

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.** As provided in Section VII.A.1, ~~T~~he 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.

IV. Governing Council

- A. **Composition.** The officers of the PPPS shall be the ~~seven~~ six elected, voting members of the Governing Council: Chair, Chair-elect, ~~Secretary~~, Delegate, Alternate Delegate, a Member at-Large from a practice of 1-~~10~~8 physicians, ~~and~~ a Member at-Large from a practice of ~~9-50~~ more than ten physicians, ~~and one non-voting Associate Representative~~. In addition, immediately upon completion of the term as Chair, the Immediate Past Chair shall serve, ex officio, as a voting member of the Governing Council.

ALTERNATE PROPOSAL FOR IV.A:

Composition. The officers of the PPPS shall be the ~~seven~~ fifteen elected, voting members of the Governing Council: Chair, ~~Chair-elect~~ two Vice Chairs, ~~Secretary~~, Delegate, Alternate Delegate, a nine Member at-Large representatives, including three owner-operators of a solo private practice, three from a practice of ~~1-8~~ 2-24 physicians, two from practices of 25-49 physicians, and ~~a Member at-Large one~~ one from a practice of ~~9-50~~ 50 or greater physicians. In addition, immediately upon completion of the term as Chair, the Immediate Past Chair shall serve, ex officio, as a voting member of the Governing Council

B. Eligibility.

1. Section members shall be eligible for election or appointment to the Governing Council ~~only after they have been members of the Section for at least one calendar year. Additionally, only Section members who have completed at least one term on the Governing Council shall be eligible for election or appointment to the positions of Chair-elect or Delegate. These requirements shall not apply to the inaugural Governing Council as described in IV.G.~~
2. The Chair shall be an owner-operator of a private practice who personally provides care of at least 5,000 wRVUs per year.
3. The Associate Representative shall be an AMA member who is not otherwise a member of the Section.
4. If a Governing Council member ceases to meet the eligibility requirements before the expiration of the term for which the member was elected or appointed, the term of such member shall terminate and the position shall be declared vacant.

- C. **Duties.** The Governing Council shall direct the programs and activities of the PPPS, subject to approval by the Board of Trustees or House of Delegates.

1. Chair. The Chair shall:
 - a. Preside at all meetings of the Section and Governing Council or designate another Governing Council member to preside at such meetings.
 - b. Represent the Section both within the AMA and in relationships with external stakeholder organizations or designate another Governing Council member to do so.

2. Chair-elect. The Chair-elect shall:
 - a. Assist the Chair and preside at meetings in the absence of the Chair or at the Chair's request.
 3. Delegate. The Delegate shall:
 - a. Have the exclusive right to represent the PPPS in all business matters of the HOD but may transfer PPPS credentials to the Alternate Delegate consistent with Bylaw 2.10.4. The Delegate also may assign the Alternate Delegate or another PPPS member to deliver testimony on behalf of the PPPS in HOD reference committees.
 - b. Educate and provide guidance to PPPS members about the role of the PPPS in shaping AMA policy, and update PPPS 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 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. Associate Representative. The Associate Representative shall:
 - a. Serve as an active liaison between the PPPS and _____
 - b. Complete special projects as assigned by the Chair or Governing Council.
 7. Immediate Past Chair. The Immediate Past Chair shall:
 - a. Provide continuity in the leadership of the Section.
- D. Terms.** Governing Council members shall serve terms of two years, beginning at the conclusion of the Annual Meeting of the House of Delegates immediately after the PPPS meeting at which they are elected and ending at the conclusion of the second Annual Meeting of the House of Delegates after they take office. This provision shall not be applicable to the Immediate Past Chair, whose term shall be one year, nor shall it be applicable to the inaugural Governing Council as described in IV.G.
- E. Tenure.** The following limitations shall be placed on Governing Council service:
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.

F. Vacancies.

1. Timing. Any vacancy occurring on the Governing Council between Business Meetings shall be filled by election at the next Annual Business Meeting. Any vacancy occurring on the Governing Council during a Business Meeting shall be filled by election at the following next Annual Business Meeting.
2. Notification. Upon learning of a vacancy, the Governing Council shall immediately notify all Section members of the vacancy and of the process that will be used to fill it.
3. Temporary Appointment. If a vacancy occurs on the Governing Council more than 90 days before the next Annual Business Meeting, the Governing Council may appoint a Section member to fill the vacancy until the next Annual Business Meeting, when an election shall be held.
4. Section IV.F. shall not be applicable to the initial appointment of Governing Council members during the transition from the Private Practice Physicians Congress to the Private Practice Physicians Section as set forth in IV.G. This provision shall expire upon conclusion of the 2022 Annual Meeting of the House of Delegates.

G. ~~Transition from Private Practice Physicians Congress to Private Practice Physicians Section. The elected officers of the Private Practice Physicians Congress at the time of approval of the Private Practice Physicians Section shall automatically assume the positions of Chair, Chair-elect, and Delegate for terms ending upon conclusion of the 2022 Annual Meeting of the House of Delegates. The Chair, Chair-elect, and Delegate shall appoint the remaining members of the Governing Council for terms ending upon conclusion of the 2022 Annual Meeting of the House of Delegates. The membership of this inaugural Governing Council shall be ratified by the credentialed members at the Business Meeting of the PPPS held in advance of the 2021 Annual Meeting of the House of Delegates. Elections for all Governing Council positions shall be held at the Business Meeting of the PPPS held in advance of the 2022 Annual Meeting of the House of Delegates. This provision shall expire upon conclusion of the 2022 Annual Meeting of the House of Delegates.~~

V. Elections.

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- 2 **A. Council Elections.** Except for elections to fill vacancies that may occur, elections shall
- 3 be conducted every two years at the PPPS Business Meeting convened prior to the
- 4 Annual Meetings of the House of Delegates.
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- 6 **B. Nominations.** Nominations will be accepted in advance of the PPPS Business Meeting,
- 7 and from the floor at the Business Meeting.
- 8
- 9 **C. Method of Election.**
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- 11 1. Uncontested Elections. If after the call for nominations there is only one nominee
- 12 for a position, the race shall be considered uncontested, and a majority vote without
- 13 ballot, held immediately after the call for nominations, shall elect.
- 14
- 15 2. Contested Elections. If after the call for nominations there is more than one
- 16 nominee for a position, that race shall be considered contested, and the following
- 17 method shall be used to elect:
- 18
- 19 a. Speeches. Each nominee shall be permitted to address the Assembly.
- 20
- 21 b. All positions shall be elected separately, with the nominees for each
- 22 position listed alphabetically on a ballot for that position. A majority of the
- 23 legal votes cast shall be necessary to elect. If no nominee receives a
- 24 majority of the legal votes cast, a run-off election shall be held between the
- 25 nominees receiving the first- and second-largest number of votes.
- 26
- 27 3. The Tellers Committee shall oversee the election process, assuring that credentials
- 28 are verified and ballots are appropriately distributed, collected, and tallied.
- 29

30 **VI. Business Meetings**

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- 32 **A.** A PPPS Business Meeting shall be held on a day prior to each Annual and Interim
- 33 Meeting of the House of Delegates. The gathering of Section members, other AMA
- 34 members, and guests in attendance shall be referred to as the “Assembly.”
- 35
- 36 **B.** As specified in AMA Bylaw 7.0.6.1, the purpose of Section Business Meetings is as
- 37 follows:
- 38
- 39 1. To hear such reports as may be appropriate.
- 40
- 41 2. To consider other business and vote upon such matters as may properly come
- 42 before the meeting.
- 43
- 44 3. To adopt resolutions for submission by the Section to the House of Delegates.
- 45
- 46 4. To hold elections.
- 47
- 48 **C. Participant Rights and Privileges.** AMA Bylaw 7.0.6.2 specifies the following rights
- 49 and privileges with respect to participation in the PPPS Business Meeting:
- 50

1. PPPS members, upon being properly credentialed, shall have the right to speak and debate, and have the right to introduce business, make motions, vote, and run for election to the PPPS Governing Council.
2. Other AMA members shall have the right to attend the meeting but may not speak or debate without the permission of the presiding officer.

D. Rules of Order.

1. In accordance with AMA Bylaw 11.1, Business Meetings shall be governed by the parliamentary rules and usages contained in the then current edition of The American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

E. Quorum. Fifty percent (50%) of the credentialed Section members at any Business Meeting shall constitute a quorum for the conduct of business at that meeting.

F. Resolutions.

1. Resolutions may be submitted only by Section members.
2. Deadlines. Resolutions must be submitted ~~no later than 40 days~~ before the commencement of the Business Policy Meeting to be considered as regular business.
 - a. On time resolutions. A resolution intended for submission to the House of Delegates at the current meeting shall be considered on time if it is received no later than XXXX days before the commencement of the Policy Meeting.
 - b. Future resolutions. A resolution intended for submission to the House of Delegates at a future meeting shall be considered on time if it is received no later than XXXX days before the commencement of the Business Meeting.
 - c. Late resolutions. A resolution received after the ~~40-day deadline~~ commencement of the Policy Meeting and intended for submission to the House of Delegates at the current meeting shall be considered late and shall be forwarded to the Late Resolution Committee for consideration.
 - d. Emergency resolutions. A resolution received after the commencement of the Late Resolution Committee hearing but before the conclusion of the Business Meeting and intended for submission to the House of Delegates at the current meeting shall be considered an emergency resolution. The Chair and Chair-elect shall review the ~~late~~ emergency resolution and make a ruling as to whether the matter involved is or is not of an urgent nature. If the Chair and Chair-elect rule that the matter is of an urgent nature, the ~~late~~ emergency resolution shall be presented to the Assembly and shall require a two-thirds vote of members present and voting to be accepted as business. If the Chair and Chair-elect rule that the matter is not of an urgent nature, the sponsor shall have the right to appeal the ruling, and a two-thirds vote of members present and voting shall be required to

1 overrule the Chair and Chair-elect and for the ~~late~~ emergency resolution to
2 be accepted as business.

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4 **G. Reference Committee Hearings and Reports**

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6 1. All items of business, with the exception of late resolutions and emergency
7 resolutions, shall be referred to the Reference Committee.
8
9 2. The Reference Committee shall conduct an open hearing on all items of business in
10 accordance with the general procedures set forth in the House of Delegates
11 Reference Manual.
12
13 3. Following the hearing, the Reference Committee shall produce a report with
14 recommendations as to the disposition of the items of business referred to it. This
15 report, which shall be created in accordance with the general procedures set forth in
16 the House of Delegates Reference Manual, shall become the basis for subsequent
17 debate and action on items of business during the Business Policy Meeting.
18

19 **VII. Committees**

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21 **A. Credentials Committee**

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23 1. The Credentials Committee shall be composed of at least three Section members,
24 selected by the Chair, who are not members of the Governing Council.
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26 2. The Credentials Committee shall review all applications for membership and
27 determine whether an applicant's practice meets the established criteria for
28 membership. The Credentials Committee shall also be responsible for all matters
29 related to credentialing of members at Business Meetings.
30

31 **B. Reference Committee**

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33 1. The Reference Committees shall be composed of five Section members selected by
34 the Governing Council, none of whom shall be members of the Governing
35 Council.
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37 2. The Reference Committee shall conduct an open hearing on all items of business in
38 accordance with the general procedures set forth in the House of Delegates
39 Reference Manual.
40
41 3. Based on testimony and its deliberations, the Reference Committee shall develop a
42 report and make recommendations on the disposition of all referred items of
43 business. This report shall be produced in accordance with the general procedures
44 set forth in the House of Delegates Reference Manual.
45

46 **C. Committee on Later Resolutions.**

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48 1. The Committee on Late Resolutions shall be composed of five representatives
49 selected by the Governing Council, one and only one of whom shall be a member
50 of the Governing Council.
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Alternate proposal for VII.C.1:

The Committee on Late Resolutions shall be composed of five representatives selected by the use of a random generator.

2. Members shall not serve on the Committee on Late Resolutions for more than two consecutive terms. Members who have not served a consecutive term on the committee may serve again.
3. The Committee on Late Resolutions shall hold a closed/open hearing, at which the sponsor of a late resolution is provided an opportunity to explain the reason for both the lateness and the urgency of the submission. The Committee shall then make a recommendation to the Assembly as to whether the late resolution should be accepted as an item of business.
4. The Committee on Late Resolutions also shall review any resolution that appears to reaffirm AMA policy, as determined by the Governing Council. If the Committee agrees that the resolution reaffirms AMA policy, the Committee shall make a recommendation to the Assembly that the resolution not be considered as business, citing the policy which the resolution reaffirms.
5. The Committee on Late Resolutions also shall review any deferred resolution and make a recommendation to the Assembly as to whether the resolution should be accepted as business. The committee shall be governed by the urgency and relevance of the resolution to the interest and needs of private practice physicians.

D. Tellers Committee.

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

E. Candidate Interview Committee

1. The Candidate Interview Committee shall be composed of two or more designated Section members selected by the Chair.
2. Members of the PPPS Candidate Interview Committee shall interview those candidates for the AMA Board of Trustees, including Speaker and Vice Speaker, and for AMA President-Elect who choose to participate in the interview process established by the Section, and subject to other AMA rules regarding interviews. No interviews will be conducted outside of this formal structure or for candidates for other offices.

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2 3. Although the Committee may share information with the Assembly about its
3 candidate interviews, the PPPS shall not officially endorse any candidate for any
4 office.

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6 4. The Governing Council may establish a mechanism of its choosing, such as posts
7 to an email list, for candidates for select AMA leadership positions to address
8 Section members. No candidate for any office shall be permitted to address the
9 PPPS Assembly during the business meeting or associated activities unless such
10 communication is part of the interview process established by the Section.

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12 **F. Other Committees.** The Governing Council shall convene other such committees as may
13 be necessary to accomplish the work of the Section.
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15 **VIII. Amendments**

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17 **A. PPPS Requirements.** These Internal Operating Procedures may be amended by the
18 approval of two-thirds of members present and voting.
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20 **B. Other Requirements.** Per AMA Bylaw 7.0.7, all rules, regulations, and procedures
21 adopted by the PPPS are subject to the approval of the Board of Trustees. Amendments to
22 the Internal Operating Procedures may also be contingent upon corresponding changes to
23 the AMA Bylaws, which require approval of two-thirds of the members of the AMA
24 House of Delegates.