Rules of Order

National Conference of Constituency Leaders

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I. Purpose and Objectives of the National Conference of Constituency Leaders (NCCL)

A. Purpose

The National Conference of Constituency Leaders (NCCL), first held in 1990 as the National Conference of Women, Minority and New Physicians (NCWMNP), is a vehicle to more effectively integrate the perspectives and concerns of AAFP members from underrepresented constituencies, to the benefit of an increasingly diverse membership and patient population. The NCCL is designed to focus on, and give impetus to, the perspectives and special concerns of grassroots members from the constituency groups.

B. Objectives

1. To provide an opportunity for Board-approved member constituencies [currently Women; Minority; New Physicians; International Medical Graduates (IMG); and Lesbian, Gay, Bisexual, and Transgender (LGBT) physicians] and other emerging constituencies to become more familiar with AAFP programs, exchange information, share experiences, develop basic leadership skills, and to encourage participation in the AAFP governance structure at both the local and national levels.

2. To provide a forum whereby the Board of Directors may be better informed as to the concerns of the constituency groups and discuss with them priorities for AAFP activities.

3. To provide an opportunity for these groups to identify issues of particular concern to family physicians and to make specific recommendations by way of resolutions to the AAFP's Board of Directors and Congress of Delegates.

4. To allow the New Physicians constituency to elect a nominee for the New Physician Member of the Board of Directors.

5. To allow the New Physicians constituency to elect two Alternate Delegates, in accordance with the AAFP Bylaws, who serve one year in that capacity before succeeding to the position of Delegate in the following Congress of Delegates.

6. To allow all New Physicians present (no matter which constituency they are in attendance to represent) to elect two Delegates to the American Medical Association's Young Physicians Section (AMA-YPS).

7. To allow the Women; Minority; IMG; and LGBT constituencies to elect six Member Constituency Alternate Delegates, in accordance with the AAFP Bylaws, who serve one year in that capacity before succeeding to the position of Delegate in the following Congress. The constituency Delegates and Alternate Delegates represent the views of the grassroots constituency members in the debate and decisions of the Congress of Delegates.

II. NCCL Business Procedures

A. The business of the NCCL shall be conducted annually.

1. Attendance

a. Any member of the AAFP may register for and attend the conference as a General Registrant. Chapters may specify an active member to be a Chapter Delegate for each of the Board-approved constituencies.

b. The member constituencies are defined as follows for the purposes of the conference:

i. *Women* physicians are those who self-identify as women.

ii. *Minority* physicians are defined as they are by the U.S. Census Bureau: African American, Asian, Native Hawaiian or other Pacific Islander, American Indian, Alaska Native, ethnic Latino, Other.

iii. *New Physicians* are those who completed residency or extended training immediately following residency seven years ago or less. Individuals who graduate from a residency program but who enter a fellowship continue in the resident member status until completion of their fellowship, whereupon they become active members. For those individuals, the seven year time period for purpose of New Physician Board member eligibility would not begin upon graduation from their residency program, but rather they would have seven years after completion of their fellowship.

iv. *IMGs* are graduates from a medical school outside of the United States, Canada and Puerto Rico.

v. *LGBT* physicians are those who self-identify as LGBT or who are supportive of LGBT issues.

c. Chapter Delegates

i. Chapter Delegates must be members in the Active AAFP membership classification only. Chapter Delegates are designated by chapters for each of the Board-approved member constituency groups. They must meet the definition of the constituency group they represent and their member classification must be Active the first day of the conference with dues paid in full or be enrolled in the installment payment plan to be eligible to serve. Chapter Delegates may serve on Reference or Tellers Committees, submit resolutions, testify in all reference committee hearings, testify and vote on resolutions in the business sessions, and vote in the Co-Convener, Alternate Delegate, and/or Delegate elections.

ii. Chapters may seek out individuals to send from their jurisdiction or they may take requests for consideration from interested individuals. Co-Conveners may come as a Chapter Delegate for their chapter, but are only eligible to come for the constituency that they have been elected to represent.

iii. A Chapter Delegate may be replaced on site by a General Registrant from the same chapter if the General Registrant meets the criteria for that constituency. A request for such a substitution must come from both the General Registrant and Chapter Executive directly to the NCCL Conference Strategist. At the time of substitution, voting privileges will be revoked from the original member and given to the replacement.

iv. A Chapter Delegate may change the constituency he/she has been named to represent only if the Chapter Delegate meets the definition of the constituency group he/she wishes to represent and the chapter does not already have a representative for the constituency group he/she wishes to represent. A request for such a change must come from the Chapter Executive directly to the NCCL Conference Strategist and must occur prior to the first business

session of NCCL. At the time of change, all voting privileges are, then, restricted to the member constituency group the Chapter Delegate represents until the close of NCCL.

d. General Registrants

i. General Registrants may contribute to the discussions, run for office if they are an AAFP member in the Active membership category and meet the definitions and requirements, volunteer for the Reference or Tellers Committees, co-sponsor resolutions (if endorsed by at least two Chapter Delegates), and testify on policy issues during any of the NCCL reference committees and business sessions. They may not vote on policy issues, make motions or propose amendments during the NCCL business session, or vote in any AAFP Delegate, Alternate Delegate, or Co-Convener elections. If qualified, they will be allowed to vote in the AMA-YPS Delegate election.

ii. General Registrants, in the Active membership category only, will be allowed to fill open constituency slots for their chapter as long as they meet the definition of the constituency group they intend to represent and have dues paid in full or are enrolled in the installment payment plan. A request must come from the Chapter Executive directly to the NCCL Conference Strategist. General Registrants will only be allowed to fill open constituency slots for the chapter in which they are members in good standing.

iii. Members in the Supporting, Inactive, Life, Resident, and Student membership classifications may not come as a Chapter Delegate; however, these members are encouraged to attend as General Registrants to the conference. They may contribute to the discussions, co-sponsor resolutions (if endorsed by at least two Chapter Delegates), and testify on policy issues during any of the NCCL reference committees and business session. They may not vote in any elections or serve on the Tellers Committee; however, they may volunteer as an observer for a reference committee.

B. A majority (one more than half) of the total registered Chapter Delegates shall constitute a quorum at any business session of the NCCL.

C. The most current edition of The American Institute of Parliamentarians, *The Standard Code of Parliamentary Procedure* shall govern all proceedings of the NCCL, except when in conflict with the AAFP Bylaws or specific provisions of these Rules of Order.

D. The NCCL Convener will serve as Chair and shall preside over the business sessions with assistance at his/her discretion.

E. Reference committees shall be appointed by the NCCL Convener to facilitate the work of the NCCL. Whenever possible, the NCCL will follow the same protocols as the AAFP Congress of Delegates. Reference committee hearings will be staggered, to be scheduled on such days and at such times to be determined by the NCCL Convener. Reference committees will operate according to the document on “Powers and Duties of Reference Committees.”

F. Resolutions must be presented in writing by the published deadline. To be considered for introduction to a reference committee, submitted resolutions must be endorsed by at least two NCCL Chapter Delegates.

Upon submission, the current NCCL Convener and next year’s NCCL Convener will determine the ultimate designation of which reference committee will act on a resolution.

This determination will consider (a) the relevance of the issue to the various topics, (b) the possible grouping of like issues for consideration, and (c) the relative workload for each of the reference committees. Each resolution will be referred to only one reference committee.

It is the discretion of the business session to determine the relevance of the reference committee recommendation for referral destination; however, the CMMS has ultimate approval of any referrals to the Congress of Delegates. If the CMMS determines, based on a pre-determined criteria set forth in the supplemental document, Powers and Duties of Reference Committees, that a referral does not belong with the Congress of Delegates, it will, instead, refer the resolution to the Board of Directors.

G. Any resolution not previously discussed in a reference committee must be typed or legibly printed and presented to the NCCL Convener no later than 60 minutes prior to the start of the first business session. The Late Resolutions Committee (comprised of the NCCL Convener and Reference Committee Chairs) will then review such resolutions. It is within the discretion of this committee to recommend whether the business session should consider the introduction, based on whether it contains timely, pertinent, and new information.

   Prior to the start of the business session's scheduled agenda, the recommendation of the Late Resolutions Committee will be announced. Two-thirds (2/3) of the registered Chapter Delegates present must vote in favor of allowing the late resolution for it to be introduced and considered. Once a resolution is accepted by the NCCL, it "belongs" to the conference which then has the authority to wordsmith the language, when appropriate, for better understanding.

   Late resolutions shall be considered in the order received, except that the NCCL Convener reserves the right to determine the order of business based on the importance of the issues and the amount of time available for discussion.

H. All conference registrants may have the privilege of the floor and engage in debate after being recognized by the Chair.

I. 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 NCCL.

J. 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 NCCL, provided both sides have been represented on the debate.

K. All Chapter Delegates may vote on policy issues and in elections during the business sessions.

L. Passage of a motion during the business sessions requires a majority vote (one more than half of the total registered Chapter Delegates) except for motions which require greater than a majority as specified in *The Standard Code of Parliamentary Procedure*, current edition. All motions require a second. The Chair may conduct a head-count at any time during the business sessions to verify the number of Chapter Delegates present. If there is not a majority present, all voting must be suspended until a later time or subsequent meeting.

M. Voting shall be by voice, "yes" and "no", except where the NCCL Convener or a Chapter Delegate calls for a division, in which case a standing, hand, written, or electronic vote shall be taken.

N. There are various opportunities for volunteer leadership at the NCCL. These opportunities allow participation in reference committees, the Tellers Committee, and as Parliamentarian. Appointments for these volunteer positions will be solicited via an NCCL volunteer service application form. Appointments for these positions will be made by the NCCL Convener and announced on site at the NCCL.

O. In the event that any business remains unfinished at the conclusion of the NCCL, the protocol listed herein shall be followed:

1. If a late resolution(s) has been accepted by the NCCL but is not addressed during the meeting, the resolution(s) will be placed on the appropriate reference committee agenda the following year for vetting. At least one of the original resolution authors must be in attendance the following year in order for the resolution to be considered.

2. If a resolution(s) has been presented on a reference committee agenda but is not addressed during the meeting, the resolution(s) will be placed as old business on the business session agenda the following year to be addressed before any new business. All relevant background material will be provided to the NCCL attendees.

P. Rules of Order and Parliamentary Procedure.

1. The Rules of Order shall govern all parliamentary proceedings of the NCCL except when in conflict with the AAFP Bylaws. The NCCL Convener is responsible for enforcement of parliamentary procedure according to the Rules of Order. Further interpretation of these procedures, as necessary, will be made by the NCCL Convener, utilizing the most current edition of The American Institute of Parliamentarians, *The Standard Code of Parliamentary Procedure*.

2. Recommendations to amend the Rules of Order will be made by the Commission on Membership and Member Services to the Board of Directors for their approval.

III. Rules of Election

A. A Tellers Committee will be comprised of one member from each constituency appointed by the NCCL Convener. This group oversees all elections, works with staff to collect ballots, tallies votes, and relays results to the constituency Caucus or Business Session Chair, and may be called upon during the business sessions to assist with any hand or written votes. Members of the Tellers Committee must not be running for any office during the conference.

B. AAFP Bylaws authorize the seating of two Delegates and two Alternate Delegates at the AAFP Congress of Delegates from the New Physicians constituency (with no sunset date) and six Delegates and six Alternate Delegates from the remaining four Member Constituencies (with a sunset date of 2020). Each constituency, except for New Physicians will elect two Co-Conveners for the following year's conference. These individuals will also become candidates for the elections of six constituency Alternate Delegates (or Delegates, if necessary) the following day.

AAFP Bylaws authorize the election of one candidate for the New Physician Director on the Board of Directors for a one-year term. The candidate must then be approved by the Congress of Delegates to be seated on the Board of Directors.

C. The following elections will be held in conjunction with the NCCL:

1. One Convener (for the subsequent NCCL)

2. One new physician nominee for the Board of Directors

3. Eight Co-Conveners (two each for the Women, Minority, IMG, and GLBT constituencies) for NCCL the following year

4. Six Member Constituency Alternate Delegates to the AAFP Congress of Delegates who will serve as Delegates the following year

5. Two New Physicians Alternate Delegates to the AAFP Congress of Delegates who will serve as Delegates to the Congress of Delegates as well as Co-Convener for NCCL the following year

6. One Delegate to the AMA Young Physicians Section (YPS)

D. Voting Delegates.

1. Only those conference registrants who are designated by their chapter as a Chapter Delegate to a constituency will be given ballot packets to vote for NCCL Convener, Co-Conveners, and Alternate Delegates (and Delegates if necessary) for that constituency.

2. Only those conference registrants who are designated by their chapter as a Chapter Delegate to the New Physicians constituency will be given ballot packets to vote for the New Physician candidate for the Board of Directors.

3. All conference registrants who meet the AAFP definition of a New Physician (whether coming as a Chapter Delegate or General Registrant) will be given ballot packets to vote for the AAFP's AMA-YPS Delegate.

E. Election Criteria.

1. NCCL Convener

a. The requirements to run for the NCCL Convener are as follows: must be an AAFP member in the Active membership category and meet a constituency definition at the time of the meeting he/she will convene.

b. Candidates must have been in attendance at the previous year's NCCL and must have previously served as a Co-Convener or Delegate or Alternate Delegate for the Member Constituencies or New Physicians.

c. Candidates may not serve as a constituency Delegate in the following Congress of Delegates.

d. The two candidates for NCCL Convener will be nominated from a pool of applicants by the Commission on Membership and Member Services and ratified by the Board Chair prior to NCCL for placement on the ballot.

2. New Physician Nominee for the AAFP Board of Directors.

a. The requirements to run for the New Physician seat are as follows: must be an AAFP member in the Active membership category, first eligible for Active membership in the AAFP fewer than seven years before being elected at the NCCL, and not currently nor have ever served as the Student, Resident, or New Physician Board member.

b. Candidates must have also previously attended at least one NCCL, be in attendance at the NCCL during which they are running for the position (as a General Registrant or Chapter Delegate to any constituency, provided the criteria for the new physicians constituency is met), and submit a form declaring their candidacy accompanied by a curriculum vitae and a letter of endorsement from their chapter by the designated deadline.

c. Candidates cannot run for other offices (AMA-YPS Delegate or Board approved constituency Co-Conveners) during the same NCCL.

d. Pursuant to the AAFP Bylaws, the elected candidate's name shall be presented to the AAFP Congress of Delegates for approval. If the Congress of Delegates fails to approve the candidate, the AAFP Board of Directors shall select the New Physician Board member by majority vote.

e. The term of office for the New Physician 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.

3. Constituency Co-Convener.

a. The requirements to run for the Co-Convener positions are as follows: must be an AAFP member in the Active membership category, must be in attendance at the NCCL (as a General Registrant, provided the criteria for the constituency is met, or Chapter Delegate to the constituency), must declare as a candidate for Co-Convener for only one specific constituency, and meet the criteria for that constituency.

b. Candidates must submit a form declaring their candidacy accompanied by a curriculum vitae by the designated deadline. Members may seek chapter support for their candidacy, but they do not need to be nominated by their chapter, nor do they need to be a Chapter Delegate to the NCCL to run.

c. In the event an open Co-Convener slot(s) needs to be filled and that person is not serving as an Alternate Delegate, the person receiving the third highest amount of votes at the previous year's NCCL constituency elections will be asked to serve.

4. Member Constituency Alternate Delegate to the Congress of Delegates.

a. To qualify for the Member Constituency Alternate Delegate positions, an individual must have been elected as a Constituency Co-Convener at the current year's NCCL.

b. No individual shall be prohibited from being elected to a second term as a Member Constituency Alternate Delegate and Delegate. However, no individual may serve a cumulative total of more than four years as a Member Constituency Alternate Delegate and Delegate.

c. In the event open slots need to be filled (due to election of higher office, etc.):

i. If openings occur between the time of the NCCL and the time the Congress of Delegates meets, nominations will be solicited from the Commission on Membership and Member Services. Nominees will, then, be presented to the Board Chair, who will designate the successor.

ii. If open slots occur between the time of the Congress of Delegates and the time the NCCL meets, the slots will be filled by election at the subsequent NCCL. Those eligible to run for the open slot are the Co-Conveners not elected Alternate Delegates at the previous year's NCCL and those Co-Conveners not elected Alternate Delegates at the current year's NCCL provided that each constituency has no more than two delegates.

5. New Physicians Alternate Delegates to the Congress of Delegates (and Co-Convener).

   a. The requirements to run for the Alternate Delegate positions are as follows: must be an AAFP member in the Active membership category who was first eligible for Active membership fewer than seven years before serving as Co-Convener for NCCL, must be in attendance at the NCCL (as a General Registrant, provided the criteria for the constituency is met, or Chapter Delegate to the constituency), must declare as a candidate for Co-Convener, Alternate Delegate, or Delegate for only one specific constituency, and meet the criteria for that constituency.

   b. Candidates must submit a form declaring their candidacy accompanied by a curriculum vitae by the designated deadline. Members may seek chapter support for their candidacy, but they do not need to be nominated by their chapter, nor do they need to be a Chapter Delegate to the NCCL to run.

   c. In the event open slots need to be filled (due to election of higher office, etc.):

      i. If openings occur between the time of the NCCL and the time the Congress of Delegates meets, nominations will be solicited from the Commission on Membership and Member Services. Precedence will be given to others who ran for the office at the previous year's NCCL in order of total votes. Nominees will, then, be presented to the Board Chair, who will designate the successor.

      ii. If open slots occur between the time of the Congress of Delegates and the time the NCCL meets, the slots will be filled by election at the subsequent NCCL. Those eligible to run for the open slot are the Co-Conveners not elected Alternate Delegates at the previous year's NCCL and those Co-Conveners not elected Alternate Delegates at the current year's NCCL provided that each constituency has no more than two delegates.

      iii. If an opening occurs for the Alternate Delegate seat only between the time of the NCCL and the time the Congress of Delegates meets, the New Physicians delegation will appoint a replacement Alternate Delegate. Precedence will be given to others who ran for the office at the previous year's NCCL in order of total votes. This individual will serve during the Congress of Delegates only and will not have any official duties as Co-Convener or Delegate after serving as Alternate Delegate.

6. AMA-YPS Delegate.

   a. The AAFP Delegates to the AMA-YPS will serve a term of two years with one position rotating off each year. There will be no restrictions on the total number of years an individual may serve provided all AAFP and AMA eligibility criteria is met.

   b. To be eligible to run for the AMA-YPS Delegate positions, an individual must: be registered for and in attendance at NCCL (as a General Registrant or Chapter Delegate to any constituency, provided the criteria for AMA-YPS Delegate is met), be an AAFP member in the Active membership category, first eligible for Active

membership in the AAFP less than seven years before election, be an Active member of the AMA, and be under 40 years of age or within the first eight years in practice. AMA criteria must be met throughout the term of service, not just at the time of election.

c. Candidates not elected in previously-held Co-Convener elections, regardless of constituency, provided the criteria for AMA-YPS Delegate are met, may declare candidacy for AMA-YPS Delegate. Candidates must notify the NCCL Strategist of intent to run by the deadline set forth in the NCCL *Election Procedures* in order to qualify and be placed on the ballot.

d. The AAFP Board of Directors will be notified of those persons elected to Delegate positions for ratification.

e. If an AMA-YPS vacancy occurs between the time of the NCCL and the time that the next AMA meeting is held, nominations to fill the vacancy will be solicited from the Commission on Membership and Member Services. These names will be submitted to the Board Chair, who will designate the successor.

F. Election Guidelines.

1. Election procedures at the conference parallel those used by the AAFP Congress of Delegates set forth in the Bylaws. The specific procedures outlined here will be used in conducting elections for the NCCL Convener, Member Constituency Co-Conveners, Delegates and Alternate Delegates, and for the New Physician nominee for the Board of Directors.

2. Printed campaign materials (brochures, buttons, etc.) beyond the standard information prepared by NCCL staff are strictly prohibited. Candidates may utilize social media for the purpose of campaigning prior to and during NCCL provided the *AAFP Guidelines: Using Social Media when Campaigning for Leadership Positions* is followed:

   The AAFP embraces the use of social media for member/organizational communications, and AAFP provides formal social media channels for this purpose. These channels (including but not limited to AAFP Facebook, AAFP Prez, YouTube, LinkedIN, G+) are not to be used for personal use, including the posting of messages selling products, recruiting, political campaigning or endorsements, promoting commercial or other ventures, or any messages perceived as spam. This includes the campaigning by members for AAFP leadership positions at the National Conference of Constituency Leaders, National Congress of Family Medicine Residents, National Congress of Student Members, and Congress of Delegates. These guidelines are posted online, and any comments that violate these guidelines will be removed. Regarding Twitter, the AAFP has no objections to candidates using the official event hashtag in any messages from their personal account, including campaign messages.

   Please note: this restriction applies only to the official AAFP social media channels; the use of personal social media accounts is at each member's own discretion.

3. Deadlines for acquiring and submitting constituency Co-Convener and Alternate Delegate ballots will be provided to each participant on site.

4. The candidates shall draw for the order in which they shall speak for election.

5. No ballot shall be counted in any election if it contains more votes or fewer votes than were instructed to be cast or if the votes are presented on the incorrect ballot.

6. Run-off elections will be conducted as necessary.

7. The NCCL Convener and next year's NCCL Convener are prohibited from voting in these elections. Co-Conveners are eligible to cast their ballots only if they have been designated by their chapter to serve as the Chapter Delegate for the constituency under consideration.

8. Elections for the New Physicians Alternate Delegates, Constituency Co-Conveners, and subsequent year's NCCL Convener will be conducted by the current constituency Co-Conveners.

9. Elections for the AMA-YPS Delegate will be conducted by the current AMA-YPS Delegates.

10. Elections for the New Physician Board nominee will be conducted by the current New Physician Board Member.

11. Elections for the Member Constituency Alternate Delegates (and Delegates if necessary) will be conducted by the NCCL Convener.

G. Election Procedures.

1. NCCL Convener

   a. Candidate remarks and question and answer session will take place during the Opening Session and Caucus on the first day of the meeting.

   b. Each candidate will be given five minutes for remarks. Questions must be provided in writing to the presiding officer (current NCCL Convener) for presentation to the candidates.

   c. Balloting will take place during each constituency caucus the following day. A formal announcement of the winner will be made during lunch the same day as balloting. (Candidates will be notified immediately to facilitate the mentoring process.)

   d. The NCCL Convener shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives the votes of a majority of those voting shall be elected. If there is no candidate that receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority.

2. New Physician Nominee for the AAFP Board of Directors.

   a. Candidate remarks and question and answer session will take place during the Opening Session and Caucus on the first day of the meeting.

   b. Each candidate will be given five minutes for remarks. Questions must be provided in writing to the presiding officer (current New Physician Board member) for presentation to the candidates.

   c. Balloting will take place during the new physicians constituency caucus the following day. A formal announcement of the winner will be made during lunch the same day as balloting.

d. The New Physician Nominee for the AAFP Board of Directors shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives the votes of a majority of those voting shall be elected. If there is no candidate that receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority. The candidates on such subsequent ballots shall be the two candidates receiving the largest number of votes cast on the immediately preceding ballot plus those tying for one of the top two positions.

e. In the event there is only one candidate, the NCCL Convener shall declare that candidate the nominee for the office.

3. Constituency Co-Convener and New Physicians Alternate Delegates to the Congress of Delegates.

a. Candidate remarks will be given at the beginning of each of the constituency caucuses, to include all Co-Convener candidates and New Physicians Alternate Delegate candidates.

b. The women, minority, IMG, and GLBT constituency caucuses will elect two Co-Conveners for the following year's NCCL. (These eight individuals become candidates for the six Member Constituency Alternate Delegate seats (and Delegate seats if necessary) to the Congress of Delegates.)

c. The new physicians caucus will elect two Alternate Delegates for the Congress of Delegates. At the meeting of the AAFP Congress of Delegates immediately 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. The Alternate Delegates elected will also serve as Co-Conveners for the next year's NCCL (during the same year as their Delegate term).

d. Each candidate will be given two minutes for remarks.

e. Balloting will immediately follow remarks during each relevant caucus with election results to be announced before the caucus closing.

f. The Constituency Co-Conveners and New Physicians Alternate Delegates shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives the votes of a majority of those voting shall be elected.

If both positions remain to be filled after the first or a subsequent ballot, no more than four candidates receiving the largest number of votes cast on the preceding ballot, plus those tying for one of the top four positions, shall be candidates on the next ballot. Any candidate who receives the votes of a majority of those voting on such subsequent ballots and who is one of the two candidates receiving the largest number of votes shall be elected.

If one vacancy remains to be filled after the first or a subsequent ballot, the two candidates receiving the largest number of votes on the preceding ballot, plus those tying for one of the top two positions, shall be candidates on the next ballot. The candidate who receives a majority of the votes cast on such subsequent ballots shall be elected.

g. In the event there are only two candidates, the NCCL Convener shall declare those candidates elected to the office.

4. Member Constituency Alternate Delegate to the Congress of Delegates.

    a. Candidate remarks will take place during the first business session.

    b. Chapter Delegates representing the women, minority, IMG, and LGBT constituencies will elect six Alternate Delegates for the AAFP Congress of Delegates. (The previously elected eight Co-Conveners for the women, minority, IMG, and GLBT constituencies are automatically placed on the ballot as candidates for the Member Constituency Alternate Delegate seats.) At the meeting of the AAFP Congress of Delegates immediately following their election, these six 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. Each candidate will be given two minutes for remarks.

    d. Balloting will immediately follow remarks during the business session with election results to be announced before the first business session closing.

    e. On the first ballot, the candidates with the highest number of votes from each constituency will be elected. From the remaining nominees, the candidate(s) with the highest number of votes will be elected for the remaining two positions. At least one member from each constituency will be elected with no more than two from any one constituency. Run-offs will be held on an as-needed basis.

5. AMA-YPS Delegate.

    a. Candidate remarks will take place during the first business session.

    b. Each candidate will be given two minutes for remarks.

    c. Balloting will immediately follow remarks during the business session with election results to be announced before the first business session closing.

    d. The AMA-YPS Delegate shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives the votes of a majority of those voting shall be elected. If there is no candidate that receives a majority of the votes cast on the first ballot, subsequent ballots shall be taken until one candidate receives a majority. The candidates on such subsequent ballots shall be the two candidates receiving the largest number of votes cast on the immediately preceding ballot plus those tying for one of the top two positions.

    e. In the event there is only one candidate, the NCCL Convener shall declare that candidate elected to the office.