

1 **American Medical Association Minority Affairs Section**
2 **(AMA-MAS)**
3 **Internal Operating Procedures (IOP)**

4
5 **I. Name**

6
7 The name of this organization shall be the American Medical Association Minority
8 Affairs Section (AMA-MAS).
9

10 **II. Mission and Purpose**

11
12 The MAS shall provide a physician and medical student forum dedicated to:

- 13 • Addressing minority health and minority physician professional issues;
14 • Increasing the participation of underrepresented minority physicians and students in
15 the AMA; and
16 • Advising the AMA House of Delegates (HOD) on minority policies and programs.
17

18 The MAS shall also represent the interests of its members in the AMA-HOD, pursuant to
19 current AMA Bylaws.
20

21 **III. Mission of the Section**

- 22
23 • Involvement. To provide a direct means for membership segments represented in the
24 Section to participate in the activities, including policy-making, of the AMA.
25 • Outreach. To enhance AMA outreach, communication, and interchange with the
26 membership segments represented in the Section.
27 • Communication. To maintain effective communication and working relationships
28 between the AMA and organizational entities that are relevant to the activities of each
29 Section.
30 • Membership. To promote AMA membership growth.
31 • Representation. To enhance the ability of membership segments represented in the
32 Section to provide their perspective to the AMA and the House of Delegates.
33 • Education. To facilitate the development of information and educational activities on
34 topics of interest to the membership segments represented in the Section.
35

36 **IV. Goals and Objectives**

37
38 The primary objectives of the MAS are to influence and contribute to AMA policy and
39 program development on issues of importance to minority physicians and the AMA. It
40 will work to:

- 41 • Eliminate racial and ethnic disparities in health care and improve the health status of
42 minority patients.
43 • Promote diversity in the profession and increase the number of historically
44 underrepresented minorities in medicine.
45 • Assist physicians in delivering culturally effective health care.
46 • Increase the membership, participation and leadership of minority physicians in the
47 AMA.
48

These objectives shall be pursued through the MAS Delegate position in the HOD; and in collaboration with minority physician organizations and with other AMA sections and groups as appropriate.

V. Membership

Membership in the MAS shall be:

1. Initiated upon the request of the individual physician or medical student.
2. Open to any AMA member physician or medical student who expresses an interest in racial and ethnic minority physician or minority health issues.
3. Eligible voters with full rights and privileges and be referred to as MAS members.

Provisional membership in the MAS shall be:

1. Initiated upon the request of the individual physician or medical student.
2. Open to physicians and medical students who are not current members of the AMA who express an interest in racial and ethnic minority physician or minority health issues.
3. Able to participate in MAS activities as provisional members, without the right to vote, to introduce items of business or resolutions or to hold a designated Governing Council (GC) position.
4. Allowed to participate in MAS activities for up to two years and be referred to as provisional MAS members.

VI. Governing Council

The affairs of the MAS shall be guided by a Governing Council (GC) comprised of nine voting members and one non-voting member.

A. Eligibility. Members of the GC must be current AMA-MAS members. Any cessation of membership in the AMA shall end the term of the GC member and the position shall be declared vacant.

B. Designations. The designated positions on the GC shall be as follows:

1. Delegate
2. National Medical Association (NMA) Representative
3. National Hispanic Medical Association (NHMA) Representative
4. Association of American Indian Physicians (AAIP) Representative
5. Young Physician Section (YPS) Representative
6. Resident and Fellows Section (RFS) Representative
7. Medical Student Section (MSS) Representative
8. At-Large Members (2)
9. Immediate-Past Chair (non-voting)

Out of these individuals, the GC shall elect a Chair (who shall also serve as Alternate Delegate) and a Vice-Chair.

VII. GC Member Terms

A. Eligibility. If the representative of the MSS, RFS or YPS graduates medical school, completes his/her residency or fellowship or ages out or times out from

the YP Section respectively within 90 days prior to an Annual Meeting, then he/she shall be permitted to continue to serve in his/her designated position until the completion of the Annual Meeting.

B. Term Limits. GC members shall serve in a designated position for no more than two three-year terms with the following exceptions:

1. The medical student section representative may serve for up to three one-year terms.
2. The resident/fellow section representative may serve for up to two two-year terms.
3. Prior service or terms served on the GC in another designated position shall not be counted toward the term limit of another designated position that the GC member has not held before.
4. The current GC members who were serving on the Minority Affairs Consortium (MAC) GC in 2011 shall serve in their same designated position under the term limits of this Internal Operating Procedure (IOP) upon the approval of the BOT.

C. Incomplete term. If a member resigns or cannot fulfill his/her duties based on AMA membership, medical school, residency/fellowship or young physician section eligibility criteria (see GC eligibility in section VI. A.) that term will not count towards the term limit unless a full year has passed.

VIII. GC Election Procedures

GC members shall be elected by the MAS membership as individual GC positions are vacated or expire. During an election, a call for nominees will be made by January 1st. Nominations will be accepted until the last day of February. The election will take place electronically in April for 10 business days.

A. Nominations. Only current MAS members are eligible to be nominated to the designated positions on the GC. The following procedures shall be followed for all designated and appointed positions:

1. Self-nominations will be accepted and all nominations must indicate which designated position on the GC that the nominee is seeking.
2. The nominee, nominating person or organization must complete an AMA Nominations Form and the nominee must sign the Disclosure Statement by the published deadline.
3. A current bio-sketch and jpg photograph must accompany the nominations form and signed disclosure statement by the published deadline.
4. Organizational endorsement letters will be accepted. These letters are encouraged but are not required.
5. Nominees who meet the eligibility criteria and meet the aforementioned process and deadlines will be presented to the MAS membership on an electronic ballot in alphabetical order along with their submitted photo, full name, degrees and designations, city, state, medical specialty, organizational endorsements, personal statement and bio-sketch.

- 147 **B. Minority Physician Organizations.** The NMA, AAIP, and NHMA will be asked
148 to nominate one or more representative(s) to be elected to its designated position
149 on the MAS GC. Representatives may not be medical students or residents.
150
- 151 **C. AMA Section Representatives.** The MSS, RFS and YPS representatives shall be
152 elected by the MAS membership via the MAS electronic ballot. The respective
153 AMA Section shall forward at least one nominee to be elected by the MAS
154 membership.
155
- 156 **D. At-large members.** At-large members may not be medical students.
157
- 158 **E. Campaigning.** The MAS office cannot release MAS members' contact
159 information to any candidate or third party for the purposes of campaigning.
160
- 161 **F. Election process.** An electronic ballot will be administered by the MAS staff.
162 Only current AMA members who have joined the MAS with a valid email
163 address on file at the MAS office are eligible to vote. Nominees for each
164 designated position will be listed in alphabetical order. For each designated
165 position the nominee who receives the highest number of votes shall be declared
166 the winner. If a designated position is uncontested, members will be given a yes
167 or no choice for that nominee. A majority yes vote is required for the nominee to
168 be declared the winner of the designated position.
169
- 170 **G. Tie votes.** In the event of a tie vote, an electronic runoff election shall be held.
171 The electronic runoff election will be repeated until a candidate receives the
172 higher number of votes compared to the other candidate.
173
- 174 **H. Vacancies.** If there is a vacancy in any designated position, vacancies will be
175 filled according to the aforementioned election procedures.
176
- 177 **I. Special election.** If there is an unexpected vacancy in a designated position, a
178 special election shall be conducted to fill the vacancy. A call for nominations to
179 fill the vacancy will be announced electronically to the MAS membership and
180 will be open for 30 days. The aforementioned nominations and election process
181 will follow within 30 days of the deadline for nominees in order to determine the
182 winner of the vacant designated position(s).
183

184 **IX. GC Duties and Responsibilities**

185

186 The GC shall execute the programs and activities of the MAS.
187

- 188 **A. Eligibility.** Any GC member shall serve as Chair or Vice-Chair for a one year
189 term with a maximum tenure of six years total with the following exception:
190 1. The Medical Student Section representative and the Delegate may
191 not serve as Chair or Vice-Chair.
192
- 193 **B. Election of Officers (Chair and Vice-Chair).** The GC shall elect its Chair and
194 Vice-Chair for the upcoming year in a closed session at each Annual meeting.
195 Each GC member in attendance shall vote (9 votes total). If one or both officer
196 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 MAS at each Annual meeting. The newly-elected Chair and Vice-Chair shall assume their positions after the conclusion of the Annual meeting.

- C. GC Responsibilities.** All members of the GC are expected to attend all GC meetings and MAS functions, unless excused in advance by the Chair. All members shall participate regularly in email communications, when solicited and on scheduled teleconferences. If any GC member is not fulfilling his/her duties to satisfy adequate participation on the GC, the Chair may, with the approval of the other GC members, ask a GC member to vacate his/her position.

The Chair shall:

- Preside over all meetings and functions of the GC and the MAS Caucus
- Direct MAS activities in consultation with GC members and staff
- Serve as the primary spokesperson for the MAS outside the House of Delegates
- Serve as the Alternate Delegate
- Appoint standing and ad hoc committee Chairs and representatives to internal and external organizations, subject to AMA-BOT approval
- Represent the MAS on the Commission to End Health Care Disparities (CEHCD), subject to AMA-BOT approval
- Work in collaboration with the Vice-Chair
- Serve on the GC as Immediate-Past Chair at the conclusion of his/her term(s) as Chair unless he or she is serving on the GC in another designated position

The Vice-Chair shall:

- Assist the Chair, and in the absence of the Chair or if the Chair can no longer fulfill his/her duties, preside at any MAS meeting or function including serving as Alternate Delegate
- Serve as a liaison to other groups at the discretion of the Chair
- Attend Commission meetings and teleconferences if the Chair is unable to do so

The Immediate-Past Chair shall:

- Provide continuity and counsel to the GC as necessary
- Not be a voting member of the GC
- Serve for only one year after the completion of his/her term as Chair
- Only serve in this designated position if the immediate-past chair is no longer on the GC in another designated position

The Delegate shall:

- Represent the interests of the MAS membership during all AMA-HOD sessions and related functions
- Follow the interests of the MAS which shall be determined through procedures developed by the MAS GC and the MAS Caucus

- Collaborate with the Alternate Delegate

The NMA, NHMA and AAIP Representatives shall:

- Encourage cooperation and communication between the AMA and their respective organizations
- Prepare a report for each MAS GC meeting
- Attend their respective organization's meetings

The Two At-Large Members shall:

- Represent the interests of the MAS as directed by the GC
- Execute assigned responsibilities as determined by the Chair or the GC
- Prepare a report for each MAS GC meeting

The Medical Student Representative shall:

- Represent the interests of the MSS
- Be an active liaison between the MAS and the MSS
- Prepare a report for each GC meeting and MSS Section meeting

The Resident/Fellow Representative shall:

- Represent the interests of the RFS
- Be an active liaison between the MAS and the RFS
- Prepare a report for each GC meeting and RFS Section meeting

The Young Physician Section Representative shall:

- Represent the interests of the YPS
- Be an active liaison between the MAS and the YPS
- Prepare a report for each GC meeting and YPS Section meeting

X. The MAS Structure

- A. Rules of Order.** The meeting of the MAS shall be conducted pursuant to the established rules of procedure presented by the MAS Chair and adopted by the Section. These rules stem from AMA Bylaws and generally pursuant to the current edition of The Standard Code of Parliamentary Procedure (Sturgis).
- B. GC Meetings and Quorum.** The GC shall hold three meetings per year with two meetings held in conjunction with the Annual Meeting and the Interim Meeting of the AMA-HOD. When needed, other meetings may be authorized at times and locations within budgetary limits and standard AMA guidelines. All efforts shall be made to contain costs. The presence (via teleconference or face to face meeting is acceptable) of five (5) members shall constitute a quorum.
- C. MAS Meetings.** At each AMA-HOD meeting there shall be a business meeting of the MAS membership. At the MAS meeting, members shall meet to discuss AMA-HOD resolutions and reports; and bring forward other items to be addressed by the MAS. Provisional members may participate, but are ineligible to vote or introduce items of business. Members shall advise the Delegate on

positions to take on HOD items of business. The GC shall solicit agenda items from MAS members prior to each meeting; and shall create an agenda that will forward the Section's objectives and strategic direction based on members' input.

D. Virtual MAS Meeting. To develop consensus opinions on MAS reports and resolutions, MAS members may meet electronically and/or via teleconference prior to the HOD handbook deadlines. Any MAS member may submit a resolution or report within the published deadlines for GC review and approval. A majority vote of those present (via teleconference) or voting electronically shall direct the action of the MAS GC and Delegate when submitting MAS items of business to the AMA-HOD. Provisional members may provide comments but are ineligible to vote or submit resolutions.

E. Activities. Guidance on MAS projects, programs and activities shall be provided by the GC and carried out within existing available resources. An ongoing communications plan with members of the MAS and interested individuals may include electronic, print and other mechanisms. Electronic mechanisms will be encouraged for this purpose whenever possible.

F. Voting. Unless otherwise provided in these Internal Operating Procedures (IOP), any action or recommendation of the GC shall be adopted by the affirmative vote of a majority of the GC members present at any duly constituted meeting or teleconference at which a quorum is present.

XI. Amendments

GC members shall receive any amendments to this IOP from MAS members in writing. Amendments to this IOP document shall require a majority affirmative vote by those MAS members voting electronically and/or present at a MAS meeting and will then be subject to the approval of the AMA-BOT. Upon AMA-BOT approval, the MAS GC will notify its membership of any amendments or changes as a result of the BOT's approval process. If there are amendments from the BOT, a final ratification by the MAS membership of the IOP document shall take place electronically. Implementation of the amended IOP will go into effect immediately following the final electronic ratification.

Addendum

Excerpts relevant to the AMA Minority Affairs Section from Constitution and Bylaws of the American Medical Association (January 2012)

7.00—Sections

7.01 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:

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

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

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

7.014 Membership. To promote AMA membership growth.

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

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

7.02 Informational Reports. Each Section may submit at the Annual Meeting an informational report detailing the activities and programs of the Section during the previous year. The report(s) shall be submitted to the House of Delegates through the Board of Trustees. The Board of Trustees may make such non-binding recommendations regarding the report(s) to the Sections as it deems appropriate, prior to transmitting the report(s) to the House of Delegates without delay or modification by the Board. The Board may also submit written recommendations regarding the report(s) to the House of Delegates.

7.03 Governing Council. There shall be a Governing Council for each Section to direct the programs and the activities of the Section. The programs and activities shall be subject to the approval of the Board of Trustees or the House of Delegates.

7.031 Qualifications. Members of each Section Governing Council must be members of the AMA and of the Section.

379 **7.032 Voting.** Members of each Section Governing Council shall be elected by
380 the voting members of the Section present at the business meeting of the
381 Section, unless otherwise provided in this Bylaw.
382

383 **7.033 Additional Requirements.** Each Section shall adopt rules governing the
384 composition, election, term, and tenure of its Governing Council.
385

386 **7.04 Officers.** Each Section shall select a Chair and Vice Chair or Chair-Elect and
387 other necessary and appropriate officers.
388

389 **7.041 Qualifications.** Officers of each Section must be members of the AMA
390 and of the Section.
391

392 **7.042 Voting.** Officers of each Section shall be elected by the voting members
393 of the Section, unless otherwise provided in this Bylaw.
394

395 **7.043 Additional Requirements.** Each Section shall adopt rules governing the
396 titles, duties, election, term, and tenure of its officers.
397

398 **7.05 Delegate and Alternate Delegate.** Each Section shall elect a Delegate and
399 Alternate Delegate to represent the Section in the House of Delegates.
400

401 **7.06 Business Meeting.** There shall be a Business Meeting of members of each
402 Section. The Business Meeting shall be held on a day prior to each Annual and
403 Interim Meeting of the House of Delegates.
404

405 **7.061 Purpose.** The purposes of the Business Meeting shall be:
406

407 **7.0611** To hear such reports as may be appropriate.
408

409 **7.0612** To consider other business and vote upon such matters as may
410 properly come before the meeting.
411

412 **7.0613** To adopt resolutions for submission by the Section to the House of
413 Delegates.
414

415 **7.0614** To hold elections.
416

417 **7.062 Meeting Procedure.**
418

419 **7.0621** The Business Meeting shall be open to all members of the AMA.
420

421 **7.0622** Only duly selected representatives who are AMA members shall
422 have the right to vote at the Business Meeting.
423

424 **7.0623** The Business Meeting shall be conducted pursuant to rules of
425 procedure adopted by the Governing Council. The rules of
426 procedure may specify the rights and privileges of Section
427 members, including any limitations on participation or vote.
428

429 **7.07 Rules.** All rules, regulations, and procedures adopted by each Section shall be
430 subject to the approval of the Board of Trustees.

431
432 **7.08 Establishment of New Sections.** A member component group seeking Section
433 status may submit an application to the Council on Long Range Planning and
434 Development, which will make its recommendation to the House of Delegates
435 through the Board of Trustees, or a resolution may be submitted for Section
436 status.

437
438 **7.09 Section Status.** Sections shall either be fixed or delineated, as determined by the
439 House of Delegates upon recommendation of the Council on Long Range
440 Planning and Development based on criteria adopted by the House of Delegates.
441 A delineated Section must reconfirm its qualifications for continued delineated
442 Section status and associated representation in the House of Delegates by
443 demonstrating at least every 5 years that it continues to meet the criteria adopted
444 by the House of Delegates.

445
446 ***

447
448 **7.70 Minority Affairs Section.** The Minority Affairs Section is a delineated Section.

449
450 **7.71 Membership.** All active members of the AMA, including residents and fellows
451 and medical students, who express an interest in racial or ethnic minority issues
452 shall be eligible for membership in the Minority Affairs Section.

453 **7.72 Cessation of Membership.** If an officer or Governing Council member ceases to
454 meet the membership requirements of Bylaw 7.71 prior to the expiration of the
455 term for which elected, the term of such officer or member shall terminate and the
456 position shall be declared vacant.

457