

**American Medical Association Senior Physicians Section
(AMA-SPS)
Internal Operating Procedures (IOP)¹**

I. Name

The name of this organization shall be the American Medical Association Senior Physicians Section (AMA-SPS).

II. Purpose and Principles

The Mission of the Sections as outlined in Bylaw 7.0.1 shall guide the AMA-SPS.

7.0.1 Mission of the Sections. A Section is a formal group of physicians or medical students directly involved in policymaking through a Section delegate and representing unique interests related to professional lifecycle, practice setting, or demographics. Sections shall be established by the House of Delegates for the following purposes:

7.0.1.1 Involvement. To provide a direct means for membership segments represented in the Sections to participate in the activities, including policy-making, of the AMA.

7.0.1.2 Outreach. To enhance AMA outreach, communication, and interchange with the membership segments represented in the Sections.

7.0.1.3 Communication. To maintain effective communications and working relationships between the AMA and organizational entities that are relevant to the activities of each Section.

7.0.1.4 Membership. To promote AMA membership growth.

7.0.1.5 Representation. To enhance the ability of membership segments represented in the Sections to provide their perspective to the AMA and the House of Delegates.

7.0.1.6 Education. To facilitate the development of information and educational activities on topics of interest to the membership segments represented in the Sections.

III. Membership

All active physician members of the AMA age 65 and above shall be members of the Senior Physicians Section, whether working full-time, part-time or retired.

IV. Officers

A. Designations. The affairs of the SPS shall be guided by a Governing Council (GC) comprised of the following voting members:

1. Chair
2. Chair-Elect
3. Immediate Past Chair
4. Delegate
5. Alternate Delegate
6. Officers At-Large (two)

¹ Approved by the Board of Trustees April 2025

- 1 **B. Authority.** The Governing Council shall execute the programs and activities of the
2 Senior Physicians Section, subject to the approval of such activities and programs by the
3 Board of Trustees and SPS Assembly. The GC shall direct and execute programs between
4 Assembly meetings annually as necessary.
5
- 6 **C. Qualifications.** All members of the GC must at all times be active senior physician
7 members of the AMA. Any SPS member is eligible for a position on the GC. Only
8 current members of the GC may be elected to the office of Chair-Elect. The Delegate and
9 Alternate Delegate may not concurrently serve as Chair-Elect. The position of Immediate
10 Past Chair will be assumed by the Chair upon completion of their term.
11
- 12 **D. Terms.** All individuals elected to the GC shall serve a two-year term beginning at the
13 conclusion of the Annual AMA-HOD meeting at which they were elected. In the case of
14 a member being elected to Chair-Elect in the second year of a two-year Officer At-Large
15 term, the term would be extended by one year to allow the individual to serve as Chair
16 the year following the term as Chair-Elect. The third year of any such term would count
17 toward the maximum tenure of eight years; the individual would also be permitted to
18 serve for one year as Immediate Past Chair, which period would not count toward the
19 maximum tenure.
20
- 21 **E. Term Limits.** Except to the extent expressly set forth in IV.D above, the duration of the
22 GC term is a maximum of four two-year terms, consecutive or non-consecutive, for a
23 maximum tenure of eight years.
24
- 25 **F. Vacancies.** In the case of a vacancy in the Delegate, Alternate Delegate, or Officer At-
26 Large, the GC has the authority to fill vacant positions until the next regularly scheduled
27 election, with preference given to former GC members and others with previous SPS
28 experience. For the Delegate position, the Alternate Delegate would assume the position
29 of Delegate in accordance with Bylaw 2.10.4. If the Alternate Delegate position or
30 Officer At-Large position is vacated, the GC appoints a replacement from among eligible
31 Section members (preference given to those with previous experience). Should the Chair
32 position become vacant, the Chair-Elect assumes the role. For a vacancy in the Chair-
33 Elect position, the GC shall elect a new Chair-Elect from among the remaining eligible
34 GC members. In the case of a vacancy in the Immediate Past Chair position, the GC has
35 the authority to appoint a replacement from among eligible Section members (must be a
36 former SPS Chair). Temporary appointments for Delegate, Alternate Delegate, Officer
37 At-Large, and Immediate Past Chair do not count toward total tenure.
38
- 39 **G. Duties and Privileges.**
40
- 41 **GC Responsibilities.** All members of the GC are expected to participate in all
42 deliberations of the GC and to attend all GC meetings and SPS functions, unless excused
43 in advance by the Chair. All members shall participate regularly in email
44 communications and on scheduled teleconferences. If any GC member is not fulfilling
45 their duties to satisfy adequate participation on the GC, the Chair may, with unanimous
46 consent of the other officers, ask the GC member to vacate their position. In the case of
47 the Chair not fulfilling their duties, the Chair-Elect may, with unanimous consent of the
48 other officers, ask the Chair to vacate their position.
49
- 50 **The Chair shall:**
51 • Preside over all meetings and functions of the GC and the SPS Assembly.
52 • Direct SPS activities in consultation with GC members and staff.
53 • Serve as the primary spokesperson for the SPS outside of the AMA-HOD.

- Appoint ad hoc committees as necessary.
- Work in collaboration with the Chair-Elect.

The Chair-Elect shall:

- Preside at any SPS or GC meeting in the absence of the Chair or if the Chair can no longer fulfill their duties.
- Assist the Chair in the performance of their duties.
- Serve as a liaison to other groups at the discretion of the Chair.
- Undertake preparation for assuming the position of Chair at the end of their term as Chair-Elect.

The Immediate Past Chair shall:

- Provide continuity and counsel to the GC as necessary.
- Execute assigned responsibilities as determined by the Chair of the GC.

The Delegate/Alternate Delegate shall:

- Attend all appropriate AMA-HOD meetings and related functions.
- Represent the interests of the SPS membership during AMA-HOD business meetings.
- Be responsible for reviewing and approving all resolutions going forward from the SPS to the AMA-HOD.
- Summarize the actions of the AMA-HOD as they pertain to the SPS.
- Monitor and review all AMA-HOD reports and resolutions of interest to SPS.

The Two Officers At-Large shall:

- Represent the interests of the SPS as directed by the GC.
- Execute assigned responsibilities as determined by the Chair of the GC.

V. Elections

- A. Eligibility.** All members of the SPS are eligible to be elected to any office as outlined below. However, SPS members shall not hold a position as a member of another AMA Council or Section/Special Group Governing Council at the same time as serving on the SPS GC.

Election of Chair-Elect. The Chair-Elect is elected by the GC members at the GC meeting following the SPS Annual Meeting by a majority vote of the GC, and matriculates to Chair the following year. An individual who previously served as Chair may be reelected to the Chair-Elect position, so long as they will not have reached the maximum tenure specified in IV.E. during their year as Chair. The Chair-Elect shall assume the position of Chair at the conclusion of the next AMA-HOD Annual Meeting.

Election of Delegate and Alternate Delegate. Any current SPS member is eligible to stand for election provided that (1) they have demonstrated experience in organized medicine by having held a prior leadership position(s) at the local, state, specialty society or national level; and (2) the candidate must also have attended at least two AMA-HOD meetings and had prior experience with HOD Reference Committees leading up to the meeting. If they currently hold an AMA-HOD Delegate or Alternate Delegate position, they must be willing to resign from that AMA-HOD Delegate or Alternate Delegate position if successfully elected as the SPS Delegate or Alternate Delegate.

1 **Election of Officer At-Large.** Any current SPS member is eligible (subject to the
2 limitation on terms and maximum tenure as set forth in IV.D and IV.E) to stand for
3 election, provided that (1) they have demonstrated experience in organized medicine by
4 having held a prior elected leadership position at the local, state, specialty or national
5 level, and (2) the candidate must also have attended an AMA meeting or had prior
6 experience with the AMA's House of Delegates.
7

8 **B. Nominations.**

- 9 1. During an election year, a call for nominees will be made by January 1st.
10 Nominations will be accepted until the last day of February. An online election will
11 take place in April.
12 2. The nominee, nominating person, or organization must complete a SPS Nomination
13 Form along with a signed Disclosure Statement by the published deadline. Self-
14 nominations will be accepted.
15 3. All nominations must indicate which position on the GC the nominee is seeking:
16 Delegate, Alternate Delegate, or Officer At-Large.
17 4. A SPS Candidate Review Committee shall verify that all nominated candidates are
18 eligible to be placed on the general election ballot and that the election results are
19 valid. Where possible, the committee will be diverse in terms of specialty, geographic
20 representation, gender, age and ethnicity.
21 a. The SPS Immediate Past Chair shall chair the Candidate Review Committee,
22 with the expectation that they will recuse themselves from the discussion and
23 vote on any office where a conflict of interest exists.
24 b. The Candidate Review Committee Chair shall appoint up to five SPS members to
25 serve on the committee.
26 c. Current AMA-SPS members may volunteer to serve on the Candidate Review
27 Committee during an Assembly or by e-mailing their interest to SPS staff prior to
28 the deadline for GC nominations. Candidates will be selected based on
29 involvement in the SPS, as well as to the criteria listed in number V.B.4 above.
30 d. The Candidate Review Committee will finalize the slate of candidates, for each
31 elected position, to be presented to the SPS membership for vote. Candidates will
32 be listed in alphabetical order by position.
33

34 **C. Campaigning.** The SPS office cannot release SPS members' contact information to any
35 candidate or third party for purposes of campaigning.
36

37 **D. Method of Election.**

- 38 1. GC members shall be elected by the SPS membership. An electronic ballot will be
39 used for the general election. The GC positions on the ballot will include: Delegate,
40 Alternate Delegate, and Officers At-Large. The Chair, Chair-Elect and Immediate
41 Past Chair will not be included in the general officer election process.
42 2. Voting must be open for at least 21 days. Candidate information shall be made
43 available on the AMA-SPS website during the voting period.
44 3. Current AMA-SPS members with a valid e-mail address on file at the AMA are
45 eligible to vote. Ballots will be sent electronically to all SPS members who have a
46 valid e-mail address on file. If a SPS member does not have an e-mail address or
47 access to a computer, they may request that a printed ballot be faxed and returned via
48 fax to the office within the established deadline.
49 4. Each member may cast only one ballot per general election or runoff election cycle.
50 Voters may choose not to vote for a specific person on the ballot and it will not affect
51 the validity of a ballot.
52 5. Elections are determined by a majority vote for the candidate. If no candidate
53 receives a majority of the valid ballots cast, the two candidates who received the most

1 votes shall be placed on a subsequent ballot and an electronic runoff election shall be
2 held. An electronic runoff ballot will be emailed to all SPS members with available e-
3 mails within one week of the general election. Members will then have seven days to
4 cast their runoff ballots.

5 6. A candidate in an uncontested election before the deadline for nominations would be
6 considered to be elected by acclamation, and the position would not be subject to
7 electronic voting.

8 7. In the event of a tie vote, an electronic runoff election shall be held.
9

10 VI. SPS Structure 11

12 A. **Rules of Order.** The meeting of the SPS shall be conducted pursuant to the established
13 rules of procedure presented by the SPS Chair and adopted by the Section. These rules are
14 based on AMA Bylaws and generally pursuant to the parliamentary authority of our AMA
15 as specified in the AMA Bylaws.
16

17 B. **GC Meetings and Quorum.** The GC shall meet in conjunction with each AMA-HOD
18 meeting, and at one additional face-to-face meeting convened in a calendar year. When
19 required, other meetings may be authorized at times and locations within budgetary limits
20 and standard AMA guidelines. All efforts shall be made to contain costs. The presence
21 (via teleconference or face to face) of four members shall constitute a quorum.
22

23 C. **Virtual SPS Meeting.** To develop consensus opinions on SPS reports and resolutions,
24 SPS members may meet electronically and/or via teleconference prior to the AMA-HOD
25 handbook deadlines. The virtual meeting shall be open to all SPS members who choose
26 to participate. Meeting details will be posted on the SPS website and sent electronically
27 in advance of the meeting to all SPS members who have a valid e-mail address on file.
28 Any SPS member may submit a resolution within the published deadlines for GC review
29 and approval. A majority vote of those present via teleconference or voting electronically
30 shall help guide the actions of the SPS Delegate when submitting SPS items of business
31 to the AMA-HOD.
32

33 D. **Assembly.** The Assembly meeting is the business meeting of the SPS. The Assembly
34 meeting shall be open to all SPS members who choose to participate. Meeting details will
35 be posted on the SPS website and sent electronically in advance of the meeting to all SPS
36 members who have a valid e-mail address on file. The meeting will be held in
37 conjunction with each AMA-HOD Meeting.
38

39 Assembly Members shall advise the Delegate on positions to take on AMA-HOD items
40 of business. The GC shall be responsible for soliciting agenda items from SPS members
41 prior to each meeting; and shall create an agenda that will put forward the SPS objectives
42 in alignment with the AMA's strategic directions. For the purposes of this meeting, any
43 SPS members who attend will be considered part of the voting assembly. A majority vote
44 of those present constitutes an adopted action.
45

46 The meeting will provide Assembly members an opportunity to make a motion to
47 reconsider reports and resolutions, to ratify or not adopt business considered by the
48 Virtual Assembly, as well as to conduct such other business as may properly come before
49 the meeting.
50

51 E. **Activities.** Guidance on SPS projects, programs, and activities that increase physician
52 engagement with the AMA shall be provided by the GC and carried out within available
53 resources. An ongoing communication plan with members of the SPS and interested

1 individuals may include electronic, print and other means. Virtual communications will
2 be encouraged for this purpose whenever possible.

3
4 **F. Amendments.** These Internal Operating Procedures may be amended by the approval of
5 two-thirds of the members of the SPS present and voting at the Virtual SPS Meeting.
6 Amendments to these Internal Operating Procedures must be submitted in advance of the
7 Virtual SPS Meeting so that the Governing Council can study the implications of the
8 proposed changes.

9
10 According to Bylaw 7.0.7, all rules, regulations, and procedures adopted by the SPS are
11 subject to the approval of the Board of Trustees. Amendments to the Internal Operating
12 Procedures may also be contingent upon corresponding changes to the AMA Bylaws,
13 which require approval of two-thirds of the members of the AMA-HOD.

14
15 **G.** The GC shall complete a review of the IOPs every three years with issues of an urgent
16 nature being taken up as needed outside of the three-year window.