



Rules of Order

National Conference of Special Constituencies

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I. INTRODUCTION

The National Conference of Special Constituencies (NCSC), 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 Academy members from underrepresented constituencies, to the benefit of an increasingly diverse membership and patient population.

The conference objectives are as follows:

1. To provide an opportunity for Board-approved special constituencies [currently Women; Minority; New Physicians; Gay, Lesbian, Bisexual and Transgender (GLBT) physicians; and International Medical Graduates (IMG)] and other emerging constituencies to become more familiar with Academy programs, exchange information, share experiences and develop basic leadership skills, and to encourage participation in the Academy governance structure at both the local and national levels.
2. To provide an opportunity for these groups to identify issues of particular concern to family physicians and to make specific recommendations to the Academy's Board of Directors and Congress of Delegates.
3. 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 Academy activities.
4. To allow constituency groups to elect 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.
5. To allow all New Physicians present (no matter which constituency they are in attendance to represent) to elect two Delegates to the AMA's Young Physicians Section (AMA-YPS).
6. To allow the New Physicians constituency to elect one candidate for the New Physician Director to serve on the Board of Directors.

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

NCSC is designed to focus on, and give impetus to, the perspectives and special concerns of grassroots members from the constituency groups. The conference elects six Special Constituency Alternate Delegate representatives (other than the New Physicians) to the AAFP Congress of Delegates, two New Physicians Alternate Delegate representatives to the AAFP Congress of Delegates, two AMA-YPS Delegates, and the New Physician candidate for the Board of Directors, and communicates with the Board of Directors and the Congress of Delegates.

The constituency *Delegates and Alternate Delegates* represent the views of the grassroots constituency members in the debate and decisions of the Congress of Delegates. The NCSC forwards policy and programming ideas by way of resolutions.

Fully developed proposals or policy statements may be forwarded from the conference directly to the *Congress of Delegates*. The *Congress* receives and takes appropriate action on resolutions forwarded to it from the constituency conference.

Resolutions from any of the constituencies represented at the conference may also be forwarded from the conference to the *Board of Directors*. The *Board* receives and takes appropriate action on recommendations

forwarded to it from the constituency conference. Such recommendations may be handled at the Board level, referred for consideration to a commission of the Board, including the Commission on Membership and Member Services, or referred to the Executive Vice President. The Board takes direction from and is responsible to the Congress of Delegates.

The Commission on Membership and Member Services takes direction from and is responsible to the Board of Directors. Its activities include enforcement and amendment of the Rules of Order, the annual planning and coordination of the conference as well as consideration of recommendations forwarded from the constituency conference to the Board.

II. DEFINITIONS

A. Constituencies

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

Women physicians are women.

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.

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.

International Medical Graduates are graduates from a medical school outside of the United States, Canada and Puerto Rico.

Gay, Lesbian, Bisexual and Transgender (GLBT) physicians are those who self-identify as GLBT or who are supportive of GLBT issues.

B. AAFP CoD Constituency Delegates

AAFP Bylaws authorize the seating of two Delegates and two Alternate Delegates at the AAFP CoD from the New Physicians constituency (with no sunset date) and six Delegates and six Alternate Delegates from the remaining four Special Constituencies (with a sunset date of 2010). Each constituency, except for the 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.

The requirements to run for the Alternate Delegate positions are as follows: must be an Active member of the AAFP, must be in attendance at NCSC, must declare as a candidate for Co-Convener, Alternate Delegate or Delegate for only one specific constituency and meet the criteria for that constituency. Candidates must submit a form declaring their candidacy accompanied by a *curriculum vitae* by 5 p.m. on the first day of the conference. Each candidate will be given two minutes for remarks at the beginning of the relevant constituency Caucus and Candidate Forum. Campaign materials (brochures, buttons, etc.) beyond the standard information prepared by NCSC staff are *strictly prohibited*. While

members may seek chapter support for their candidacy, they do not need to be nominated by their chapter, nor do they need to be an Official Chapter Representative to the conference to run for election.

Registrants who are designated by their chapter as the Official Chapter Representative to a constituency can only run for a Co-Convener, Alternate Delegate, or Delegate seat to the Congress of Delegates for that constituency. They may run for Delegate to the AMA-YPS section or for the New Physician Board Candidate if they meet the criteria for the position.

The AAFP Bylaws state that “no individual shall be prohibited from being elected to a second term as a special constituency alternate and delegate. However, no individual may serve a cumulative total of more than four years as a special constituency alternate and delegate.” (Chapter XI, Section 2, Lines 27 – 30)

In the event open slots need to be filled (due to election of higher office, etc.): (a) If openings occur between the time the Conference is held and the time the Congress meets, nominations will be solicited from the Commission on Membership and Member Services. The Board Chair, who will designate the successor, will consider these names. (b) If open slots occur between the time the Congress meets and the time of the Conference, the slots will be filled by election at the subsequent Conference.” Those eligible to run for the open slot are the Co-Conveners not elected Alternate Delegates at the previous year’s NCSC and those Co-Conveners not elected Alternate Delegates at the current year’s NCSC provided that each constituency has no more than two delegates.

C. AMA-YPS Delegates

Any conference registrant who meets the AAFP definition for New Physicians will also elect AAFP representatives to the AMA Young Physicians Section (YPS), whether coming as an Official Chapter Representative or General Registrant. The AAFP Delegates to the AMA-YPS have no term limitations for those who are otherwise qualified. To be eligible to run for the AMA-YPS Delegate positions, an individual must:

1. Be an Active member of the AAFP, were first eligible for active membership in the Academy less than seven years ago, AND
2. Be an Active member of the AMA, and must 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.

The AAFP Board of Directors will be notified of those persons elected to Delegate positions for ratification. If an AMA-YPS vacancy occurs between the time the conference is held 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.

D. “New Physician” Board of Directors Candidate

AAFP Bylaws authorize the election of a candidate for the New Physician Director on the Board of Directors for a one-year term. The candidate must then be approved by the CoD to be seated on the BoD. The requirements to run for the New Physician seat are as follows: must be an Active Member of the AAFP, were first eligible for active membership in the Academy fewer than seven years before being seated by the Congress of Delegates, and are not currently nor have ever served as the Student, Resident, or New Physician Board member. Additionally, candidates must have previously attended at

least one NCSC, be in attendance at the NCSC during which they are running for the position, submit a form declaring their candidacy accompanied by a *curriculum vitae* and a letter of endorsement from their constituent chapter by 5 p.m. on the first day of the conference. Candidates cannot run for other offices (AMA-YPS Delegate or Board approved constituency Co-Conveners) during the same NCSC.

E. Official Chapter Representatives

Official Chapter Representatives are members in the Active AAFP membership classification only. Official Chapter Representatives are designated by constituent chapters for each of the Board-approved 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 to be eligible to serve as an Official Chapter Representative. Official Chapter Representatives may serve on Reference Committees, testify in all Reference Committee hearings, testify and vote on resolutions in the Business Session, and vote in the Co-Convenor, Alternate Delegate and/or Delegate elections.

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 an Official Chapter Representative for their constituent chapter, but are only eligible to come for the constituency that they have been elected to represent.

An Official Chapter Representative may be replaced onsite by a General Registrant from the same constituent 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 constituent Chapter Executive directly to the Conference Manager. At the time of substitution, voting privileges will be revoked from the original member and given to the replacement.

An Official Chapter Representative may change the constituency he/she has been named to represent only if the Official Chapter Representative meets the definition of the constituency group he/she wishes to represent and the constituency group he/she wishes to represent does not already have a representative. A request for such a change must come from the constituent Chapter Executive directly to the Conference Manager and must occur prior to the first Business Session of NCSC. At the time of change, all voting privileges are, then, restricted to the special constituency group the Official Chapter Representative represents until the close of NCSC.

F. Conference General Registrants

Any AAFP member may register for, attend, contribute to the discussions, run for office if they are an Active member and meet the definitions and requirements (see B, C, and D above), volunteer for the Reference or Tellers Committees, and testify on policy issues during any of the NCSC Reference Committees and Business Session. They may not vote on policy issues during the NCSC Business Session or vote in any AAFP Delegate, Alternate Delegate, or Co-Convenor elections. Any AAFP member registered for the conference that meets the AAFP definition of New Physicians is, however, able to vote in the election for AMA-YPS Delegates.

General Registrants will be allowed to fill open constituency slots for their constituent chapter as long as they meet the definition of the constituency group they intend to represent. A request must come from the constituent Chapter Executive directly to the Conference Manager. General Registrants will only be allowed to fill open constituency slots for the constituent chapter in which they are members in good standing.

Members in the Supporting, Inactive, and Life membership classifications may not come as an Official Chapter Representative; however, these members are encouraged to attend as General Registrants to the conference. They may contribute to the discussions and testify on policy issues during any of the NCSC Reference Committees and Business Session, but may not vote on policy issues during the NCSC Business Session. They may also volunteer for the Reference or Tellers Committees.

Members in the Student and Resident membership classifications may not come as an Official Chapter Representative; however, these members are encouraged to come as observers to the conference. They may contribute to discussions and testify on policy issues during any of the NCSC Reference Committees and Business Session. They may not sponsor or submit resolutions, vote in any elections, or vote on policy issues during the NCSC Business Session. Also, they may not serve on either the Reference or Tellers Committees.

G. Conference Leadership Roles and Responsibilities

1. *Conference Convener* – This individual is appointed by the AAFP Board Chair. The Special Constituencies Subcommittee recommends to the CMMS three individuals, in priority order, to be nominated to serve in this capacity. The nominees (1) must meet the definition of one of the constituencies, (2) may not be serving as a constituency Delegate in the following Congress, (3) must have been in attendance at the previous year’s NCSC, and previously served as a Co-Convener or Delegate or Alternate Delegate for the Special Constituencies or New Physicians, and (4) may or may not be a member of the Commission on Membership and Member Services. The Conference Convener chairs the NCSC Advisory Group and may not run for office during the conference at which he/she serves as Convener.
2. *Conference Co-Conveners* – The Co-Conveners are those elected to fulfill this role by each respective constituency (except New Physicians) at the previous year’s NCSC. For the New Physicians, the Co-Conveners are the current New Physicians Delegates. The current Delegates to the AMA-YPS also serve as Co-Conveners. The Co-Conveners assist the Convener with the management and facilitation of the conference.
3. *Special Constituencies Subcommittee* – The subcommittee is appointed by the CMMS Chair from those members sitting on the CMMS. The subcommittee Chair is also appointed by the CMMS Chair. This subcommittee is responsible for developing and proposing to the CMMS, recommendations to the Board for changes to the NCSC “Rules of Order” to assure orderly and fair processes for the conference (i.e., to develop, debate and make policy recommendations; to conduct elections; and to promote learning and leadership development for conference participants); coordinating conference planning with the Chapter Relations Subcommittee; recommending to the CMMS, the NCSC keynote topics and speakers; and providing continual evaluation and improvement of the conference’s value to participants and to the Academy.
4. *NCSC Advisory Group* – The NCSC Advisory Group is comprised of the six Special Constituency Delegates and two New Physicians Delegates to the AAFP CoD, the AMA-YPS Delegates, the remaining two constituency Co-Conveners, the New Physician Board Candidate, the Special Constituencies Subcommittee Chair, and the CMMS Chair. The NCSC Advisory Group is chaired by the Conference Convener. The NCSC Advisory Group is responsible for assessing the conference’s strengths and weaknesses and making suggestions to the CMMS on how to improve the subsequent conference, providing input and feedback to the CMMS on proposed changes to the NCSC “Rules of Order,” keynote topics and speakers, as well as participant needs and desires.

In the event an open Co-Convener slot(s) need to be filled, the person receiving the third highest amount of votes at the previous year's NCSC constituency elections will be asked to serve.

5. *Caucus and Candidate Forum Chairs* – One of the Co-Conveners of each constituency will be appointed by the Conference Convener to serve as Chair of the Caucus and Candidate Forum for that constituency and be charged with conducting the constituency Caucus and elections.
6. *Reference Committee Chairs* – One of the Co-Conveners of each constituency be appointed by the Conference Convener to serve as Chair of one Reference Committee and be charged with conducting the Reference Committee.
7. *Reference Committee Members* – Reference Committee Chairs, with the conference Convener, appoint one member from each constituency (a total of five) to serve on each Reference Committee, from among those registrants who have indicated an interest in serving on a Reference Committee. An observer may also be appointed to each Reference Committee. The observer may participate in discussion and learn the Reference Committee process.
8. *Business Session Chair* – The Conference Convener will serve as the Business Session Chair and be charged with conducting the Business Session.
9. *Late Resolutions Committee* – The Late Resolutions Committee will be comprised of the Conference Convener plus Reference Committee Chairs selected by the Conference Convener as necessary. The Conference Convener will chair the Late Resolutions Committee. The committee's purpose is to review resolutions submitted after the announced deadline and to recommend whether to allow the introduction of a late resolution(s), based upon whether it contains timely, pertinent and new information.
10. *Tellers Committee* – A Tellers Committee will be comprised of one member from each constituency appointed by the Conference Convener. This group works with staff to collect ballots, count votes, and relay results to the constituency Caucus or Business Session Chair. Members of the Tellers Committee must not be running for any office during the conference.

H. Conference Manager

This staff person is appointed by the Executive Vice President to coordinate all preparations, logistics and support for the conference, including the management of a matrix staff assembled for this purpose.

I. Commission on Membership and Member Services

The Commission on Membership and Member Services is a standing commission of the AAFP that reports to the Board of Directors. The commission's scope of work includes:

Recruitment, Retention, Value of membership, Member services, Life stage career issues, Special needs, Awards, International membership, Urban/rural membership issues, Fellowship, Professional identity products, NCSC planning, ALF planning, Chapter relations.

As with all standing commissions, commission members are nominated by their constituent chapters, recommended by the Screening Committee of the Board, and approved by the Board of Directors. The commission is responsible for planning, coordinating and implementing the National Conference of Special Constituencies.

III. PROCEDURES

A. Powers and Duties of Reference Committees

Whenever possible, NCSC will follow the same protocols as the AAFP Congress of Delegates. This will allow the conference experience to serve as a realistic orientation to the Academy's policymaking process. *Reference Committees* will operate according to the document on "Powers and Duties of Reference Committees." (Attachment A)

B. Sequence of Conference Business

Candidate remarks will be given at the beginning of each of the constituency Caucus and Candidate Forum sessions, to include New Physicians Alternate Delegates. Each of the constituency Caucuses (excluding the New Physicians) will elect two Co-Conveners for the following year's conference. These eight individuals will become candidates the following day for the six Special Constituency Alternate Delegate seats (and Delegate seats if necessary) to the Congress of Delegates.

Reference Committee hearings will be scheduled according to the AAFP Congress of Delegates structure and will include Education, Health of the Public and Science, Practice Enhancement, Advocacy, and Organization & Finance. The Reference Committees will be divided in half with the start times for the first group of hearings scheduled simultaneously and, at a minimum, two and a half hours prior to the start of the last group of hearings (also scheduled simultaneously). Registrants with interest in more than one session will be able to attend portions of several hearings.

Following a time lag for the preparation of Reference Committee reports, the *Business Session* will, then, meet to conduct its business.

Balloting for the New Physicians Alternate Delegates, New Physician candidate on the Board of Directors, and constituency Co-Conveners will be conducted during the relevant constituency Caucus and Candidate Forum after remarks from the candidates, with run-off balloting as necessary. The election results for the New Physicians Alternate Delegates and constituency Co-Conveners are announced during the relevant Caucus and Candidate Forum. The election results for the New Physician Board Candidate are announced at the discretion of the Convener.

Balloting for the Academy's Delegates to the *AMA-YPS* will be conducted at the beginning of the Business Session after remarks from the candidates, with run-off balloting as necessary. The election results for the *AMA-YPS* Delegates are announced during the Business Session.

Balloting for the Special Constituency Alternate Delegates (and Delegates if necessary) to the AAFP Congress of Delegates will be conducted at the beginning of the Business Session after remarks from the candidates, with run-off balloting as necessary. The election results for the Special Constituency Alternate Delegates (and Delegates if necessary) are announced during the Business Session.

C. Voting in the Business Session

All Official Chapter Representatives may vote on policy issues and in elections during the Business Session. In order for any vote to be held, two-thirds (2/3) of the total registered Official Chapter Representatives must be present. The Convener may conduct a head-count at any time during the Business Session to verify the number of Official Chapter Representatives present. If there is not two-thirds present, all voting must be suspended until a later time or subsequent meeting.

D. Elections

Election procedures at the conference parallel those used by the AAFP Congress of Delegates set forth in the Bylaws. The following specific procedures will be followed in conducting conference elections for Special Constituency Co-Conveners, Delegates and Alternate Delegates, and for the New Physician candidate for the Board of Directors:

1. Only those conference registrants who are designated by their chapter as an Official Chapter Representative to a constituency will be given ballot packets to vote for Co-Conveners and Alternate Delegates (and Delegates if necessary) for that constituency.
2. Only those conference registrants who are designated by their chapter as an Official Chapter Representative to the New Physicians constituency will be given ballot packets to vote for the New Physician Candidate for the Board of Directors. The winner will be announced at a time to be determined by the Convener, but not later than the beginning of the Business Session.
3. All conference registrants who meet the AAFP definition of a New Physician (whether coming as an Official Chapter Representative or General Registrant) will be given ballot packets to vote for the AAFP's AMA-YPS Delegates.
4. Deadlines for picking up and filing constituency Co-Convener and Alternate Delegate ballots will be included in the material provided to each participant prior to the conference.
5. Elections for the AMA-YPS Delegates and Special Constituency Alternate Delegates (and Delegates if necessary) will occur at the beginning of the Business Session.
6. Run-off elections will be conducted as necessary.
7. Detailed election procedures will be included in the material provided to conference registrants prior to the conference.
8. The Conference Convener is prohibited from voting in these elections. Co-Conveners are eligible to cast their ballots *only* if they have been designated by their constituent chapter to serve as the Official Chapter Representative for the constituency under consideration.
9. Elections for the Alternate Delegates and Co-Conveners will be conducted by the current constituency Delegates and/or Co-Conveners. Elections for the AMA-YPS Delegates will be conducted by the current AMA-YPS Delegates. Elections for the New Physician Board Candidate will be conducted by the current New Physicians Delegates and overseen by the New Physician Board Member. Elections for the Special Constituency Alternate Delegates (and Delegates if necessary) will be conducted by the Conference Convener.

E. Writing and Disposition of Resolutions

The NCSC uses the Resolution form to present policy and programming proposals. The document, "Resolution Guidelines", will be provided to all conference registrants. To be considered for introduction to a Reference Committee, submitted resolutions *must* be endorsed by at least *two* AAFP Active member conference registrants.

Upon submission, *the current conference Convener and next year's conference 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.

F. Late Resolutions

If any conference registrant desires to introduce a late resolution (any time after the official deadline for the introduction of resolutions), the resolution must be typed or legibly printed and presented to the Late Resolutions Committee Chair no later than 60 minutes prior to the start of the first Business Session. The Late Resolutions Committee will then review such resolutions.

It is within the *discretion of this committee* to recommend whether the Business Session *should allow* the introduction, based on whether it contains timely, pertinent, and new information.

At the end of the Business Session's scheduled agenda, the Late Resolutions Committee's recommendation will be announced. *Two-thirds* of the conference registrants present must vote in favor of allowing the late resolution for it to be introduced and considered. Once a resolution is adopted by the Conference, it "belongs" to the delegation. They would, therefore, have the authority to wordsmith the language, when appropriate, for better understanding.

IV. REIMBURSEMENT POLICIES

A. Official Chapter Representatives

AAFP constituent chapters may receive financial support for a total of three representatives to attend NCSC as an Official Chapter Representative to one of the five Board-approved constituencies or the Annual Leadership Forum (ALF). It is at the discretion of each constituent chapter as to how the funding is disbursed between the three representatives and the two meetings. This financial support for each Official Chapter Representative who attends the Conference will be limited to reimbursement of actual expenses for airfare, or for mileage at the current IRS rate and parking expenses, up to the cost of an advance-purchase, economy-class, roundtrip airline ticket with restrictions (non-transferable, non-refundable).

B. Conference Convener

The Conference Convener will meet with staff after the winter cluster at the AAFP Headquarters to review plans for the upcoming NCSC, and may receive:

For attending the AAFP meeting with staff and for attending the NCSC, reimbursement of actual travel expenses for airfare, or for mileage at the current IRS rate and parking expenses, up to the cost of one full coach airline ticket, shuttle or cab expenses to and from the airport and regular per diem (currently \$350) for each meeting and travel day necessitated by attendance.

C. Conference Co-Conveners and Special Constituencies Subcommittee Chair

Conference Co-Conveners and the Special Constituencies Subcommittee Chair receive [(CMMS Chair is reimbursed by the Annual Leadership Forum (ALF)]:

For attending the NCSC,
reimbursement of actual travel expenses for airfare, or for mileage at the current IRS rate and parking expenses, up to the cost of one full coach airline ticket, shuttle or cab expenses to and from the airport and regular per diem (currently \$350) for each meeting and travel day necessitated by attendance.

D. CoD Constituency Delegates and Alternate Delegates

CoD Special Constituency Delegates and Alternate Delegates receive:

For attending the *Congress of Delegates*,
reimbursement of actual travel expenses for airfare, or for mileage at the current IRS rate and parking expenses, up to the cost of one full coach airline ticket, shuttle or cab expenses to and from the airport and up to four nights lodging expenses.

CoD New Physicians Delegates and Alternate Delegates receive:

For attending the *Congress of Delegates* and *New Physicians luncheon at Assembly*,
reimbursement of actual travel expenses for airfare, or for mileage at the current IRS rate and parking expenses, up to the cost of one full coach airline ticket, shuttle or cab expenses to and from the airport and up to five nights lodging expenses.

V. STAFFING

NCSC has staff assigned to it by the Executive Vice President. While these staff members handle multiple duties, the time commitment available to NCSC is sufficient to handle an effective conference and the year-round meeting planning process.

A matrix staff assigned by the Conference Manager and Member Relations & Development Manager will support the three-day conference. The priority will be to provide staff trained and experienced in the Reference Committee process to facilitate the work of the constituency groups. Whenever possible, knowledgeable senior staff and/or staff from the Commission on Membership and Member Services will be involved or available as resources.

The *Special Constituency and New Physicians Delegates and Alternate Delegates* will receive necessary communications and support from the Congress of Delegates staff.

VI. VOLUNTEER OPPORTUNITIES FOR LEADERSHIP INVOLVEMENT AT NCSC

There are various opportunities for voluntary leadership at NCSC. These opportunities allow participation in Reference Committees and Tellers Committees. Appointments for these volunteer positions will be solicited via the AAFP "NCSC Volunteer Service Application Form." Appointments for these positions will be announced onsite at NCSC and will be communicated to the meeting participants.

VII. RULES OF ORDER

The Rules of Order shall control all parliamentary proceedings of the NCSC except when in conflict with the Bylaws of the Academy. 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.

POWERS AND DUTIES OF REFERENCE COMMITTEES

Reference Committees are created to facilitate the work of the Conference. Resolutions requiring action by the Conference go through the hands of a Reference Committee. Instead of debating details and hearing all evidence for or against a question when it is submitted to the closing Business Session, it is referred by the Convener to the appropriate Reference Committee.

At a scheduled hearing, all persons interested in any particular proposal appear to present their views to the Reference Committee.

Every *pertinent* point should be heard and considered by the Reference Committee. However, it is necessary to limit or avoid extraneous orations and purely personal or irrelevant views in order that the Committee can devote full attention to the subject and complete its work in the brief time available.

The Reference Committee hearings are held on Friday. Members of each constituency may attend portions of any Reference Committee hearing to represent the views of his/her constituency.

Reports of the Reference Committees are expected to be completed and available for distribution by 7:00 a.m. Saturday morning. These reports are to be presented at the closing Business Session held on Saturday. This distribution schedule gives all conference registrants an opportunity to review the Reference Committee recommendations in advance of the presentation of the reports, thus providing the registrants better preparation for decision-making.

CONDUCT OF REFERENCE COMMITTEE HEARINGS

1. Immediately following the published deadline for submitting resolutions on Thursday evening, designated Academy staff will meet to prepare the Reference Committee agendas. Agendas will be prepared by Academy staff and available for distribution by 7:00 a.m. on Friday morning. All Reference Committee hearings will be held on Friday. The items on the agenda will be grouped in a logical manner and may be scheduled to place the more controversial items at a time less in conflict with another Reference Committee hearing being held simultaneously.
2. Members of the Reference Committee, including named observer(s), should sit together at the table in the front of the room.
3. The Chair should call the meeting to order promptly at the time designated by the conference schedule.
4. There will be at least one floor microphone in each Reference Committee hearing. The Chair should remind speakers to identify themselves by name, chapter, and constituency after being recognized by the Chair.
5. *The Standard Code of Parliamentary Procedure (TSC)*, specifies the following: "The chair of the reference committee presides at the hearings and facilitates discussion. As far as possible, all who wish to speak should be heard and a few persons should not be permitted to monopolize the discussion. The committee may limit the length of time allowed each speaker. The chair cannot permit motions or votes at the hearing, since its objective is only to receive information and opinions; decisions of any sort during the hearing would hamper the reference committee in its private deliberations."
6. Any Academy member has the privilege of speaking at a Reference Committee hearing. The Chair also may request nonmembers to provide needed information to clarify or present essential facts on an item under discussion. Otherwise, nonmembers will be granted the floor only upon permission of the Reference Committee

Chair. Requests from nonmembers wishing to testify should be made prior to the start of the Reference Committee hearing.

7. A number which corresponds to that agenda item will be displayed as each item is discussed so that late arrivals at the hearing will know which item the committee is considering. Discussion on any item may be reopened, if necessary, to obtain additional information from those not present when the original discussion took place.

8. It is not necessary that minutes be kept of a Reference Committee hearing. It is only necessary that the committee hear all the evidence to enable it to reach an informed decision and prepare its report. The Recording Secretary, assigned to each Reference Committee, should sit near the committee Chair to assist in making notes of pertinent points which may serve as guidance in preparation of the final report. If a statement is made in the hearing which the Chair wishes to incorporate in the report, it is proper before proceeding to ask that it be repeated to make certain the Recording Secretary has the information.

9. As soon as a reasonable opportunity has been afforded for all parties to express their views on a particular item of business, the Chair should move quickly to the next item on the agenda.

10. *News media reporters may be seated in the Reference Committee hearing.* If testimony in open hearing reaches a point at which the Chair deems it necessary to limit it from the standpoint of public relations, the Chair should entertain a motion to go into Executive Session. Upon adoption of such motion, all persons except those invited by the committee may be excluded from the room. (This has never been necessary at any previous Academy hearing).

PREPARING THE REFERENCE COMMITTEE REPORT

11. The decisions to be reflected in the Reference Committee report are to be made in Executive Session. No one other than members of the committee, including any assigned observer(s), and assigned staff are to attend this Executive Session unless invited by the Chair to provide needed information. The Speaker, Vice Speaker, and Congress/conference staff are available for consultation at the invitation of the Reference Committee Chair. Without stifling constructive debate, the committee should strive as quickly as possible to handle each resolution referred to it by recommending:

- (a) Approval
- (b) Disapproval
- (c) A revision or substitute to submit to the conference

12. If the recommendation is for approval, or for a revision or substitute, the Reference Committee may also recommend:

- (a) Referral to the Congress of Delegates. Fully-developed proposals or policy statements may be forwarded from the conference directly to the *Congress of Delegates*.
- (b) Referral to the Board of Directors. Ideas or concerns which have not yet been fully developed should be forwarded from the conference to the *Board of Directors*.

It is the discretion of the Business Session to determine the relevance of the Reference Committee recommendation for referral destination.

13. The Reference Committee report will be prepared by the Chair and staff according to the decisions arrived at by the Reference Committee. At an appropriately designated time, the report may be reviewed by all other members of the committee. The report will be run with the signature of the Chair.

14. Congress and conference staff will be available for consultation and will review all reports before they are finalized. It is important that the reports be completed as promptly as possible following the hearings. As soon as the reports are completed, they will be made available for all conference registrants.

15. The *content* of the Reference Committee report is the responsibility of the Chair and the Reference Committee. After the Reference Committee has reached decisions on all items on its agenda, staff will assist with the *format* and the preparation of the report. It is recommended that, on the basis of decisions reached by the *committee*, designated Academy staff will draft the Reference Committee report for the Reference Committee Chair to review and approve.

FORMAT FOR THE REFERENCE COMMITTEE REPORT

16. The Reference Committee report should be addressed to the Chair of the closing Business Session. Each line of each page is to be numbered in sequence (each page to begin with Line 1).

17. Properly identify each item in the report. When considering a resolution, the *resolved portion(s)* only are to be copied in the report. After properly identifying the item, state the pertinent reason(s) for the action recommended and then specify recommended action. A statement of reason(s) for the action recommended is necessary and should be given particularly careful attention on *controversial issues*.

18. The order of items in the Reference Committee report may follow any order; however in instances *where multiple items on the same subject are considered together*, order of consideration of the items is determined by action recommended. Items are then presented in the following sequence: recommendation to adopt, recommendation to adopt a substitute, and then recommendation to not adopt.

19. In addition to the introductory and concluding paragraphs, *only* the following *portions* of the Reference Committee reports are to be *underscored*.

- (a) Identification of the items.
- (b) Reference Committee's recommended actions.
- (c) All substitute resolved clauses which are revised by the Reference Committee.

20. It is customary for the Reference Committee Chair, at the conclusion of the report, to thank members of the committee and all those who appeared to assist it in its deliberations. However, this is not a part of the official report.

PLACING THE ENTIRE REFERENCE COMMITTEE REPORT ON CONSENT CALENDAR

21. Once the Reference Committee report is completed, an index page listing the items from the report will be developed. This index page will represent the consent calendar and will be formatted so that it follows the report. For example, Item 1 from the report will be the first item on the consent calendar with Item 2 from the report as the second item on the consent calendar and so on until all items from the report are so indicated on the consent calendar. Based on the consent calendar, the Reference Committee report will be voted on in one vote by the Official Chapter Representatives; however, any item or items may be extracted for debate. These will be voted on separately.

PRESENTING THE REFERENCE COMMITTEE REPORT

22. In order to expedite the presentation and action on the Reference Committee reports, the entire report will be presented on a consent calendar and voted on in one vote unless item(s) are extracted. The extracted item(s) will then be debated and voted on separately. The entire report will not be read. *Only the underscored portions will be read by the Reference Committee Chair if extracted and requested by the Business Session Chair.* For example, the Reference Committee Chair will read the underscored portion(s) of extracted items and the Business Session Chair will then call for a vote on the recommendation. If discussion should ensue, the Business Session Chair will request the Reference Committee Chair to read the testimony for the recommendation after the first individual has spoken and before discussion proceeds any further.

– INSTITUTIONAL HISTORY –

The NCSC was first convened in August 1990, as the National Conference of Women, Minority and New Physicians (NCWMNP). The conference was conceived in late 1989 as a means of enhancing the 1990s as a "Decade of Transition," during which the AAFP will strive to more effectively integrate the perspectives and concerns of Academy members from these important constituencies, to the benefit of an increasingly diverse membership and patient population. The initial objectives of the NCSC were outlined as follows:

1. To provide an opportunity for Women, Minority, New Physicians, International Medical Graduates (IMG) and other emerging constituencies to become more familiar with Academy programs, exchange information, share experiences and develop basic leadership skills, and to encourage participation in the Academy governance structure at both the local and national levels.
2. To provide an opportunity for these groups to identify issues of particular concern to family physicians and to make specific recommendations to the Academy's Board of Directors and Congress of Delegates.
3. 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 Academy activities.

In 1993, the AAFP Congress of Delegates approved a Bylaws amendment which seated two Delegates and two Alternate Delegates each from the constituencies of Women, Minority and New Physicians. Designees for the Delegate and Alternate Delegate positions had been elected by the 1993 Conference, pending action of the Congress on the Bylaws change.

As of the 1994 Conference, an additional objective was:

4. To allow each constituency group with the exception of International Medical Graduates (IMG), to elect two Alternate Delegates, who would serve one year in that capacity before succeeding to the position of Delegate in the following Congress.

As of the 1995 Conference, an additional objective was:

5. To allow all New Physicians present (no matter which constituency they are in attendance to represent) to elect a Delegate and Alternate Delegate to the AMA's Young Physicians Section (AMA-YPS).

As of the 2000 Conference, an additional objective was:

6. To allow International Medical Graduates (IMG) equal representation with a forum at the NCSC.

As of the 2001 Conference, an additional objective was:

7. To allow Gay, Lesbian, Bisexual and Transgender (GLBT) equal representation with a forum at the NCSC. To allow International Medical Graduates (IMG) to elect Alternate Delegates who would serve one year in that capacity before succeeding to the position of Delegate in the following Congress.

As of the 2002 Conference, an additional objective was:

8. To allow election of the New Physician Board Candidate at the NCSC.

As of the 2005 Conference, and at the 2005 Conference *only*, an additional objective was:

9. To allow six Delegates and six Alternate Delegates to be elected and seated at the Congress of Delegates as Special Constituency seats.

As of the 2006 Conference, an additional objective was:

10. To allow six Alternate Delegates to be elected and seated at the Congress of Delegates as Special Constituency seats, who would serve one year in that capacity before succeeding to the position of Delegate in the following Congress.

As of the 2008 Conference, Objective No. 5 was amended based on action by the AMA:

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