

BYLAWS OF THE RESIDENT AND FELLOW SECTION OF THE MINNESOTA MEDICAL ASSOCIATION

I. BACKGROUND

In order to provide resident and fellow physician members greater participation in the Minnesota Medical Association (MMA), and a more direct role in policy deliberations, the following Bylaws are hereby established.

II. NAME

The name of the organization shall be the Minnesota Medical Association Resident and Fellow Section. The proper abbreviated name shall be the MMA-RFS.

III. DEFINITIONS

Resident. Any person engaged in a residency program approved by the American College of Graduate Medical Education.

Fellow. Any person who has completed residency training and is currently in a fellowship training program.

AMA. American Medical Association

IV. MEMBERSHIP

Membership in the section shall be limited to those who are defined in the MMA Bylaws as a resident member of the Minnesota Medical Association and its component medical societies.

V. GOVERNING COUNCIL

All persons holding a Governing Council position shall serve a one-year term beginning at the conclusion of the MMA Annual Meeting.

A. Only members of the MMA-RFS may vote on matters before the section and serve as officers of the MMA-RFS. Only members of the MMA-RFS may serve as Delegates or Alternate Delegates to the American Medical Association Resident and Fellow Section (AMA-RFS). AMA membership is required for all Delegates and Alternate Delegates to the AMA-RFS.

B. The MMA-RFS shall elect a **Governing Council** from among its members annually. The Governing Council shall conduct the official business of the MMA-RFS. The Officers of the Governing Council shall include: the Chairperson, the Vice Chairperson, Delegate to the MMA, Alternate Delegate to the MMA, the MMA Trustee, and one representative from each geographic local medical society that has at least one residency program.

1. The **Chairperson** will preside over all meetings of the MMA-RFS and its Governing Council unless he/she otherwise delegates this authority to another MMA-RFS officer. The Chairperson shall serve as the Chairperson of the MMA-RFS delegation to the AMA-RFS meetings unless he/she otherwise delegates this authority to another member of the MMA-RFS AMA delegation.

2. The **Vice Chairperson** shall assume the duties of the Chairperson in the absence of the Chairperson, assist the Chairperson with their duties. The Vice Chairperson shall be responsible for receiving reports and coordinating the efforts of resident appointees to MMA Standing Committees.
3. The **MMA Trustee** shall represent the MMA-RFS on the MMA Board of Trustees as defined in the MMA Bylaws.
4. The **MMA Delegate** shall represent the MMA-RFS in the MMA House of Delegates.
5. The **MMA Alternate Delegate** shall assist the MMA Delegate in his/her duties and shall assume the role of Delegate if the Delegate is unable to fulfill his/her duties.
6. **The Component Medical Society Representatives** shall represent the MMA-RFS at their respective Local Component Medical Societies. Other duties may be assigned at the discretion of the Governing Council.

VI. BUSINESS

A. Business shall include but is not limited to the process of gathering information, writing resolutions to the MMA and the AMA-RFS, formation and execution of committee agendas and tasks assigned to the MMA-RFS Governing Council by its membership, preparation and analysis of MMA Standing Committee reports, and elections.

B. Meetings

1. **Annual Meeting of the MMA-RFS**--There will be an MMA-RFS Annual Meeting during to the MMA Annual Meeting. Elections will be held for all Governing Council offices at the MMA-RFS Annual Meeting. All Governing Council members elected at the Annual Meeting shall commence their MMA-RFS duties at the conclusion of the MMA Annual Meeting. MMA-RFS members and guests may attend, but only MMA-RFS members may vote in the election or on any business.
2. **Governing Council Meetings**-- Regular meetings of the MMA-RFS Governing Council shall be held in such time and locations as the Governing Council may designate, and may be held electronically or via teleconference. While any MMA-RFS member is allowed to attend Governing Council meetings, only members of the Governing Council may vote on any issues presented at those meetings.
3. **Special Governing Council Meetings**-- may be called to handle urgent business as determined by the Governing Council.

C. Conduct of Business:

1. The MMA-RFS and Governing Council shall be guided by the *Sturgis Standard Code of Parliamentary Procedure*.
2. Meetings shall be conducted with agendas prepared in advance by the Chairperson of the meeting.

VII. ELECTIONS

A. Eligibility

1. Any MMA-RFS member is eligible to be nominated for elected office.
2. No MMA-RFS member shall be elected Chairperson or MMA Trustee for more than two consecutive terms each or until a replacement member is elected.

B. Procedure

1. All MMA-RFS Governing Council officers shall be elected by the MMA-RFS members in attendance at the MMA-RFS Annual Meeting. The Governing Council shall send a request for nominations for elected offices at least four weeks prior to the MMA-RFS Annual Meeting to all MMA-RFS members.
2. Elections will take place at the MMA-RFS Annual Meeting. The Chairperson will conduct the election with the assistance of the RFS Staff Liaison; however the Chairperson shall excuse him/herself of this duty if he/she is a candidate for the election in question. The Vice Chair will conduct the election if the Chairperson is unable to do so for any reason. A nominee must receive approval from a majority of votes cast in order to become an elected officer. If no nominee has a majority, the candidate with the lowest vote total will be eliminated until one candidate gets the majority of the votes cast. The candidate with a majority of votes cast will become the elected officer.
3. Recall of a Governing Council member may be considered as New Business at any Governing Council Meeting or at the Annual Meeting. A Governing Council member shall forfeit his/her office and Delegate responsibilities upon 3/4 of the members present at the meeting voting to do so. If a Governing Council member forfeits his/her duties or resigns, a replacement will be named by the Chair.

VIII. MMA-RFS DELEGATION TO THE AMA-RFS

A. The MMA-RFS Delegation to the AMA-RFS shall be composed of all Delegates and Alternate Delegates to the AMA-RFS.

B. MMA-RFS Delegates to the AMA-RFS

1. MMA-RFS Delegates to the AMA-RFS shall represent the MMA-RFS at AMA-RFS meetings.
2. The number of Delegates to the AMA-RFS is determined by AMA Bylaws.
3. All MMA-RFS Governing Council Officers shall serve as AMA-RFS Delegates if they are members of the AMA. Any additional AMA-RFS Delegates needed shall be selected at least 30 days prior to the AMA-RFS meeting by a method agreed upon by the Governing Council.
4. An Alternate Delegate to the AMA-RFS shall attend AMA-RFS meetings if an AMA-RFS Delegate is unable to attend the AMA-RFS meeting.
5. AMA-RFS Delegates must notify the Chairperson of his/her ability to attend the AMA-RFS meeting at least 30 days in advance of the meeting. If an AMA-RFS Delegate fails to provide this notice, the Chairperson shall select an AMA-RFS Alternate Delegate or other eligible member who will substitute for that AMA-RFS Delegate.

D. Business of the delegation including sponsorship or endorsements of resolutions shall require a 2/3 majority vote of the delegates present at the AMA-RFS meetings.

IX. APPROVAL AND AMENDMENTS

Approval of these initial Bylaws is contingent upon a 2/3 vote at a Governing Council Meeting. Amendments to these Bylaws must be ratified by 3/4 of members present at any Governing Council Meeting. Amendments to election procedures may not be implemented at the same meeting which they were adopted.

Amended/Adopted (By RFS 9-2008)
Approved by MMA BOT: _____