

REPORT OF THE AMA YOUNG PHYSICIANS SECTION GOVERNING COUNCIL

AMA-YPS Report B
(November 2021)

Subject: AMA-YPS Internal Operating Procedures: 2022 Review Cycle

Presented by: Laura Faye Gephart, MD, MBA, Chair

Referred to: AMA-YPS Reference Committee

1 **Introduction**

2 In accordance with §VII.B.4 of the YPS Internal Operating Procedures (IOP), an ad hoc committee
3 will be constituted to review the IOP every five years. The purpose of this informational report is to
4 delineate the guidelines for IOP review along with the timeline to implement this process.

5 **AMA-YPS IOP Guidelines**

6 *Amendments.* Per §XIV.A, the YPS IOP may be amended by language proposed by the YPS
7 Governing Council and/or an Ad Hoc Committee on Internal Operating with the approval of two-
8 thirds of the members of the YPS Assembly present and voting. Since revisions to the YPS IOP
9 must be approved by the AMA Board of Trustees, the YPS Governing Council shall inform the YPS
10 Assembly of any proposed changes that the AMA Board does not approve. Further, §XIV.C of the
11 YPS IOP notes that amendments will be contingent upon corresponding changes to the AMA
12 Bylaws. The YPS Governing Council will keep the Assembly apprised of such modifications.

13 *Ad Hoc Committee on Internal Operating Procedures (hereinafter referred to as “ad hoc
14 committee”).* According to portions of §VII.B of the YPS IOP, the YPS Governing Council may
15 create an ad hoc committee to review the section’s IOP every five years. The Governing Council
16 can direct the ad hoc committee to make reports with or without recommendations directly to the
17 Assembly or to the Governing Council. Ad hoc committee members will be appointed to serve for a
18 duration of six months to two years. If the original duration is extended, the Governing Council can
19 reassess the membership of this committee.

20 **Timeline for 2022 YPS IOP Review Cycle**

21 The next YPS IOP review cycle will commence in February 2022. The timeline for convening the ad
22 hoc committee and associated deliverables is presented below:

- 23 • November 2021: Issue an announcement to the YPS Assembly on the application process and
24 scope of work for the ad hoc committee.
- 25 • February 2022: Announce appointments for the ad hoc committee and commence IOP review.
- 26 • June 2022: Host a town hall for the YPS Assembly to provide feedback on proposed IOP
27 amendments.
- 28 • July/August 2022: Prepare preliminary report of the ad hoc committee for the YPS Governing
29 Council.
- 30 • November 2022: Present final report of the ad hoc committee to the YPS Assembly.