

# American Medical Association Young Physicians Section

## Internal Operating Procedures

### I. Name

The name of this organization shall be the Young Physicians Section of the American Medical Association. This is a special section for young physician members of the AMA as set forth in AMA Bylaw 7.5.

### II. Vision, Mission, and Diversity, Equity and Inclusion Statement

The Assembly of the American Medical Association (AMA) Young Physicians Section (YPS) voted that the YPS' vision, mission, and diversity, equity and inclusion statement shall be as follows:

**A. Vision Statement.** The YPS, the recognized advocate and voice for young physicians and their patients, strives to achieve proportional representation for young physicians and to advocate effectively for their issues within our AMA and the Federation of medicine.

**B. Mission Statement.** The mission of the YPS is to strengthen the value of AMA membership for young physicians while maximizing young physicians' contributions to the AMA's brand vision through:

1. **Involvement.** Promoting young physician leadership, bilateral mentorship, and membership within the AMA and throughout the Federation.
2. **Advocacy.** Serving as the voice of young physicians by influencing policy development and advocacy priorities within our AMA.
3. **Communications.**
  - a. Providing young physicians with timely, focused updates on the AMA's progress and impact on core issues.
  - b. Communicating ways the AMA can help young physicians help their patients now and in the future.
  - c. Giving young physician members the ability to connect directly to YPS leadership.

**C. Diversity, Equity, and Inclusion (DEI) Statement.** In accordance with the AMA's guidelines and listed values as part of the effort to eliminate health inequities, the YPS will strive in all its dealings to recognize the unique perspective and value that all members of our organization offer in their interactions. The YPS is a place where all are welcome and their diverse backgrounds are valued and celebrated.

1 **III. Membership**

2  
3 Membership shall be limited to young physician members of the AMA as defined in AMA Bylaw  
4 7.5.1.

5  
6  
7 **IV. Officers/Governing Council**

8  
9 **A. Designations.** The officers of the YPS shall be 7 Governing Council members: Chair;  
10 Chair-Elect; Immediate Past Chair; Delegate; Alternate Delegate; Speaker; and Member  
11 At-Large.

12  
13 **B. Authority.** The Governing Council shall direct the programs and activities of the YPS.  
14 During the interval between meetings of the House of Delegates (HOD) and the YPS, the  
15 Governing Council shall act on behalf of the YPS in formulating decisions related to the  
16 development, administration, and implementation of YPS activities, programs, goals, and  
17 objectives. The Governing Council shall be guided by directives adopted by the YPS  
18 Assembly. The YPS shall be notified of actions taken by the Governing Council on its  
19 behalf.

20  
21 **C. Eligibility.** AMA Bylaw 7.5.2 defines eligibility and cessation of eligibility for those  
22 elected to the YPS Governing Council.

23  
24 **D. Duties and Privileges.** The Governing Council, with membership as delineated below,  
25 shall direct the programs and activities of the YPS including the creation of YPS  
26 committees, subject to the approval of such programs and activities, when required, by  
27 the Board of Trustees or HOD of the AMA.

28  
29 1. Chair. The Chair shall:

- 30  
31 a. Serve as the spokesperson for the YPS and its policy, except on matters  
32 pending before the HOD.  
33  
34 b. Have primary responsibility for setting the agendas for all YPS meetings.  
35  
36 c. Preside over all Governing Council meetings and portions of the YPS  
37 Assembly Meetings  
38  
39 d. Oversee all elections.  
40  
41 e. Have primary responsibility for appointing the Convention Committees.  
42 The Convention Committees consist of the Credentials Committee, the  
43 Reference Committee, the HOD Handbook Review Committee, the  
44 Parliamentary Procedure Committee, and the House Coordination  
45 Committee.  
46  
47 f. In the absence of the Speaker or at the request of the Speaker, preside or  
48 appoint a designee to preside at all meetings of the YPS Assembly and  
49 transact business in accordance with the current parliamentary authority  
50 as chosen by the AMA HOD.

- 1 g. Seek to recruit and maintain AMA members.
- 2
- 3 2. Immediate Past Chair. The Immediate Past Chair shall:
- 4
- 5 a. Assist and advise the Chair.
- 6
- 7 b. Attend all meetings of the YPS and the YPS Governing Council.
- 8
- 9 c. Seek to recruit and maintain AMA members.
- 10
- 11 3. Chair-Elect. The Chair-Elect shall:
- 12
- 13 a. Assist the Chair and preside at Governing Council meetings in the
- 14 absence of the Chair or at the Chair's request.
- 15
- 16 b. Serve as the spokesperson for the YPS and its policy if the Chair is not
- 17 available, except on matters pending before the HOD.
- 18
- 19 c. Seek to recruit and maintain AMA members.
- 20
- 21 d. Organize, with the assistance of the Member At-Large, an orientation for
- 22 new YPS representatives at each Assembly Meeting.
- 23
- 24 4. Delegate. The Delegate shall:
- 25
- 26 a. Represent the YPS in the HOD meeting. The Delegate has voting
- 27 privileges in the HOD.
- 28
- 29 b. Be responsible for organizing the HOD Handbook Review sessions for
- 30 members of the YPS. This shall include coordinating discussion of the
- 31 HOD Handbook by the Handbook Review Committee prior to the
- 32 Assembly Meeting, as well as working with the Speaker to coordinate
- 33 the Handbook review at the Assembly Meeting.
- 34
- 35 c. Observe deliberations during the Assembly HOD Handbook Review. At
- 36 the discretion of the Speaker, the Delegate may ask questions or suggest
- 37 potential courses of action during the discussion in order to best elicit the
- 38 will of the Assembly. However, the Speaker shall be primarily
- 39 responsible for conducting deliberations during the HOD Handbook
- 40 Review.
- 41
- 42 d. Be responsible for reviewing all resolutions in the HOD with emphasis
- 43 on those resolutions forwarded from the YPS, present HOD Reference
- 44 Committee testimony on resolutions submitted to the HOD, summarize
- 45 the actions of the HOD as they pertain to the YPS, and compile a
- 46 summary of pertinent HOD actions for distribution to all YPS members.
- 47
- 48 e. Coordinate HOD Reference Committee testimony and monitor other
- 49 issues under consideration by the HOD, but not directly being

1 commented on by the YPS Assembly and have responsibility for  
2 articulating a YPS position on HOD resolutions that merit YPS  
3 testimony or a young physician voice. The Delegate shall vote consistent  
4 with YPS actions whenever possible and shall use their own best  
5 judgment to vote on matters before the HOD in the absence of specific  
6 direction from the YPS Assembly or Governing Council.  
7

8 f. Serve as liaison between the YPS and other Sections on policymaking  
9 issues.

10 g. Seek to recruit and maintain AMA members.  
11

12  
13 5. Alternate Delegate. The Alternate Delegate shall:  
14

15 a. Assist the YPS Delegate in the Delegate duties described above.  
16

17 b. Seek to recruit and maintain AMA members.  
18

19 6. Member At-Large. The Member At-Large shall:  
20

21 a. Promote and support equitable and inclusive recruitment processes and  
22 ensure leadership accountability in upholding the YPS DEI initiatives for  
23 engaging and involving all underrepresented groups within the AMA.  
24

25 b. Organize, with the assistance of the Chair-Elect, an orientation for new  
26 YPS representatives at each Assembly Meeting.  
27

28 c. Identify recruitment and retention opportunities for the Section.  
29

30 d. Serve as liaison between the YPS and other Sections in collaborative  
31 efforts outside of policymaking activities.  
32

33 e. Distribute information on advocacy activities of the AMA and partner  
34 organizations to the YPS membership.  
35

36 f. Seek to recruit and maintain AMA members.  
37

38 7. Speaker. The Speaker shall:  
39

40 a. Preside over deliberations, including the HOD Handbook Review in the  
41 YPS Assembly and shall perform such duties as custom and  
42 parliamentary procedures require.  
43

44 b. Implement the agenda for the YPS Assembly Meetings.  
45

46 c. Provide for oversight and enforcement of the YPS Campaign Rules as  
47 specified in YPS Internal Operating Procedures Section V, Sub-section  
48 D.

- 1 d. Assist the Chair in appointing the Convention Committees and  
2 instructing the committees regarding their duties prior to each Assembly  
3 Meeting.  
4  
5 e. Refer resolutions and reports submitted for consideration at YPS  
6 Assembly business meetings to Reference Committees.  
7  
8 f. Prepare a document, to be published in the YPS agenda book,  
9 summarizing parliamentary procedure used in Assembly business  
10 meetings.  
11  
12 g. Review the YPS Digest of Actions for consistency with Assembly action  
13 prior to its update and distribution.  
14

15 **E. Terms.**

- 16  
17 1. Individuals elected as Chair-Elect shall serve a three-year term, which will  
18 include one year as Chair-Elect, one year as Chair, and one year as Immediate  
19 Past Chair, beginning at the conclusion of the Annual Meeting at which they are  
20 elected.  
21  
22 2. The remaining officers (Delegate, Alternate Delegate, Speaker and the Member  
23 At-Large) shall serve two-year terms, beginning at the conclusion of the Annual  
24 Meeting at which they are elected and ending at the conclusion of the Annual  
25 Meeting two years later.  
26  
27 3. Individuals may run for partial terms, so long as they disclose that information  
28 when they announce their candidacy.  
29

30 **F. Term Limits.**

- 31  
32 1. An individual shall serve no more than one term as Chair, Chair-Elect, or  
33 Immediate Past Chair. No number of years of prior Governing Council service  
34 shall disqualify an individual from being elected Chair-Elect.  
35  
36 2. The Delegate, Alternate Delegate, Speaker and Member At-Large shall serve in  
37 each representative office for no more than two terms, but a member elected or  
38 appointed to serve an unexpired term shall not be regarded as having served a  
39 term unless such member has served one full year or more.  
40

41 **G. Vacancies.**

- 42  
43 1. Chair: In the event that the office of Chair shall become vacant, the Chair-Elect  
44 will assume the Chair position immediately. That individual will not move into  
45 the Immediate Past Chair position at the Annual Meeting, but thereafter will  
46 serve their regularly scheduled term as Chair.  
47  
48 2. Immediate Past Chair: If the office of Immediate Past Chair becomes vacant for  
49 any reason, at the next YPS Assembly Meeting there will be an election for a

1 special additional Member At-Large position to replace the Immediate Past Chair  
2 on the Governing Council during the remainder of the unexpired term.  
3

4 3. Other Members of the Governing Council:

5 a. In the event a vacancy occurs for a position in the Governing Council  
6 while the YPS Assembly is in session, the position shall be filled by  
7 immediate election. Nominations will be accepted from the floor and the  
8 election process shall follow current procedure as documented in Section  
9 V.

10  
11 b. In the event a vacancy occurs while the YPS Assembly is not in session  
12 for the office of Chair-Elect, Delegate, Alternate Delegate, Member At-  
13 Large, or Speaker, a successor shall be appointed by the Chair to serve a  
14 term that expires at the end of the next HOD meeting. An open election  
15 will be held at the next Assembly meeting to determine who will serve  
16 the unexpired term following the HOD meeting to the next regularly  
17 scheduled election for that position. The appointed individual may run  
18 for the remainder of the position, provided they meet the criteria for that  
19 position.  
20

21 4. In the event of a temporary absence in the positions of the Governing Council,  
22 the Chair or a designee of the Chair may appoint a replacement to serve a defined  
23 term accounting for the temporary absence. The Chair shall inform YPS  
24 Assembly members of the vacancy. The individual filling this temporary  
25 appointment must have been certified as a representative to the YPS Assembly as  
26 specified in YPS Internal Operating Procedures Section VI, Sub-section F.  
27

28  
29 **V. Elections**

30  
31 Members of the YPS Governing Council shall be elected by voting members of the YPS present  
32 at the YPS Assembly Meeting.  
33

34 **A. Time of Election.** All elections for YPS Governing Council positions are held at the  
35 Annual Meetings of the YPS Assembly immediately prior to the Annual Meeting of the  
36 HOD, unless there is a vacancy that needs to be filled at the Interim Meeting. The Chair-  
37 Elect shall be elected at every Annual Meeting. The Delegate and Alternate Delegate  
38 shall be elected in even numbered years. The Speaker and Member-At-Large shall be  
39 elected in odd numbered years. The Speaker shall set the day and hour of such elections  
40 and shall give the members of the YPS ample notification.  
41

42 **B. Eligibility.**

- 43  
44 1. To be eligible for election to the Governing Council, one must meet the criteria  
45 of AMA Bylaw 7.5.1.  
46 2. Each candidate for a position on the Governing Council shall be eligible to offer  
47 their name for only one position per ballot.  
48  
49 3. Members of the Governing Council, except for the Chair, Chair-Elect, or  
50 Immediate Past Chair, are eligible to run for reelection to their own position, if

1 eligible for the position. All Governing Council members are eligible to run for  
2 another position on the Council.

- 3  
4 4. All members of the YPS are eligible to be elected to the YPS Governing Council.  
5 However, YPS members shall not hold a position as a member of another AMA  
6 Council or Section/Special Group Governing Council at the same time as serving  
7 on the YPS Governing Council.  
8

9 **C. Nominations.**

- 10  
11 1. Nominations for the Governing Council positions may be received in advance of  
12 the Annual Meeting, or from the floor at the YPS Assembly Meeting.  
13  
14 2. All candidates must complete a YPS Nomination Form.  
15  
16 3. All nominations shall close simultaneously at a specific time designated by the  
17 Speaker.  
18

19 **D. Campaigns.**

- 20  
21 1. Campaigning for positions is limited to campaign speeches, other  
22 "conversational" campaigning, and printed material which delineates the  
23 candidate's experience and expertise. Other campaign promotional material  
24 (including but not limited to buttons, flags, pins, leaflets, posters, etc.) is  
25 discouraged.  
26  
27 2. Candidates who declare their candidacy in advance shall be encouraged to submit  
28 materials that can be posted online at the YPS website.  
29  
30 3. Each candidate shall be given an opportunity to present a campaign speech. The  
31 Speaker shall notify each candidate in advance of the Assembly Meeting as to the  
32 number of minutes available, as well as the scheduled time.  
33  
34 4. In contested elections, the Chair will organize a question-and-answer session for  
35 all candidates during the YPS Assembly Meeting. Candidates will be given a  
36 specific time and rules for the question-and-answer session in advance of the  
37 YPS Assembly.  
38

39 **E. Voter Eligibility.** Only Governing Council members and credentialed YPS Assembly  
40 representatives shall be eligible to vote.

41  
42 **F. Method of Election.**

- 43  
44 1. Where there is no contest, the election shall be by acclamation. All other  
45 elections shall be by ballot.  
46  
47 2. In even numbered years, the Chair-Elect shall be elected first, followed by the  
48 Delegate, and then the Alternate Delegate.

- 1 3. In odd numbered years, the Chair-Elect shall be elected first, followed by the  
2 Speaker, and then the Member-At-Large.
- 3
- 4 4. Balloting will be conducted through electronic voting or paper ballots (if  
5 needed).
- 6
- 7 5. The Credentials Committee shall oversee distribution of ballots and verification  
8 of results. Credentialing badges must be verified to receive a ballot. The number  
9 of ballots issued shall be monitored.
- 10
- 11 6. Each voter must mark the ballot exactly as directed by the instructions on the  
12 ballot. Verbal instructions also shall be given by the Chair.
- 13
- 14 7. All nominees for an open or vacant Governing Council position shall be listed  
15 alphabetically on a single ballot. Each elector shall have as many votes as the  
16 number of candidates to be elected to each position, and each vote must be cast  
17 for a different nominee. A nominee shall be elected if they receive a majority  
18 vote of the legal ballots cast. (If no nominee receives a majority of the legal  
19 ballots cast, there shall be a subsequent ballot.)
- 20
- 21 8. Subsequent Ballots. If no candidate receives a majority of the legal ballots cast,  
22 the two candidates (or more in the case of a tie) who receive the most votes shall  
23 be placed on a subsequent ballot and voting shall recommence.
- 24
- 25 9. Handling of Ties. In the event of a tie vote, a run-off election shall be held.

26  
27 **G. Verification/Counting of Ballot.**

- 28
- 29 1. Credentials Committee members shall verify the total number of ballots received  
30 in the presence of YPS staff. If more ballots are received than were distributed,  
31 the process shall be halted, and the results invalidated. The Credentials  
32 Committee Chair shall notify the Chair of this fact and new ballots will be  
33 distributed.
- 34
- 35 2. In the event of paper ballots, the Credentials Committee shall examine each  
36 ballot to determine if there is only one designated candidate for each office. No  
37 ballot shall be counted if it contains fewer or more votes than the number of  
38 individuals to be elected to any position, or if the ballot contains more than one  
39 vote for any nominee. The Credentials Committee will draw a single contrasting-  
40 colored line (that does not interfere with the legibility of the voter's markings)  
41 through the area of any ballot marked improperly for a given office indicating a  
42 void ballot for that race.
- 43
- 44 3. In the event of paper ballots, the Credentials Committee Chair shall certify the  
45 results to the Chair after all races have been decided. (The sum of all candidates'  
46 votes plus the voided ballots for each race plus other voided ballots must equal  
47 the number of ballots received by the Credentials Committee prior to certifying a  
48 winner.)



- 1                   4.       Vote totals shall be available on request to individual members of the YPS
- 2                                Assembly.
- 3
- 4                   5.       Appeals must be made prior to the conclusion of the Assembly Meeting.
- 5                                Appeals shall be evaluated by the Governing Council Chair and Credentials
- 6                                Committee and resolved by the Governing Council Chair. Committee members
- 7                                with a conflict of interest must recuse themselves from evaluating appeals.
- 8
- 9

10 **VI.    YPS Assembly Meeting**

11                   There shall be an Assembly Meeting of the YPS held on the day of or a day prior to the start of

12                   each meeting of the AMA HOD.

13

14

15       **A.    Call to the Meeting.** At least 30 days prior to the meeting, notice shall be sent to all

16                   YPS members detailing the time, place and other relevant details regarding the meeting.

17

18       **B.    Purpose of the Meeting.**

- 19
- 20                   1.       To hear such reports as may be appropriate.
- 21
- 22                   2.       To consider other business and vote upon such matters as may properly come
- 23                                before the meeting.
- 24
- 25                   3.       To adopt resolutions for submission by the Section to the HOD.
- 26
- 27                   4.       To hold elections.
- 28

29       **C.    Duration of the meeting.** The meeting shall be a one-day meeting only, so as to

30                   minimize days away from work for Assembly and Governing Council members.

31

32       **D.    Participation.**

- 33
- 34                   1.       Only credentialed Assembly representatives and Governing Council members
- 35                                shall have the right to vote, but the meeting floor and right to testify shall be open
- 36                                to all YPS members. The Speaker may grant others the privilege of the floor. No
- 37                                representative may be certified at any meeting to represent more than one
- 38                                organization in the YPS Assembly.
- 39
- 40                   2.       The YPS Assembly Meeting, where possible, shall be held at the same hotel used
- 41                                for the HOD. YPS representatives, where possible, should be housed in the same
- 42                                hotel used for the HOD meeting.
- 43

44       **E.    Procedure.**

- 45
- 46                   1.       Agenda: At least 21 days prior to the Assembly Meeting, the agenda shall be
- 47                                made available to the YPS representatives. The order of business will be set by
- 48                                the Speaker prior to the meeting.

- 1  
2  
3  
4  
5  
6  
7  
8  
9
2. Rules of Order: The Assembly Meeting shall be conducted pursuant to the established rules of order submitted by the Speaker and adopted by the Assembly. The parliamentary authority used by the AMA HOD shall govern the Assembly Meeting in all matters not otherwise specified in the adopted rules of order mentioned above.
  3. Quorum. Thirty voting representatives shall constitute a quorum for the YPS Assembly.

10 **F. Qualifications for Representatives to the YPS Assembly.**

- 11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50
1. Each representative to the YPS Assembly must be a member of the AMA who meets the requirement for membership in the YPS as set forth in AMA Bylaw 7.5.1.
  2. If a representative is elected to the Governing Council, that representative shall be required to resign as a representative at the time that their term on the Governing Council commences.
  3. State Medical Society Representation. AMA Bylaw 7.5.3 sets forth criteria for representation by constituent associations.
    - a. Each constituent (state) medical association automatically is entitled to two voting representatives. Those selected to represent a state medical association in our YPS as representatives must be AMA members in good standing and meet the criteria set forth in AMA Bylaw 7.5.1.
    - b. Proportional Representation. In addition to the representative positions discussed above, AMA Bylaw 7.5.3.1 states that constituent medical associations are eligible for additional representatives based on proportional representation (two representatives for every 1,000 AMA young physician members of the constituent medical association).
    - c. Additional YPS representative positions shall be filled by one of the following processes.
      - i. Open, democratic elections by young physicians during assemblies, forums, caucuses, or other meetings which have elections as part of their announced agendas. Those voting shall meet the definition of young physician set forth in AMA Bylaw 7.5.1.
      - ii. Democratic elections by state constituent Governing Councils, or their equivalent, whose members have been elected democratically by young physicians (as defined by AMA Bylaw 7.5.1) during assemblies, forums, caucuses, or other meetings which have elections as part of their announced agendas.
      - iii. The YPS Governing Council shall review the process of representative selection for expanded states every 2 years,

1 commencing from the most recent year an additional position is  
2 added.

3  
4 d. Retention of Representatives. If the membership information as recorded  
5 by the AMA as of December 31 warrants a decrease in the number of  
6 representatives representing a constituent association, the constituent  
7 association shall be permitted to retain the same number of  
8 representatives, without decrease, for one year, if it promptly files with  
9 the AMA a written plan of intensified AMA membership development  
10 activities among its young physician members. If after that year the  
11 membership in the constituent association has not recovered to a level  
12 sufficient to warrant maintaining the same number of representatives,  
13 then the representation shall be decreased accordingly. Our YPS  
14 annually shall obtain AMA young physician membership data and  
15 communicate any loss greater than 5% from a particular constituent  
16 medical association to that society.

17  
18 4. National Medical Specialty Society Representation. AMA Bylaw 7.5.3.1 sets  
19 forth criteria for representation by national medical specialty societies.

20  
21 a. Each national medical specialty society granted representation in the  
22 AMA HOD is automatically entitled to two voting representatives. Those  
23 selected to represent a national medical specialty society in our YPS as  
24 representatives must be AMA members in good standing and meet the  
25 criteria set forth in AMA Bylaw 7.5.1.

26  
27 b. Proportional Representation. In addition to the representative positions  
28 discussed above, AMA Bylaw 7.5.3.1 states that national medical  
29 specialty societies are eligible for additional representatives based on  
30 proportional representation (two representatives for every 1,000 AMA  
31 young physician members of the national medical specialty society).

32  
33 c. Additional YPS representatives. Those specialty societies who are  
34 eligible for more than two representatives, per Bylaw 7.5.3.1.1, shall  
35 select those representatives according to the rules and criteria developed  
36 by the Governing Council and approved by the Board of Trustees to  
37 ensure that they are selected in a fair and equitable manner allowing open  
38 representation.

39  
40 d. The representative selected to represent a national medical specialty  
41 society in the YPS must be an AMA member in good standing and meet  
42 the following criteria:

43  
44 i. Must be a young physician as defined by AMA Bylaw 7.5.1.

45  
46 ii. Should be chosen in a fair and equitable manner allowing open  
47 representation.

48  
49 iii. Must represent the interests of their particular specialty society  
50 young physician constituency.

- 1                   5.     The Federal Services Representation. Each Federal Service (United States Army,  
2                   United States Navy, United States Air Force, the United States Public Health  
3                   Service, and the Department of Veterans Affairs) shall be entitled to two voting  
4                   representatives.  
5  
6                   6.     Credentialing of YPS Representatives.  
7  
8                   a.     Constituent (state) societies, Federal Services, and national medical  
9                   specialty societies may designate their representatives as soon as possible  
10                  in the year. The names of credentialed Assembly representatives from  
11                  each state, Federal Service, and specialty society should be forwarded to  
12                  the YPS Staff at least 30 days prior to the meeting.  
13  
14                  b.     The Chair, with the assistance of the Speaker, shall select a Credentials  
15                  Committee for on-site credentialing verification. Committee members  
16                  shall be provided at least 30 days in advance of the meeting with  
17                  instructions for completing their responsibilities. A member of the YPS  
18                  Governing Council shall meet with the committee members at the  
19                  meeting.  
20  
21                  c.     On the day of the opening of the Assembly Meeting, credentialing shall  
22                  take place, where voting members must officially identify themselves to  
23                  the Credentials Committee as having been selected to represent their  
24                  state, specialty society or Federal Services.  
25  
26                  d.     Every voting representative shall receive a voting badge, which must be  
27                  worn at all times while on the floor of the Assembly.  
28

29                   **G.     Rules of Order.**

- 30  
31                   1.     The Rules of Order shall be included in all YPS Handbooks.  
32  
33                   2.     The Assembly Meeting shall be conducted pursuant to the established rules of  
34                   order presented by the Speaker and adopted by the Assembly. These include the  
35                   following procedures:  
36  
37                   a.     Any YPS member wishing to obtain the floor shall approach the nearest  
38                   microphone, wait to be recognized, address the Speaker or Chair, and  
39                   give their name, affiliation for whom they are speaking, and whether  
40                   they speak for or against the current motion, before speaking on the  
41                   issue. Observers and others may participate in the discussion with  
42                   permission of the Speaker or Chair.  
43  
44                   b.     No one shall speak more than once on any issue or separate motion until  
45                   all who wish to speak have been heard.  
46  
47                   c.     So as not to hinder debate, time limits for discussion on any single issue  
48                   shall not be imposed. Should discussion become lengthy, a  
49                   representative to the Assembly may make a motion to the Assembly to  
50                   limit debate. Such motion would need a 2/3 vote to be passed. Ample

1 time should be allowed for any member to be heard on an issue before  
2 debate is closed.

3  
4 d. Any major amendments shall be presented to the Speaker in writing  
5 before they are placed on the floor for discussion and action.

6  
7 e. Voting shall be by voice, that is "yes" and "no," except where the  
8 Speaker, Chair, or a representative calls for a division of the Assembly,  
9 in which case a counted vote will be taken.

10  
11 **H. Resolutions.**

- 12  
13 1. YPS representatives may submit resolutions, either on behalf of themselves as  
14 individuals or on behalf of their state, Federal Service, specialty society,  
15 committee, or some combination thereof.
- 16  
17 2. Every resolution submitted shall identify the individual, society, or committee that  
18 is submitting it.
- 19  
20 3. Resolutions to the YPS Assembly must propose new policy positions for the AMA,  
21 directives for action to the YPS Governing Council, and/or directives for advocacy  
22 by the YPS Delegate and Alternate Delegate within the HOD. The YPS does not  
23 accept resolutions to develop YPS policy only.
- 24  
25 4. Resolutions must be received in writing by the YPS office by a specific day and  
26 time determined by the Governing Council. Resolutions submitted after the  
27 deadline date and up until 7 days prior to the Assembly Meeting shall be deemed  
28 "late" resolutions. These resolutions shall be posted on the YPS website for online  
29 comment where possible and referred to the Reference Committee for its  
30 recommendation to accept or not. The Reference Committee shall consider the  
31 timeliness/urgency of late resolutions, coupled with the reason(s) for lateness. If the  
32 Assembly votes by a 2/3 affirmative vote to accept for consideration, the Reference  
33 Committee then shall issue a written recommendation for disposition of the  
34 resolution.
- 35  
36 5. Resolutions received after the "late resolutions deadline" and through the YPS  
37 Assembly Meeting shall be considered "emergency resolutions." A 3/4 Assembly  
38 vote shall be required for acceptance.
- 39  
40 6. All resolutions, including late and emergency resolutions, shall be posted on the  
41 YPS meeting website for online comment, where possible.
- 42  
43 7. Copies of all late and emergency resolutions shall be distributed to the Assembly.
- 44  
45 8. YPS Assembly members shall be provided with a report detailing the Reference  
46 Committee's recommendations for action on all resolutions prior to the opening of  
47 the YPS Assembly Meeting.
- 48  
49 9. Unless otherwise specified in an adopted resolution, the YPS Delegate and  
50 Alternate Delegate, with input from other Governing Council members, shall

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

**I. Reports to the YPS Assembly.**

1. The YPS Governing Council shall issue reports responding to referred resolutions. In the case that a report is not finished by the next YPS meeting, a status report on that topic shall be provided to the YPS Assembly.
2. The YPS Governing Council also shall have the ability to issue reports and recommendations addressing topics of interest.
3. The YPS Governing Council also shall issue reports that have been mandated by the YPS Assembly.
4. As directed by the Governing Council, standing committees may issue reports with or without recommendations directly to the Assembly.

**J. Online Testimony on Pending Resolutions and Reports.**

1. All young physicians shall be encouraged to offer online testimony on pending resolutions and reports in advance of the meeting.
2. The YPS website shall include details regarding how testimony shall be submitted.
3. All online testimony shall be posted online within a specified time.
4. Online testimony shall be made available to Assembly members and the Reference Committee.
5. The online testimony shall serve as the basis for the Reference Committee’s recommendations.

**K. Convention Committees.**

1. Convention Committees shall be appointed by the Chair, with the assistance of the Speaker, and from Assembly members who volunteer for committee service. The Chair and Speaker shall strive to ensure a mix of representatives from different geographical areas, specialties, and genders. In addition, Convention Committees shall be comprised of new and experienced YPS members.
2. The YPS shall use the following committees to expedite the conduct of business at each meeting of the YPS Assembly.
  - a. Credentials Committee. The Credentials Committee shall consist of 4 representatives, one of whom is appointed to chair the committee. Main responsibilities of the Credentials Committee are to:
    - i. Check-in and credential representatives.
    - ii. Determine the ability of an individual to be credentialed as a voting representative (if not preregistered).

- 1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49
- iii. Take vote counts during the Assembly Meeting when requested by the YPS Speaker.
  - iv. Distribute, collect, count, and verify election ballots, in the event paper ballots are used.
  - v. Collect meeting evaluation forms.
  - vi. Issue a verbal report on the number of credentialed representatives in attendance.
- b. Reference Committee. The YPS Reference Committee shall be composed of 5 representatives, one of whom is appointed to chair the committee. Major responsibilities are to:
- i. Review (in advance of the meeting) online testimony, staff comments and AMA policy.
  - ii. Produce a report prior to the opening of the Assembly with a consent calendar of recommended actions regarding the submitted reports and resolutions.
  - iii. Review and propose acceptance (or non-acceptance) of "late" resolutions received after the resolution deadline.
  - iv. Hear additional testimony during the business meeting of the Assembly.
  - v. Provide Assembly members, upon request, with a summary of the debate and reasoning for the decision during the Reference Committee proceedings (to be provided by the Reference Committee Chair).
- c. HOD Handbook Review Committee. The Handbook Review Committee shall work with the YPS Delegate and Alternate Delegate (in advance of the meeting) to:
- i. Review the HOD materials.
  - ii. Identify resolutions they believe should be discussed at the YPS Handbook Review Session or Assembly Meeting.
  - iii. Propose an initial course of action for the YPS (e.g., active support, support, monitor, etc.), and compile these recommendations into a report for consideration by the Assembly as a consent calendar.
- d. Parliamentary Procedure Committee. Committee members shall be available to assist Assembly members with questions as to how to best accomplish their intent. The committee shall have no pre-meeting

1 assignments. The number of members shall vary according to the number  
2 of volunteers, the volume of YPS business, and the size of the YPS  
3 Assembly.  
4

- 5 e. House Coordination Committee (HCC). These individuals shall assist the  
6 YPS Delegate and Alternate Delegate in executing their duties.  
7

8 **L. Miscellaneous.**  
9

- 10 1. Parliamentary Authority. The parliamentary authority of the HOD shall govern  
11 the YPS in all parliamentary situations that are not provided for in the AMA  
12 Bylaws or adopted rules of the YPS.  
13  
14 2. Digest of Actions. A Digest of Actions is the official proceedings from the YPS  
15 Assembly Meetings and shall include directives for action to the YPS Governing  
16 Council and directives for advocacy by the YPS Delegate within the HOD. An  
17 updated Digest shall be available online following each YPS Assembly Meeting.  
18  
19 3. Consent calendars. A consent calendar shall be utilized for the recommendations  
20 of the Reference Committee and the YPS HOD Handbook Review Committee.  
21  
22 4. Recycling. Provisions for recycling shall be available at every YPS Assembly  
23 Meeting, where possible.  
24  
25 5. Handbooks. In advance of the meeting, the Assembly Handbook shall be made  
26 available in electronic form.  
27

28  
29 **VII. Standing or Ad Hoc Committees**  
30

31 **A. Standing Committees.**  
32

- 33 1. The Governing Council may create any number of standing committees to further  
34 the mission of the section.  
35  
36 2. A standing committee will have a duration of up to 4 years. A standing  
37 committee can be extended beyond its original charter if the Governing Council  
38 deems it appropriate.  
39  
40 3. The Governing Council shall openly solicit the YPS membership for applications  
41 to serve on a committee.  
42  
43 4. Members of standing committees shall be appointed for 2 year terms and can be  
44 reappointed.  
45  
46 5. The Governing Council shall select a chair of the committee from among its  
47 members.  
48  
49 6. All standing committees will include a Governing Council member, who will act  
50 as a liaison and serve ex-officio without the right to vote.



- 1  
2 7. The Governing Council can direct the standing committees to make reports with  
3 or without recommendations directly to the Assembly or to the Governing  
4 Council.  
5

6 **B. Ad Hoc Committees.**  
7

- 8 1. In order to perform an assigned task, the Governing Council may create any  
9 number of ad hoc committees with a duration ranging from 6 months to 2 years.  
10  
11 2. An ad hoc committee can be extended beyond its original charter if the  
12 Governing Council deems it appropriate.  
13  
14 3. Members of ad hoc committees will be appointed for the original duration of the  
15 committee. If the duration is extended, the Governing Council can reassess  
16 membership.  
17  
18 4. An Ad Hoc Committee on Internal Operating Procedures (IOP) will be  
19 constituted to review the IOP every five years. Changes to the IOP require a 2/3  
20 vote of the YPS Assembly.  
21  
22 5. The Governing Council can direct the ad hoc committees to make reports with or  
23 without recommendations directly to the Assembly or to the Governing Council.  
24  
25

26 **VIII. Liaisons to Other AMA Groups**  
27

28 **A.** The YPS shall maintain a designated seat for a young physician on the following AMA  
29 bodies:  
30

- 31 1. Minority Affairs Section. The YPS Governing Council shall solicit for  
32 nominations and then choose a representative from among the nominations  
33 received.  
34  
35 2. Women Physicians Section. The YPS Governing Council shall solicit for  
36 nominations and then shall select 2 potential YPS representatives, who then will  
37 be elected according to the procedures of the Women Physicians Section.  
38  
39 3. Advisory Committee on Lesbian, Gay, Bisexual, Transgender and Queer Issues.  
40 The YPS Governing Council shall solicit for nominations and then select a  
41 representative from among the nominations received.  
42

43 **B.** The YPS Governing Council shall, upon request, provide a liaison to other groups. The  
44 process of selecting all liaison positions shall be conducted as listed below.  
45

- 46 1. The YPS Governing Council shall submit a call for nominations utilizing various  
47 AMA communication channels.  
48 2. The call for nominations shall include a description of the position,  
49 responsibilities, and duration of the position.  
50 3. A standardized nomination form shall be utilized for all liaison nominations.

1 4. Unless otherwise specified, the YPS Governing Council shall solicit nominations  
2 and then may select a representative from among the nominations received.

3 5. In the event of a significant time constraint that does not allow the procedure to  
4 be utilized, the GC may nominate a liaison without soliciting nominations. The  
5 nominee should complete the nomination form for that appointment.  
6

7 **C.** The YPS Governing Council shall solicit nominations for vacant positions, unless the  
8 request has a time constraint that limits the YPS Governing Council from performing the  
9 aforementioned appointment process. New applicants who have not previously served  
10 and incumbents will receive equal consideration.

11  
12 **D.** All liaisons must meet the YPS definition of young physician, as specified in Bylaw  
13 7.5.1, at the time they take office for these positions.  
14

15 **E.** Governing Council members themselves may serve as liaisons or represent the YPS or  
16 young physicians on various internal AMA task forces. The Governing Council also has  
17 the option of selecting a non-Council member to represent the YPS on various internal  
18 AMA task forces. Any Governing Council member who is nominated for a liaison  
19 position shall recuse themselves from the selection committee for that position.  
20  
21

22 **IX. Governing Council Rules for Sponsoring Candidates for Elected and Appointed Council**  
23 **Candidate Positions**  
24

25 **A.** The Governing Council shall consider requests to sponsor YPS Candidates for elected or  
26 appointed positions in which a YPS member is eligible to be a candidate. The YPS shall  
27 consider only individuals who meet the AMA definition of a young physician, as defined  
28 in Bylaw 7.5.1, at the time a position commences. Candidates must submit a formal  
29 request for YPS support along with a copy of the completed application form, curriculum  
30 vitae, and any other documents requested by the Governing Council for decision.  
31 Candidates have the option to submit a photo.  
32

33 **B.** The Governing Council shall consider sponsoring candidates only with the following  
34 experience:  
35

36 1. Must be an AMA member and be a member of the YPS as specified in AMA  
37 Bylaw 7.5.1 at the time a position commences.  
38

39 2. Should be active in organized medicine or involved in community or national  
40 medical entities.  
41

42 3. Should have experience related to the position sought.  
43

44 4. Should demonstrate knowledge of issues pertinent to the YPS.  
45

46 **C.** All candidate applications for YPS support must be submitted by October 15 in the year  
47 prior to the election for which nomination is sought. Candidate applications may be  
48 reviewed by the Governing Council or by a committee appointed by the Governing  
49 Council.

1 Materials provided by candidates will be made available to properly credentialed YPS  
2 representatives prior to the Interim meeting. Candidates shall be presented on the floor of  
3 the YPS Assembly at the Interim meeting and be given the opportunity for brief remarks  
4 ahead of an Assembly vote. For each council only one candidate can proceed to a vote  
5 for support of their nomination by attaining a majority vote. If no candidate achieves a  
6 majority vote, the two candidates with the highest number of votes will be listed on a  
7 second ballot. If there is a tie for the candidate spot with the second highest number of  
8 votes, then the additional candidates in the tie will be included. Voting will continue in  
9 this fashion until a candidate achieves a majority vote. The candidate that achieves a  
10 majority vote will then proceed to a vote for support of their nomination, which will  
11 require a 2/3 vote of the legal votes cast. The candidates receiving a 2/3 vote may  
12 subsequently include the YPS sponsorship in their campaign materials in accordance with  
13 the AMA policies G-610.020 and G-610.021.

- 14
- 15 **D.** A YPS sponsored candidate is automatically considered endorsed by the YPS.
- 16
- 17 **E.** Neither the AMA-YPS nor its Governing Council shall provide any direct or indirect  
18 financial support to sponsored candidates at any point during the campaign or election  
19 process.
- 20
- 21

22 **X. Governing Council Rules for Endorsing Candidates for Elected Positions**

- 23
- 24 **A.** The Governing Council shall consider endorsements of candidates for the AMA  
25 President-Elect, Board of Trustees, and elected Councils who have been sponsored by an  
26 organization represented in the AMA HOD. Preference shall be given to current young  
27 physician AMA members; however, all AMA members (including non-section members)  
28 who have demonstrated a clear history of service to the YPS may be considered at the  
29 Governing Council’s discretion.
- 30
- 31 **B.** To apply for a YPS endorsement, all application materials must be received by the  
32 Governing Council no later than seven days following the official announcement of  
33 candidates by the American Medical Association Board of Trustees. Applications may be  
34 reviewed by the Governing Council or a committee appointed by the Governing Council.  
35 The Governing Council decisions will communicate endorsement decisions in a timely  
36 manner. Candidates must submit a formal request for YPS endorsement, along with their  
37 curriculum vitae, letter from their sponsoring organization, and questionnaire on current  
38 YPS issues. Candidates have the option to submit a photo. The questionnaire shall be  
39 composed and updated as needed by the Governing Council.
- 40

41 The YPS shall decline to endorse any candidate for an elected council position where  
42 there is already a YPS nominee, unless multiple vacancies exist. Where multiple  
43 vacancies exist, the Governing Council may endorse as many additional candidates as  
44 there are additional vacancies. Candidates endorsed through this process may  
45 subsequently include the YPS endorsement on cards and other promotional materials. In  
46 cases where a YPS supported candidate exits a race prior to the election, the Governing  
47 Council may reconsider previous endorsement requests by candidates who had previously  
48 been not endorsed.

- 1 C. The Governing Council shall consider all qualified candidates formally requesting an  
2 endorsement from the YPS but shall endorse no more than the available number of  
3 positions on the Council or Board. Should an endorsed candidate withdraw from a race,  
4 or an additional seat becomes available, the Governing Council reserves the right to make  
5 additional endorsements after the defined deadline outlined in the IOP. The Governing  
6 Council shall consider only candidates with the following qualifications:  
7
- 8 1. Must be an AMA member at the time the endorsement is requested.
  - 9 2. Should be active in organized medicine or involved in community or national  
10 medical entities.
  - 11 3. Should have experience related to the office sought.
  - 12 4. Should demonstrate knowledge of and commitment to issues pertinent to the  
13 YPS.
- 14
- 15 D. The YPS Governing Council shall submit an informational report on its plan to comply  
16 with all AMA election rules at each Interim meeting. The YPS Governing Council shall  
17 submit an informational report on any endorsements to the Assembly at the YPS meeting  
18 just prior to the HOD elections.  
19  
20  
21  
22  
23

24 **XI. Governing Council Rules for Endorsements of Appointed AMA**  
25 **Councils/Committees/ACGME Review Committees/American Medical Political Action**  
26 **Committee (AMPAC) Board Candidates**  
27

- 28 A. The Governing Council may endorse an unlimited number of candidates for any of the  
29 appointed AMA Councils/Committees/ACGME Review Committees and the AMPAC  
30 Board. The Governing Council shall consider only endorsements of candidates who have  
31 been sponsored by an organization represented in the AMA HOD. Preference shall be  
32 given to members of the YPS as specified in AMA Bylaw 7.5.1, however, any candidate  
33 who has demonstrated a clear history of service to the YPS may be considered at the  
34 Governing Council's discretion.  
35
- 36 B. If requests for sponsorships for a position have been received, the decision for  
37 endorsements for that position will be made after the Governing Council's decision  
38 regarding sponsorships.  
39
- 40 C. Only those candidates who complete a YPS endorsement application shall be considered.  
41 Endorsement requests must be received six weeks prior to the established deadline for  
42 AMA appointed councils, ACGME Review Committees or other AMA Committees.  
43 Candidates must submit a formal request for endorsement, along with their curriculum  
44 vitae, and a copy of the application materials submitted by an organization represented in  
45 the AMA HOD to the Governing Council for decision. Candidates have the option to  
46 submit a photo.  
47
- 48 D. The Governing Council shall consider only candidates with the following qualifications:  
49
- 50 1. Must be an AMA member at the time the endorsement is requested.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34

- 2. Should be active in organized medicine or involved in community or national medical entities.
- 3. Should have experience related to the position sought.
- 4. Should demonstrate knowledge of and commitment to issues pertinent to the YPS.

- E.** Decisions will be made after the endorsement request deadline, and candidates shall be notified of the YPS Governing Council’s decision to endorse or not to endorse in a timely manner.
- F.** At the discretion of the YPS Governing Council, the YPS reserves the ability to put forward candidates for off-cycle appointed positions.

**XII. Amendments**

- A.** These Internal Operating Procedures may be amended by language proposed by the YPS Governing Council and/or an Ad Hoc Committee on Internal Operating Procedures with the approval of two-thirds of the members of the YPS Assembly present and voting. Since changes to the YPS Internal Operating Procedures must be approved by the AMA Board of Trustees, the YPS Governing Council shall notify the YPS Assembly of any proposed changes that the AMA Board does not approve.
- B.** Where the YPS Assembly instructs the Governing Council to recommend changes to the AMA Bylaws, the language shall be submitted at the following HOD meeting, unless otherwise specified. The Governing Council shall notify the YPS Assembly of the outcome of the HOD deliberations.
- C.** Amendments to the YPS Internal Operating Procedures will be contingent upon corresponding changes to the AMA Bylaws. The YPS Governing Council shall notify the Assembly of such changes.