

American Medical Association Academic Physicians Section

Internal Operating Procedures

1 I. Name

2
3 The name of this organization shall be the Academic Physicians Section (APS) of
4 the American Medical Association (AMA). This is a special section for academic
5 physician members of the AMA as set forth in AMA Bylaw 7.2.

7 II. Purpose and Principles

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

15 III. Membership

17 Membership in the Section is defined in AMA Bylaw 7.2.1.

19 IV. Governing Council and Officers

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

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

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

38 D. **Duties and Privileges.**

1 1. Chair. The Chair shall preside at all meetings/conference calls of
2 the Governing Council and Business Meetings of the Section, and
3 otherwise represent the APS when appropriate.
4

5 2. Chair-elect. The Chair-elect shall:
6

7 a. Preside at meetings/conference calls of the Governing
8 Council and Business Meetings of the Section in the absence
9 of the Chair or at the request of the Chair.
10

11 b. Assist the Chair in the performance of his or her duties.
12

13 3. Immediate Past Chair. The Immediate Past Chair shall:
14

15 a. Preside at meetings/conference calls of the Governing
16 Council and Business Meetings of the Section in the absence
17 of the Chair and Chair-elect.
18

19 b. Preside at meetings/conference calls of the APS Nominations
20 Committee.
21

22 4. Delegate and Alternate Delegate. The Delegate and Alternate
23 Delegate shall represent the APS in the AMA House of Delegates.
24

25 5. Members-At-Large. The Members-At-Large shall perform such
26 functions as determined by the Governing Council, and assist the
27 other officers in the performance of their duties.
28

29 6. APS Liaison to the AMA Council on Medical Education. The
30 Liaison shall represent the APS at Council on Medical Education
31 meetings.
32

33 **E. Terms and Tenure.**

34

35 1. Chair-elect, Chair and Immediate Past Chair. The Chair-elect shall
36 be elected annually at the Business Meeting of the Section held
37 immediately prior to the Annual Meeting of the AMA. The member
38 elected shall assume office at the conclusion of the Annual Meeting
39 at which the election was held and shall serve until the conclusion of
40 the next Annual Meeting; whereupon the Chair-elect shall succeed
41 to the office of Chair and shall serve in that office for one year until
42 the conclusion of the next Annual Meeting of the AMA; whereupon
43 the Chair shall become Immediate Past Chair and shall serve in that
44 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**

11 **A. Time of Election.** The election of officers shall be held at the APS
12 Business Meeting prior to the Annual Meeting of the AMA (except for
13 elections to fill a vacancy, as described in IV.F). Each APS member
14 attending the Business Meeting is eligible to vote.
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16 **B. Eligibility.** Any AMA member of the APS may run for a position on the
17 Governing Council.
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19 **C. Procedure: Uncontested Election.** The Chair of the Nominations
20 Committee shall present the slate of nominees and call for nominations
21 from the floor for any open positions. If after the call for nominations there
22 are no additional nominees from the floor for a specific position, that
23 election shall be considered uncontested, and the nominee shall be elected
24 by acclamation.
25

26 **D. Contested Election.** If a nomination is made from the floor, the election
27 for that position shall be considered contested, and the following methods
28 shall be used to elect. A majority vote of the APS members present and
29 voting shall be required to elect.
30

31 All nominees for an open or vacant Governing Council position shall be
32 listed alphabetically on a single ballot. Each APS member shall have as
33 many votes as the number of nominees to be elected to each position, and
34 each vote must be cast for a different nominee. No ballot shall be counted
35 if it contains fewer or more votes than the number of positions to be elected,
36 or if the ballot contains more than one vote for any nominee. A nominee
37 shall be elected if he or she has received a vote on a majority of the legal
38 ballots cast and is one of the nominees receiving the largest number of votes
39 within the number of positions to be elected. (If no nominee receives a
40 majority of the legal ballots cast, there shall be a subsequent ballot.)
41

42 **E. Subsequent Ballots.** If no nominee receives a majority of the legal ballots
43 cast, the nominee who receives the fewest votes shall be removed from the
44 subsequent ballot, and voting shall recommence. The members shall cast as
45

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.

11

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.**

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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.

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

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

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

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

VIII. Miscellaneous

- A. **Parliamentary Authority.** The parliamentary authority of the AMA House of Delegates governs this organization in all parliamentary situations that are not provided for in the AMA Bylaws.
- B. **Financial Responsibility.** The funding of the APS Governing Council is appropriated by the AMA. All necessary expenses related to Governing Council activities will be reimbursed in compliance with AMA Expense and Travel Guidelines.
- C. **Candidate Endorsement.** The APS Governing Council may, on majority vote, endorse candidates for AMA Councils as well as the AMA Board of Trustees.

IX. Amendments

- A. **APS Requirements.** These Internal Operating Procedures may be amended by a quorum of the members of the APS Governing Council.
- B. **Other Requirements.** Per AMA Bylaw 7.0.7, all rules, regulations, and procedures adopted by the APS are subject to the approval of the Board of Trustees. Amendments to the Internal Operating Procedures may also be contingent upon corresponding changes to the AMA Bylaws, which require approval of two-thirds of the members of the AMA House of Delegates.