

REPORT OF THE AMA YOUNG PHYSICIANS SECTION GOVERNING COUNCIL

AMA-YPS Report B
(November 2022)

Subject: AMA-YPS Internal Operating Procedures: Update on the 2022 Review Cycle
Presented by: Matthew Lecuyer, MD, MPH, Chair
Referred to: AMA-YPS Reference Committee

INTRODUCTION

In accordance with §VII.B.4 of the YPS Internal Operating Procedures (IOP), the Ad Hoc Committee on Internal Operating Procedures (hereinafter referred to as “Ad Hoc Committee”) was convened in 2022 to review the YPS IOP. The purpose of this informational report is to provide a status update on the activities of the Ad Hoc Committee.

AD HOC COMMITTEE MEMBERS AND REVIEW FOCUS

The current members of the YPS IOP Ad Hoc Committee include: Samuel Mathis, MD (Chair); Alëna Balasanova, MD; Luke Barre, MD; Stephanie Guarino, MD; Tracey Henry, MD, MPH, MS; Po-Yin Samuel Huang, MD; Scott Pasichow, MD; Brandi Ring, MD; and Luke Selby, MD. L. Carlos Zapata, MD, AMA-YPS Speaker, and Marc Mendelsohn, MD, MPH, AMA-YPS Member at-large, serve as the Governing Council liaisons.

The YPS IOP Ad Hoc Committee met twice by conference call and confirmed that the following areas will be addressed during the review process:

- Elections, Nominations, Endorsements and Appointments
- Governing Council
- Standard Process for Ongoing Appointments
- Convention Committees
- Diversity, Equity and Inclusion

The Ad Hoc Committee was divided into five subcommittees to address each of the aforementioned topics. As a result of these efforts, prepared amended language was presented to the YPS Assembly for consideration during the YPS online forum (May 2022) and YPS Assembly Town Hall (June 2022).

OVERVIEW OF PRELIMINARY IOP UPDATES

The YPS Governing Council and the Ad Hoc Committee have integrated feedback from the online forum and YPS Assembly Town Hall into preliminary YPS IOP revisions. Accordingly, the following updates are under consideration for the next iteration of the YPS IOP:

Elections, Nominations, Endorsements and Appointments

An ongoing review is being conducted to ensure that the YPS procedures for the following sections comply with [Rules for AMA Elections G-610.020](#):

- Section IX. Governing Council Rules for Nomination of Elected Council Candidates

- Section X. Governing Council Rules for Endorsing AMA Board of Trustees and Elected Councils Candidates
- Section XI. Governing Council Rules for Endorsing AMA President-Elect Candidates
- Section XII. Governing Council Rules for Nominations for Appointed AMA Councils/Committees/ACGME Review Committees/AMPAC Board Candidates
- Section XIII. Governing Council Rules for Endorsements of Appointed AMA Councils/Committees/ACGME Review Committees/American Medical Political Action Committee (AMPAC) Board Candidates

Governing Council

- To avoid any potential conflict of interest, the Chair will be responsible for election oversight in lieu of the Speaker.
- The description for the Member At-Large was revised to include the following language: “promote and support equitable and inclusive recruitment processes and ensure leadership accountability in upholding the AMA-YPS DEI initiatives for engaging and involving all underrepresented groups within the AMA.”
- To minimize potential vacancies in the Governing Council, the timing for elections was modified. Accordingly, the Delegate and Alternate Delegate will now be elected in even numbered years and the Speaker and Member At-Large will be elected in odd number years.

Standard Process for Ongoing Appointments

The process for appointing liaisons to other AMA groups has been outlined in the following manner:

- The YPS Governing Council will issue a call for nominations through various AMA communication channels.
- The call for nominations will include a description of the position, responsibilities, and duration of the position.
- A standardized nomination form will be utilized for all liaison nominations.
- Unless otherwise specified, the YPS Governing Council will solicit nominations and then may select a representative from among the nominations received.
- In the event of a significant time constraint that does not allow the procedure to be utilized, the GC may nominate a liaison without soliciting nominations. The nominee should complete the nomination form for that appointment.

Convention Committees

- The role of the YPS Credentials Committee in handling ballots in YPS elections was clarified.
 - YPS Report D-I-22, Update on the Pilot AMA-YPS Electronic Balloting Process, is currently under consideration by the YPS Assembly. If the recommendations in YPS Report D are adopted, then the following revisions will be made to the YPS IOP:
 - Section V. Elections (Subsections E and F) will be updated to remove language directing the Credentials Committee to distribute and collect ballots when the election is conducted electronically.
 - Section V. Elections (Subsection G) will be updated to reflect that the Credentials Committee will not be responsible for counting ballots when the election is conducted electronically.
 - Section VI. YPS Assembly Meeting (Subsection K) of the AMA-YPS Internal Operating Procedures will be updated to remove the reference to the Credentials Committee distributing, collecting and counting election ballots.
- The list of possible actions taken by the YPS House of Delegates Handbook Review Committee were revised to allow flexibility during the review process.

Diversity, Equity and Inclusion

- The YPS IOP was reviewed to ensure that current and proposed language supports diversity, equity and inclusion.
- A Diversity, Equity, and Inclusion statement was written for inclusion with the YPS Mission and Vision Statement: “In accordance with the AMA’s guidelines and listed values as part of the effort to eliminate health inequities, the AMA-YPS will strive in all its dealings to recognize the unique perspective and value that all members of our organization offer in their interactions. The AMA-YPS is a place where all are welcome, and their diverse backgrounds are valued and celebrated.”

NEXT STEPS FOR THE YPS IOP REVIEW CYCLE

Per §XIV.A, the YPS IOP may be amended by language proposed by the YPS Governing Council and/or an Ad Hoc Committee on Internal Operating 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.

Accordingly, the revised timeline reflects updates to the YPS IOP review cycle:

- October – December 2022: Ad Hoc Committee to prepare IOP memo and preliminary report of the Ad Hoc Committee for the YPS Governing Council review.
- February 2023: YPS Governing Council to present IOP memo and preliminary report to the Council on Constitution and Bylaws and the AMA Board of Trustees.
- May 2023: YPS Governing Council to present final report of the Ad Hoc Committee and draft IOP to the YPS Assembly for comment during the YPS online forum.
- June 2023: YPS Assembly will have an opportunity to ratify the YPS IOP.

If ratified, the changes in the YPS IOP will be effective upon the close of the 2023 AMA-YPS Annual Assembly Meeting.