

REPORT OF THE AMA YOUNG PHYSICIANS SECTION GOVERNING COUNCIL

YPS Report F-A-25

Subject: AMA-YPS Internal Operating Procedures

Presented by: Samuel E. Mathis, MD, MBA, Chair

Referred to: AMA-YPS Reference Committee

1 In accordance with Resolution 609 from the 2024 Annual Meeting, the Ad Hoc
2 Committee on Internal Operating Procedures (hereinafter referred to as "Ad Hoc Committee") was
3 convened in November 2024 to revise the YPS IOP and reflect the new endorsement process. The
4 Ad Hoc Committee completed a tremendous amount of work in reviewing and making suggested
5 changes to update and clarify our IOP.

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7 Report F, AMA-YPS Internal Operating Procedures, includes a brief report from the Ad Hoc
8 Committee explaining its work and rationale for proposed changes; a redlined version that shows
9 the recommended changes; and a copy of what the new IOP is with Board of Trustees approval.

10 11 RECOMMENDATION

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13 Your Governing Council recommends:

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15 1. That the changes put forth by the Ad Hoc Committee on Internal Operating Procedures in
16 Report F be adopted.

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18 Fiscal Note: Less than \$500 to implement.

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INTRODUCTION

As directed by 2024 Annual Meeting resolution 609, a new endorsement process was implemented for elections beginning with the 2026 Annual Meeting. To adhere to this new endorsement process, the YPS convened the Ad Hoc Committee on Internal Operating Procedures to work on IOP revision for the section. Sections IX, X, and XI have been revised, which now outlines the composition of the Endorsement Selection Committee and rules for YPS endorsement of candidates.

The Ad Hoc Internal Operating Procedures Committee prepared recommendations for updates and revisions to the YPS IOP. These recommendations were presented to the YPS Governing Council for consideration and sent to the AMA Council on Constitution and Bylaws for feedback. The Board of Trustees approved these changes in April 2025.

The purpose of this informational report is to provide the YPS Assembly with the new language of the YPS IOP.

AD HOC COMMITTEE MEMBERS AND REVIEW FOCUS

The members of the Ad Hoc Committee include: Alisha Reiss, MD, AMA-YPS Chair-Elect, serving as the Governing Council liaison; Alëna Balasanova, MD; Raymond Lorenzoni, MD; Sarah Marsicek, MD; Benjamin Meyer, MD; and Joshua Lesko, MD.

The Ad Hoc Committee met virtually and addressed the following areas during the review process:

- Endorsement Selection Committee
- Rules for YPS Endorsement of Candidates

The Ad Hoc Committee worked for months to address both of the aforementioned topics. The substantial changes are as follows:

- **Composition of the Endorsement Selection Committee for YPS Endorsements (Section IX)**

- **Composition (Subsection A)**

- As recommended in resolution from the 2024 YPS Interim Meeting, the YPS assembly was to appoint a 9-member nominating committee to endorse candidates running for a House elected position at Annual 2026. The new IOP language states that this committee must have one-third members be from the Governing Council and two-thirds of members must be elected by all YPS credentialed members at each YPS Interim Meeting.

- **Election of Members (Subsection B)**

Candidates for the committee must provide a written statement of interest, as well as any conflicts of interest as specified in this section.

- **Term Limit (Subsection C)**

Committee members serve a one-year term, with a term limit of three years.

- **Rules for YPS Endorsement of Candidates (Section X)**

- **Subsection A**

Endorsement of candidates for those specified positions will be given preference to a current and qualified young physician AMA member, however all AMA members will be considered by the Endorsement Selection Committee

- **Endorsement Applications (Subsection B)**

Specifies application material submissions for both elected and appointed positions.

- **Endorsement Determination (Subsection C)**

Specifies the process by which the Endorsement Selection Committee will use to make their endorsement selection

- **Endorsement Selection Committee Reporting (Subsection D)**

How the committee will inform the YPS Assembly of candidate endorsements

- **Sponsorship (Subsection E)**

Criteria for YPS Delegate and Alternate Delegate to get sponsored by the Section

- **Subsection F**

The Governing Council will provide an informational report if the process differs from the previous year

- **Subsection G**

Funds allocated to the AMA-YPS are not to be used for campaign activities by a YPS endorsed candidate

NEXT STEPS

The Per §XIV.A, the YPS IOP may be amended by language proposed by the YPS Governing Council with the approval of two-thirds of the members of the YPS Assembly present and voting.

Since revisions to the YPS IOP must be approved by the AMA Board of Trustees, the YPS Governing Council shall inform the YPS Assembly of any proposed changes that the AMA Board does not approve. Further, §XIV.C of the YPS IOP notes that amendments will be contingent upon corresponding changes to the AMA Bylaws. The YPS Governing Council will keep the Assembly apprised of such modifications.

CONCLUSION

The Ad Hoc Committee on Internal Operating Procedures submits this report with clean and redlined copies of the IOP in an effort to provide transparency and clarity from the process.

American Medical Association Young Physicians Section

Internal Operating Procedures

IX. Composition of the Endorsement Selection Committee for YPS Endorsements **Governing Council Rules for Sponsoring Candidates for Elected and Appointed** **Council Candidate Positions**

A. The Governing Council shall consider requests to sponsor YPS Candidates for elected or appointed positions in which a YPS member is eligible to be a candidate. The YPS shall consider only individuals who meet the AMA definition of a young physician, as defined in Bylaw 7.5.1, at the time a position commences. Candidates must submit a formal request for YPS support along with a copy of the completed application form, curriculum vitae, and any other documents requested by the Governing Council for decision. Candidates have the option to submit a photo.

B. The Governing Council shall consider sponsoring candidates only with the following experience:

- 1. Must be an AMA member and be a member of the YPS as specified in AMA Bylaw 7.5.1 at the time a position commences.**
- 2. Should be active in organized medicine or involved in community or national medical entities.**
- 3. Should have experience related to the position sought.**
- 4. Should demonstrate knowledge of issues pertinent to the YPS.**

C. All candidate applications for YPS support must be submitted by October 15 in the year prior to the election for which nomination is sought. Candidate applications may be reviewed by the Governing Council or by a committee appointed by the Governing Council. Materials provided by candidates will be made available to properly credentialed YPS representatives prior to the Interim meeting. Candidates shall be presented on the floor of the YPS Assembly at the Interim meeting and be given the opportunity for brief remarks ahead of an Assembly vote. For each council only one candidate can proceed to a vote for support of their nomination by attaining a majority vote. If no candidate achieves a majority vote, the two candidates with the highest number of votes will be listed on a second ballot. If there is a tie for the candidate spot with the second highest number of votes, then the additional candidates in the tie will be included. Voting will continue in this fashion until a candidate achieves a majority vote. The candidate that achieves a majority vote will then proceed to a vote for support of their nomination, which will require a 2/3 vote of the legal votes cast. The candidates receiving a 2/3 vote may subsequently include the YPS sponsorship in their campaign materials in accordance with the AMA policies G-610.020 and G-610.021.

D. A YPS sponsored candidate is automatically considered endorsed by the YPS.

E. Neither the AMA YPS nor its Governing Council shall provide any direct or indirect financial support to sponsored candidates at any point during the campaign or election process.

A. Endorsement Selection Committee

a. Composition

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i. The Endorsement Selection Committee for YPS Endorsements shall consider YPS endorsements for both elected and appointed positions. No greater than one-third of the members of the committee will be members of the YPS Governing Council. At least two-thirds of the committee members will be non-Governing Council members of the section who will be elected at each YPS Interim Meeting by the credentialed members of the YPS Assembly.

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b. Election of Members

i. The Governing Council members and overall size of the committee will be determined by the YPS Chair. Candidates for the Endorsement Selection Committee will provide a brief written statement, which will be made available to all registered members of the YPS Assembly prior to the opening of the YPS Interim Meeting. Candidates applying for the committee should disclose potential conflicts of interest, including participation in HOD election campaigns. For expediency, no formal committee candidate sessions will take place as part of the meeting, including campaign speeches or interviews.

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c. Term Limit

i. Members of the Endorsement Selection Committee will serve a one-year term from the end of the YPS Interim Meeting in which they are elected until the end of the following YPS Interim Meeting. Members of the Endorsement Selection Committee will be limited to serving a total of three terms. This term limit restriction will also apply to current or former Governing Council members unless there are not enough available members to serve on the Endorsement Selection Committee after members recuse themselves due to conflicts of interest.

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X. Rules for YPS Endorsement of Candidates Governing Council Rules for Endorsing Candidates for Elected Positions

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A. The Endorsement Selection Committee for YPS endorsements~~Governing Council shall consider endorsements of all~~ candidates for the AMA President-Elect, Board of Trustees, and ~~elected~~ Councils, as well as for external representative bodies for which a young physician member is permitted to apply (AMPAC, ACGME, etc) who have been sponsored by an organization represented in the AMA HOD. Preference for endorsement shall be given to current young physician AMA members qualified for the position; however, but all AMA members (including non-section members) who have demonstrated a clear history of service to the YPS may be considered at the Governing Council's discretion may be considered for YPS endorsement by the Endorsement Selection Committee.

~~B. To apply for a YPS endorsement, all application materials must be received by the Governing Council no later than seven days following the official announcement of candidates by the American Medical Association Board of Trustees. Applications may be reviewed by the Governing Council or a committee appointed by the Governing Council.~~

~~The Governing Council decisions will communicate endorsement decisions in a timely manner. Candidates must submit a formal request for YPS endorsement, along with their curriculum vitae, letter from their sponsoring organization, and questionnaire on current YPS issues. Candidates have the option to submit a photo. The questionnaire shall be composed and updated as needed by the Governing Council. The YPS shall decline to endorse any candidate for an elected council position where there is already a YPS nominee, unless multiple vacancies exist. Where multiple vacancies exist, the Governing Council may endorse as many additional candidates as there are additional vacancies. Candidates endorsed through this process may subsequently include the YPS endorsement on cards and other promotional materials. In cases where a YPS supported candidate exits a race prior to the election, the Governing Council may reconsider previous endorsement requests by candidates who had previously been not endorsed.~~

~~B. Endorsement Applications:~~

- ~~1. For elected positions within the AMA, all application materials for endorsement must be received by the YPS staff by the YPS elected position deadline listed within the AMA endorsement guidelines published annually.~~
- ~~2. For all appointed positions within the AMA, all application materials for endorsement must be received by the YPS staff by the YPS appointed position deadline. The deadline will be communicated to members of the Section, and time permitting will be posted on the AMA-YPS website. When the call for nominees and application deadline occurs with a meeting of the YPS Assembly between them, the Endorsement Selection Committee will submit a report with recommendations for Assembly approval prior to the opening of the YPS Assembly meeting. In instances where the call for nominees and deadline occurs between meetings of the YPS Assembly, the Endorsement Selection Committee will make decisions and report back to the Assembly at the next Assembly meeting with an informational report.~~
- ~~3. Candidates for appointed positions who are not appointed to that position within one year of YPS endorsement, but wish to maintain endorsement, must reapply annually.~~

~~C. The Governing Council shall consider all qualified candidates formally requesting an endorsement from the YPS but shall endorse no more than the available number of positions on the Council or Board. Should an endorsed candidate withdraw from a race, or an additional seat becomes available, the Governing Council reserves the right to make additional endorsements after the defined deadline outlined in the IOP. The Governing Council shall consider only candidates with the following qualifications:-~~

- ~~1. Must be an AMA member at the time the endorsement is requested.~~
- ~~2. Should be active in organized medicine or involved in community or national medical entities.~~
- ~~3. Should have experience related to the office sought.~~
- ~~4. Should demonstrate knowledge of and commitment to issues pertinent to the YPS.~~

~~C. Endorsement Determination:~~

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1. The Endorsement Selection Committee shall consider all qualified candidates who formally request a YPS endorsement but are not required to provide endorsement for any given position
2. For the Young Physician Trustee, the Endorsement Selection Committee shall recommend an unlimited number of endorsements
3. For all Council and other Board of Trustees positions, the Endorsement Selection Committee shall recommend endorsements for no more than the number of open positions plus one (N+1)
4. For the President-Elect, Speaker, and Vice Speaker, the Endorsement Selection Committee shall recommend no more than one endorsement per position
5. The Endorsement Selection Committee shall consider only candidates with the following minimum qualifications:
 - a. Active AMA membership at the time the endorsement is requested.
 - b. Active in organized medicine or in regional or national medical entities.
 - c. Demonstrates knowledge of and commitment to the issues pertinent to the YPS.

D. The YPS Governing Council shall submit an informational report on its plan to comply with all AMA election rules at each Interim meeting. The YPS Governing Council shall submit an informational report on any endorsements to the Assembly at the YPS meeting just prior to the HOD elections.

D. Endorsement Selection Committee Reporting:

1. The Endorsement Selection Committee shall submit a formal report with all proposed YPS endorsements for elected positions to the YPS Online Reference Committee (ORC) for consideration by the YPS Assembly. During the YPS Assembly meeting, credentialed members of the YPS Assembly will vote to approve the proposed endorsements as part of the consent calendar. Each endorsement category (Council, Board, President-Elect, Speaker, Vice Speaker) may be extracted from the consent calendar for debate only as to whether or not any YPS endorsement should be made for that category (not for a vote on individual candidates). Procedural rules for extraction shall be at the discretion of the Speaker.
2. The Endorsement Selection Committee shall submit an informational report listing all YPS endorsements for appointed positions to-date to the YPS Online Reference Committee (ORC). This informational report will not be extractable for debate.
3. The reports of the Endorsement Selection Committee will include a copy of the blank application sent to all candidates.

E. Sponsorship: If the YPS Delegate or Alternate Delegate wish to seek election or appointment and require YPS sponsorship as defined in Policy G-610.090, they must first pursue a YPS endorsement through the Endorsement Selection Committee as outlined above. If either the Delegate or Alternate Delegate is

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selected for a YPS endorsement, they automatically receive YPS sponsorship. If the Delegate and Alternate Delegate are selected for a YPS endorsement, they both receive YPS sponsorship.

F. Should the AMA election and endorsement process differ from the previous year, the Governing Council shall submit an informational report annually on its plan to comply with all AMA election and endorsement rules by the deadline outlined by the Speakers.

G. Funds allocated to the AMA-YPS shall not be used for campaign activities of a YPS endorsed candidate at any point during their campaign or election process.

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~~XI. Governing Council Rules for Endorsements of Appointed AMA Councils/Committees/ACGME Review Committees/American Medical Political Action Committee (AMPAC) Board Candidates—~~

~~A. The Governing Council may endorse an unlimited number of candidates for any of the appointed AMA Councils/Committees/ACGME Review Committees and the AMPAC Board. The Governing Council shall consider only endorsements of candidates who have been sponsored by an organization represented in the AMA HOD. Preference shall be given to members of the YPS as specified in AMA Bylaw 7.5.1, however, any candidate who has demonstrated a clear history of service to the YPS may be considered at the Governing Council's discretion.—~~

~~B. If requests for sponsorships for a position have been received, the decision for endorsements for that position will be made after the Governing Council's decision regarding sponsorships.—~~

~~C. Only those candidates who complete a YPS endorsement application shall be considered. Endorsement requests must be received six weeks prior to the established deadline for AMA appointed councils, ACGME Review Committees or other AMA Committees. Candidates must submit a formal request for endorsement, along with their curriculum vitae, and a copy of the application materials submitted by an organization represented in the AMA HOD to the Governing Council for decision. Candidates have the option to submit a photo.—~~

~~D. The Governing Council shall consider only candidates with the following qualifications:—~~

- ~~1. Must be an AMA member at the time the endorsement is requested.—~~
- ~~2. Should be active in organized medicine or involved in community or national medical entities.—~~
- ~~3. Should have experience related to the position sought.—~~
- ~~4. Should demonstrate knowledge of and commitment to issues pertinent to the YPS.—~~

~~E. Decisions will be made after the endorsement request deadline, and candidates shall be notified of the YPS Governing Council's decision to endorse or not to endorse in a timely manner.—~~

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~~F. At the discretion of the YPS Governing Council, the YPS reserves the ability to put forward candidates for off-cycle appointed positions.~~

XI Amendments

A. These Internal Operating Procedures may be amended by language proposed by the YPS Governing Council and/or an Ad Hoc Committee on Internal Operating Procedures with the approval of two-thirds of the members of the YPS Assembly present and voting. Since changes to the YPS Internal Operating Procedures must be approved by the AMA Board of Trustees, the YPS Governing Council shall notify the YPS Assembly of any proposed changes that the AMA Board does not approve.

B. Where the YPS Assembly instructs the Governing Council to recommend changes to the AMA Bylaws, the language shall be submitted at the following HOD meeting, unless otherwise specified. The Governing Council shall notify the YPS Assembly of the outcome of the HOD deliberations.

C. Amendments to the YPS Internal Operating Procedures will be contingent upon corresponding changes to the AMA Bylaws. The YPS Governing Council shall notify the Assembly of such changes.

American Medical Association Young Physicians Section

Internal Operating Procedures

IX. Composition of the Endorsement Selection Committee for YPS Endorsements

A. Endorsement Selection Committee.

1. Composition.

The Endorsement Selection Committee for YPS Endorsements shall consider YPS endorsements for both elected and appointed positions. No greater than one-third of the members of the committee will be members of the YPS Governing Council. At least two-thirds of the committee members will be non-Governing Council members of the section who will be elected at each YPS Interim Meeting by the credentialed members of the YPS Assembly.

II. Election of Members.

The Governing Council members and overall size of the committee will be determined by the YPS Chair. Candidates for the Endorsement Selection Committee will provide a brief written statement, which will be made available to all registered members of the YPS Assembly prior to the opening of the YPS Interim Meeting. Candidates applying for the committee should disclose potential conflicts of interest, including participation in HOD election campaigns. For expediency, no formal committee candidate sessions will take place as part of the meeting, including campaign speeches or interviews.

III. Term Limit.

- a. Members of the Endorsement Selection Committee will serve a one-year term from the end of the YPS Interim Meeting in which they are elected until the end of the following YPS Interim Meeting. Members of the Endorsement Selection Committee will be limited to serving a total of three terms. This term limit restriction will also apply to current or former Governing Council members unless there are not enough available members to serve on the Endorsement Selection Committee after members recuse themselves due to conflicts of interest.

X. Rules for YPS Endorsement of Candidates

- A. The Endorsement Selection Committee for YPS endorsements shall consider all candidates for the AMA President-Elect, Board of Trustees, and Councils, as well as for external representative bodies for which a young physician member is permitted to apply (AMPAC, ACGME, etc.). Preference for endorsement shall be given to current young physician AMA members qualified for the position, but all

AMA members may be considered for YPS endorsement by the Endorsement Selection Committee.

B. Endorsement Applications.

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3. Candidates for appointed positions who are not appointed to that position within one year of YPS endorsement, but wish to maintain endorsement, must reapply annually.

1 **C. Endorsement Determination.**
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- 3 1. The Endorsement Selection Committee shall consider all qualified
4 candidates who formally request a YPS endorsement but are not required
5 to provide endorsement for any given position.
- 6 2. For the Young Physician Trustee, the Endorsement Selection Committee
7 shall recommend an unlimited number of endorsements.
- 8 3. For all Council and other Board of Trustees positions, the Endorsement
9 Selection Committee shall recommend endorsements for no more than the
10 number of open positions plus one (N+1).
- 11 4. For the President-Elect, Speaker, and Vice Speaker, the Endorsement
12 Selection Committee shall recommend no more than one endorsement per
13 position.
- 14 5. The Endorsement Selection Committee shall consider only candidates with
15 the following minimum qualifications:
- 16 a. Active AMA membership at the time the endorsement is requested.
- 17 b. Active in organized medicine or in regional or national medical
18 entities.
- 19 c. Demonstrates knowledge of and commitment to the issues
20 pertinent to the YPS.
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28 **D. Endorsement Selection Committee Reporting.**
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- 30 1. The Endorsement Selection Committee shall submit a formal report with
31 all proposed YPS endorsements for elected positions to the YPS Online
32 Reference Committee (ORC) for consideration by the YPS Assembly.
33 During the YPS Assembly meeting, credentialed members of the YPS
34 Assembly will vote to approve the proposed endorsements as part of the
35 consent calendar. Each endorsement category (Council, Board, President-
36 Elect, Speaker, Vice Speaker) may be extracted from the consent calendar
37 for debate only as to whether or not any YPS endorsement should be made
38 for that category (not for a vote on individual candidates). Procedural rules
39 for extraction shall be at the discretion of the Speaker.
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- 41 2. The Endorsement Selection Committee shall submit an informational
42 report listing all YPS endorsements for appointed positions to-date to the
43 YPS Online Reference Committee (ORC). This informational report will
44 not be extractable for debate.
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- 46 3. The reports of the Endorsement Selection Committee will include a copy
47 of the blank application sent to all candidates.

E. Sponsorship.

If the YPS Delegate or Alternate Delegate wish to seek election or appointment and require YPS sponsorship as defined in Policy G-610.090, they must first pursue a YPS endorsement through the Endorsement Selection Committee as outlined above. If either the Delegate or Alternate Delegate is selected for a YPS endorsement, they automatically receive YPS sponsorship. If the Delegate and Alternate Delegate are selected for a YPS endorsement, they both receive YPS sponsorship.

F. Should the AMA election and endorsement process differ from the previous year, the Governing Council shall submit an informational report annually on its plan to comply with all AMA election and endorsement rules by the deadline outlined by the Speakers.

G. Funds allocated to the AMA-YPS shall not be used for campaign activities of a YPS endorsed candidate at any point during their campaign or election process.