

REPORT OF THE COUNCIL ON CONSTITUTION AND BYLAWS

CCB Report 3-A-12

Subject: Interactive Database of Section IOP Provisions and Bylaws

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1 When the American Medical Association (AMA) Bylaws were revised in 2006, many provisions
2 relevant to the sections were removed from the Bylaws. In presenting the streamlined Bylaws to
3 the House of Delegates (HOD) at the 2006 Interim Meeting, the Council on Constitution and
4 Bylaws (CCB) noted that Bylaw 7.00 (Sections) accounted for more than 25% of the bylaw pages,
5 and that many provisions were more suitable for internal rules of the individual sections. CCB
6 proposed, and the HOD agreed, that various procedural provisions should be removed from the
7 AMA Bylaws and covered in the Sections' internal operating rules. The provisions that were
8 retained in the Bylaws and those that were moved to internal rules are summarized below.

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Bylaws:

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- Mission of the Sections.
- Informational Reports of the Sections.
- Eligibility for membership in the Section.
- Duties and qualifications of Governing Council members.
- Designation of a minimum number of Section Officers, and a description of their qualifications.
- Qualifications of members to elect Governing Council members and Officers.
- Purposes of and representation at the Section Business Meetings.

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Internal Rules/Internal Operating Procedures:

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- Composition of the Governing Council, term and tenure of members, filling of vacancies.
- Designation of officers in addition to the minimum specified in the Bylaws.
- Term, tenure and procedure of elections for Officers.
- Quorum for the Business Meeting.

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27 Currently, AMA Bylaw 6.113 provides that the Council on Constitution and Bylaws serves as
28 advisory to the Board of Trustees in reviewing the rules, regulations, and procedures of AMA
29 sections. Each AMA section has such rules, known as Internal Operating Procedures (IOP), which
30 have been reviewed by CCB and subsequently approved by the Board of Trustees (BOT). When a
31 section proposes a change to its IOP, CCB again reviews to ensure there is no conflict with the
32 AMA Bylaws, and that the IOP is consistent with IOPs of other sections and internally consistent.
33 The Board of Trustees then reviews the updated IOP and decides whether or not to approve the
34 proposed change.

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37 When the House of Delegates establishes a new section, CCB works closely with the new section
38 to develop an IOP which the Board then approves. Any IOP provision that also necessitates a
Bylaw then is presented to the HOD for action.

1 The elements of an IOP are described in further detail in the attached appendix. Also, the Council
2 has recently developed an interactive database of the IOP provisions for all the AMA sections,
3 along with the bylaws specific to each. This interactive database allows one to quickly compare
4 individual IOP provisions across sections, and to search and navigate easily. As IOPs are updated,
5 this document will be updated and made available on CCB's website at [http://www.ama-
7](http://www.ama-
6 assn.org/go/ccb)
8 The Council believes the IOP database will familiarize the House of Delegates with the section
9 rules, regulations and procedures, and be a helpful resource to emerging sections.
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11 The Council welcomes suggestions for enhancement.

Appendix: Internal Operating Procedures¹ for the AMA Sections
including CCB and Board Review and Approval, and Implications for Bylaw Amendments

IOP Elements (includes relevant bylaws)	Content description	CCB (Read and review for consistency with Bylaws, internal consistency and consistency with other Section IOPs)	Board (Review and Approve)
<p>I. Section Name <i>7.09 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.</i></p>	<ul style="list-style-type: none"> - Cite bylaw provision that establishes the Section - Identify section’s status as delineated or fixed (based on HOD action) 	<ul style="list-style-type: none"> √ Elements are complete and in accordance with adopted HOD action. √ Change in name that requires a bylaw amendment. 	<ul style="list-style-type: none"> √ Review and approve. √ Note that name changes require a Bylaw amendment approved by the HOD.
<p>II. Purposes and Principles <i>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:</i> <i>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.</i> <i>7.012 Outreach. To enhance AMA outreach, communication, and interchange with the membership segments represented in the Sections.</i></p>	<ul style="list-style-type: none"> - Relate to Bylaw 7.10 - May include additional purposes as are customary or specific to the section or as required by HOD - Section mission (if applicable) 	<ul style="list-style-type: none"> √ Content should relate to Bylaw 7.01 and adopted HOD action; √ Purposes not covered in 7.01 that may require additional funding or where an additional bylaw may be necessary. √ Per 7.03, the programs and activities shall be subject to the approval of the Board of Trustees or the House of Delegates. 	<ul style="list-style-type: none"> √ Review and approve; determine whether HOD approval also is necessary.

¹ Per Bylaw 6.113 CCB serves as advisory to the Board of Trustees in reviewing the rules, regulations, and procedures of AMA sections. CCB reads and reviews IOPs for consistency with the Bylaws, internal consistency and consistency with other section IOPs. The Board reviews and approves. The HOD approves all amendments to the AMA Bylaws.

IOP Elements	Content description	CCB (Read and Review for consistency with Bylaws, internal consistency and consistency with other Section IOPs)	Board (Review and Approve)
<p>7.013 <i>Communication. To maintain effective communications and working relationships between the AMA and organizational entities that are relevant to the activities of each Section.</i></p> <p>7.014 <i>Membership. To promote AMA membership growth.</i></p> <p>7.015 <i>Representation. To enhance the ability of membership segments represented in the Sections to provide their perspective to the AMA and the House of Delegates.</i></p> <p>7.016 <i>Education. To facilitate the development of information and educational activities on topics of interest to the membership segments represented in the Sections.</i></p>			
<p>III. Membership <i>Established by HOD and incorporated into Bylaws specific to each Section.</i></p>	<ul style="list-style-type: none"> - Who may join and how - Differentiate between voting and non-voting members - Organizational members - Proportional representation - Provisional members 	<ul style="list-style-type: none"> √ All Section members are AMA members. √ Any provisional membership, non-AMA membership or non-physician membership requires a bylaw change) √ Apportionment/allocation formulas require bylaw amendment 	<ul style="list-style-type: none"> √Review and approve proposed membership criteria. √Note those provisions that require amendment to AMA bylaws.
<p>IV. Officers/Governing Council</p> <p>7.03 <i>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.</i></p> <p>7.031 <i>Qualifications. Members of each Section Governing Council must be members of the AMA and of the Section.</i></p> <p>7.032 <i>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.</i></p>	<ul style="list-style-type: none"> - Number and specific positions on GC, including ex-officio and nonvoting members. (At minimum, should include chair, vice-chair/chair-elect, delegate and alternate delegate) 	<ul style="list-style-type: none"> √ The IOP include titles, duties, election, term and tenure of its officers. √ If Governing Council is not elected by voting members present at the Section’s business meeting (per 7.032) an “exemptions bylaw” is necessary. √ New positions or changes in officer designations (for funding implications). √ Existing bylaw relating to cessation of eligibility for GC members. 	<p>Review and approve.</p> <p>Note that some changes to election procedures may be subject to HOD approval for additional bylaws.</p> <p>Note that any Governing Council positions that are not elected require a bylaw.</p>

IOP Elements	Content description	CCB (Read and Review for consistency with Bylaws, internal consistency and consistency with other Section IOPs)	Board (Review and Approve)
<p>IV. Officers/Governing Council (continued)</p> <p>7.033 <i>Additional Requirements. Each Section shall adopt rules governing the composition, election, term, and tenure of its Governing Council.</i></p> <p>7.04 <i>Officers. Each Section shall select a Chair and Vice Chair or Chair-Elect and other necessary and appropriate officers.</i></p> <p>7.041 <i>Qualifications. Officers of each Section must be members of the AMA and of the Section.</i></p> <p>7.042 <i>Voting. Officers of each Section shall be elected by the voting members of the Section, unless otherwise provided in this Bylaw.</i></p> <p>7.043 <i>Additional Requirements. Each Section shall adopt rules governing the titles, duties, election, term, and tenure of its officers.</i></p> <p>7.05 <i>Delegate and Alternate Delegate. Each Section shall elect a Delegate and Alternate Delegate to represent the Section in the House of Delegates.</i></p>	<ul style="list-style-type: none"> - Authority/general statement of GC duties (include statement, “subject to the approval of such programs and activities, when required, by the BOT or HOD”) - Eligibility to run for GC -- AMA membership, Section membership, any other relevant criteria - Individual GC member responsibilities - Term/tenure, including overall tenure of GC - Term limits - Vacancies and how filled 		
<p>V. Elections (see Bylaws 7.042 and 7.05 above)</p>	<ul style="list-style-type: none"> - When is election held - Eligibility (including exceptions if relevant) - Nominations—how and when received - Campaign rules - Who is eligible to vote in elections - Method of voting, including votes are counted, how ties are handled and the appeals process (if relevant) 	<ul style="list-style-type: none"> √ Eligibility to run for office, voting eligibility √ Fairness of campaign rules √ Election rules are transparent and clear 	<p>Review and approve.</p>

IOP Elements	Content description	CCB (Read and Review for consistency with Bylaws, internal consistency and consistency with other Section IOPs)	Board (Approval)
VI. Standing Committees (if relevant)	<ul style="list-style-type: none"> - How constituted - Purpose - Duration - Nominations or appointments 	<ul style="list-style-type: none"> √ Criteria is complete and transparent to Section members √ Any additional financial component (additional meetings, etc.) 	Review and approve.
VII. Trustee (if relevant) – The HOD must adopt any proposal to add additional designated seats for a trustee	<ul style="list-style-type: none"> - Eligibility - Term and tenure - Election specifics 	√ Consistency with the Bylaws	Review and approve.
VIII. Additional HOD Delegates (beyond 1 allotted per section)	<ul style="list-style-type: none"> - Regions (if applicable) - How elected 	<ul style="list-style-type: none"> √ Consistency with Bylaws that identify the criteria for additional HOD delegates and allocation/apportionment √ Governance √ Regions (if applicable) √ Election rules and procedures 	Review and approve. Note that HOD approval is needed for more than 1 delegate to the HOD.
<p>IX. Business Meeting</p> <p><i>7.06 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.</i></p> <p><i>7.061 Purpose. The purposes of the Business Meeting shall be:</i></p> <p><i>7.0611 To hear such reports as may be appropriate.</i></p> <p><i>7.0612 To consider other business and vote upon such matters as may properly come before the meeting.</i></p> <p><i>7.0613 To adopt resolutions for submission by the Section to the House of Delegates.</i></p> <p><i>7.0614 To hold elections.</i></p>	<ul style="list-style-type: none"> - Date and Location - Call to the Meeting - Representatives to the Meeting, including eligibility criteria for organizational reps, certification and registration processes; review process (if relevant for organizational reps); - Official observers and guests - Meeting purpose 	<ul style="list-style-type: none"> √ Additional purposes to the Business meeting may require an “exceptions” bylaw √ Verify rules of procedure are comprehensive and include the rights and privileges of Section members, including any limitations on participation or vote. 	Review and approve. Additional purposes of the Business meeting may require a bylaw adopted by the HOD.

IOP Elements	Content description	CCB (Read and Review for consistency with Bylaws, internal consistency and consistency with other Section IOPs)	Board (Approval)
<p>IX. Business Meeting (continued)</p> <p>7.062 Meeting Procedure.</p> <p>7.0621 <i>The Business Meeting shall be open to all members of the AMA.</i></p> <p>7.0622 <i>Only duly selected representatives who are AMA members shall have the right to vote at the Business Meeting.</i></p> <p>7.0623 <i>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.</i></p>	<ul style="list-style-type: none"> - Business--how resolutions are submitted, including timeline and provisions for late or emergency resolutions - Convention Committees: how selected and function - Rules of Order - Quorum 		
<p>X. Appointments/Endorsements</p>	<ul style="list-style-type: none"> - Appointments to AMA or external groups; liaison assignments - Endorsements of Section members running for AMA elected positions - How selected - Section endorsement of BOT or Council candidates 	<ul style="list-style-type: none"> √ Conflicts with Bylaws √ Transparency of nomination and selection processes √ Additional funding requirements 	<p>Review and approve</p>
<p>XI. Miscellaneous</p> <p>7.07 <i>Rules. All rules, regulations, and procedures adopted by each Section shall be subject to the approval of the Board of Trustees.</i></p>	<ul style="list-style-type: none"> - Parliamentary authority - Internal policies - IOP Amendments 	<p>√ Do IOP amendments need a corresponding bylaw?</p>	<p>Review and approve</p>