

American Medical Association Resident and Fellow Section

Internal Operating Procedures¹

I. Name

The name of this organization shall be the Resident and Fellow Section (RFS) of the American Medical Association (AMA). This is a special section for resident and fellow physician members of the AMA as set forth in the AMA Bylaws Section 7.1.

II. Mission

A. Mission of the Sections. AMA Bylaw 7.0.1 defines the mission of the AMA Sections.

B. Mission of the RFS. The RFS provides a direct and ongoing relationship between the AMA and residents and fellows. Specifically, the RFS:

1. Promotes the AMA Code of Medical Ethics among residents and fellows as well as the graduate medical education community.
2. Ensures that residents and fellows are treated fairly, regardless of sex, color, creed, race, religion, disability, ethnic origin, national origin, sexual orientation, gender identity, or age and given the full opportunity to receive graduate medical education within the policy-making structure of the AMA.
3. Debates issues and develops policy that influence the complex and rapidly changing graduate medical education environment.
4. Provides a forum to discuss timely and controversial issues, identify solutions, and cultivate relationships with residents and fellows.

III. Membership

A. Membership of the RFS. Membership shall be limited to resident and fellow members of the AMA as outlined in AMA Bylaws Section 7.1.1.

IV. Governing Council

A. Composition. The officers of the RFS shall be the eight elected members of the Governing Council: Chair, Vice Chair, Delegate, Alternate Delegate,

¹ Approved by the Board of Trustees April 2021; editorially updated September 2023 to incorporate gender neutral language

Speaker, Vice Speaker, Member at-Large, and Chair-elect. The Chair-Elect shall be a non-voting member and, upon completion of his or her term as Chair, shall serve as the Immediate Past Chair, an ex officio, non-voting member.

- B. Authority.** The Governing Council shall direct the programs and activities of the RFS. During the interval between meetings of the AMA House of Delegates and the RFS, the Governing Council shall act on behalf of the RFS in formulating decisions related to the development, administration, and implementation of RFS activities, programs, goals, and objectives. The Governing Council shall be guided by positions passed during the Business Meeting. The RFS shall be notified at least quarterly of actions taken by the Governing Council on its behalf.
- C. Eligibility.** Eligibility to serve on the Governing Council shall be limited to members in the RFS, as defined in Section III.
- D. Election.** All elections will be conducted in accordance with Section V.I.1.
- E. Duties.** The Governing Council shall direct the programs and activities of the RFS, subject to approval, when required, by the Board of Trustees or House of Delegates of the AMA. At the end of each term, each Governing Council member is required to prepare and communicate a transition plan with their successor to that position. In addition to the aforementioned, each member of the Governing Council has responsibilities specific to each position.

Time commitments. Governing Council members are expected to participate to the fullest extent possible in the activities of the Council and the Section. Governing Council members should be prepared to commit up to two days each for the Annual and Interim meetings, with the exception of the Delegate and Alternate Delegate whose commitment will be up to seven days for the Annual Meeting and six days for the Interim Meeting. Governing Council members should also be prepared to commit to three in-person Council meetings, plus two hours per month, on average, for conference calls and other meetings as required.

- 1. Chair. The Chair shall:
 - a) Exercise authority as the primary officer.
 - b) Represent the Section both within the AMA and in relationships with external stakeholder organizations, or designate another Governing Council member to do so.
 - c) Collaborate to develop and implement the strategic annual plan.
 - d) Preside at all meetings of the Governing Council.

- e) Lead Business Meetings if the Speaker and Vice Speaker positions are vacant.
2. Vice Chair. The Vice-Chair shall:
- a) Coordinate internal operations of the RFS standing committees and communication with RFS members representing the Section in external capacities.
 - b) Preside at meetings of the Governing Council in the absence of the Chair or at the discretion of the Chair.
 - c) Assist the Chair in the performance of their duties.
3. Delegate. The Delegate shall:
- a) Represent the RFS in the AMA House of Delegates.
 - b) Coordinate activities of the RFS caucus in the House of Delegates.
 - c) Manage the resolutions passed during the Business Meeting and forwarded to the House of Delegates.
 - d) Draft a report for the Assembly consisting of all actions taken by the RFS caucus, including the outcomes of any internal votes.
 - e) Educate and provide guidance to RFS members about the policy-making processes of the Section and of the HOD, and update RFS members on HOD business and activities relevant to the Section and its members.
4. Alternate Delegate. The Alternate Delegate shall:
- a) Assist the Delegate in the execution of their duties and shall rise to the position of Delegate should the position become vacant before the end of the position's term.
5. Speaker. The Speaker shall:
- a) Create the agenda for the Annual and Interim Business Meetings with input from the Governing Council and RFS staff.
 - b) Preside over the Business Meetings in an impartial manner and organize and conduct them in accordance with the current parliamentary procedure authority as chosen by the House of Delegates.
 - c) Ensure the RFS Business Meeting functions as delineated in Section IX.
 - d) Provide for oversight and enforcement of the Campaign Rules as delineated in Section V.D.
6. Vice Speaker. The Vice Speaker shall:
- a) Preside at Business Meetings during the absence of or at the request of the Speaker.

- b) Assist the Speaker in the performance of their duties.
 - c) Coordinate the AMA-RFS Research Symposium.
6. Member At-Large. The Member At-Large shall:
 - a) Coordinate the membership retention activities of the RFS.
 - b) Communicate involvement opportunities, AMA member benefits, and other opportunities to current or potential resident and fellow members.
 - c) Foster the development of RFS membership in states where none exist and encourage increased involvement in the AMA.
 7. Chair-Elect. The Chair-Elect shall:
 - a) Assist the Governing Council in the discharge of their duties.
 - b) Compose an agenda for their year of service prior to assuming the position of Chair, with the assistance of the current Chair.
 - c) Be an ex officio, non-voting member of the Governing Council.
 8. Immediate Past Chair. The Immediate Past Chair shall:
 - a) Provide continuity in the leadership of the Section.
 - b) Be an ex officio, non-voting member of the Governing Council.

E. Terms.

1. Governing Council members shall serve one-year terms, beginning at the conclusion of the Annual meeting at which they were elected and ending at the conclusion of the next Annual meeting of the AMA. This provision shall not be applicable to the Chair, whose term will be two years, including six months as Chair-Elect and six months as Immediate Past Chair.
2. Delegate, Alternate Delegate, Member at-Large, Speaker, Vice Speaker and Vice-Chair: serve one-year terms, beginning at the conclusion of the Annual meeting at which they were elected and ending at the conclusion of the next Annual meeting of the AMA.
3. Tenure. Members are limited to two one-year terms on the Governing Council, with the following exceptions:
 - a) Chair-Elect/Chair/Immediate Past Chair: may serve up to two previous one-year terms before election to Chair-Elect
 - b) Delegate: may serve two terms as Delegate, consecutive or nonconsecutive, in addition to two other one-year terms
 - c) Speaker: may serve two terms as Speaker, consecutive or nonconsecutive, in addition to two other one-year terms
 - d) The limits shall be waived should their enforcement result in a position being left vacant.

4. Positions entered into after the official start of the term shall not count towards the above term limits.

F. Vacancies. Any vacancy occurring on the Governing Council shall be filled at the next Business Meeting of the Resident and Fellow Section. The new members shall be elected for the remainder of the unexpired term by the representatives to the Business Meeting.

1. **Temporary Appointment.** If a vacancy on the Governing Council occurs more than thirty (30) days prior to the next Business Meeting, the Governing Council may appoint an RFS member to fill the vacancy until the next Business Meeting when an election shall be held pursuant to rules adopted by the RFS.

V. Elections

A. Time of Election.

1. The following elections shall be held at the RFS Interim Business Meeting:
 - a) Governing Council: Chair-Elect.
 - b) Sectional Delegates and Sectional Alternate Delegates.
 - c) Endorsements for elections at next Annual meeting including RFS position on the Board of Trustees and RFS position on elected AMA Councils.
2. The following elections shall be held at the RFS Annual Business Meeting:
 - a) Governing Council: Vice Chair, Speaker, Vice Speaker, Delegate, Alternate Delegate, and Member At-Large.
3. The Governing Council shall set the timeframe of the elections and endorsements.

B. Nominations. Nominations for all elected positions shall be received in accordance with deadlines determined by the Governing Council. Candidates may self-nominate or be nominated by another member of the RFS. Further nominations may be made from the floor at the Business Meeting at a time determined by the Governing Council.

C. Eligibility.

1. All members of the RFS are be eligible for elected positions and endorsements. RFS members may not hold concurrent positions on the RFS Governing Council, Board of Trustees, or Councils with the exception of RFS Chair-Elect. All candidates must formally disclose to voters prior to the election any portion of their term during which they will not meet membership requirements.
2. Cessation of Eligibility. If any officer or Governing Council member ceases to meet the membership requirements of Bylaw 7.11 prior to the expiration of the term for which elected, the term of such officer or member shall terminate and the position shall be declared vacant. If the officer or member ceases to meet the membership requirements of the RFS within 90 days prior to an Annual Meeting, the officer or member shall be permitted to continue to serve in office until the completion of the Annual Meeting.

D. Campaigns.

1. Each candidate shall observe the following Campaign Rules:
 - a) Candidates may distribute only the following campaign materials:
 - (1) Buttons (less than 2 inches in greatest dimension).
 - (2) Stickers.
 - (3) Pins.
 - (4) Standard-size business cards.
 - (5) No trinkets, posters, candy, pens, or other items may be displayed or distributed.
 - b) Candidates shall follow application requirements and restrictions included in the nomination packet.
 - c) Candidates should be prudent and courteous regarding the number and content of advance mailings by themselves or constituent associations, specialty organizations, or other organizations on their behalf.
 - d) Receptions and/or hospitality must not be used for promotion of a candidate for an RFS endorsement or election to an RFS position. Groups (such as Regions or Caucuses) inviting candidates must make available equal time for all candidates. If a group is unable to reasonably accommodate all candidates, no candidates shall be allowed to address the group. This rule shall not apply to a candidate addressing their own region.
 - e) Alleged infractions including but not limited to the Campaign Rules stated above should be reported in writing to the AMA-RFS Speaker, Vice Speaker, and Rules Committee, who shall be responsible for the investigation. The AMA-RFS Speaker or Vice Speaker will report substantiated infractions

to the Assembly at the Business Meeting prior to balloting and the Assembly should strongly consider any such announcement when voting for candidates.

- f) Neutrality of Governing Council During Elections. That our AMA-RFS Governing Council members maintain a neutral status in elections by:
 - (1) Not wearing campaign materials, except their own.
 - (2) Not acting as campaign manager for any candidate.
 - (3) Not endorsing candidates from the podium.
 - (4) Not endorsing candidates as a Council.
 - (5) Not endorsing candidates through the use of one's Governing Council title.
 - (6) Using discretion with respect to their personal endorsements.

- 2. Voter Eligibility. All credentialed RFS Business Meeting Delegates and Business Meeting Alternate Delegates shall be eligible to vote. Absentee ballots are not accepted. Members with conflicts should seek permission from their Council, State or specialty to vote on items of business being considered by the Assembly.

E. Endorsement. Candidates may seek endorsement from their program, state society, specialty society, Federal Service, or PIMA. Any endorsement of a resident or fellow member shall only be considered valid for one election cycle, which includes the meeting during which the initial endorsement was obtained. If a resident or fellow member is seeking re-endorsement following expiration of previous endorsement, the member would be required to obtain new endorsement from the relevant program, hospital, or society.

F. Speeches. Candidates are allowed to address the Assembly in a manner to be designated by the Speaker and Vice Speaker. With the exception of the Sectional Delegate and Sectional Alternate Delegate elections, the Speakers shall also design an opportunity for the candidates to respond to questions in front of the Assembly.

G. Method of Election.

- 1. Governing Council Elections.
 - a) Uncontested elections: If after the call for nominations there is only one candidate for a position, the race shall be considered uncontested and the election shall be by acclamation, held immediately after the call for nominations.

- b) Contested elections: If after the call for nominations there is more than one candidate for a position, that race shall be considered contested, and the following method shall be used to elect:
- (1) Ballots for each position shall be listed in alphabetical order and used by the voter with one vote for each of the following positions: Chair-Elect, Vice Chair, Delegate, Speaker, and Member At-Large.
 - (2) A ballot shall not be counted if there is more than one vote for any office on that ballot.
 - (3) The candidate who receives a majority of legal ballots cast for a given office shall be elected to that office. If no candidate receives a majority on the first ballot, a runoff election shall be held between the candidates receiving the first and second largest number of votes.
 - (4) Election of Alternate Delegate. After the election of the Delegate, all unsuccessful candidates who were nominated for the office of Delegate, and who choose to be a candidate for Alternate Delegate, will be placed on a ballot for the election of the Alternate Delegate. Additionally, any candidate who was nominated for the office of Alternate Delegate shall also be placed on the same ballot. Each voting Representative to the Business Meeting who is present at the meeting may cast a ballot for the election of the Alternate Delegate from among those so nominated. Election to the office of Alternate Delegate requires a majority of the legal ballots cast. The remaining rules for election balloting in V.G.1.b.3 will apply.
 - (5) Election of Vice Speaker. After the election of the Speaker, all unsuccessful candidates who were nominated for the office of Speaker, and who choose to be a candidate for Vice Speaker, will be placed on a ballot for the election of the Vice Speaker. Additionally, any candidate who was nominated for the office of Vice Speaker shall also be placed on the same ballot. Each voting Representative to the Business Meeting who is present at the meeting may cast a ballot for the election of the Vice Speaker from among those so nominated. Election to the office of Vice Speaker requires a majority of the legal ballots cast. The remaining rules for election balloting in V.G.1.b.3 will apply.

2. Endorsement for RFS position on the Board of Trustees and elected Councils.
 - a) Only one RFS member may be endorsed at the Business Meeting for each position. The endorsement shall be for a single election cycle and shall occur at the Interim meeting. The credentialed delegates may choose not to endorse any candidate.
 - b) The ballot shall contain the name of each candidate as well as an option to select none of the candidates. On the ballot, affirmative votes may be cast for one candidate or no candidates.
 - c) A candidate must receive a majority of legal votes to be endorsed. If no candidate receives a majority of votes, a runoff election shall be held between the candidates receiving the first and second highest number of votes.
 - d) Late Endorsement. At the time of the RFS Annual Meeting, if no candidate has been endorsed, a candidate may seek endorsement by the Assembly. This is subject to the same rules described above and additionally requires a 2/3 affirmative vote of the Assembly for endorsement.

3. Election of the Sectional Delegates and Sectional Alternate Delegates.
 - a) Candidates may seek endorsement from their program, state society, specialty society, Federal Service, or PIMA. All nominees for Sectional Delegate shall be listed on a single ballot with their endorsing society. Candidates who receive written endorsement from their endorsing constituent association or specialty society prior to the election shall be noted to indicate that their endorsing materials were received prior to the election.
 - b) The voter must vote for exactly as many candidates as there are open positions.
 - c) Ballots will be counted and delegates selected based on a majority of approval voting system.
 - d) Should a candidate be successfully elected without a prior endorsement, they have 30 days to obtain and submit written notification of endorsement from an organization consistent with Section VIII.B.2.a. If such requirements are not met, the position shall be considered vacant.
 - e) Limitations. There shall be a limit of two Sectional Delegates and two Sectional Alternate Delegates per state or specialty society.

- (1) If there are more than two nominees from an endorsing state or specialty society who receive a majority of votes, then only the two nominees who have the most votes shall be elected.
 - (2) All other nominees from that society shall be eliminated from the remaining counting of ballots. This process will continue throughout the counting of ballots to ensure that there are only two RFS Sectional Delegates per endorsing state and specialty society.
 - f) Unfilled Seats/Runoff Elections.
 - (1) If there are unfilled seats after the election, a runoff election will be held between the remaining candidates. The candidate(s) who receive(s) the highest number of votes, with a majority of legal votes cast, shall be elected.
 - (2) If unfilled seats remain after elections are completed, one additional Sectional Delegate and Alternate Delegate per endorsing state/specialty society will be allowed in a subsequent balloting period. This process will continue through as many counting rounds as needed until all Sectional Delegate seats are filled.
 - g) Sectional Alternate Delegate Elections.
 - (1) After the completion of the Sectional Delegate elections, all unsuccessful candidates will have the option to be considered in the election for Sectional Alternate Delegate alongside those candidates who ran specifically for Sectional Alternate Delegate.
 - (2) The Sectional Alternate Delegate elections shall follow the same procedure as the election for Sectional Delegates.
4. Election of Regional Leaders.
- a) Timing. Election of a Regional Chair shall occur during the Annual Business Meeting.
 - b) Method. Election shall occur by in-person balloting. No proxy votes are allowed. The candidate receiving a majority of the votes will be elected Regional Chair.
 - c) Additional Positions. Additional positions will be elected consistent with the method for the Regional Chair. Additional positions will be designated at the discretion of the Governing Council or Regional Council.
5. Balloting. Method of balloting will be coordinated by the staff, Speaker, and Vice Speaker in concurrence with the Rules Committee.
- a) Ballots will be prepared and distributed by the Credentials Committee.

- b) No ballots will be cast after the expiration of each voting period. Upon completion of ballot counting, 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 of the election. They will then immediately forward these results to the Business Meeting's presiding officer.
 - c) receipt of the Rules Committee election results and verification, the Business Meeting's presiding officer will certify the results of these elections and announce to the Assembly the final and official results of these elections. Vote totals shall remain confidential and shall not be announced. Candidates may ask for and receive vote totals in confidence. Discretion is encouraged.
6. Appeals. Appeals of the election process and results must be made in writing to the Speaker no later than one hour after the official announcement of the final results.
- a) Any appeal of the process of ballot(s) distribution, ballot election, tabulation, and announcement of results (as outlined in RFS Internal Operating Procedures V.E.2) 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 Speaker.
 - (1) Any appeal of the process of ballot election, tabulation and announcement of results (as outlined in RFS Internal Operati Procedures V.E.7.a) shall be considered by the Rules Committee in the same manner as outlined in RFS Internal Operating Procedures V.E.7.a.
 - b) The Assembly's presiding officer and the preceding Governing Council at the Annual Meeting or the present Governing Council at the Interim Meeting will consider the appeals reports from the committee(s) dealing with the matter. Final decision on the election results will be the jurisdiction of the Governing Council as described above.

VI. Resident Member on the Board of Trustees

- A. Endorsement.** The RFS may choose to endorse a member to run for the Board of Trustees in accordance with Section V.I.2.
- B. Duties and Privileges.**

1. Report at the Business Meeting. An opportunity will be provided to the Resident/Fellow Trustee to submit a report of the Board's activities to the Assembly biannually.
 2. The Resident/Fellow Trustee shall be subject to the privileges and duties of all AMA Trustees as outlined in the AMA Bylaws Section 5.
 3. The Resident/Fellow Trustee shall represent the voice of the resident and fellows on the Board and may provide guidance to the Governing Council and RFS standing committees.
- C. Term.** The term for membership on The Board of Trustees shall be in accordance with AMA Bylaws Section 3.5.5.
- D. Vacancies.** Any vacancy occurring on the Board of Trustees shall require a new endorsement election in accordance with IOP section V.I.2 at the next Business Meeting, who shall then be considered by the full House of Delegates in accordance with AMA Bylaws Section 3.

VII. Resident/Fellow Member on AMA Councils

A. Selection.

1. Elected Councils. AMA Councils with an elected resident/fellow position are: Council on Medical Service, Council on Medical Education, Council on Constitution and Bylaws, and Council on Science and Public Health. Elections shall be conducted in accordance with Section V.I.2.
2. Appointed Councils. Selection to Councils with an appointed resident/fellow position are: Council on Long Range Planning and Development, Council on Ethical and Judicial Affairs, and Council on Legislation. Appointments will be conducted in accordance with Section X.

B. Duties and Privileges.

1. Report at the Business Meeting. An opportunity will be provided to the resident/fellow member of all Councils to submit a report of the Council's activities at the Business Meeting biannually.

2. Council members shall be subject to the privileges and duties outlined in the AMA Bylaws Section 6.
 3. Council members may provide guidance to the Governing Council and RFS standing committees in accordance with Section XI.E.
 4. Council members shall not speak on behalf of the RFS in the House of Delegates unless first permitted to by the RFS Delegate or Alternate Delegate.
- C. Term.** The term for membership on each Council shall be in accordance with AMA Bylaws Section 6.
- D. Vacancies.** Vacancies occurring on the Councils before completion of the term shall be filled at the next opportunity, following the same method as the resident/fellow member would normally be selected.

VIII. Sectional Delegates and Alternate Delegates to the House of Delegates

- A. Apportionment.** The RFS is entitled to delegate and alternate delegate representation in the House of Delegates based on AMA Bylaws Section 2.4.2.
- B. Election.** All elections will be conducted in accordance with Section V.I.3.
- C. Duties and Privileges.**
1. Sectional Delegates and Alternate Delegates shall be subject to the privileges and duties of all AMA delegates as outlined in the AMA Bylaws.
 2. Sectional Delegates and Alternate Delegates shall caucus with their endorsing society as well as assist the RFS Delegate and Alternate Delegate in representing the Resident and Fellow members of the AMA in the House of Delegates.
 3. RFS Sectional Delegates and Alternate Delegate shall not speak on behalf of the RFS unless first permitted to by the RFS Delegate or Alternate Delegate.
 4. Sectional Delegates and Alternate Delegates shall be responsible for reporting back to the resident and fellow members of their state or specialty endorsing society regarding the activities of the AMA House of Delegates as applicable.

D. Seating.

1. Sectional Delegates shall be seated with their endorsing state or specialty society. In the case where a Sectional Delegate has been endorsed by both his or her state and specialty society, they must choose with which delegation they wish to be seated.
2. A Sectional Alternate Delegate appointed to fill a Delegate vacancy shall sit with the endorsing society of the Sectional Delegate.

E. Limitations.

1. There shall be a limit of two Sectional Delegates and two Sectional Alternate Delegates per state or specialty society in the AMA House of Delegates.
2. The aforementioned limits shall be waived should their enforcement create vacancies in the position of Sectional Delegate or Alternate Delegate at the discretion of the Delegate and Alternate Delegate.
3. None of these limits shall be construed to limit the number of residents or fellows who can be endorsed by any given state or specialty society for the RFS Sectional Delegate and Alternate Delegate election.

F. Term.

1. The normal term shall commence with the close of the House of Delegates Interim Meeting that immediately follows his or her election and shall end at the close of the following Interim Meeting of the House of Delegates.
2. Should an existing Delegate or Alternate Delegate cease to meet membership requirements as defined in Section III prior to the expiration of the position's term, the position will be vacated.

G. Vacancies.

1. Sectional Delegate vacancies shall be filled by a temporary appointment from the available Sectional Alternate Delegates at the discretion of the RFS Delegate and Alternate Delegate.
2. Sectional Alternate Delegate vacancies shall be filled by a temporary appointment of RFS members present at the current House of Delegates meeting at the discretion of the RFS Delegate and Alternate Delegate.

3. Temporary appointments shall last for the duration of the House of Delegates meeting during which the appointment was made.
 - a) Consideration in temporary appointments shall be given to members who maintain or increase diversity of RFS representation in the House of Delegates with regards to sponsoring state and specialty societies.

IX. Business Meeting

There shall be a meeting of resident and fellow members of the AMA-RFS held on a day prior to each meeting of the AMA House of Delegates.

- A. Definition.** Meetings of the Resident and Fellow Section shall be known as Business Meetings.
- B. Purpose.** The Business Meeting represents the core work of the RFS and shall occur prior to each meeting of the AMA House of Delegates. The purposes of the meeting shall be:
 1. To hear reports as are appropriate.
 2. To elect the Governing Council of the RFS and to endorse RFS members for AMA Councils and AMA Board of Trustees.
 3. To elect Sectional Delegates and Alternate Delegates to represent the RFS within the AMA House of Delegates.
 4. To adopt resolutions to guide the internal discussions and deliberations of the RFS and, where necessary, forward these resolutions for consideration to the House of Delegates of the AMA.
 5. To conduct such other business as may properly come before the meeting.
 6. To provide programming to educate and provide value for members including adequate time during and after the meeting for socializing, camaraderie, and networking.
- C. Representatives to the Business Meeting from Organizations represented in the House of Delegates.** The Business Meeting shall include representatives from constituent associations, Federal Services, national medical specialty societies, and professional interest medical associations represented in the House of Delegates.
 1. Apportionment. The apportionment of each constituent association, Federal Service, national medical specialty society, and professional interest medical associations is one representative per 100, or fraction thereof, members of the Resident and Fellow Section who are

members of the constituent association, Federal Service, national medical specialty society, or professional interest medical association.

2. Effective Date. The AMA Bylaws Section 2.1.1.1 sets the date of effect and the length of apportionment.

D. Other Representatives to the Business Meeting.

1. **At-Large Representatives.** Active RFS members of the AMA may be eligible to serve as at-large representatives to the Resident and Fellow Section Business Meeting.

- a) Apportionment. The number of representatives shall be 10% of the average number of registered RFS delegates and alternate delegates from the previous year.
- b) Criteria for the At-Large Delegate positions include the following:
 - (1) A candidate must be an AMA-RFS member;
 - (2) A candidate must submit an application to the RFS Governing Council for consideration. In the event that all available At-Large positions are not filled by application to the Governing Council, these positions may be filled at the meeting (Annual or Interim) on a first-come, first served, basis.
- c) Term. A candidate will be able to apply to serve in this position for one meeting (Interim or Annual) or for an academic year. Final determination shall be at the discretion of the Governing Council.
- d) Limits. There are no term limits for these positions but candidates must reapply after each year or meeting at the discretion of the Governing Council.
- e) Vacancies. All vacant positions after Interim will be offered for Annual.

2. **National Resident and Fellow Organizations.**

- a) Apportionment. Each national resident and fellow organization that has been approved for representation in the RFS Assembly may select one representative and one alternate representative.
- b) Criteria for Eligibility. National medical resident and fellow organizations that meet the following criteria may be considered for representation in the AMA Resident and Fellow Section Business Meeting:
 - (1) The organization must be national in scope.
 - (2) The organization must be composed solely of residents or fellows.
 - (3) Membership in the organization must be available to all residents or fellows, without discrimination.

- (4) The purposes and objectives of the organization must be consistent with the AMA's purposes and objectives.
- (5) The organization's code of medical ethics must be consistent with the AMA's Principles of Medical Ethics.
- c) Procedure. The organization must submit a written application containing sufficient information to establish that the organization meets the criteria described above. The application ideally should also include the following:
 - (1) The charter, constitution, bylaws, and code of medical ethics of the application organization.
 - (2) A list of the sources of financial support, other than membership dues, of the applicant organization.
 - (3) A list or description of all affiliated organizations with the applicant organization.
 - (4) Such additional information as may be requested.
- d) The Governing Council shall review the application. If it recommends that the organization be granted representation in the Resident and Fellow Section Business 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 Resident and Fellow Section Business Meeting.
 - (1) Organizations that seek membership within the RFS primarily shall also be encouraged to concurrently pursue membership to join the AMA's House of Delegates.
- e) Biennial Review Process. Each national resident and fellow organization represented in the Resident and Fellow Section Business Meeting must reconfirm biennially that it continues to meet the criteria for eligibility by submitting such information and documentation as may be required by the Governing Council.
- f) Rights and Responsibilities. Representatives of national resident and fellow organizations in the Resident and Fellow Section Business Meeting shall have the following rights and responsibilities:
 - (1) Full voting rights in the Business Meeting, except the right to vote in any elections, at the conclusion of a two-year probationary period with regular attendance.
 - (2) Presenting its policies and opinions in the Business Meeting.
 - (3) Reporting on the actions of the RFS to members of their respective organizations.
 - (4) Cooperation in enhancing the AMA Resident and Fellow Section membership.
- g) Discontinuation of Representation. The Governing Council may recommend discontinuation of representation by a national resident and fellow organization on the basis that the organization fails to meet the above criteria and responsibilities, or has failed to

attend the Business Meeting of the RFS. 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 resident and fellow organization in the RFS Business Meeting shall be discontinued.

- (1) National resident and fellow organizations that are recommended for discontinuation of representation shall have the opportunity to petition the Assembly for reconsideration. This petition can be submitted to the Governing Council at the subsequent meeting after being informed that their representation is recommended for discontinuation.
- (2) If a national resident and fellow organization wishes to challenge its representation discontinuation, both the Governing Council and the organization shall submit reports to the Assembly detailing their arguments. These reports shall be considered together as the first items of business in the RFS Business Meeting and decided by a simple majority vote.
- (3) Should the Assembly vote to recommend discontinuation of membership, the recommendation shall be forwarded to the AMA Board of Trustees. Should the credentialed delegates vote to not recommend discontinuation of membership, the national resident and fellow organization shall retain its membership within the RFS.

3. **Official Observer.** National resident and fellow organizations may apply to the RFS Governing Council for official observer status at the RFS Business Meeting. Applicants and official observers must demonstrate compliance with guidelines for official observers adopted at the RFS Business Meeting, and the Governing Council shall make a recommendation at the RFS Business Meeting concerning the application. The AMA-RFS Assembly will make the final determination on conferring or continuing official observer status. Organizations with official observer status are invited to send one representative to observe the actions of the Assembly at all RFS Business Meetings. Official observers have the right to speak and debate on the floor of the Business Meeting upon invitation from the Speaker. Official observers do not have the right to introduce business, introduce an amendment, make a motion, or vote.

- E. **Credentialing.** The names of the duly selected voting RFS Business Meeting Delegates and Alternate Delegates from each state and specialty society should be received by the Director of Resident and Fellow

Services of the AMA at least 45 days prior to the start of the Business Meeting in writing. Prior to the start of business on each day of the Business Meeting, credentialing will take place, where voting members must officially identify themselves to the Credentials Committee as having been duly selected to represent their state society, specialty society, or branch of the armed services.

1. Registered RFS members whose clinical responsibilities and travel arrangements require them to arrive during a day's business but after the close of credentialing may, at least four weeks prior to the meeting, petition the Governing Council to be allowed to credential late for the meeting. The decision to allow an RFS member to credential late will be made by majority vote of the Speaker, Vice Speaker, Delegate, Alternate Delegate, and Chair of the Rules Committee and communicated to the RFS member and the Credentialing Committee, in writing at least two weeks prior to the start of the meeting.
2. Previously registered RFS members who miss credentialing due to unforeseeable travel delays may, on a case-by-case basis be allowed to credential late for that day's business. This would be determined by a majority vote of the Speaker, Vice Speaker, and Chair of the Rules Committee, and communicated to the RFS member and the remainder of the Credentialing Committee.
3. Only credentialed RFS members present in the Business Meeting room may vote on items of business being considered.

F. Participation.

1. Only duly selected Assembly Delegates and Alternate Delegates to the assembly meeting shall have the right to vote, but the meeting floor and the right to testify shall be open to all residents and fellow members of the AMA. The Presiding Officer of the Assembly may grant a non-RFS member the privilege of the floor.
2. If the Immediate Past Chair of the Governing Council no longer meets membership requirements, they shall have the same "speaking" privileges, excluding the privilege to make a motion, in RFS Business Meeting as any other member of the Governing Council

G. Procedure.

1. Agenda. Prior to Business Meetings, the agenda the agenda shall be made available for RFS members to view. The order of business

will be set by the Speakers prior to the meeting. The Assembly at any time may change the order of business by a majority vote.

2. Rules of Order. The Business Meeting shall be conducted pursuant to the established rules of procedure submitted by the Speakers and adopted by the Assembly. The Rules of Order that govern the AMA House of Delegates shall govern the Business meeting of the RFS in all matters not outlined in the adopted rules of procedure mentioned above.
3. Quorum. Twenty percent (20%) of the credentialed Delegates shall constitute a quorum so long as at least 15 different states and five national medical specialty associations, military, or federal agencies are represented.
4. For the purposes of quorum, members allowed special dispensation from the credentialing timeline as described in Section IX.E.1 shall not be counted as present.

H. Resolutions. Any resident and fellow member may submit resolutions for consideration at the RFS Business Meeting.

1. An official record of previous actions of the Assembly shall be maintained to preserve the work and institutional memory of the RFS.
2. Deadlines. All resolutions must be received by the RFS staff by a deadline determined by the Governing Council no later than 45 days before the Business Meeting to be considered as regular business. They will be made available and are debatable on the floor at the Business Meeting.
3. The deadlines for submission will be posted to the RFS website.
4. Late Resolutions. Resolutions that are submitted after the 45-day deadline but 7 days prior to the Business Meeting being called to order 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 individual items should be considered as business. Late resolutions approved for consideration shall be referred to a reference committee and handled in the same manner as those resolutions introduced before the 45-day deadline.
 - a) Debate on consideration of late resolutions shall be focused on timeliness of the resolution for the meeting, and not on the merits or content of the resolution.

5. Authors of late resolutions not accepted as business by the Assembly have the option to request automatic submission of the resolution to the next RFS Business Meeting.
6. Emergency Resolutions. Resolutions that are submitted within 7 days of the Business Meeting, or after commencement of the meeting, shall require a three-fourths vote of the Assembly to be debatable on the floor. The Rules Committee shall make recommendations to the Assembly on whether individual items should be considered as business. Emergency resolutions approved for consideration prior to the start of the reference committee open hearing shall be referred to reference committee and debated on the floor. Emergency resolutions approved for consideration after the start of the reference committee open hearing shall be debated on the floor at the Business Meeting without referral to a reference committee.
 - a) Debate on consideration of emergency resolutions shall be focused on timeliness of the resolution for the meeting, and not on the merits or content of the resolution.
 - b) Authors of emergency resolutions not accepted as business by the Assembly have the option automatic submission of the resolution to the next RFS Business Meeting.
7. All resolutions approved for consideration as business shall require a simple majority vote of the Assembly for adoption except those amending the IOPs, which require a two-thirds vote as specified in Section XIII.B.

Resolutions and reports introduced by the Governing Council shall read, "Submitted by: RFS Governing Council.". Such items may only be submitted when there is majority approval by all voting members of the Governing Council.

8. All resolutions submitted to the RFS shall be assumed to be internally-directed only and shall read "Resolved, our AMA-RFS...".
 - a) In the event that the resolution authors or the Assembly wish to have a resolution considered by the AMA House of Delegates, a final resolved clause reading "Resolved, that this resolution (or the appropriate resolved clauses) be forwarded to the AMA-HOD at (the appropriate meeting)" shall be included in the resolution. Should the resolution pass with this resolved clause intact, the resolution shall automatically be added to the RFS Digest of Actions reading "Resolved, our AMA-RFS..." but forwarded to the AMA HOD reading "Resolved, our AMA..." or other appropriate editorial change.

- (1) The actions on the resolution taken by the House of Delegates (including language changes) shall not change the result of the resolution within the RFS Digest of Actions or its sunset date.

I. Sunset Mechanism. The lifespan of any passed resolution is ten years by default, at which point these items are considered for “sunsetting”. The Governing Council shall present actionable recommendations on these items via annual report, for review at the Interim meeting and action at the Annual meeting.

1. Each adopted resolved or recommendation clause shall be considered individually.
2. The recommendations available for each item considered are: reaffirm, rescind, reconcile with more recent and like items, or editorial changes that maintain the original intent.
3. Each item may individually be extracted from the report to be discussed by the Assembly, but only in the frame of adopting or not adopting the original recommendation.
4. Any action that retains or updates an item resets the sunset timeline.
5. Items may be included before the ten-year mark if their relevance has changed.
6. Defeated sunset recommendations extend the item for one year, to be reconsidered in the next iteration of the Sunset Report.

J. Convention Committees. The Governing Council shall solicit applications for Convention Committees as necessary and, upon review, appoint the committees and support their execution. These committees are to expedite the conduct of business at each meeting of the Assembly.

1. **Credentials Committee.** A 3- to 9-member Credentials Committee shall be formed, including one Chair. The Committee shall be responsible for consideration of all matters relating to the registration and certification of delegates including credentialing delegates for business meetings, verifying a quorum is present, and distributing ballots for elections.

2. **Logistics Committee.** A Logistics Committee shall be composed of 3 to 5 members. The Committee shall be responsible for making the business of the Assembly most readily available to the Assembly.
3. **Rules Committee.** A Rules Committee shall be composed of 5 members, including one Chair. The committee shall:
 - a) Review late and emergency resolutions and make recommendations to the Assembly on whether to consider them as business.
 - b) Be familiar with the Rules of Order such that they can assist attendees throughout the Business Meeting.
 - c) Collect and tabulate ballots for RFS elections, and count hand votes during the business meeting as requested by the Speakers.
 - d) Prompt review of any alleged campaign infractions or election appeals with recommendations to the Governing Council for action.
 - e) Perform any other tasks to facilitate the meeting at the discretion of the presiding officer.
4. **Reference Committee(s).** The number and membership of reference committees appointed for each RFS Business Meeting will be determined by the Speakers prior to each meeting.
 - a) Each reference committee shall be composed of 5 members and one alternate unless, in the judgment of the Speakers, circumstances warrant an adjustment in the number of members on one or more reference committees. Each committee shall conduct an open hearing on items of business referred to it (resolutions and reports) and make recommendations to the Assembly for disposition of its items of business through the preparation of reference committee reports.
5. **Hospitality Committee.** A Hospitality Committee shall be composed of at least 3 members. This committee shall have the responsibility of aiding the Speakers and Governing Council in providing an as member-friendly experience as possible for attendees of the conference, including organizing activities for socializing, camaraderie, and networking.

X. Appointed Representation Outside of the Section

A. Positions Requiring Representation.

1. At least one member shall be recommended by the RFS Governing Council for consideration for appointment to the AMA Councils with an Appointed RFS position.
2. At least one member shall be recommended by the RFS Governing Council to the AMA Board of Trustees for consideration for appointment to the RFS seat on the Liaison Committee on Medical Education (an AMA/AAMC joint committee).

3. At least one member shall be recommended by the RFS Governing Council for appointment to Governing Councils of other AMA Sections where such a position exists.
 4. For all other RFS representation on behalf of the AMA, the RFS Governing Council shall recommend at least one member to the AMA Board of Trustees for consideration.
- B. Application.** Recommendations from the Governing Council shall occur after a period of solicitation of applications and appropriate review by the Governing Council.
- C. Terms.** Residents and Fellows appointed shall serve in accordance with the AMA Bylaws.

XI. Standing Committees

- A. Composition.** The Governing Council shall annually appoint standing committees for Long Range Planning, Public Health, Medical Education, Legislation and Advocacy, Membership, Scientific Research, Quality and Public Safety, and Business and Economics. These committees shall be composed of members of the Section.
- B. Duration.** These committees will be appointed for one-year terms, and new committee chairs, vice-chairs, and members will be appointed on an annual basis.
- C. Selection.** The Governing Council shall make an open solicitation of applications from the members of the Section and shall select from among those who have applied. Should there be insufficient applications to adequately staff these committees, the Governing Council shall be empowered to make direct solicitations and appointments to the committees.
- D. Roles.** Each committee shall have, at a minimum, a Chair and Vice Chair selected by the Governing Council, tasked with creating goals and objectives for the committee for the following year.
- E. Duties and Privileges.**
1. **Committee on Business and Economics.** The committee shall address topics including but not limited to financial and economic issues affecting physicians during their residency and fellowship, and personal and practice finance issues. The committee may also develop and implement policies and directives of the Assembly that are related to the business and economics of residents, fellows, and

medicine. The RFS member of the AMA Council on Medical Service shall serve as an ex officio member of this committee.

2. **Committee on Legislation and Advocacy.** The committee shall focus on topics including but not limited to keeping the RFS informed of legislative and regulatory issues as they relate to the training and future practice of Residents and Fellows, assisting in enhancing grassroots legislative efforts, encouraging resident and fellow participation and involvement in AMA Advocacy Conferences and AMPAC, and developing and implementing policies and directives of the Assembly that are related to legislation. Both the RFS member of the AMA Council on Legislation and the RFS member of the AMPAC Board of Directors shall serve as ex officio members of this committee.
3. **Committee on Long-Range Planning.** The committee shall focus on topics including but not limited to studying and making recommendations on the Section's long-range objectives, identifying and evaluating changes outside of the AMA that may impact residents and fellows in their future practice or training, and evaluating the implementation of the RFS Assembly policies and directives. The RFS member of the AMA Council on Long Range Planning and Development shall serve as an ex officio member of this committee.
4. **Committee on Medical Education.** The committee shall focus on topics including but not limited to evaluating current medical student and resident education, bringing forth ideas for improvements to the current medical and resident education system, and developing and implementing policies and directives of the Assembly that are related to medical education. The RFS member on the AMA Council on Medical Education shall serve as an ex officio member of this committee.
5. **Committee on Membership.** The committee shall focus on topics including but not limited to developing and evaluating strategies for member engagement, marketing, wellness, and retention within the RFS, and developing and implementing policies and directives of the Assembly that are related to membership.
6. **Committee on Public Health.** The committee shall focus on topics including but not limited to RFS positions on public health issues, grassroots programs for tackling public health issues, and developing and implementing policies and directives of the Assembly that are related to public health. The RFS member on the AMA Council on Science and Public Health shall serve as an ex officio member of this committee.

7. **Committee on Quality and Patient Safety.** The committee shall focus on topics including but limited to addressing issues of medical quality, quality improvement, and patient safety, developing a better understanding of the government agencies and regulatory bodies that govern quality measures and their implementation and utilization as it affects residents and fellows in their training and future practice, and developing and implementing policies and directives of the Assembly that are related to quality and patient safety.
8. **Committee on Scientific Research.** The committee shall focus on topics including but not limited to assisting the Vice Speaker in organizing, running, and selecting posters for the annual Research Symposium, assisting in the creation of RFS positions on scientific issues, and developing and implementing policies and directives of the Assembly that are related to scientific research. The RFS member on the AMA Council on Science and Public Health shall serve as an ex officio member of this committee.
9. **Ad Hoc Committees.** The Governing Council may, at their discretion or when directed to do so by the Assembly, create ad hoc committees. These are created for a specific purpose. Members of the committee and length of committee existence are determined by the Governing Council unless otherwise specified by directive from the Assembly.

XII. Regions

- A. Purpose.** The Regions shall exist to foster and promote RFS activities and membership on a regional and local level. The Regions shall function as a means of dissemination of RFS information, of recruitment to the RFS, and of opportunity for involvement and leadership for RFS members.
- B. Membership.** The Regions shall be delineated as below:
 1. Region 1: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.
 2. Region 2: Illinois, Iowa, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin.
 3. Region 3: Arkansas, Kansas, Louisiana, Mississippi, Oklahoma, Texas.
 4. Region 4: Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee.

5. Region 5: Indiana, Kentucky, Michigan, Ohio, West Virginia.
6. Region 6: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia.
7. Region 7: Connecticut, New York, Maine, New Hampshire, Massachusetts, New Jersey, Rhode Island, Vermont.
8. Region 8: National Specialty Societies, Military and Other Federal Agencies, all other societies not otherwise named herein.
9. Should any individual be a potential member of multiple regions due to educational, military, geographic and or specialty status, they must select their Regional affiliation at the time of the Business Meeting. No member shall be a voting member for more than one region nor shall they be allowed to change their regional affiliation during a Business Meeting.

C. Elections. Elections shall be performed in accordance with IOP section V.I.4.

D. Activities.

1. During the Business Meeting. Regions shall be encouraged to caucus on items of business being discussed by the Assembly, candidates for election and endorsement, and issues of importance to the Region.
2. Between Business Meetings. Regions shall be encouraged to interface with local leaders within their Region with a focus on membership, RFS events, partnerships, and leadership opportunities.

E. Regional Council.

1. Purpose and Function. The Regional Council is designed to foster and promote strategic relationships between the RFS Governing Council, Regions, leaders of state and specialty society resident sections, and local residency and fellowship programs.
2. Membership. The Regional Council is comprised of eight Regional chairs and the Member At-Large of the RFS Governing Council, who shall serve as chair of the Regional Council.

3. Meetings. The Regional Council shall meet at least quarterly either in-person or by teleconference in order to conduct the business of the Council.
4. Neutrality. During election of new Regional Council members, existing Regional Council members shall maintain the same neutrality standards expected of the Governing Council, as outlined in Section V.D.1.h.

XIII. Miscellaneous

- A. Parliamentary Authority.** The parliamentary authority of the AMA House of Delegates governs this Section in all parliamentary situations that are not provided for in the law or in the AMA Bylaws or adopted rules of the RFS.
- B. Amendments to the Internal Operating Procedures.**
 1. A proposal to modify these Internal Operating Procedures may be initiated through a resolution by any member of the Assembly, or by a report from the Governing Council or designated committee. Acceptance of these changes requires the approval of two-thirds of the members of the Assembly present and voting. Since changes to the RFS Internal Operating Procedures must be approved by the AMA Board of Trustees, the RFS Governing Council shall notify the Assembly of any changes made by the AMA Board of Trustees.
- C. Digest of Actions.** A Digest of Actions is the compendium of official proceedings from the RFS Business Meetings and shall include directives for action to the RFS Governing Council and directives for advocacy by the RFS Delegate within the HOD. An updated Digest shall be available following each RFS Business Meeting.
- D. Endorsement of Candidates Not Otherwise Described Above.** The Resident and Fellows Section does not endorse candidates for positions who are not currently members of the Resident and Fellow Section.
- E. RFS Caucus in the House of Delegates.**
 1. The RFS Delegate and Alternate Delegate shall be responsible for leading the caucus consisting of all duly-elected and appointed RFS Sectional Delegates and Alternate Delegates. The role of the caucus shall be to enact the will of the Assembly in the HOD.
 2. In cases where there is no existing position to guide action, the caucus may formally take a position with approval of a simple majority

when a quorum is present. A quorum, in this instance, shall be defined as 50% + 1 of the caucus.

3. Internal votes taken by the RFS delegation shall guide the actions of the delegation for the meeting in question.
4. The RFS Delegate and Alternate Delegate shall draft a report within 30 days of the conclusion of each business meeting detailing the actions of the caucus, and any internal votes taken.
5. Should a vacancy arise within the caucus during the course of a meeting, the RFS Delegate and Alternate Delegate may appoint a member to fill the vacancy for the duration of that meeting only.