



# NCFMR Rules of Order

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National Conference of Family Medicine Residents and Medical Students – Kansas City, MO

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# **NATIONAL CONGRESS OF FAMILY MEDICINE RESIDENTS**

## **RULES OF ORDER**

### **I. PURPOSE AND GOALS OF THE NATIONAL CONGRESS OF FAMILY MEDICINE RESIDENTS**

#### **A. Purpose**

"The family physician in training recognizes that there exists an imperative to define more precisely what constitutes optimal primary care. We recognize that training programs must be molded to educate family physicians competent to provide this optimal primary care. To meet this challenge, the family physicians in training resolve to provide representative leadership to the American Academy of Family Physicians through representatives to the AAFP Congress of Delegates, standing commissions of the AAFP, and to work through the annual meeting of the residents to promote excellence, leadership, and growth of the resident members."

#### **B. Goals**

1. To elect a nominee for Resident Member of the AAFP Board of Directors.
2. To elect a Chair for planning and leading the next NCFMR, as well as serving as a representative to the Commission on Education (COE) and its subcommittees.
3. To elect national representatives to serve as the spokespersons of family medicine residents to the AAFP Congress of Delegates and to serve as representatives to the Commission in Education (COE) and its subcommittees.
4. To promote/advertise the availability of resident leadership positions on AAFP commissions and other national family medicine leadership positions.
5. To further define goals and objectives of the NCFMR and discuss how the quality of residency training can be assured and supported.
6. To become a voice of professional advocacy for better patient care.
7. To engage family medicine residents around health care issues and then share insights with AAFP leadership.
8. To encourage medical institutions to recognize the value of family medicine

9. To encourage resident participation at the state and local level.
10. To encourage membership in the AAFP by all family medicine residents.
11. To promote and provide a forum for resident and student efforts in family medicine educational or scientific research.

## II. NCFMR BUSINESS PROCEDURES

- A. The business of the NCFMR shall be conducted annually.
  1. Attendance
    - a. Any family medicine resident may attend this meeting and participate in its activities.
    - b. The following definition of a "resident" is to be used for the purpose of the NCFMR and for the purposes of the COE Resident and Student Leadership Screening Subcommittee:
      1. Physicians training in Accreditation Council on Graduate Medical Education (ACGME)-accredited family medicine residencies.
      2. Graduates of ACGME-approved family medicine residencies who extend their training immediately upon completion of residency training and who serve full time in extended, structured, supervised programs of at least one year in duration to gain additional skills in research, administration and teaching or a specific clinical area of interest.
- B. The Chair shall preside over the business sessions with assistance at their discretion. The **American Institute of Parliamentarians Standard Code of Parliamentary Procedure**, current edition, shall govern all proceedings of the NCFMR, except when in conflict with the AAFP Bylaws, the NCFMR Governing Principles or specific provisions of these rules of order.
- C. The first order of business shall be the adoption of the rules of order. These rules shall become effective upon initial approval. A two-thirds vote shall be required to amend the rules.
- D. AAFP resident members as defined in these rules may have the privilege of the floor of the congress and its reference committees and engage in debate after being recognized according to standard parliamentary procedure as set forth in the **American Institute of Parliamentarians Standard Code of Parliamentary Procedure**, current edition.

- E. No one shall speak more than once on any issue or separate motion until all who wish to speak have been heard. No one shall speak more than twice without permission of the Chair or by majority vote of the Congress.
- F. Debate on a single issue shall be limited to two minutes per speaker and no more than 15 minutes overall, except by permission of the Chair or by majority vote of the NCFMR, provided both sides have been represented on the debate.
- G. Only NCFMR attendees who are resident members of the AAFP in good standing are eligible to vote in the business sessions.
- H. Amending motions on the floor of the NCFMR is limited to primary amendments only.
- I. Passage of a motion requires a majority vote except for motions which require greater than a majority as specified in the ***American Institute of Parliamentarians Standard Code of Parliamentary Procedure***, current edition. All motions require a second.
- J. Reference committees shall be appointed by the NCFMR Chair to facilitate the work of the Congress. These committees shall operate according to the document on "Powers and Duties of Reference Committees."
- K. The following types of resolutions may be considered by the NCFMR:
  - 1. Resolutions to the NCFMR must be reviewed by a reference committee appointed by the Chair. Resolutions must be presented in writing or electronically, using a standardized process established by the AAFP and published in advance. Resolutions will be referred to a reference committee only after each of the individual(s) authoring the resolution is confirmed as registered to attend the National Conference and have completed an acknowledgement that they will be physically present during the reference committee to provide testimony. The EVP/CEO will recommend a disposition of all resolutions adopted or adopted with modification to the AAFP Board Chair for final disposition
  - 2. Late Resolutions. Any resolution proposed from the floor to the final Business Session, having not first been discussed in a reference committee, or any resolution submitted to the Chair after the published deadline, will be deemed late.
    - a. In order to be introduced to the Congress, a late resolution must:
      - 1. Be submitted in writing to the Chair in duplicate.
      - 2. Have obtained a two-thirds vote for discussion by the Congress in order to be brought to the floor.
    - b. Late resolutions shall be considered in the order determined by the Chair

- L. Voting shall be by voice, that is, by "aye" and "no" except where the Chair or a resident calls for a division of the assembly, in which case a standing, hand or written vote shall be taken.
- M. With the exception of the elections outlined in the election procedures, all resident members of the AAFP in good standing may vote on all matters considered by the NCFMR.
- N. In the case of elections, only one registered delegate from each AAFP constituent chapter may vote, as outlined in the election procedures.
- O. The NCFMR Chair shall recruit resident members in good standing of the AAFP to serve in volunteer leadership roles during the conference/congress, including a business session assistant, parliamentarian and discussion group facilitators.
- P. Parliamentary Procedure
  - 1. A majority of the delegates registered for the NCFMR shall constitute a quorum for conducting business other than an election at any meeting of the National Congress of Family Medicine Residents.

### **III. RULES OF ELECTION**

#### **A. Election Committee**

- 1. Chair
  - a. The Chair of the Election Committee shall be appointed by the NCFMR Chair and shall be in charge of said Committee. The Election Committee Chair shall accept and record nominations, review eligibility criteria, oversee the elections, and supervise members of the Election Committee.
  - b. The Election Committee Chair may request other members of the NCFMR to assist in completion of the functions of the Election Committee.
- 2. Election Committee Functions
  - a. The Committee shall conduct the following elections held in conjunction with the NCFMR:
    - 1. One resident nominee for the AAFP Board of Directors;
    - 2. One NCFMR Chair;

3. Two Alternate Delegates to the American Academy of Family Physicians' Congress of Delegates who will serve as delegates the following year;
  4. One resident nominee for the Society of Teachers of Family Medicine (STFM) Board of Directors;
  5. One resident nominee for the Association of Family Medicine Residency Directors (AFMRD) Board of Directors;
  6. One resident nominee for the American Academy of Family Physicians Foundation Board of Trustees.
- b. The Election Committee shall:
1. Obtain the names of the registered delegates prior to initiation of balloting on election day;
  2. Distribute, collect and tally ballots cast by the delegates, giving results to the NCFMR Chair for announcement.

## **B. Voting Delegates**

1. Only Congress members who meet the following criteria are eligible to vote in elections:
  - a. A resident member of the AAFP in good standing;
  - b. A registered delegate representing a constituent chapter to the NCFMR.

## **C. Voting Procedures**

### **1. Nominations**

- a. The Election Chair shall call for nominations for AAFP Resident Board Member, NCFMR Chair, Alternate Delegates to the AAFP Congress of Delegates; nominees for the Society of Teachers of Family Medicine Board of Directors, the Association of Family Medicine Residency Directors Board of Directors, and American Academy of Family Physicians Foundation Board of Trustees. The Election Chair shall call for these nominations at each business session prior to the final session when elections are held.
- b. All nominations must be seconded.
- c. All nominees:
  1. Must be resident members of the AAFP in good standing;

2. Must submit a completed application form, letter of interest and curriculum vitae prior to the elections.
  3. Must submit a letter of recommendation from their residency program director and a completed AAFP constituent chapter support form within one week following the NCFMR.
- d. Nominees for the position of Resident Member of the AAFP Board of Directors must have at least one year of experience in an AAFP position at the national level, either as a resident or student (specifically, Chair of National Conference, Delegate to the AAFP Congress of Delegates, AAFP Commission member, or FMIG Network National Coordinator) or national family medicine board experience as a resident or student (member of the Society of Teachers of Family Medicine Board of Directors, Association of Family Medicine Residency Directors Board of Directors, or American Academy of Family Physicians Foundation Board of Trustees).
  - e. Nominees for the position of NCFMR Chair must have at least one year of experience in an AAFP position at the national level, either as a resident or student (specifically, Chair, Delegate to the AAFP Congress of Delegates, AAFP Commission member, FMIG Network National Coordinator) or national family medicine board experience (member of the Society of Teachers of Family Medicine Board of Directors, Association of Family Medicine Residency Directors Board of Directors, or American Academy of Family Physicians Foundation Board of Trustees) or must have served as an AAFP Delegate to the American Medical Association (AMA) House of Delegates, Resident-Fellow Section or Medical Student Section, AAFP Student Liaison to the Student National Medical Association, AAFP Student Liaison to the Latino Medical Student Association, or FMIG Network Regional Coordinator and have at least one year prior experience attending the National Conference of Family Medicine Residents and Medical Students.
  - f. Per the AAFP Bylaws, Student, Resident and New Physician Board Members shall not be eligible to be re-elected to the Board of Directors in the same capacity. In addition, an individual who has served as the Student, Resident or New Physician Member of the Board of Directors shall not be eligible to serve as a Board Member in either of the other two specified classes of members.
  - g. Delegates to the AAFP Congress of Delegates shall not succeed themselves.
  - h. As the first order of business at the Candidates Forum, an opportunity shall be provided to nominate candidates for any

NCFMR elected position. Thereafter, no new names may be placed in nomination.

## **2. Elections**

- a. On the day of elections, all nominees shall have the privilege of speaking before the Congress during the Candidates' Forum.
- b. The Election Chair shall determine how the allotted time for speeches is to be equally distributed among the nominees for each position.
- c. The nominees shall draw for the order in which they shall speak for each election.
- d. Following the speeches, the candidates for the AAFP Resident Board Member, NCFMR Chair, and the Alternate Delegates to the AAFP Congress of Delegates, if opposed, shall participate in a question-and-answer session, the length to be determined by the NCFMR Chair and the Moderator of the Candidates' Forum. If time permits, candidates for other resident positions may also participate in the question-and-answer session.
- e. No ballot shall be counted in any election if it contains more votes or fewer votes than were instructed to be cast or if it contains more than one vote for the same candidate.

## **3. Nomination of Resident Member of the AAFP Board of Directors**

- a. This shall be the first election called.
- b. The NCFMR will select one nominee to serve a one-year term as resident member of the AAFP Board of Directors. Pursuant to the Bylaws of the AAFP, that candidate's name shall be presented to the AAFP Congress of Delegates for ratification. If the Congress of Delegates fails to ratify the candidate, the AAFP Board of Directors shall select the resident Board member.
- c. The NCFMR nominee for Resident Board member shall be elected by majority vote of those present and voting.
- d. In the event there is only one candidate, the Chair shall declare that candidate the nominee for the office.
- e. The term of office of the Resident Board Member shall begin at the conclusion of the annual meeting of the Congress of Delegates and expire at the conclusion of the next annual meeting of the Congress of Delegates.



**4. Election Procedures for NCFMR Chair**

- a. This shall be the second election called.
- b. The NCFMR Chair shall be elected by majority vote of those present and voting.
- c. In the event there is only one nominee, the Chair shall declare that candidate elected to the office.
- d. This term of office shall begin at the conclusion of the current NCFMR and proceed until the adjournment of the following NCFMR.

**5. Election Procedures for Delegates to the AAFP Congress of Delegates**

- a. This shall be the third election called.
- b. Annually, the NCFMR shall elect two alternate delegates to the AAFP Congress of Delegates. At the first meeting of the AAFP Congress of Delegates following their election, these two individuals shall serve as alternate delegates. At the conclusion of that annual meeting, they shall assume the position of the AAFP delegates and will continue in that position until their term expires at the conclusion of the next ensuing annual meeting of the AAFP Congress of Delegates.
- c. Any two candidates receiving the largest number of votes cast shall be elected.
- d. In the event there are only two nominees, the Chair shall declare these candidates elected to office.

**6. Nominating Procedures for the Nominees of Resident Member of the Society of Teachers of Family Medicine Board of Directors, Resident Member of the Association of Family Medicine Residency Directors Board of Directors and Resident Member of the American Academy of Family Physicians Foundation Board of Trustees**

- a. Each position shall be considered separately in the order listed above. The candidates shall be identified by the Election Chair prior to the election.
- b. The NCFMR shall select one nominee for each position. In each case, the nominee will be considered by the parent body offering the position. The parent body reserves the right to make final determination of an appointee and is not required to appoint the nominee from NCFMR.

- c. The winning candidate for each position shall be elected by majority vote of those present and voting.
- d. In the event there is only one candidate for a position, the Chair shall declare that candidate the nominee for the office.
- e. The resident members of the Society of Teachers of Family Medicine Board of Directors, Association of Family Medicine Residency Directors Board of Directors, and American Academy of Family Physicians Foundation Board of Trustees term of office shall begin at the conclusion of the current NCFMR and proceed until the adjournment of the following NCFMR. If the respective organization invites the elected officer to serve a second term, the NCFMR will not elect a nominee in that year.