



Rules of Order

National Conference of Constituency Leaders

Table of Contents

- I. Purpose and Objectives of the National Conference of Constituency Leaders (NCCL)
- II. NCCL Business Procedures
- III. Rules of Election

SUPPLEMENTAL DOCUMENTS AVAILABLE:

- I. NCCL History
- II. Powers and Duties of Reference Committees
- III. Roles and Responsibilities
- IV. Reimbursement Policies

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

2
3 A. Purpose

4
5 The National Conference of Constituency Leaders (NCCL), first held in 1990 as the
6 National Conference of Women, Minority and New Physicians (NCWMNP), is a vehicle
7 to more effectively integrate the perspectives and concerns of AAFP members from
8 underrepresented constituencies, to the benefit of an increasingly diverse membership
9 and patient population. The NCCL is designed to focus on, and give impetus to, the
10 perspectives and special concerns of grassroots members from the constituency
11 groups.

12
13 B. Objectives

- 14
15 1. To provide an opportunity for Board-approved member constituencies [currently
16 Women; Minority; New Physicians; International Medical Graduates (IMG); and
17 LGBTQ+ physicians] and other emerging constituencies to become more familiar with
18 AAFP programs, exchange information, share experiences, develop basic leadership
19 skills, and to encourage participation in the AAFP governance structure at both the
20 local and national levels.
- 21
22 2. To provide a forum whereby the Board of Directors may be better informed as to the
23 concerns of the constituency groups and discuss with them priorities for AAFP
24 activities.
- 25
26 3. To provide an opportunity for these groups to identify issues of particular concern to
27 family physicians and to make specific recommendations by way of resolutions to the
28 AAFP's Board of Directors and Congress of Delegates.
- 29
30 4. To allow the New Physicians constituency to elect a nominee for the New Physician
31 Member of the Board of Directors.
- 32
33 5. To allow the New Physicians constituency to elect two Alternate Delegates, in
34 accordance with the AAFP Bylaws, who serve one year in that capacity before
35 succeeding to the position of Delegate in the following Congress of Delegates.
- 36
37 6. To allow all New Physicians present (no matter which constituency they are in
38 attendance to represent) to elect two Delegates to the American Medical Association's
39 Young Physicians Section (AMA-YPS).
- 40
41 7. To allow the Women; Minority; IMG; and LGBTQ+ constituencies to elect six Member
42 Constituency Alternate Delegates, in accordance with the AAFP Bylaws, who serve
43 one year in that capacity before succeeding to the position of Delegate in the following
44 Congress. The constituency Delegates and Alternate Delegates represent the views of
45 the grassroots constituency members in the debate and decisions of the Congress of
46 Delegates.

47
48 II. NCCL Business Procedures

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

- 50
51 1. Attendance

54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108

- 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. *LGBTQ+* physicians are those who self-identify as LGBTQ+ or who are supportive of LGBTQ+ 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-Convenor, 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-Convenors 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 they have been named to represent only if the Chapter Delegate meets the definition of the constituency

109 group they wish to represent, and the chapter does not already have a
110 representative for the constituency group he/she wishes to represent. A
111 request for such a change must come from the Chapter Executive directly to
112 the NCCL Conference Manager and must occur prior to the first business
113 session of NCCL. At the time of change, all voting privileges are, then,
114 restricted to the member constituency group the Chapter Delegate represents
115 until the close of NCCL.

116
117 d. General Registrants

- 118
119 i. General Registrants may contribute to the discussions, run for office if they are
120 an AAFP member in the Active membership category and meet the definitions
121 and requirements, volunteer for the Reference or Tellers Committees, co-
122 sponsor resolutions (if endorsed by at least two Chapter Delegates), and testify
123 on policy issues during any of the NCCL reference committees and business
124 sessions. They may not vote on policy issues, make motions or propose
125 amendments during the NCCL business session, or vote in any AAFP
126 Delegate, Alternate Delegate, or Co-Convener elections. If qualified, they will
127 be allowed to vote in the AMA-YPS Delegate election.
128
- 129 ii. General Registrants, in the Active membership category only, will be allowed to
130 fill open constituency slots for their chapter as long as they meet the definition
131 of the constituency group they intend to represent and have dues paid in full or
132 are enrolled in the installment payment plan. A request must come from the
133 Chapter Executive directly to the Member Engagement and Governance
134 Strategist. General Registrants will only be allowed to fill open constituency
135 slots for the chapter in which they are members in good standing.
136
- 137 iii. Members in the Supporting, Inactive, Life, Transitional, Resident, and Student
138 membership classifications may not come as a Chapter Delegate; however,
139 these members are encouraged to attend as General Registrants to the
140 conference. They may contribute to the discussions, co-sponsor resolutions (if
141 endorsed by at least two Chapter Delegates) and testify on policy issues during
142 any of the NCCL reference committees and business session. They may not
143 vote in any elections or serve on the Tellers Committee; however, they may
144 volunteer as an observer for a reference committee.
145

- 146 B. A majority (one more than half) of the total registered Chapter Delegates shall constitute a
147 quorum at any business session of the NCCL.
148
- 149 C. The most current edition of The American Institute of Parliamentarians, *The Standard*
150 *Code of Parliamentary Procedure* shall govern all proceedings of the NCCL, except when
151 in conflict with the AAFP Bylaws or specific provisions of these Rules of Order.
152
- 153 D. The NCCL Convener will serve as Chair and shall preside over the business sessions with
154 assistance at their discretion.
155
- 156 E. Reference committees shall be appointed by the NCCL Convener to facilitate the work of
157 the NCCL. Whenever possible, the NCCL will follow the same protocols as the AAFP
158 Congress of Delegates. Reference committee hearings will be staggered, to be scheduled
159 on such days and at such times to be determined by the NCCL Convener. Reference
160 committees will operate according to the document on "Powers and Duties of Reference
161 Committees."
162

- 163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
- 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.
- A maximum of 50 resolutions will be accepted for consideration. Each constituency may submit up to 10 resolutions. The determination of which constituency submitted the resolution will be based on the constituency represented by the chapter delegate serving as the resolution's primary author.
- Upon submission, the current Member Engagement and Governance Strategist 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 criterion 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 6:00 p.m. on the evening 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.

218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272

- 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)

273 and six Delegates and six Alternate Delegates from the remaining four Member
274 Constituencies (with a sunset date of 2020). Each constituency, except for New
275 Physicians will elect two Co-Conveners for the following year's conference. These
276 individuals will also become candidates for the elections of six constituency Alternate
277 Delegates (or Delegates, if necessary) the following day.
278

279 AAFP Bylaws authorize the election of one candidate for the New Physician Director on
280 the Board of Directors for a one-year term. The candidate must then be approved by the
281 Congress of Delegates to be seated on the Board of Directors.
282

283 C. The following elections will be held in conjunction with the NCCL:
284

- 285 1. One Convener (for the subsequent NCCL)
- 286
- 287 2. One new physician nominee for the Board of Directors
- 288
- 289 3. Eight Co-Conveners (two each for the Women, Minority, IMG, and LGBTQ+
- 290 constituencies) for NCCL the following year
- 291
- 292 4. Six Member Constituency Alternate Delegates to the AAFP Congress of Delegates
- 293 who will serve as Delegates the following year
- 294
- 295 5. Two New Physicians Alternate Delegates to the AAFP Congress of Delegates who will
- 296 serve as Delegates to the Congress of Delegates as well as Co-Convener for NCCL
- 297 the following year
- 298
- 299 6. One Delegate to the AMA Young Physicians Section (YPS)
- 300

301 D. Voting Delegates.
302

- 303 1. Only those conference registrants who are designated by their chapter as a Chapter
- 304 Delegate to a constituency will be given ballot packets to vote for NCCL Convener, Co-
- 305 Conveners, and Alternate Delegates (and Delegates if necessary) for that
- 306 constituency.
307
- 308 2. Only those conference registrants who are designated by their chapter as a Chapter
- 309 Delegate to the New Physicians constituency will be given ballot packets to vote for
- 310 the New Physician candidate for the Board of Directors.
311
- 312 3. All conference registrants who meet the AAFP definition of a New Physician (whether
- 313 coming as a Chapter Delegate or General Registrant) will be given ballot packets to
- 314 vote for the AAFP's AMA-YPS Delegate.
315

316 E. Election Criteria.
317

- 318 1. NCCL Convener
319
- 320 a. The requirements to run for the NCCL Convener are as follows: must be an AAFP
- 321 member in the Active membership category and meet a constituency definition at
- 322 the time of the meeting they will convene.
323
- 324 b. Candidates must have been in attendance at the NCCL or Annual Chapter Leader
- 325 Forum within the past three years and must have previously served as a Co-
- 326 Convener or Delegate or Alternate Delegate for the Member Constituencies or
- 327 New Physicians.

328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382

- c. Candidates may not serve as a constituency Delegate in the following Congress of Delegates.
 - d. No more than three 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 number 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.

- 383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
- 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.

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

444
445 6. AMA-YPS Delegate.

- 446
447 a. The AAFP Delegates to the AMA-YPS will serve a term of two years with one
448 position rotating off each year. There will be no restrictions on the total number of
449 years an individual may serve provided all AAFP and AMA eligibility criteria is met.
450
451 b. To be eligible to run for the AMA-YPS Delegate positions, an individual must: be
452 registered for and in attendance at NCCL (as a General Registrant or Chapter
453 Delegate to any constituency, provided the criteria for AMA-YPS Delegate is met),
454 be an AAFP member in the Active membership category, first eligible for Active
455 membership in the AAFP less than seven years before election, be an Active
456 member of the AMA, and be under 40 years of age or within the first eight years in
457 practice. AMA criteria must be met throughout the term of service, not just at the
458 time of election.
459
460 c. Candidates not elected in previously-held Co-Convener elections, regardless of
461 constituency, provided the criteria for AMA-YPS Delegate are met, may declare
462 candidacy for AMA-YPS Delegate. Candidates must notify the NCCL Conference
463 Manager of intent to run by the deadline set forth in the NCCL *Election Procedures*
464 in order to qualify and be placed on the ballot.
465
466 d. The AAFP Board of Directors will be notified of those persons elected to Delegate
467 positions for ratification.
468
469 e. If an AMA-YPS vacancy occurs between the time of the NCCL and the time that
470 the next AMA meeting is held, nominations to fill the vacancy will be solicited from
471 the Commission on Membership and Member Services. These names will be
472 submitted to the Board Chair, who will designate the successor.

473
474 F. Election Guidelines.

- 475
476 1. Election procedures at the conference parallel those used by the AAFP Congress of
477 Delegates set forth in the Bylaws. The specific procedures outlined here will be used in
478 conducting elections for the NCCL Convener, Member Constituency Co-Conveners,
479 Delegates and Alternate Delegates, and for the New Physician nominee for the Board
480 of Directors.
481
482 2. Printed campaign materials (brochures, buttons, etc.) beyond the standard information
483 prepared by NCCL staff are strictly prohibited. Candidates may utilize social media for
484 the purpose of campaigning prior to and during NCCL provided the *AAFP Guidelines:*
485 *Using Social Media when Campaigning for Leadership Positions* is followed:

486
487 The AAFP embraces the use of social media for member/organizational
488 communications, and AAFP provides formal social media channels for this purpose.
489 These channels (including but not limited to Facebook, Twitter, YouTube, and
490 LinkedIN) are not to be used for personal use, including the posting of messages
491 selling products, recruiting, political campaigning or endorsements, promoting

492 commercial or other ventures, or any messages perceived as spam. This includes the
493 campaigning by members for AAFP leadership positions at the National Conference of
494 Constituency Leaders, National Congress of Family Medicine Residents, National
495 Congress of Student Members, and Congress of Delegates. These guidelines are
496 posted online, and any comments that violate these guidelines will be removed.
497 Regarding Twitter, the AAFP has no objections to candidates using the official event
498 hashtag in any messages from their personal account, including campaign messages.
499

500 Please note: this restriction applies only to the official AAFP social media channels; the
501 use of personal social media accounts is at each member's own discretion.
502

- 503 3. Deadlines for acquiring and submitting constituency Co-Convener and Alternate
504 Delegate ballots will be provided to each participant on site.
505
- 506 4. The candidates shall draw for the order in which they shall speak for election.
507
- 508 5. No ballot shall be counted in any election if it contains more votes or fewer votes than
509 were instructed to be cast or if the votes are presented on the incorrect ballot.
510
- 511 6. Run-off elections will be conducted as necessary.
512
- 513 7. The NCCL Convener and next year's NCCL Convener are prohibited from voting in
514 these elections. Co-Conveners are eligible to cast their ballots only if they have been
515 designated by their chapter to serve as the Chapter Delegate for the constituency
516 under consideration.
517
- 518 8. Elections for the New Physicians Alternate Delegates, Constituency Co-Conveners,
519 and subsequent year's NCCL Convener will be conducted by the current constituency
520 Co-Conveners.
521
- 522 9. Elections for the AMA-YPS Delegate will be conducted by the current AMA-YPS
523 Delegates.
524
- 525 10. Elections for the New Physician Board nominee will be conducted by the current New
526 Physician Board Member.
527
- 528 11. Elections for the Member Constituency Alternate Delegates (and Delegates if
529 necessary) will be conducted by the NCCL Convener.
530

531 G. Election Procedures.

- 532 1. NCCL Convener
533
534
 - 535 a. Candidate remarks and question and answer session will take place during the
536 Opening Session and Caucus on the first day of the meeting.
537
 - 538 b. Each candidate will be given five minutes for remarks. Questions must be provided
539 in writing to the presiding officer (current NCCL Convener) for presentation to the
540 candidates.
541
 - 542 c. Balloting will take place during each constituency caucus the following day. A
543 formal announcement of the winner will be made during lunch the same day as
544 balloting. (Candidates will be notified immediately to facilitate the mentoring
545 process.)
546

- 547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
- d. The NCCL Convener shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives a majority of the votes cast 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 physician 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 a majority of the votes cast 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 LGBTQ+ 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.

- 602
603 f. The Constituency Co-Conveners and New Physicians Alternate Delegates shall be
604 elected by majority vote of those eligible, present, and voting. Any candidate who
605 receives a majority of the votes cast shall be elected.
606

607 If both positions remain to be filled after the first or a subsequent ballot, no more
608 than four candidates receiving the largest number of votes cast on the preceding
609 ballot, plus those tying for one of the top four positions, shall be candidates on the
610 next ballot. Any candidate who receives a majority of the votes cast on such
611 subsequent ballots and who is one of the two candidates receiving the largest
612 number of votes shall be elected.
613

614 If one vacancy remains to be filled after the first or a subsequent ballot, the two
615 candidates receiving the largest number of votes on the preceding ballot, plus
616 those tying for one of the top two positions, shall be candidates on the next ballot.
617 The candidate who receives a majority of the votes cast on such subsequent
618 ballots shall be elected.
619

- 620 g. In the event there are only two candidates, the NCCL Convener shall declare those
621 candidates elected to the office.
622

623 4. Member Constituency Alternate Delegate to the Congress of Delegates.
624

- 625 a. Candidate remarks will take place during the first business session.
626
627 b. Chapter Delegates representing the women, minority, IMG, and LGBTQ+
628 constituencies will elect six Alternate Delegates for the AAFP Congress of
629 Delegates. (The previously elected eight Co-Conveners for the women, minority,
630 IMG, and LGBT constituencies are automatically placed on the ballot as
631 candidates for the Member Constituency Alternate Delegate seats.) At the meeting
632 of the AAFP Congress of Delegates immediately following their election, these six
633 individuals shall serve as Alternate Delegates. At the conclusion of that annual
634 meeting, they shall assume the position of the AAFP Delegates and will continue in
635 that position until their term expires at the conclusion of the next ensuing annual
636 meeting of the AAFP Congress of Delegates.
637
638 c. Each candidate will be given two minutes for remarks.
639
640 d. Balloting will immediately follow remarks during the business session with election
641 results to be announced before the first business session closing.
642
643 e. On the first ballot, the candidates with the highest number of votes from each
644 constituency will be elected. From the remaining nominees, the candidate(s) with
645 the highest number of votes will be elected for the remaining two positions. At least
646 one member from each constituency will be elected with no more than two from
647 any one constituency. Run-offs will be held on an as-needed basis.
648

649 5. AMA-YPS Delegate.
650

- 651 a. Candidate remarks will take place during the first business session.
652
653 b. Each candidate will be given two minutes for remarks.
654
655 c. Balloting will immediately follow remarks during the business session with election
656 results to be announced before the first business session closing.

657
658
659
660
661
662
663
664
665
666
667

- d. The AMA-YPS Delegate shall be elected by majority vote of those eligible, present, and voting. Any candidate who receives a majority of the votes cast 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.