

2017 AFMRD Annual Meeting Quick Reference Guide

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Voting Procedure

Resolutions & Actionable Business

With the exception of elections, business requiring action by the membership will be decided by a majority of the legal votes cast. A majority is the vote of more than half of the members voting. Voting on resolutions and other actionable business shall be by voice ("ayes" and "nays") except where the AFMRD president calls for a division, in which case a hand, standing, or electronic vote shall be taken.

Election of Officers – Candidates listed on next page

As stated by the revised Rules of Order, elections will be decided by a simple plurality rather than majority. A simple plurality is defined as the most votes for any choice in an election, but not necessarily a majority.

Elections will be voted on simultaneously using electronic voting devices.

During the election of the Members-At-Large, you will be asked to choose 2 candidates.

The 2 candidates receiving the highest number of votes will be elected.

In the event of a tie, a run-off vote for that position will occur.

2017 Candidates for AFMRD Board of Directors Presented by the Nominations Committee

Nominee for President-Elect

W. Fred Miser, MD, FAAFP

The Ohio State University Family Residency
Columbus, OH

Nominee for Treasurer

Gretchen Irwin, MD, MBA, FAAFP

University of Kansas-Wichita/Wesley Program
Wichita, KS

Nominees for Member-at-Large

There are two open positions.

David Araujo, MD

Ventura County Medical Center Family Medicine Residency
Ventura, CA

Curtis Lloyd Galke, DO

University of Texas Rio Grande Valley - DHR
Rio Grande Valley, TX

Timothy P. Graham, MD

Mount Carmel Family Medicine
Westerville, OH

James Haynes, MD

University of TN College of Med FMR – Chattanooga
Chattanooga, TN

Thomas Miller, MD

SIU Quincy Family Medicine
Quincy, IL

Jennifer W. Swoyer, DO

Adventist La Grange Family Medicine Residency Program
La Grange, IL

ANNUAL MEETING
OF THE
ASSOCIATION OF FAMILY MEDICINE RESIDENCY DIRECTORS

*Saturday, March 25, 2017
Kansas City, Missouri
10:00 am – 12:00 pm*

- I. ANNOUNCEMENTS
- II. CALL TO ASSEMBLE /DETERMINATION OF A QUORUM
- III. INTRODUCTION OF BOARD OF DIRECTORS
- IV. AFMRD HIGHLIGHTS
- V. PRESENTATION OF 2017 NIKITAS J. ZERVANOS OUTSTANDING PROGRAM DIRECTOR AWARD
- VI. PRESENTATION OF 2017 AFMRD PROGRAM DIRECTOR RECOGNITION AWARDS
- VII. RECOGNITION OF NATIONAL INSTITUTE OF PROGRAM DIRECTOR DEVELOPMENT (NIPDD)
- VIII. RECOGNITION OF NEWLY ACCREDITED PROGRAMS
- IX. VOTING
 - a. APPROVAL OF MINUTES OF APRIL 2016 MEETING
 - b. ELECTION OF OFFICERS
 - i. CANDIDATE SPEECHES
 - ii. PRESIDENT-ELECT VOTE
 - iii. TREASURER VOTE
 - iv. MEMBER-AT-LARGE VOTE
 - c. BYLAWS REVISIONS
- X. NEW BUSINESS
- XI. ADDRESS FROM THE NEW AFMRD PRESIDENT
- XII. PRESENTATION OF PRESIDENT’S AWARD
- XIII. QUICK-HITTER QUESTIONS
- XIV. OPEN MICROPHONE
- XV. ADJOURNMENT



AFMIRD

Association of Family Medicine
Residency Directors

Rules of Order

I. Introduction

These rules of order are used to conduct business at the annual meeting of the Association of Family Medicine Residency Directors (AFMRD).

II. History of AFMRD

In 1989, initial discussion began regarding the formation of a separate residency program directors organization. A steering committee was formed and a survey of directors was conducted to determine possible structure options. During the June 1990 Program Directors' Workshop, a special meeting was held and the foundation of an association was approved. Officers were elected, bylaws approved and steps were taken to establish the AFMRD as a separate corporation. The AAFP agreed to provide administrative support through staff of the Education Division.

III. Structure of General Meeting of the AFMRD**A. Time and Date of Annual Meeting**

The AFMRD holds an annual meeting of its members, scheduled and announced by the Board of Directors.

B. Organization**1. Attendance**

Voting is permitted only by program directors who are current members of the AFMRD, or their official proxy. Non-members and guests are welcome to attend.

2. Sessions

A general session shall be held to introduce general information; elect new Board members; present reports of officers, committees and liaisons and to propose changes, policies and resolutions of the AFMRD.

3. Reference Committees

Reference Committees may be appointed by the Board to facilitate debate of current topics. Reference Committees will provide the mechanism for initial introduction and discussion of resolutions at the discretion of the Board.

4. Elections

These elections shall be conducted according to the election procedures outlined in Section V, Rules of Elections.

5. Business Procedure

The AFMRD meeting shall be conducted according to the business procedures outlined in Section IV, Business Procedure.

C. Interim Business**1. Board of Directors**

Official business of the AFMRD between meetings will be conducted by the Board of Directors, which is comprised of the President, President-Elect, Treasurer, Immediate Past President and five Members-At-Large.

2. Interim Board Meetings

Interim AFMRD Board meetings will be conducted at the discretion of the Board President, as necessary.

IV. Business Procedures

- A. The business of the AFMRD shall be conducted annually at the meeting held during the Workshop for Directors of Family Medicine Residencies.
- B. Interim business of the AFMRD shall be conducted by the Board of Directors as defined in Section III, General Structure.
- C. The President shall preside over the sessions with assistance at his/her discretion.
- D. All AFMRD members may have the privilege of the floor and engage in debate after being recognized according to standard parliamentary procedure according to **The Standard Code of Parliamentary Procedure by Sturgis**.
- 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 President or by majority vote of the AFMRD members.
- F. Debate on a single issue shall be limited to no more than 15 minutes, except by permission of the President or by majority vote of the AFMRD, provided both sides have been represented on the debate.
- G. Passage of a motion requires a majority vote, except for motions which require greater than a majority as specified in **The Standard Code of Parliamentary Procedure by Sturgis** or **AFMRD Bylaws**. All motions require a second.
- H. Resolutions
 - 1. Resolutions must be presented in writing no later than 24 hours before the start of the AFMRD annual meeting.
 - 2. If the topic of a resolution is relevant to a scheduled reference committee, the resolution will be discussed there.
 - 3. Miscellaneous resolutions not referable to a reference committee may be assigned to a reference committee, or be presented directly to the membership at the annual meeting for discussion.
 - a) Resolutions will be presented in the order received.
 - b) Depending on volume, the majority vote may be utilized by the President to identify resolutions to be discussed.
 - c) Debate on a resolution shall be limited to no more than 15 minutes.
 - d) Resolutions passed by the membership will be referred to the Board of Directors, appropriate staff or organizations.
 - e) If time limits discussion, resolutions which do not get discussed will be reviewed by the Board and a decision made on further action.
 - 4. Late resolutions presented after the deadline will be deemed late and must be submitted to the President in writing. Late resolutions will only be discussed if time allows and a majority vote agrees.

- I. Voting shall be by voice, that is, by “ayes” and “nays” except where there is a call for a division of the AFMRD, in which case a standing or electronic vote shall be taken.
- J. A majority vote of the AFMRD Board is required to amend this document and the election procedures.
- K. No recording during the AFMRD meeting without advance permission by the AFMRD Board of Directors.
- L. Parliamentary Procedure
 - 1. Further interpretation of parliamentary procedures will be made by the President utilizing **The Standard Code of Parliamentary Procedure by Sturgis**.
 - 2. A quorum equals 25 percent of the total voting membership of the AFMRD.

V. Rules of Elections

- A. Nominating Committee

The committee will be chaired by the Immediate Past President and shall be comprised of two or three additional members appointed by the Board of Directors. Their function is to: establish appropriate competencies for board positions; seek out and encourage qualified candidates; present written notification of the nomination slate of the Board of Directors to the membership no less than thirty days prior to the date of the annual meeting. The Nominating Committee shall oversee the election process at the annual meeting and appoint an Election Committee composed of non-voting AFMRD associate members and/or meeting attendees to oversee the ballot count process.
- B. Voting Procedures
 - 1. Only AFMRD residency director members whose dues are paid in full or their officially designated proxy are eligible to vote in elections.
 - 2. The slate of nominees suggested by the Nominating Committee will be presented in ballot form.
 - 3. Nominations will not be accepted from the floor.
 - 4. The election will be decided by a simple plurality vote.
 - 5. In the event of a tie, a run-off vote for that position will occur.
- C. Election
 - 1. On the day of elections, all nominees shall have the privilege of speaking before the membership.
 - 2. The President of the AFMRD shall determine how the allotted time for speeches is to be equally distributed among the nominees for each position.
 - 3. The nominees shall be randomly assigned the order in which they shall speak for each election.
- D. Post-Election Transition
 - 1. The incoming President shall deliver a brief speech.

2. The official transfer of office for Officers and Board Members shall take place after the annual meeting at which they were elected.

ANNUAL MEETING OF THE ASSOCIATION OF FAMILY MEDICINE RESIDENCY DIRECTORS

*Saturday, April 2, 2016
Kansas City, Missouri*

I. WELCOME

Mike Mazzone, MD, President of the Association of Family Medicine Residency Directors (AFMRD) welcomed the membership to the annual meeting of the AFMRD.

II. YEAR IN REVIEW

Dr. Mazzone introduced the Year in Review video

III. ANNOUNCEMENTS AND INTRODUCTIONS

Dr. Mazzone announced the voting process and introduced the AFMRD Board of Directors.

IV. CALL TO ASSEMBLE / DETERMINATION OF A QUORUM

The Association of Family Medicine Residency Directors (AFMRD) held the annual meeting of membership on Saturday, April 2, 2016, at The Sheraton Kansas City Hotel at Crown Center in Kansas City, Missouri. There being a quorum, President Dr. Mazzone, called the meeting to order at 10:00 a.m.

V. VOTING

A. Approval Of Minutes Of The Last Meeting

The minutes from the March 28, 2015, annual meeting were approved as written by acclamation of the membership.

B. Elections

The voting procedures recommended by the Nomination Committee were approved by the membership as recommended.

Dr. Mazzone thanked Todd Shaffer, MD, Chair, AFMRD Nominations Committee, for facilitating the nomination and election process for the 2016-2017 Board of Directors.

James Jarvis, MD, was elected as President of the AFMRD by acclamation of the membership.

Karen Mitchell, MD, was elected as President-Elect of the AFMRD by acclamation of the membership. Dr. Mitchell briefly addressed the membership, describing her vision for the AFMRD.

V. VOTING (continued)

B. Elections (continued)

With the election of Dr. Mitchell as President-Elect, the position of Treasurer became vacant. Following the voting procedures approved earlier, by action of the Board of Directors, Gretchen Dickson, MD, was appointed Treasurer of the AFMRD to complete the term of Dr. Mitchell.

Steven R. Brown, MD, FAAFP, Deborah S. Clements, MD, FAAFP, and Sherri Lynn Morgan, MD, MPH, ABFM were elected as Member-at-Large directors by actual vote of the membership.

VI. PRESENTATION AND RECOGNITION

A. National Institute of Program Director Development Recognition

Dr. Mazzone called Clark Denniston, MD, to the podium to recognize the Academic Council of the National Institute of Program Director Development (NIPDD), the current NIPDD Fellows, and all NIPDD Graduates by asking them to stand. Dr. Denniston also recognized Dr. Harold Johnston, who is retiring from the Academic Council, for his years of service.

B. 2016 AFMRD Program Director Recognition Awards

Dr. Mazzone introduced a video recognizing the value of the program director role and the 2016 Program Director Recognition Award recipients. Y. Monique Davis-Smith, MD; Donal Kevin Gordon, MD; Kathleen S. Kearns, MD; Heather L. Paladine, MD, Med; Amy R. Barger Stevens, MD; Kate DuChene Thoma, MD; and Davis Yang, MD were recognized as recipients at the Bronze level. Allyson R. Brotherson, MD; Sonja N. Van Hala, MD, MPH; James W. Jarvis, MD; Stacey Elizabeth Potts, MD, MEd; and Gregory Sawin, MD, MPH were recognized as recipients at the Silver level. Roxanne Fahrenwald, MD; Thomas H. Miller, MD; David R. Ruiz, MD; and Jeanne Spencer, MD were recognized as recipients at the Gold level.

C. Recognition of Newly Accredited Programs

Dr. Mazzone recognized the 18 new programs accredited in 2015 and the 5 new programs to be accredited in 2016 by asking the new program staff to stand.

D. Recognition of AOA Programs

Many directors of AOA-accredited programs have joined AFMRD as they seek ACGME accreditation. Dr. Mazzone recognized representatives of AOA programs by asking them to stand and welcomed them to the AFMRD family.

VII. NEW BUSINESS

There were no new business items received for consideration of the Assembly.

VIII. OPEN MICROPHONE – WHAT’S ON YOUR MIND?

Dr. Mazzone welcomed members to come forward and address the Assembly.

IX. PRESENTATION OF PRESIDENT’S AWARD

Dr. Mazzone took a moment of personal privilege to present Joe Gravel, Jr, MD the President’s Award.

X. ADDRESS FROM THE NEW AFMRD PRESIDENT

Dr. Jarvis, President, 2016–2017, addressed the membership and asked for support in the coming year.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:00 p.m.

Revised 3/28/2015

The Association of Family Medicine Residency Directors

BYLAWS

As amended by the Members

March 2015

11400 Tomahawk Creek Parkway, Ste. 670 ■ Leawood, Kansas 66211-2672

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Comment [SLM1]: Corrections to outline numbering seen throughout the amended document

**BYLAWS
of the
Association of Family Medicine Residency Directors**

Article I - MISSION STATEMENT

AFMRD has a mission statement reviewed periodically by the AFMRD Board.

Article II - MEMBERSHIP

Section I - Eligibility

Residency Director Membership

Any designated director of a family medicine residency or 1-2 Track/Program accredited by the Accreditation Council on Graduate Medical Education (ACGME) may become a residency director member of this organization upon payment of dues and/or other criteria as may be established from time to time by the Board of Directors. Physician Site Coordinators/Directors for Family Medicine rural or urban residency programs which are 1-2 tracks of a parent residency program are also eligible for membership.

Associate Director Membership

A family physician who is in a role of associate/assistant residency director as designated by the residency director may become an associate director member. The number of associate director members per program is limited to three.

Associate Membership

Associate members are in addition to the associate director members for each program. Family physicians who meet the following criteria may be associate members.

- Any designated program/residency director of an AOA approved Osteopathic family medicine residency program
- Any designated program/residency director of an accredited Canadian family medicine residency program
- Designated program/residency directors of developing residency programs actively seeking ACGME accreditation are eligible for associate membership after submission of their RRC document.
- Former residency director members of the AFMRD
- Any graduate of the National Institute for Program Director Development (NIPDD)

Hereafter, the associate director member and associate member are collectively referred to as "associate member."

International Residency Director Membership

Any designated director of an international family medicine residency accredited by the Accreditation Council on Graduate Medical Education – International (ACGME-I) may become a member of this organization upon payment of dues and/or other criteria as may be established from time to time by the Board of Directors.

Honorary membership in the organization, without any dues obligation, will be offered at the discretion of the Board of Directors.

International Associate Membership

A family physician in an existing or developing international family medicine residency program that has not achieved Accreditation Council on Graduate Medical Education – International (ACGME-I) accreditation may become an international associate member of this organization upon payment of dues.

Comment [SLM2]: Wording changed in order to be consistent with membership category title, Residency Director.

Comment [SLM3]: Wording changed in order to be consistent with membership category title, Residency Director.

Comment [SLM4]: Wording changed in order to be consistent with membership category title, Residency Director.

Comment [SLM5]: This is added to clarify that the program should be engaged in the process of applying.

Comment [SLM6]: Deleted since AFMRD cannot track status of ACGME accreditation.

Section II - Privileges of Members

The residency director member will exercise all privileges of membership, including the right to speak at meetings, vote, hold office, introduce items of business, serve on committees, and receive communication from the organization. The residency director member may designate an alternate to speak at meetings, vote, introduce items of business and receive communication from the organization.

The associate member will have the right to speak at meetings, to join committees and will receive communication from the organization, but shall not have the right to vote or hold office, except as listed under Section VII – Vacancies.

The international residency director member will have the right to speak at meetings, to join committees and will receive communication from the organization, but shall not have the right to vote or hold office, except as listed under Section VII – Vacancies.

The international associate member has access to web resources, but cannot vote, hold office, serve on committees or participate on the discussion forum.

The honorary member will have the right to speak at meetings and will receive communication from the organization, but shall not have the right to vote or hold office.

Section III - Voting

For all matters coming before the organization requiring a vote, each residency director member shall have one vote.

Article III - MEETINGS

Section I - Frequency

There will be an annual meeting of the membership. Other meetings may be called by the President, by a majority of the Board of Directors, or by petition of 20 percent of the current voting membership.

Section II - Location

The Board of Directors will designate the place of meetings.

Section III - Notice of Meetings

A written or printed notice stating the specific location, date and hour of all meetings shall be delivered ~~either personally or by mail~~ **electronically** to each member not less than 90 days before the date of such meeting by the Treasurer or by a person designated by the President to call the meeting.

Comment [SLM7]: All communication done by email.

Section IV - Quorum

Twenty-five percent of the total **voting** membership and alternates constitutes a quorum for the transaction of any business at all official meetings.

Comment [SLM8]: Quorum should be a percentage voting members only, exclusive of non-voting associate members.

Section V – Rules of Order

The Association of Family Medicine Residency Directors Rules of Order will be used to conduct all meetings.

Article IV - BOARD OF DIRECTORS

Section I - General Powers

The general powers and final authority to manage this organization shall rest with the membership. The Board of Directors shall have the authority and responsibility to act for the organization between meetings of the membership.

Section II - Board of Directors

The Board of Directors shall be composed of the following: President, President-Elect, Treasurer, Immediate Past President, and five Members-At-Large. A Resident Representative may be elected at the National Conference of Family Medicine Residents and Medical Students to serve one year as a non-voting member of the Board of Directors.

Section III – Eligibility

Candidates for the Board of Directors must have been an AFMRD residency director member for at least two years.

Candidates for a Board of Director officer position must have, at some point, been elected to a two-year term on the Board. If no qualified candidates are identified, the board may suspend this requirement.

Section IV - Term of Office

The President, President-Elect, and Immediate Past President will each serve a one-year term of office. Upon completion of the one-year term, the President shall succeed to the office of Immediate Past President, and the President-Elect shall succeed to the office of President. The Treasurer and At-Large members shall each serve two-year terms of office for a maximum of six years, the Treasurer and two At-Large members to be elected every other year, the three At-Large members to be elected in opposite years. Two or more positions on the Board may not be held by the same individual concurrently.

Section V - Notice

Notice of any meeting of the Board of Directors shall be given at least 10 days prior thereto by written notice delivered personally or sent by mail or email electronically to each director ~~at the address as shown by the records of the organization.~~

Section VI - Quorum

A majority of the then acting Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

Section VII - Election

Election of the Board of Directors and its officers will occur at the regular meeting of the membership. In the event the regular meeting cannot be held due to a catastrophic event, elections can be held by way of an electronic vote of the eligible voting members. A quorum of at least twenty five percent of the voting membership must respond electronically for election results to be valid.

Section VIII - Vacancies

Any member of the Board of Directors whose occupation changes so as to render him or her ineligible for program residency director membership in this organization may complete the current year in office, at the discretion of the Board. Thereafter at the next annual meeting of members, the position held by such member of the Board of Directors shall be filled in accordance with the provisions set forth in the following paragraphs relating to vacancies.

Any vacancy in the position of At-Large Director or in the position of Treasurer shall be filled by the voting members of this organization at the next annual meeting following the occurrence of the vacancy. Until the next annual meeting the role of the Treasurer shall be filled by an appointee of the AFMRD Board. The appointee may be a current or former member of the AFMRD Board of Directors. A vacancy in the At-Large position may or may not, at the AFMRD Board's discretion, be filled by an appointee of the AFMRD Board until the next annual meeting. A person elected to fill a vacancy in a Member-At-Large position or the Treasurer position shall be elected for a full two-year term. Any vacancy in the office of President-Elect or President shall be addressed at the next annual meeting following the occurrence of the vacancy as hereinafter provided. A President-Elect who is no longer a residency director and therefore ineligible to assume the position of President must vacate the President-Elect position allowing the Board of Directors to appoint an Interim President-Elect to serve until the annual meeting. If a vacancy exists in the office of the President-Elect at the time of the annual meeting of this organization, the voting members shall elect a President whose term of office shall begin at that annual meeting and expire at the next ensuing annual meeting. The individual serving as Interim President-Elect may be a candidate for election. If a vacancy exists in the office of President at the time of the annual meeting of this organization, the voting members shall elect an Immediate Past President whose term of office shall begin at the annual meeting and expire at the next ensuing annual meeting.

Comment [SLM9]: New section added for eligibility criteria developed by Nominating Committee.

Comment [SLM10]: Recommended by Nominating Committee & approved by Board. At least 2 years of Residency (Program) Director experience is needed in order to be adequately prepared for the duties & responsibilities of a Board member.

Comment [SLM11]: Recommended by Nominating Committee & approved by Board. To ensure senior leadership of the Board has experience as a Board member prior to being elected to the position.

Comment [SLM12]: All communication done by email.

Comment [SLM13]: Language added to ensure that voting to fill vacant Board positions can occur to ensure that the leadership & business of AFMRD continues.

Comment [SLM14]: Wording changed in order to be consistent with membership category title, Residency Director.

Comment [SLM15]: Redundant term

Comment [SLM16]: This enables the Board to appoint an Interim President-Elect in the event the current one no longer meets the eligibility criteria for the position. This affords the individual the opportunity to participate in activities to prepare for the role of President.

Comment [SLM17]: This allows the interim President-Elect the opportunity to run for the position at the next election.

~~During the President-Elect's year of office, if the President-Elect is no longer a program director and maintains associate member status that individual may complete the year as President-Elect, but will not assume the office of President.~~

Comment [SLM18]: No longer correct language based on changes suggested in previous paragraph revision..

During his or her year of service as President, if the President is no longer a ~~program~~residency director and maintains associate member status, he or she may continue to hold the office of President and serve as Immediate Past President, at the discretion of the Board.

Comment [SLM19]: Wording changed in order to be consistent with membership category title, Residency Director.

Any AFMRD Board Member may be removed from office for cause by a two-thirds vote of the total voting members of the Board. Any vacancy that shall occur as a result of removal from office shall be filled in the same manner as outlined in these bylaws.

Section ~~VIII~~**X** - Compensation

Directors as such shall not receive any stated compensation for their services, but by resolution of the Board of Directors, may be reimbursed for the expenses of attendance at meetings of the Board of Directors or for other approved functions or purposes.

Section ~~IX~~**X** - Committees

~~Committees are necessary and desirable to the operation and management of the organization, may be designated by resolution adopted by a majority of the directors present at a meeting at which a quorum is present.~~

Comment [SLM20]: Committees are convened and managed by the Board based on the needs of the organization.

- (a) The Nominating Committee shall be comprised of three (3) or more members appointed by the Board of Directors, to include the Immediate Past President, and will present written notification of the nominated slate to the membership no less than 30 days prior to the date of the annual meeting. The Nominating Committee shall oversee the election process at the annual meeting. The committee shall appoint an Election Committee composed of non-voting AFMRD associate members and/or meeting attendees to oversee the ballot count process.
- (b) The Finance Committee is comprised of the President, Treasurer and a current Member-At-Large selected by the AFMRD Board. The Treasurer shall serve as chair. The Finance Committee is responsible for the oversight of the financial health of the organization. The committee reviews financial data, monitors fraud prevention, and reviews investment performance.
- (c) The Executive Committee is comprised of the President, President-Elect, Immediate Past President, and Treasurer. The Executive Committee is responsible for the overall functioning of the AFMRD Board, its committees, and the support staff.

~~(d)~~ Any other committees as deemed necessary by the Board of Directors from time to time shall be convened.

~~(d)(e)~~ ~~The Executive Committee may appoint non-voting members to committees.~~

Comment [SLM21]: There may be a need to assign a member to a committee to provide educational background: e.g. The Executive Committee may appoint the President-Elect to serve on the Finance Committee as a non-voting member in preparation for the role of President..

Section ~~XI~~**I** - Duties of Officers

The President shall preside at all meetings of the organization and the Board of Directors. The President-Elect shall preside at meetings in the absence of the President. The Treasurer shall notify members of all meetings, maintain and distribute promptly minutes of all meetings, and certify voting privileges of members and presence of a quorum at all meetings of the organization and of the Board of Directors. The Treasurer shall maintain appropriate financial records, receive all dues and other income on behalf of the organization and, in general, be responsible for all fiscal matters and the accounting thereof. The At-Large members, Past President, President, President-Elect and Treasurer shall serve as voting members of the Board of Directors.

Article V - AMENDMENTS TO BYLAWS

These bylaws may be altered, amended or appealed and new bylaws may be adopted by two-thirds of the voting membership present at an annual meeting at which a quorum is present, provided that notice of any proposed amendments be provided at least 30 days prior to the meeting at which such amendment is to be considered.

Article VI - MISCELLANEOUS PROVISIONS

Section I 1- Parliamentary Authority

The current edition of Sturgis' Standard Code of Parliamentary Procedure shall be the Parliamentary authority for any meeting held pursuant to these bylaws.

Section II - Fiscal Year

The organization's fiscal year shall be defined by the Board of Directors.

Section III - Annual Dues

Any change in annual membership dues shall be voted on by the members at the annual meeting of the membership.



Summary of Actions: Annual Meeting of the Association of Family Medicine Residency Directors

March 25, 2017 Sheraton Kansas City Hotel at Crown Center, Kansas City, MO

RESOLUTIONS

Note: Resolutions adopted by the Association of Family Medicine Residency Directors are *not* AAFP or AFMRD policy. Resolutions referred to the AFMRD Board of Directors are reviewed and the Board determines if further action is appropriate and if policy should be developed relating to the topic of the resolution.

Res. No.	Resolved	Action
No resolutions were presented for consideration at the 2016 Annual Meeting.		None required.
No resolutions were presented for consideration at the 2015 Business Session.		None required.
No resolutions were presented for consideration at the 2014 Business Session.		None required.
No resolutions were presented for consideration at the 2013 Business Session.		None required.
No resolutions were presented for consideration at the 2012 Business Session.		None required.
Late Resolution 1 from 2011	RESOLVED, that the AFMRD will send the AAFP Board a letter urging the AAFP to withdraw from the RUC.	AFMRD leadership communicated our concern to AAFP leadership about RUC with our desire to seek other avenues. After much discussion, AAFP has decided to stay in the RUC. Please visit the AAFP website for more information on their decision.
Late Resolution 1 From 2010	RESOLVED, That the AFMRD Board craft a letter to the Family Medicine RC recommending that they do not count against a program's board performance criteria those residents who only take the osteopathic family practice boards.	The AFMRD Board accepted Late Resolution #1 and has asked the RC-FM to study and give consideration to this issue when evaluating possible revisions to the RC-FM requirements.
Late Resolution 2 From 2010	RESOLVED, That this letter should also encourage the RC to find additional measures of residency training outcomes including the American Board of Osteopathic Family Practice exam.	The AFMRD Board accepted the Late Resolution #2 for information. The AFMRD understands that the RC-FM will soon engage with the family medicine community in the milestone project that will examine and recommend ways to measure competencies.

2016 Treasurer's Report

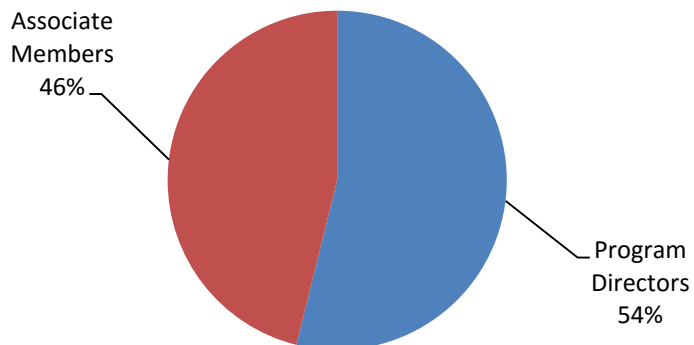
The Association of Family Medicine Residency Directors is securely positioned financially and strategically. Membership has remained strong. Due to your continued membership, the unwavering demand for NIPDD, a continued high demand for Residency Curriculum Resource subscriptions and the continued judicious stewardship of the resources and reserves available to our organization, AFMRD is able to continue to serve the needs of its members and look to expand in directions deemed important within the world of Family Medicine.

2016 showed an increase in membership over 2015 (Program Director Membership went from 422 to 459 and Associate Membership went from 291 to 393) there was a concerted outreach to program directors of AOA accredited programs as the move to single accreditation became more imminent.

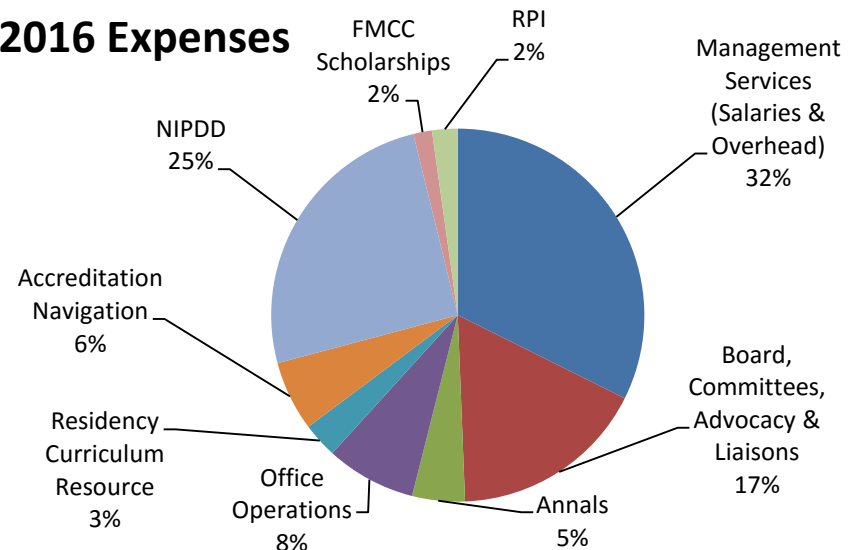
AFMRD continues to support a number of efforts in the world of family medicine: awards for residents and program directors, the CAFM Educational Research Alliance (CERA), Annals of Family Medicine, the Center for History of Family Medicine, CAFM advocacy, and AFMRD liaisons to other key family medicine organizations. In addition, AFMRD provides support for the work of Family Medicine for America's Health.

Gretchen Irwin, MD
Treasurer, AFMRD

Membership



2016 Expenses



2016 Income Sources

