

**American Medical Association Women Physicians Section  
(AMA-WPS)  
Internal Operating Procedures (IOP)**

**I. Name**

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

**II. Mission and Purpose**

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

The primary objectives of the AMA-WPS are to influence and contribute to AMA policy and program development on issues of importance to women. The WPS will work to:

- Provide a forum for networking, mentoring, advocacy, and leadership development for women physicians and medical students.
- Contribute to AMA efforts to increase the membership, participation, and leadership of women in the AMA.
- Monitor trends, identifying and addressing emerging professional issues affecting women in medicine.
- Expand AMA advocacy on women’s health and women in medicine policy issues.
- Enhance AMA cooperation and collaboration with organizations with mutual concerns, including the American Medical Women’s Association and other women physicians groups.

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

**III. Membership**

Membership in the WPS includes all female physicians and medical students who are active members of the AMA. Other active members of the AMA who express an interest in women’s issues shall be eligible to join the section.

Membership in the WPS shall entail:

1. Automatic enrollment of all female physician and medical student members of the AMA as identified in the AMA Masterfile.
2. An “opt-out” mechanism for female AMA members who do not wish to be WPS members.
3. An “opt-in” mechanism for any other active AMA member who wishes to join the WPS.

1 **IV. Governing Council**

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3 The affairs of the WPS shall be guided by a Governing Council (GC) comprised of eight  
4 voting members.

5  
6 **A. Designations.** The designated positions on the Governing Council (GC) shall be  
7 as follows:

- 8  
9 1. Delegate  
10 2. Alternate Delegate  
11 3. Member-At-Large (2)  
12 4. Medical Student Section (MSS) Representative  
13 5. Resident and Fellow Section (RFS) Representative  
14 6. Young Physician Section (YPS) Representative  
15 7. American Medical Women’s Association (AMWA) Representative  
16

17 Of these individuals, the GC shall elect a Chair and a Vice-Chair.

18  
19 The title of Immediate Past Chair may be assumed by the Chair upon completion  
20 of her/his term provided that she/he remains on the GC in an elected position.

21  
22 **B. Authority.** The GC shall execute the programs and activities of the Women  
23 Physicians Section, subject to the approval of such activities and programs by the  
24 AMA Board of Trustees and WPS Assembly. The GC shall direct and execute  
25 programs between Assembly meetings annually as necessary.  
26

27 **C. Eligibility.** All members of the GC must be active members of the AMA and of  
28 the WPS. Any WPS member is eligible for a position on the GC.  
29

30 If the representative of the MSS, RFS or YPS ceases to meet the criteria for  
31 membership in the section from which elected within 90 days prior to the Annual  
32 Meeting, such member shall be permitted to serve in her/his designated position  
33 until the conclusion of the Annual Meeting in the calendar year in which she/he  
34 ceases to meet the membership requirement of the respective section.  
35

36 **D. Terms.** GC members shall serve in a designated position for no more than two 2-  
37 year terms with the following exceptions:  
38

- 39 1. The medical student section representative may serve for up to two 1-year  
40 terms.  
41 2. Members elected to the GC of the Women Physicians Caucus, the predecessor  
42 to the Women Physicians Section, shall serve on the Women Physicians  
43 Section GC in the designated position to which elected and for the original  
44 term. Those GC members are eligible to run for reelection when the original  
45 term expires, and the term limits of this IOP would then become applicable  
46 prospectively.

1           **E. Term Limits.** Prior service or terms served on the GC in a designated position  
2 shall not be counted toward the term limit of another designated position that the  
3 GC member has not held before. Any GC member, with the exception of the  
4 MSS Representative, WPS Delegate, or WPS Alternate Delegate, may serve as  
5 Chair or Vice-Chair for a 1-year term with a maximum tenure of two terms in the  
6 same position.

7  
8           **F. Vacancies.**

- 9  
10           1. If there is a vacancy in a designated position, other than the Delegate or  
11           Alternate Delegate, the following guidelines will apply:  
12  
13           a. If less than six months remain in the term for that position, the Chair may  
14           appoint a replacement from the WPS membership to serve through the  
15           next (HOD) meeting, when the term would be set to expire.  
16  
17           b. If more than six months remain in the term for that position, a special  
18           election shall be conducted to fill the vacancy. A call for nominations to  
19           fill the vacancy will be announced electronically to the WPS membership  
20           and will be open for 30 days. The nominations and election process (as  
21           specified in WPS Internal Operating Procedures Section VI, Sub-section  
22           A) will follow within 30 days of the deadline for nominees to determine  
23           the winner of the vacant designated position(s). The winner will be  
24           elected to serve the remainder of the unexpired term.  
25  
26           c. A member elected to serve an unexpired term shall not be regarded as  
27           having served a term unless such member has served one full year or  
28           more.  
29  
30           2. If the Delegate position is vacated, the Alternate Delegate shall assume the  
31           position of Delegate and shall serve for the remainder of the unexpired term.  
32  
33           3. If the office of Alternate Delegate becomes vacant, any WPS GC member  
34           would be eligible to fill this position until the next election. If no WPS GC  
35           member can serve as the Alternate Delegate, the Chair may appoint a  
36           replacement from the WPS membership.  
37  
38           4. In the event of a temporary absence in the positions of either the Delegate or  
39           the Alternate Delegate, the Chair may appoint a replacement to serve through  
40           the next (HOD) meeting until such time as an election can occur.  
41

42           **G. GC Responsibilities.** All members of the GC are expected to attend all GC  
43 meetings and WPS functions, unless excused in advance by the Chair. All  
44 members shall participate regularly in email communications and on scheduled  
45 teleconferences. If any GC member is not fulfilling her/his duties to satisfy  
46 adequate participation on the GC, the Chair may, with unanimous consent of the

1 other GC members, ask the GC member to vacate her/his position. In the case of  
2 the Chair not fulfilling her/his duties, the Vice-Chair may, with unanimous  
3 consent of the other GC members, ask the Chair to vacate her/his position.  
4

5 **The Chair shall:**

- 6 • Preside over all meetings and functions of the GC and the WPS Assembly.
- 7 • Direct WPS activities in consultation with GC members and staff.
- 8 • Serve as the primary spokesperson for the WPS outside of the HOD.
- 9 • Appoint ad hoc committees as necessary.
- 10 • Work in collaboration with the Vice-Chair.

11  
12 **The Vice-Chair shall:**

- 13 • Preside at any WPS or GC meeting in the absence of the Chair or if the Chair  
14 can no longer fulfill her/his duties.
- 15 • Assist the Chair in the performance of her/his duties.
- 16 • Serve as a liaison to other groups at the discretion of the Chair.

17  
18 **The Delegate/Alternate Delegate shall:**

- 19 • Attend all AMA-HOD meetings and related functions.
- 20 • Represent the interests of the WPS membership during AMA-HOD meetings.
- 21 • Be responsible for reviewing and approving all resolutions going forward  
22 from the WPS to the AMA-HOD.
- 23 • Summarize the actions of the HOD as they pertain to the WPS.
- 24 • Monitor and review all AMA-HOD reports and resolutions of interest to WPS.

25  
26 **The Member At-Large shall:**

- 27 • Represent the interests of the WPS.
- 28 • Execute assigned responsibilities as determined by the Chair of the GC.

29  
30 **The Medical Student Section Representative shall:**

- 31 • Convey the interests of the MSS to the WPS.
- 32 • Be an active liaison between the WPS and the MSS.
- 33 • Prepare a report for each GC meeting and MSS meeting.

34  
35 **The Resident and Fellow Section Representative shall:**

- 36 • Convey the interests of the RFS to the WPS.
- 37 • Be an active liaison between the WPS and the RFS.
- 38 • Prepare a report for each GC meeting and RFS meeting.

39  
40 **The Young Physicians Section Representative shall:**

- 41 • Convey the interests of the YPS to the WPS.
- 42 • Be an active liaison between the WPS and the YPS.
- 43 • Prepare a report for each GC meeting and YPS meeting.

1                   **The AMWA Representative shall:**

- 2                   • Encourage cooperation and communication between the AMA and AMWA.  
3                   • Prepare a report on AMWA activities for each WPS GC meeting.  
4  
5

6   **V.       Elections**

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8           **A.       Nominations.**

- 9           a.   The nominee, nominating person, or organization must complete a WPS  
10           Nomination Form. The nominee must also submit a signed Disclosure  
11           Statement by the published deadline. Self-nominations will be accepted.  
12  
13           b.   All nominations must indicate which position on the GC the nominee is  
14           seeking.  
15  
16           c.   Nominees who satisfy the criteria as specified on the WPS nomination form  
17           and meet the deadlines will be presented to the WPS membership on an  
18           electronic ballot in alphabetical order. Nominee profiles will be posted on the  
19           WPS election page.  
20

- 21           **B.       Timing of Election.** GC members shall be elected by the WPS membership.  
22           During an election year, a call for nominees will be made by January 15<sup>th</sup>.  
23           Nominations will be accepted until the 15<sup>th</sup> day of March. An online election will  
24           take place in April.  
25

- 26           **C.       Eligibility.** All members of the WPS are eligible to be elected to the WPS GC.  
27           However, WPS members shall not hold a position as a member of another AMA  
28           Council or Section/Special Group Governing Council at the same time as serving  
29           on the WPS GC.  
30

- 31           **D.       Election of Delegate and Alternate Delegate.** In April 2018, the Delegate shall  
32           be elected from the WPS membership to serve a three-year term that will begin at  
33           the conclusion of the Annual Meeting. Thereafter, the Delegate shall be elected  
34           to a two-year term in odd numbered years. The Alternate Delegate shall continue  
35           to be elected every other year in even numbered years.  
36

37           Any current WPS member is eligible to stand for election. If a candidate is  
38           currently serving on a HOD delegation, she or he must be willing to resign from  
39           her/his respective HOD delegation position if elected as the WPS Delegate or  
40           Alternate Delegate.  
41

- 42           **E.       AMWA Representative.** The AMWA will be asked to nominate one or more  
43           representative(s) to be elected to its designated position on the WPS GC.  
44           Representatives must be members of the WPS and may not be medical students or  
45           residents. The AMWA representative will be elected by the WPS membership.

1       **F. AMA Section Representatives.** The MSS, RFS and YPS representatives shall be  
2 elected by the WPS membership via the WPS electronic ballot. The respective  
3 AMA Section shall forward one or more nominee(s) to be elected by the WPS  
4 membership. Interested candidates may seek nomination from her/his respective  
5 AMA section but can also be self-nominated (as specified in WPS Internal  
6 Operating Procedures Section V, Sub-section A.a).

7  
8       **G. At-Large Members.** At-Large Members may not be medical students.

9  
10       **H. Campaigning.** The WPS office cannot release WPS members' contact  
11 information to any candidate or third party for purposes of campaigning.

12  
13       **I. Method of Election.**

- 14       1. An electronic ballot will be used for the general election. As appropriate for  
15       that election year, the GC positions on the ballot will include: Delegate,  
16       Alternate Delegate, Members At-Large, YPS Representative, RFS  
17       Representative, MSS Representative and AMWA Representative.
- 18  
19       2. Voting must be open for 10 business days, and candidate information shall be  
20       made available on the AMA-WPS website.
- 21  
22       3. Ballots will be sent electronically to all WPS members who have a valid email  
23       address on file. If a WPS member does not have an e-mail address or  
24       computer access, accommodations will be made whereby she or he may  
25       request an alternative type of ballot that shall be returned to the office by the  
26       established deadline.
- 27  
28       4. Each member may cast only one ballot per general election or runoff election  
29       cycle. Voting must be completed for all positions on the ballot in order for the  
30       ballot to be counted. If incomplete, a ballot will be voided before the ballots  
31       are tallied.
- 32  
33       5. Elections are determined by a majority vote for the candidate. If no candidate  
34       receives a majority of the valid ballots cast, the two candidates (or more in the  
35       case of a tie) who received the most votes shall be placed on a subsequent  
36       ballot and an electronic runoff election shall be held.
- 37  
38       6. If a position is uncontested, members will be given a yes or no selection for  
39       that nominee. A majority yes vote is required for the nominee to be declared  
40       the winner of the uncontested election.
- 41  
42       7. In the event of a tie vote, an electronic runoff election shall be held. An  
43       electronic runoff ballot will be emailed to all WPS members with available  
44       emails within one week of the general election to break any tie votes.  
45       Members will then have seven (7) calendar days to cast their runoff ballots.

1           **J. Election of Officers (Chair and Vice-Chair).** The GC shall elect its Chair and  
2 Vice-Chair for the upcoming year in a closed session at each Annual meeting.  
3 Each GC member in attendance shall vote (8 votes total). If one or both officer  
4 positions are contested, each candidate (in alphabetical order) shall give a two-  
5 minute speech before a secret ballot election is conducted. A majority vote by  
6 those present and eligible to vote shall be required for each contested position to  
7 determine the winner. If no member receives a majority of the votes, balloting  
8 shall be repeated until a majority vote is reached. Following the election of the  
9 Chair and Vice-Chair, the GC will announce these officers at the business  
10 meeting of the WPS at each Annual Meeting. The newly-elected Chair and Vice-  
11 Chair shall assume their positions after the conclusion of the Annual Meeting.

12 **VI. WPS Structure**

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

18  
19           **B. GC Meetings and Quorum.** The GC shall meet in conjunction with each AMA-  
20 HOD meeting, and at one additional face-to-face meeting convened in a calendar  
21 year. When required, the GC may be authorized to have other meetings at times  
22 and locations within budgetary limits and standard AMA guidelines. All efforts  
23 shall be made to contain costs. The presence (via teleconference or face to face)  
24 of five (5) members shall constitute a quorum.

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

36  
37           **D. Assembly.** The Assembly meeting is the business meeting of the WPS. The  
38 Assembly meeting shall be open to all WPS members who choose to participate.  
39 Meeting details will be posted on the WPS website and sent electronically in  
40 advance of the meeting to all WPS members who have a valid e-mail address on  
41 file. For the purposes of this meeting, any WPS member who attends will be  
42 considered part of the voting assembly. A majority vote of those present  
43 constitutes an adopted action. The meeting will be held in conjunction with each  
44 AMA-HOD Meeting.  
45 Assembly Members shall advise the Delegate on positions to take on HOD items  
46 of business. The GC shall be responsible for soliciting agenda items from WPS

1 members prior to each meeting; and shall create an agenda that will put forward  
2 the WPS objectives in alignment with the AMA’s strategic direction.

3  
4 The Assembly meeting will provide WPS members an opportunity to conduct  
5 business as appropriate.  
6

7 **E. Activities.** Guidance on WPS projects, programs, and activities that increase  
8 physician engagement with the AMA shall be provided by the GC and carried out  
9 within available resources. An ongoing communication plan with members of the  
10 WPS and interested individuals may include electronic, print and other means.  
11 Virtual communications will be encouraged for this purpose whenever possible.  
12

13 **F. Voting.** Unless otherwise provided in these Internal Operating Procedures (IOP),  
14 any action or recommendation of the GC shall be adopted by the affirmative vote  
15 of a majority of the GC members present at any duly constituted meeting or  
16 teleconference at which a quorum is present.  
17

18  
19 **VII. Amendments**  
20

21 Any amendments to this IOP document shall require a two-thirds affirmative vote by  
22 those WPS members voting electronically and/or present at a WPS meeting and will then  
23 be subject to the approval of the AMA-BOT. Upon AMA-BOT approval, the WPS GC  
24 will notify its membership of any amendments or changes as a result of the BOT’s  
25 approval process. If there are amendments from the BOT, a final ratification by the WPS  
26 membership of the IOP document shall take place electronically. Implementation of the  
27 amended IOP will go into effect immediately following the final electronic ratification.



## APPENDIX

### *Excerpts relevant to the AMA Women Physicians Section from the Constitution and Bylaws of the American Medical Association (July 2014)*

- 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 (HOD) 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.
- 7.10 Women Physicians Section.** The Women Physicians Section is a delineated Section.
- 7.10.1 Membership.** All female physicians and medical students who are active members of the AMA shall be eligible to be members of the Women Physicians Section.
    - 7.10.11** Other active members of the AMA who express an interest in women's issues shall be eligible to join the section.
  - 7.10.2 Elections.** Membership on the Governing Council shall be determined through election by members of the Women Physicians Section. All members of the Women Physicians Section shall be entitled to vote in elections of Governing Council members. Ballot distribution and the voting process shall

be conducted pursuant to election procedures adopted by the Governing Council and approved by the Board of Trustees.

**7.10.2.1 Election of Officers.** The Governing Council shall elect its Chair and Vice Chair from among the Governing Council members.

**7.10.3 Cessation of Membership.** If an officer or Governing Council member ceases to be an active member of the AMA prior to the expiration of the term for which elected, the term of such officer or member shall terminate and the position shall be declared vacant.

**7.10.3.1 Section Representatives on the Governing Council.** If a representative of the Medical Student Section, Resident and Fellow Section or Young Physicians Section ceases to meet the criteria for membership in the section from which elected within 90 days prior to the Annual Meeting, such member shall be permitted to serve in office until the conclusion of the Annual Meeting in the calendar year in which she or he ceases to meet the membership requirement of the respective section.

**7.0.2 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.

**7.0.3 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.

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

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

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

**7.0.4 Officers.** Each Section shall select a Chair and Vice Chair or Chair-Elect and other necessary and appropriate officers.

**7.0.4.1 Qualifications.** Officers of each Section must be members of the AMA and of the Section.

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

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

**7.0.5 Delegate and Alternate Delegate.** Each Section shall elect a Delegate and Alternate Delegate to represent the Section in the House of Delegates.

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

**7.0.6.1 Purpose.** The purposes of the Business Meeting shall be:

**7.0.6.1.1** To hear such reports as may be appropriate.

**7.0.6.1.2** To consider other business and vote upon such matters as may properly come before the meeting.

**7.0.6.1.3** To adopt resolutions for submission by the Section to the House of Delegates.

**7.0.6.1.4** To hold elections.

**7.062 Meeting Procedure.**

**7.0.6.2.1** The Business Meeting shall be open to all members of the AMA.

**7.0.6.2.2** Only duly selected representatives who are AMA members shall have the right to vote at the Business Meeting.

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

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

**7.0.8 Establishment of New Sections.** A member component group seeking Section status may submit an application to the Council on Long Range Planning and

Development, which will make its recommendation to the House of Delegates through the Board of Trustees, or a resolution may be submitted for Section status.

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