. If the Chair and Chair-elect rule that the matter is not
8 of an urgent nature, the sponsor shall have the right to appeal the ruling,
9 and a two-thirds vote of members present and voting shall be required to
10 overrule the Chair and Chair-elect and for the late resolution to be accepted
11 as business.
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13 **G. Reference Committee Hearings and Reports**

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- 15 1. All items of business, with the exception of late resolutions, shall be referred to the
16 Reference Committee.
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 - 18 2. The Reference Committee shall conduct an open hearing on all items of business in
19 accordance with the general procedures set forth in the House of Delegates
20 Reference Manual.
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 - 22 3. Following the hearing, the Reference Committee shall produce a report with
23 recommendations as to the disposition of the items of business referred to it. This
24 report, which shall be created in accordance with the general procedures set forth in
25 the House of Delegates Reference Manual, shall become the basis for subsequent
26 debate and action on items of business during the Business Meeting.
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28 **VII. Committees**

29 **A. Credentials Committee**

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- 31 1. The Credentials Committee shall be composed of at least three Section members,
32 selected by the Chair, who are not members of the Governing Council.
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 - 34 2. The Credentials Committee shall review all applications for membership and
35 determine whether an applicant's practice meets the established criteria for
36 membership. The Credentials Committee shall also be responsible for all matters
37 related to credentialing of members at Business Meetings.
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39 **B. Reference Committee**

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- 41 1. The Reference Committees shall be composed of five Section members selected by
42 the Governing Council, none of whom shall be members of the Governing
43 Council.
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 - 45 2. The Reference Committee shall conduct an open hearing on all items of business in
46 accordance with the general procedures set forth in the House of Delegates
47 Reference Manual.
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 - 49 3. Based on testimony and its deliberations, the Reference Committee shall develop a
50 report and make recommendations on the disposition of all referred items of
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1 business. This report shall be produced in accordance with the general procedures
2 set forth in the House of Delegates Reference Manual.

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4 **C. Tellers Committee.**

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6 1. The Tellers Committee shall be composed of Section members selected by the
7 Governing Council, none of whom shall be members of the Governing Council or
8 nominees for election to Governing Council positions.
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10 2. At the request of the presiding officer, or upon a call for division by a member, the
11 Tellers Committee shall tally votes during the Business Meeting.
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13 3. The Tellers Committee also shall be responsible for assuring that member
14 credentials are verified and that ballots are appropriately distributed, collected, and
15 tallied during Governing Council elections.
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17 **D. Candidate Interview Committee**

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19 1. The Candidate Interview Committee shall be composed of two or more designated
20 Section members selected by the Chair.
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22 2. Members of the PPPS Candidate Interview Committee shall interview those
23 candidates for the AMA Board of Trustees, including Speaker and Vice Speaker,
24 and for AMA President-Elect who choose to participate in the interview process
25 established by the Section, and subject to other AMA rules regarding interviews.
26 No interviews will be conducted outside of this formal structure or for candidates
27 for other offices.
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29 3. Although the Committee may share information with the Assembly about its
30 candidate interviews, the PPPS shall not officially endorse any candidate for any
31 office.
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33 4. The Governing Council may establish a mechanism of its choosing, such as posts
34 to an email list, for candidates for select AMA leadership positions to address
35 Section members. No candidate for any office shall be permitted to address the
36 PPPS Assembly during the business meeting or associated activities unless such
37 communication is part of the interview process established by the Section.
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- 39 **E. Other Committees.** The Governing Council shall convene other such committees as may
40 be necessary to accomplish the work of the Section.
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42 **VIII. Amendments**

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44 **A. PPPS Requirements.** These Internal Operating Procedures may be amended by the
45 approval of two-thirds of members present and voting.
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- 47 **B. Other Requirements.** Per AMA Bylaw 7.0.7, all rules, regulations, and procedures
48 adopted by the PPPS are subject to the approval of the Board of Trustees. Amendments to
49 the Internal Operating Procedures may also be contingent upon corresponding changes to
50 the AMA Bylaws, which require approval of two-thirds of the members of the AMA
51 House of Delegates.