

## **American Medical Association LGBTQ+ Section**

### **Internal Operating Procedures (IOPs)<sup>1</sup>**

#### **I. Name**

The name of this organization shall be the LGBTQ+ Section of the American Medical Association (AMA). The LGBTQ+ Section is a delineated section as set forth in AMA Bylaw 7.12.

#### **II. Mission**

**A. Mission of the Sections.** AMA Bylaws 7.0.1.1-7.0.1.6 define 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 policymaking, 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. Purpose**

The LGBTQ+ Section will focus on matters including, but not limited to, sexual orientation and gender identity/expression and will develop strategies, programs, and policies to better serve AMA members, potential members, and patients.

The goals and objectives of the LGBTQ+ Section shall include, but not be limited, to:

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<sup>1</sup> Approved by the AMA Board of Trustees, September 2024

- Providing a dedicated forum for involvement, mentoring, and networking for LGBTQ+ physicians and medical students.
- Increasing the membership, participation, and representation of LGBTQ+ physicians and students in the AMA.
- Advocating for best practices to ensure AMA meetings are inclusive to the needs of LGBTQ+ physicians, residents, medical students, and guests.
- Enhancing AMA policy, advocacy, and education on LGBTQ+ health and professional issues.
- Advocating for best practices with AMA membership to foster camaraderie and safely identify as LGBTQ+ physicians and students.
- Strengthening relationship with GLMA and additional professional societies, associations, and community groups with mutual interests and goals.
- Reducing and eliminating inequities faced by LGBTQ+ students, physicians, and patients.
- Collaborating with other sections to ensure an intersectional approach in these goals and objectives.

The LGBTQ+ Section shall also represent the interests of its members in the AMA House of Delegates (HOD), pursuant to current AMA Bylaws.

### **III. Membership**

All active members of the AMA, including residents, fellows and medical students, who either self-identify as gay, lesbian, bisexual, transgender, and/or queer, or who are allies or have interest in LGBTQ+ issues, shall be eligible for section membership. Members must opt in to join the Section.

### **IV. Governing Council (GC)**

- A. Size.** The GC will most often consist of 8 members, but these IOPs allow for 9 members so that an individual may serve as Immediate Past Chair if the term of the designated position to which initially elected has expired.
- B. Officers.** The Officers consist of a Chair and Vice Chair who are elected annually from among the the elected GC members. The Delegate, Alternate Delegate, MSS Liaison and Immediate Past Chair are ineligible to run for either position.
- C. Designated Positions.** The designated positions on the GC shall be as follows:
  1. Delegate
  2. Alternate Delegate

3. Member-At-Large (2)
4. Medical Student Section (MSS) Liaison
5. Resident and Fellow Section (RFS) Liaison
6. Young Physician Section (YPS) Liaison
7. GLMA Liaison
8. Immediate Past Chair

The title of Immediate Past Chair may be assumed by the Chair upon completion of their term(s) as Chair, and they may remain on the section for an additional year if the term(s) of the designated position to which they were originally elected has(have) expired. If the Immediate Past Chair is serving that role concurrently with the position to which they were elected to serve on the GC the size of the council will be 8 members.

**D. Eligibility.**

1. Any LGBTQ+ Section member is eligible to run for election to a position on the GC.
2. If a GC 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. AMA Bylaw 7.12.2.3 provides additional eligibility criteria for the medical student and resident member.
3. All members of the LGBTQ+ Section are eligible to be elected to the GC. However, LGBTQ+ GC members shall not concurrently hold a position as a member of another AMA Council or Section/Special Group GC while serving on the LGBTQ+ Section GC.

**E. Duties.** The GC shall direct the programs and activities of the LGBTQ+ Section, subject to AMA-BOT approval, and provide guidance on LGBTQ+ Section projects, programs, and activities that increase physician engagement with the AMA. An ongoing communication plan from the GC to Section members and other interested individuals may include electronic, print and other means, with virtual communications used whenever possible.

1. Chair. The Chair shall:
  - Preside at all meetings of the Section and GC or designate another GC member to preside at such meetings.
  - Represent the Section both within the AMA and in relationships with external stakeholder organizations or designate another GC member to do so.
  - Work in collaboration with the Vice Chair.
  - Serve on the GC as Immediate-Past Chair at the conclusion of term(s) as Chair.

2. Vice Chair. The Vice Chair shall:
  - Assist the Chair and preside at meetings in the absence of the Chair or at the Chair's request.
  - Serve as a liaison to other groups at the discretion of the Chair.
  - Attend meetings and teleconferences if the Chair is unable to do so.
3. Delegate. The Delegate shall:
  - Have the exclusive right to represent the LGBTQ+ Section in all business matters of the HOD, including in reference committee hearings, but has the discretion to transfer this right to the Alternate Delegate or another Section member.
  - Educate and provide guidance to LGBTQ+ Section members about the policy-making processes of the Section and of the HOD, and update LGBTQ+ Section members on HOD business and activities relevant to the Section and its members.
  - Foster mentorship and development of the Alternate Delegate on HOD procedures.
4. Alternate Delegate. The Alternate Delegate shall:
  - Assist the Delegate in representing the LGBTQ+ Section in business matters of the HOD as directed by the Delegate.
  - Assist the Delegate in educating and providing guidance to LGBTQ+ Section members about the policy-making processes of the Section and of the HOD and updating LGBTQ+ Section members on HOD business and activities relevant to the Section and its members.
5. Members-At-Large. The Members-At-Large shall:
  - Represent the interests of the LGBTQ+ Section as directed by the GC.
  - Complete special projects as assigned by the Chair or GC.
6. Immediate Past Chair. The Immediate Past Chair shall:
  - Provide continuity in Section leadership and mentor section members as appropriate.
  - Serve for one year term after the completion of term(s) as Chair.
7. MSS Liaison shall:
  - Convey the interests of the MSS to the LGBTQ+ Section GC.
  - Be an active liaison between the LGBTQ+ Section and the MSS.

8. RFS Liaison shall:
  - Convey the interests of the RFS to the LGBTQ+ GC.
  - Be an active liaison between the LGBTQ+ Section GC and the RFS.
9. YPS Liaison shall:
  - Convey the interests of the YPS to the LGBTQ+ GC.
  - Be an active liaison between the LGBTQ+ Section GC and the YPS.
10. GLMA Liaison shall:
  - Encourage cooperation and communication between the AMA and GLMA.
  - Prepare a report when requested on GLMA activities for the LGBTQ+ GC.

**F. Terms.** GC members, with the exception of the MSS liaison, shall serve terms of two years, beginning at the conclusion of the corresponding HOD meeting immediately following the LGBTQ+ Section meeting at which they are elected and ending two years later at the conclusion of the HOD meeting.

**G. Tenure.** The following limitations shall be placed on GC service:

1. No member may serve more than two one-year terms each as Vice Chair or Chair.
2. No member may serve more than two terms each as Delegate, Alternate Delegate, or Member-at-large.
3. Maximum combined tenure for all GC 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.

**H. Vacancies.**

1. Timing. Any vacancy occurring on the GC shall be filled by election at the next Business Meeting.
2. Notification. Upon learning of a vacancy, the GC 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 GC more than 90 days before the next Business Meeting, the GC may appoint a Section member to fill the vacancy until the next Business Meeting, when an election shall be held.

**I. Transition from Advisory Committee on LGBTQ Issues to LGBTQ+ Section.** The transition from the Advisory Committee with Board-appointed members to the LGBTQ+ Section with elected leadership shall take place over a 1 year period. At the time of HOD

approval of the LGBTQ+ Section, the Chair, Vice Chair, and Immediate Past Chair of the LGBTQ Advisory Committee shall assume the positions of Chair, Vice Chair, and Immediate Past Chair, respectively, for terms ending at the conclusion of the 2025 Annual HOD Meeting. The liaison positions (MSS/RFS/YPS/GLMA) shall automatically assume the same/similar positions on the Section GC. The Chair, Vice Chair, and those in filled positions shall appoint the Delegate and Alternate-Delegate at the conclusion of the 2024 Annual meeting to serve in a one-year term. Elections for all GC positions shall be held at the Business Meeting of the LGBTQ+ Section in advance of the 2025 Annual Meeting of the HOD, with the Alternate Delegate being elected for a one-year term only- the 2026 elections for Alternate Delegate will be for a full two-year term. This provision shall expire upon conclusion of the 2025 Annual HOD Meeting.

1. Terms served during the transition from the LGBTQ Advisory Committee to the LGBTQ+ Section, shall not count against a member's maximum tenure.
2. Provision IV.I. shall expire at the conclusion of the 2025 Annual HOD Meeting.

## **V. Elections.**

### **A. Nominations.**

1. The nominee, nominating person, or organization must complete a LGBTQ+ Section Nomination Form. The nominee must also submit a signed Disclosure Statement by the published deadline. Self-nominations will be accepted.
2. Nominees must complete the required Conflict of Interest Form (COI) to ensure that no other volunteer roles or engagement will be a conflict of interest to serving on the LGBTQ+ Section GC.
3. All nominations must indicate which GC position the nominee is seeking.
4. Nominees who satisfy the criteria as specified on the LGBTQ+ Section nomination form and meet the deadlines will be presented to the LGBTQ+ Section membership on an electronic ballot in alphabetical order. Nominee profiles will be posted on the LGBTQ+ Section election web page.
5. The respective AMA Sections (MSS, RFS and YPS) shall forward at least one nominee to be elected by the LGBTQ+ Section membership.

**B. Timing of Election.** GC members shall be elected by the LGBTQ+ membership. Each year, a call for nominees will be made by January 15th. Nominations will be accepted until the 15th day of March. An online election will take place in April.

**C. Eligibility.** All members of the LGBTQ+ Section are eligible to be elected to the LGBTQ+ Section GC. However, LGBTQ+ Section members shall not concurrently hold a position as a member of another AMA Council or Section GC or Special Group while serving on the LGBTQ+ Section GC.

- D. **Election of Delegate and Alternate Delegate.** The Delegate shall be elected in odd-numbered years by the LGBTQ+ Section membership to serve a two-year term that will begin at the conclusion of the HOD meeting following their election. The Alternate Delegate shall be elected in even numbered years by the LGBTQ+ Section membership to serve a two-year term that will begin at the conclusion of the HOD meeting following their election. Any LGBTQ+ Section member currently serving as an HOD Delegate or Alternate Delegate from another organization represented in the HOD must be willing to resign from their respective HOD delegation position if elected as the LGBTQ+ Section Delegate or Alternate Delegate. To transition to a two-year election cycle for all positions, in 2025 the Alternate Delegate shall be elected to a one-year position with a two-year election to occur in 2026.
- E. **GLMA Liaison.** GLMA will be asked to nominate one or more representative(s) to be elected to its designated position on the LGBTQ+ Section GC. LGBTQ+ Section members who are also members of GLMA in good standing are also eligible to self-nominate. Applicants must be members of the LGBTQ+ Section and may not be medical students or residents. The GLMA Liaison will be elected via the LGBTQ+ Section electronic ballot.
- F. **AMA Section Liaisons.** The MSS, RFS and YPS liaisons shall forward one or more nominee(s) to be elected by the LGBTQ+ Section membership. Interested candidates may seek their section nomination but also may self-nominate. All Section Liaison positions will be elected via the LGBTQ+ Section electronic ballot.
- G. **Members-At-Large.** Members-At-Large may not be medical students and are elected via the LGBTQ+ Section electronic ballot.
- H. **Campaigning.** The LGBTQ+ Section office cannot release members' contact information to any candidate or third party for purposes of campaigning.
- I. **Method of Election.**
1. An electronic ballot will be used for the general election.
  2. Voting shall be open for 10 business days, and candidate information shall be made available on the -LGBTQ+ Section website.
  3. Ballots will be sent electronically to all LGBTQ+ Section members who have a valid email address on file. If a LGBTQ+ Section member does not have an e-mail address or computer access, accommodations will be made whereby they may request an alternative type of ballot that shall be returned to the office by the established deadline.
  4. Each member may cast only one ballot per general election or runoff election cycle. Voting must be completed for all positions on the ballot in order for the ballot to be counted. Incomplete ballots will be voided before the ballots are tallied.

5. Elections are determined by a majority vote for the candidate. If no candidate receives a majority of the valid ballots cast, the two candidates (or more in the case of a tie) who received the most votes shall be placed on a subsequent ballot and an electronic runoff election shall be held.
  6. If a position is uncontested, members will be given a yes or no selection for that nominee. A majority yes vote is required for the nominee to be declared the winner of the uncontested election.
  7. In the event of a tie vote, an electronic runoff election shall be held. An electronic runoff ballot will be emailed to all LGBTQ+ Section members with available emails within one week of the general election to break any tie votes. Members will then have seven (7) calendar days to cast their runoff ballots.
- J. **Election of Officers (Chair and Vice Chair).** The GC shall elect its Chair and Vice Chair for the upcoming year in a closed session at the HOD meeting following their election to the GC. All GC members, with the exception of the MSS liaison, Alternate Delegate, Delegate, and Immediate Past Chair, are eligible to run for Chair or Vice Chair. Each GC member in attendance shall vote. If one or both officer positions are contested, each candidate (in alphabetical order) shall give a two-minute speech before a secret ballot election is conducted. A majority vote by those present and eligible to vote shall be required for each contested position to determine the winner. If no member receives a majority of the votes, balloting shall be repeated until a majority vote is reached. Following the election of the Chair and Vice Chair, the GC will announce these officers at the business meeting of the LGBTQ+ Section convened at each Annual HOD Meeting. The newly elected Chair and Vice Chair shall assume their positions after the conclusion of the Annual HOD Meeting.

## VI. LGBTQ+ Section Structure

### A. GC Meetings and Quorum.

1. **GC Meetings.** The GC shall meet in conjunction with each HOD meeting, and at one additional face-to-face meeting convened in a calendar year. The GC also is authorized to have other meetings at times and locations within budgetary limits and standard AMA guidelines. All efforts shall be made to contain costs.
2. **Quorum.** The presence (via teleconference or face-to-face) of five (5) members shall constitute a quorum.
3. **Voting.** Unless otherwise provided in these IOPs, any action or recommendation of the GC shall be adopted by the affirmative vote of a majority of the GC present and voting at any duly constituted meeting or teleconference at which a quorum is present.

### B. Virtual LGBTQ+ Section Meetings and Voting.



1. **Virtual Meetings.** To develop consensus opinions on LGBTQ+ GC reports and resolutions, LGBTQ+ Section members may meet electronically and/or via teleconference prior to the HOD handbook deadlines. The virtual meetings shall be open to all LGBTQ+ Section members. Meeting details will be posted on the LGBTQ+ Section website and sent electronically in advance of the meeting to all LGBTQ+ Section members who have a valid e-mail address on file. Any LGBTQ+ Section member may submit a resolution within the published deadlines.
2. **Quorum.** The presence of ten (10) members shall constitute a quorum.
3. **Voting.** A majority vote of those present and voting via teleconference or voting electronically shall determine the actions of the LGBTQ+ Section GC and Delegate when submitting LGBTQ+ Section items of business to the HOD.

## **VI. Business Meetings**

- A. A Business Meeting of the LGBTQ+ Section shall be held on a day prior to each HOD. The gathering of Section members, other AMA members, and guests in attendance shall be referred to as the “Assembly.” The meeting shall be open to all LGBTQ+ Section members who choose to participate. Meeting details will be posted on the LGBTQ+ Section website and sent electronically in advance to all section members who have a valid email address on file.
- B. Consistent with AMA Bylaw 7.0.6.2 the purpose of Section Business Meetings is as follows:
  1. To hear such reports as may be appropriate.
  2. To consider other business and vote upon such matters as may properly come before the meeting.
  3. To adopt resolutions for submission by the Section to the House of Delegates.
  4. To hold elections.
- C. **LGBTQ+ Section Business Meetings.** At the business meetings, members shall meet to discuss HOD resolutions and reports; and bring forward other items to be addressed by the LGBTQ+ Section. The GC shall solicit agenda items from section members prior to each meeting; and shall create an agenda that will forward the Section’s objectives and strategic direction based on member input. The GC shall determine whether it is optimal for member attendance to hold the business meeting in-person or virtually prior to the HOD meeting.
  1. Virtual LGBTQ+ Section Meeting(s). To develop consensus opinions on LGBTQ+ Section reports, resolutions, a virtual meeting may be held prior to the HOD handbook deadlines, with the virtual meeting open to all Section members. A majority vote of those present and voting via teleconference and voting

electronically shall determine the actions of the GC and the Delegate when submitting LGBTQ+ Section items to the HOD.

**D Participant Rights and Privileges.** AMA Bylaw 7.0.6.2 specifies the following rights and privileges with respect to participation in the LGBTQ+ Section Business Meetings:

1. All LGBTQ+ Section members, shall have the right to speak and debate, and have the right to introduce business, make motions, vote, and run for election to the LGBTQ+ Section GC.
2. Other AMA members shall have the right to attend LGBTQ+ Section meetings but may not introduce business or vote and may speak only with the permission of the Chair.

**E. Rules of Order.** 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.

**F. Quorum.** Fifty percent (50%) of those members in attendance at any Business Meeting shall constitute a quorum for the conduct of business at that meeting.

**G. 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 Meeting to be considered as regular business.
  - a. Late resolutions.** A resolution received after the 40-day deadline shall be considered late. The Chair and Vice Chair shall review the late resolution and make a ruling as to whether the matter involved is or is not of an emergency nature. If the Chair and Vice Chair rule that the matter is of an emergency nature, the late resolution shall be presented to the Assembly and shall require a majority vote of members present and voting to be accepted as business. If the Chair and Vice Chair rule that the matter is not of an emergency nature, the sponsor shall have the right to appeal the ruling, and a majority vote of members present, and voting shall be required to overrule the Chair and Vice Chair.

**VII. Committees.** The GC may convene committees as may be necessary to accomplish the work of the Section, with committee membership open to all LGBTQ+ Section members. The GC will solicit nominees and appoint the members.

**VIII. Amendments.** These IOPs may be amended by the approval of two-thirds of members of the LGBTQ+ Section members present and voting. Per AMA Bylaw 7.0.7, all rules, regulations, and procedures adopted by the LGBTQ+ Section are subject to the approval of the Board of Trustees. Also, amendments to these IOPS 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.