

# American Medical Association Academic Physicians Section

## Internal Operating Procedures

### I. Name

The name of this organization shall be the Academic Physicians Section (APS) of the American Medical Association (AMA). This is a special section for academic physician members of the AMA as set forth in AMA Bylaw 7.2.

### II. Purpose and Principles

The Mission of the Sections as outlined in AMA Bylaw 7.0.1 shall guide the APS. The purpose of the APS shall be to provide for academic physician participation in the activities of the AMA. The APS partners with other AMA Sections, Councils, and Special Groups to provide a unified voice representing medical education and academic medicine within the AMA.

### III. Membership

Membership in the Section is defined in AMA Bylaw 7.2.1.

### IV. Governing Council and Officers

**A. Designations.** The officers of the APS shall be the nine Governing Council members: Chair, Chair-elect, Immediate Past Chair, Delegate, Alternate Delegate, three Members-At-Large, and the APS Liaison to the AMA Council on Medical Education.

**B. Authority.** The Governing Council shall direct the programs and activities of the APS, subject to the approval of the AMA Board of Trustees. During the interval between meetings of the AMA House of Delegates and between business meetings of the APS, the Governing Council shall act on behalf of the APS in formulating decisions related to the development, administration, and implementation of activities, programs, goals, and objectives. The APS shall be notified of actions taken by the Governing Council on its behalf.

**C. Qualifications.** All members of the Governing Council must be members of the AMA and the APS.

**D. Duties and Privileges.**

1. Chair. The Chair shall preside at all meetings/conference calls of the Governing Council and Business Meetings of the Section, and otherwise represent the APS when appropriate.
2. Chair-elect. The Chair-elect shall:
  - a. Preside at meetings/conference calls of the Governing Council and Business Meetings of the Section in the absence of the Chair or at the request of the Chair.
  - b. Assist the Chair in the performance of his or her duties.
3. Immediate Past Chair. The Immediate Past Chair shall:
  - a. Preside at meetings/conference calls of the Governing Council and Business Meetings of the Section in the absence of the Chair and Chair-elect.
  - b. Preside at meetings/conference calls of the APS Nominations Committee.
4. Delegate and Alternate Delegate. The Delegate and Alternate Delegate shall represent the APS in the AMA House of Delegates.
5. Members-At-Large. The Members-At-Large shall perform such functions as determined by the Governing Council, and assist the other officers in the performance of their duties.
6. APS Liaison to the AMA Council on Medical Education. The Liaison shall represent the APS at Council on Medical Education meetings.

**E. Terms and Tenure.**

1. Chair-elect, Chair and Immediate Past Chair. The Chair-elect shall be elected annually at the Business Meeting of the Section held immediately prior to the Annual Meeting of the AMA. The member elected shall assume office at the conclusion of the Annual Meeting at which the election was held and shall serve until the conclusion of the next Annual Meeting; whereupon the Chair-elect shall succeed to the office of Chair and shall serve in that office for one year until the conclusion of the next Annual Meeting of the AMA; whereupon the Chair shall become Immediate Past Chair and shall serve in that office for one year until the conclusion of the next Annual Meeting.

No member shall serve more than one cycle as Chair-elect, Chair, or Immediate Past Chair.

2. Delegate and Alternate Delegate. The Delegate and Alternate Delegate shall be elected in even numbered years at the Business Meeting of the Section held immediately prior to the Annual Meeting of the AMA. Those elected shall assume office at the conclusion of the Annual Meeting at which the election was held and shall serve until the conclusion of the second Annual Meeting after they assume office. No member shall serve more than three two-year terms as either Delegate or Alternate Delegate (or 12 years total—six as Delegate and six as Alternate Delegate).
3. Members-At-Large. The Members-At-Large shall be elected annually at the Business Meeting of the Section held immediately prior to the Annual Meeting of the AMA. Those elected shall take office at the conclusion of the Annual Meeting at which they are elected and shall serve until the conclusion of the next Annual Meeting. No member shall serve for more than three one-year terms as Member-At-Large.
4. APS Liaison to the Council on Medical Education. The Liaison shall be elected every three years at the Business Meeting of the Section held immediately prior to the Annual Meeting of the AMA. The member elected shall assume office at the conclusion of the Annual Meeting at which the election was held and shall serve until the conclusion of the third Annual Meeting after he/she assumes office. No Liaison shall serve more than one three-year term.
5. Term Limits:
  - a. Chair-elect, Chair, and Immediate Past Chair (three years total);
  - b. Delegate and Alternate Delegate (12 years total);
  - c. Member-At-Large (three years total);
  - d. APS Liaison to the Council on Medical Education (three years total).

**F. Vacancies.**

1. Chair and Chair-elect.
  - a. In the event the office of Chair shall become vacant for any reason, the office shall remain vacant until the conclusion of the next Annual Meeting of the AMA, at which time the

1 Chair-elect shall succeed to the office of chair. During any  
2 vacancy in the office of Chair, the duties and responsibilities  
3 of the office shall be assumed by the Chair-elect.  
4

5 b. In the event the offices of both the Chair and Chair-elect  
6 shall become vacant for any reason, both offices shall be  
7 filled by election at the next Business Meeting of the  
8 Section. During any vacancies in the offices of both the  
9 Chair and Chair-elect, the duties and responsibilities of the  
10 Chair shall be assumed by the Immediate Past Chair.  
11

12 c. The office of Chair shall be filled before an election is held  
13 to fill the office of Chair-elect. Those elected shall serve the  
14 unexpired term remaining for each office.  
15

16 2. Delegate and Alternate Delegate. If the office of Delegate becomes  
17 vacant for any reason, the Alternate Delegate shall assume the office  
18 of Delegate and serve for the remainder of the unexpired term. If  
19 the office of Alternate Delegate becomes vacant for any reason, at  
20 the next Business Meeting of the Section, a successor shall be  
21 elected to serve the remainder of the unexpired term.  
22

23 3. Members-At-Large. In the event of a vacancy, at the next Business  
24 Meeting of the Section, a successor shall be elected to serve the  
25 remainder of the unexpired term.  
26

27 4. APS Liaison to the Council on Medical Education. In the event of a  
28 vacancy, a successor shall be elected at the next Business Meeting  
29 of the Section to serve the remainder of the unexpired term.  
30

31 **G. Tenure.** A Governing Council member elected to serve an unexpired term  
32 shall not be regarded as having served a term.  
33

34 **H. Quorum.** Five members of the Governing Council shall constitute a  
35 quorum.  
36

## 37 **V. Nominations**

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39 All candidates who wish to run for the Governing Council shall complete an  
40 application and the AMA conflict of interest disclosure form and submit the forms  
41 to the APS Nominations Committee (APS Chair, Chair-elect, and Immediate Past  
42 Chair) 90 days prior to the start of the APS Business Meeting at which the election  
43 is to take place. The Nominations Committee, chaired by the APS Immediate Past  
44 Chair, will review the applications and develop a proposed slate of candidates.

1 Previous involvement in the Section—for example, attendance at APS meetings—  
2 will be one factor for consideration of applicants by the Nominations Committee.  
3

4 The proposed slate, if approved by the Governing Council, will then be included in  
5 the agenda book for the upcoming APS Business Meeting and brought before the  
6 Business Meeting of the Section for a vote. Further nominations may be made  
7 from the floor prior to the election and must be accompanied by a completed  
8 application form and the AMA conflict of interest disclosure form.  
9

## 10 VI. Elections

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- 12 **A. Time of Election.** The election of officers shall be held at the APS  
13 Business Meeting prior to the Annual Meeting of the AMA (except for  
14 elections to fill a vacancy, as described in IV.F). Each APS member  
15 attending the Business Meeting is eligible to vote.  
16
- 17 **B. Eligibility.** Any AMA member of the APS may run for a position on the  
18 Governing Council.  
19
- 20 **C. Procedure: Uncontested Election.** The Chair of the Nominations  
21 Committee shall present the slate of nominees and call for nominations  
22 from the floor for any open positions. If after the call for nominations there  
23 are no additional nominees from the floor for a specific position, that  
24 election shall be considered uncontested, and the nominee shall be elected  
25 by acclamation.  
26
- 27 **D. Contested Election.** If a nomination is made from the floor, the election  
28 for that position shall be considered contested, and the following methods  
29 shall be used to elect. A majority vote of the APS members present and  
30 voting shall be required to elect.  
31
- 32 All nominees for an open or vacant Governing Council position shall be  
33 listed alphabetically on a single ballot. Each APS member shall have as  
34 many votes as the number of nominees to be elected to each position, and  
35 each vote must be cast for a different nominee. No ballot shall be counted  
36 if it contains fewer or more votes than the number of positions to be elected,  
37 or if the ballot contains more than one vote for any nominee. A nominee  
38 shall be elected if he or she has received a vote on a majority of the legal  
39 ballots cast and is one of the nominees receiving the largest number of votes  
40 within the number of positions to be elected. (If no nominee receives a  
41 majority of the legal ballots cast, there shall be a subsequent ballot.)  
42
- 43 **E. Subsequent Ballots.** If no nominee receives a majority of the legal ballots  
44 cast, the nominee who receives the fewest votes shall be removed from the  
45 subsequent ballot, and voting shall recommence. The members shall cast as

1 many votes as there are positions yet to be elected, and must cast each vote  
2 for different nominees. This procedure shall be repeated until all vacancies  
3 have been filled.

- 4  
5 **F. Runoff Ballot.** A runoff election shall be held to fill any vacancy not filled  
6 because of a tie vote.

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8 **VII. APS Business Meeting**

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10 **A.** The APS Business Meeting will be held as specified in AMA Bylaw 7.0.6.

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12 **B.** The purposes of the meeting shall be as outlined in AMA Bylaw 7.0.6.1.

- 13  
14 **C.** Any member of the APS may participate in the Business Meeting and shall  
15 have the right to vote, make motions, and make amendments if they are in  
16 order. Any member of the AMA is welcome to attend the Business  
17 Meeting. For the purpose of conducting the business of the meeting, a  
18 Quorum shall be defined as those APS members who are attending that  
19 Business Meeting of the APS.

20  
21 **D. Resolutions.**

- 22  
23 1. Any member of the APS may submit resolutions to the APS 60 days  
24 prior to the start of each Annual and Interim Meeting of the AMA  
25 House of Delegates. Resolution authors and all interested members  
26 of the APS will be invited to an open session of the APS prior to or  
27 at the APS meeting, chaired by the Delegate and Alternate Delegate,  
28 to discuss the pending resolutions.
- 29  
30 2. Following this review, the Delegate and/or Alternate Delegate will  
31 make recommendations to the APS Governing Council on whether  
32 to consider the approved resolutions as business at the upcoming  
33 APS Business Meeting. If the Governing Council recommends that  
34 a resolution not be considered, that item will not be considered by  
35 the APS at its meeting unless the sponsors resubmit the resolution  
36 for consideration at the Business Meeting.
- 37  
38 3. Late resolutions may be brought forth from the floor of the Business  
39 Meeting at a time determined by the Governing Council.
- 40  
41 4. All resolutions approved for consideration as business shall require a  
42 simple majority vote of APS members present to be submitted by  
43 the APS for consideration by the HOD.

1                   5.       The submission and defense of approved resolutions will be  
2                               conducted by the APS Delegate and Alternate Delegate, in concert  
3                               with the Governing Council, according to rules governing the HOD.  
4                               Testimony by authors of a resolution and all interested APS  
5                               members before the Reference Committees of the HOD is welcome  
6                               and encouraged.

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8       **E.     Virtual Meeting.** To develop consensus opinions on APS resolutions and  
9                               other AMA resolutions and reports, including those submitted by the APS,  
10                              Section members may meet electronically and/or via teleconference prior to  
11                              the HOD.

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13       **F.     Meeting registration materials are sent to all APS members at least 60 days**  
14                              **prior to the start of each meeting.**

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16       **G.     Non-AMA member guests may attend the Business Meeting at the**  
17                              **discretion of the APS Governing Council.**

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19   **VIII.   Miscellaneous**

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21       **A.     Parliamentary Authority.** The parliamentary authority of the AMA  
22                              House of Delegates governs this organization in all parliamentary situations  
23                              that are not provided for in the AMA Bylaws.

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25       **B.     Financial Responsibility.** The funding of the APS Governing Council is  
26                              appropriated by the AMA. All necessary expenses related to Governing  
27                              Council activities will be reimbursed in compliance with AMA Expense  
28                              and Travel Guidelines.

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30       **C.     Candidate Endorsement.** The APS Governing Council may, on majority  
31                              vote, endorse candidates for AMA Councils as well as the AMA Board of  
32                              Trustees.

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34   **IX.     Amendments**

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36       **A.     APS Requirements.** These Internal Operating Procedures may be  
37                              amended by a quorum of the members of the APS Governing Council.

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39       **B.     Other Requirements.** Per AMA Bylaw 7.0.7, all rules, regulations, and  
40                              procedures adopted by the APS are subject to the approval of the Board of  
41                              Trustees. Amendments to the Internal Operating Procedures may also be  
42                              contingent upon corresponding changes to the AMA Bylaws, which require  
43                              approval of two-thirds of the members of the AMA House of Delegates.