

Governing Principles

Accepted by MMA-MSS on Jan 15, 2005, revised Nov 2009, June 2013 and December 2017

ARTICLE I. NAME

The name of this organization shall be the Medical Student Section of the Minnesota Medical Association (MMA-MSS).

ARTICLE II. OBJECTIVES

The objectives of this organization shall be to encourage and support the active participation of medical students in the Minnesota Medical Association (MMA), to provide a representation of student opinions and ideas in organized medicine, and to support the purposes of the Minnesota Medical Association, as stated in its constitution.

ARTICLE III. MEMBERSHIP

The MMA-MSS shall be composed of medical student members of the MMA. The student must be presently attending a medical school in Minnesota recognized by the Liaison Committee on Medical Education or American Osteopathic Association, and the student's field of study must lead to a degree of Doctor of Medicine or Doctor of Osteopathy. Only members of the MMA-MSS shall have the right to vote in the MMA-MSS, hold office in the MMA-MSS, and sit on committees of the MMA as representatives of the MMA-MSS.

Medical students shall be considered a member of the class consistent with the year in which they are expected to graduate.

ARTICLE IV. VOTING REPRESENTATIVES TO THE MMA-MSS

Section A: School Representation

Any member of the MMA-MSS in good standing is eligible to represent their medical school at the MMA-MSS. For voting purposes, each Minnesota medical school shall receive a set number of representatives, with Mayo Medical School receiving six (6) representatives, the University of Minnesota—Duluth receiving six (6) representatives, and the University of Minnesota—Twin Cities receiving ten (10) representatives.

Students who attended the University of Minnesota—Duluth who matriculate to the Twin Cities for clinical rotations and are MMA members in good standing shall be considered members of Duluth's MMA-MSS membership during the entire time they are in medical school.

Section B: Selection of School Representatives

Selection of MMA-MSS school representative shall be handled by each individual school. Each school's membership shall be responsible for determining their own selection criteria and processes; each school is encouraged to elect representative positions from all four classes.

ARTICLE V. EXECUTIVE COMMITTEE

Section A: Officers

There shall be six voting members of the Executive Committee: Two Co-Chairs, a Secretary, an AMA/MMA Delegate, an Education Coordinator and an Outreach Coordinator. The Immediate Past Co-Chairs shall serve as ex-officio, non-voting members of the Executive Committee. If only one of the current Co-Chairs is elected to serve a second term, then there shall be only one Immediate Past Co-Chair for the given calendar year. No member shall hold more than one of the above offices simultaneously except for the Immediate Past Co-Chairs. Officers should not be a medical student who enters into the match process as graduation and residency match could end their MMA-MSS officer status prior to the calendar year term of officer positions.

1. **Co-Chair (2)**. The Co-Chairs shall be the head of the MMA-MSS and shall, as far as practical, visit the various areas of the state in the interest of the MMA-MSS. The Co-Chairs shall each represent different medical schools in Minnesota. The Co-Chairs shall preside over all meetings of the MMA-MSS. The Co-Chairs shall serve as advisors to the Section's Delegate and Alternate Delegate to the MMA. The Co-Chairs are responsible for writing and delivering the Medical Student Section Report to the MMA at the Annual Meeting of the MMA House of Delegates with the approval of the Executive Committee, and shall also serve as the liaison between the MMA-MSS and MMA staff. The Co-Chairs are expected to attend all meetings of the MMA-MSS and the Annual Meeting of the MMA.
2. **Secretary**. The Secretary shall record the minutes of all meetings of the MMA-MSS, disseminate these minutes to the MMA-MSS membership, and shall serve as editor of all MMA-MSS publications. The Secretary shall assist the co-chairs in the performance of their duties, and are expected to attend all meetings of the MMA-MSS.
3. **AMA/MMA Delegate**. The AMA/MMA Delegate shall act as liaison between the schools of the MMA-MSS and the Executive Committee. The AMA/MMA Delegate shall represent the MMA-MSS at the MMA House of Delegates, and shall serve as the primary spokesperson for the MMA-MSS on the floor of the MMA House of Delegates and at all AMA-MSS meetings. The AMA/MMA Delegate shall also coordinate the activities of each school's delegates to the MMA Annual Meeting and all AMA-MSS meetings, and shall chair student caucuses for the MMA Annual Meeting and AMA-MSS meetings. The AMA/MMA Delegate is expected to attend all meetings of the MMA-MSS, the Annual Meeting of the MMA, and AMA-MSS meetings.
4. **Education Coordinator**. The Education Coordinator shall act as liaison between the schools of the MMA-MSS and the Executive Committee. The Education Coordinator shall be responsible for coordinating educational and advocacy events for the MMA-MSS, in particular plans for MMA-MSS activities during the MMA Day at the Capitol. The Education Coordinator is expected to attend all meetings of the MMA-MSS and the Annual Meeting of the MMA.

5. **Outreach Coordinator.** The Outreach Coordinator shall act as liaison between the schools of the MMA-MSS and the Executive Committee. The Outreach Coordinator shall be responsible for outreach to the medical student body and shall serve as a mentor for medical students new to MMA-MSS. The Outreach Coordinator is expected to attend all meetings of the MMA-MSS and the Annual Meeting of the MMA.

Section B: Duties of Executive Committee

The Executive Committee shall meet at such other times the committee deems necessary. The Executive Committee shall conduct the business of the MMA-MSS between meetings of the MMA-MSS and fill all appointee positions of the MMA-MSS, such as student representative on MMA committees, when these appointments must occur between meetings of MMA-MSS. All actions by the Executive Committee must be made by majority vote. Policies adopted during Executive Committee meetings must be approved at the next scheduled MMA-MSS meeting. The Executive Committee shall work to carry out the MSS resolutions submitted and approved by the MMA House of Delegates and approve the MMA-MSS report to the Annual Meeting of the MMA drafted by the Chairperson.

Section C: Eligibility

Any member in good standing of the MMA-MSS is eligible to run for any position on the Executive Committee.

Section D: Election of the Executive Committee

Elections for the Executive Committee shall be held at the last MMA-MSS meeting of the calendar year, effective January 1 the following year. Individuals may express their interest in an executive committee position at the election meeting. Elections shall be held in the following order: Co-Chairs (2), Secretary, AMA/MMA Delegate, Education Coordinator & Outreach Coordinator. All school representatives up to the total number allowed per school in Article IV, Section A (including those running in the election) are allowed to vote either in person or via electronic means.

Only two (2) representatives from each school may be elected to the Executive Committee so that the six (6) positions are evenly split between the three (3) schools. Therefore, once a school has two (2) of their representatives elected as officers, no other representatives from that school may run for positions on the Executive Committee. School representatives are allowed to run in as many of the officer elections as they are interested in until either she/he is elected, or her/his school has filled their two (2) positions.

Section E: Terms

All positions on the Executive Committee shall have a one (1) year term starting on January 1 and ending on December 31 and the positions shall have a two (2) year consecutive or nonconsecutive term limit.

Section F: Recall of Officers

Any member of the MSS can bring forth a motion to recall of any member of the Executive Committee for any reason. This motion must be delivered in writing to said individual and the Executive Committee no less than 10 days prior to the next meeting of the MMA-MSS. The officer subject to recall shall be given the opportunity to speak before the MMA-MSS on her/his behalf at that meeting before the vote takes place. A 2/3 majority vote of the MMA-MSS school representatives is required for carrying the motion and recall of the Officer. Resulting vacancies shall be filled as provided in Article V, Sections A & D.

Section G: Resignation and Filling of Vacancies

Any member of the Executive Committee may resign from her/his office at any point during her/his term. If an individual wishes to resign from her/his position, she/he must inform the Chairperson at least two (2) weeks before the next official meeting of the MMA-MSS. An election to fill the vacancy shall be carried out at the next official meeting of the MMA-MSS pursuant to Article V, Sections A & D, and elected officers shall take office immediately following election.

ARTICLE VI. STUDENT TRUSTEE

Section A: Student Trustee

The student trustee must be a member in good standing of the MMA-MSS and must also remain a student member of the MMA throughout her/his tenure as a trustee. The student trustee may not hold concurrent positions on the MMA Board of Trustees and on the MMA-MSS Executive Committee with the exception of the Immediate Past-Chairperson.

Section B: Duties of the Student Trustee

The student trustee shall attend all MMA Board of Trustees meetings and represent MMA-MSS policy and student opinion to the Board. The student trustee shall attend all MMA-MSS meetings to facilitate communication between the Board of Trustees and the MMA-MSS.

Section C: Election of the Student Trustee

A statement of interest and curriculum vitae must be presented prior to or during the MMA-MSS meeting at which the election shall take place. The Executive Committee and delegates present at the meeting may pose questions to the candidates.

Section D: Student Trustee Term

The medical student representative to the MMA Board of Trustees shall be elected for a one (1) year term to begin subsequent to the MMA Annual Meeting and end with the completion of the MMA Annual Meeting of the following year. The position shall have a two (2) year consecutive or nonconsecutive term limit.

Section E: Recall of the Student Trustee

Any member of the MSS can bring forth a motion to recall the student trustee for any reason. This motion must be delivered in writing to said individual and the Executive Committee no

less than 10 days prior to the next meeting of the MMA-MSS. The officer subject to recall shall be given the opportunity to speak before the MMA-MSS on her/his behalf at that meeting before the vote takes place. A 2/3 majority vote of the MMA-MSS school representatives is required for carrying the motion and recall of the student trustee. The resulting vacancy shall be filled by open election with nominations taken from the floor at the next MMA-MSS meeting, which must be held within thirty (30) days of said vacancy. The newly elected trustee shall finish the remainder of the previous trustee's term, which will also be considered the newly elected trustee's first full term—limiting them to only one more year in the position.

ARTICLE VII. COMMITTEE MEMBERS

Section A: Student Committee Members

Any member of the MMA-MSS in good standing is eligible for appointment to MMA committees.

Section B: Duties of Student Committee Members

Student committee members are expected to provide representation of MMA-MSS policy and student opinion to the MMA committees. Student committee members are required to submit a written report of committee activities to the Vice-Chairperson as soon as practicable after each committee meeting. Student Committee members shall attend all MMA-MSS meetings to facilitate communication between the MMA committees and the MMA-MSS.

Section C: Appointment of Student Committee Members

Students shall apply for positions by filing a "Student Committee" form, which can be obtained by contacting the MMA-MSS. Applications must be received by the Executive Committee prior to the MMA-MSS meeting at which the appointments shall be made. All student representatives to MMA committees shall be by Executive Committee appointment as made by the current Executive Committee.

Section D: Student Committee Members Terms

Student representatives to MMA committees shall serve a term starting on January 1 and ending on December 31. The positions have a one (1) year term limit after which the committee member may reapply for the position.

Section E: Recall of Student Committee Members

Any member of the MSS can bring forth a motion to recall a student committee member for any reason. This motion must be delivered in writing to said individual and the Executive Committee no less than 10 days prior to the next meeting of the MMA-MSS. The student committee member subject to recall shall be given the opportunity to speak before the MMA-MSS on her/his behalf at that meeting before the vote takes place. A 2/3 majority vote of the MMA-MSS school representatives is required for carrying the motion and recall of student committee member. Resulting vacancies shall be filled by Executive Committee appointment.

ARTICLE VIII. VOTING

Each school representative, not exceeding the total allotted number of school voting representatives in Article IV, Section A, shall have one vote which may be cast either in person or via electronic communication. This shall hold true for elections of the Executive Committee, resolutions introduced for the support of the MMA-MSS, amendments to these bylaws, and other business regarding the MMA-MSS. A quorum must be achieved before any voting action can be taken by the MMA-MSS (Article IX, Section B).

A majority of votes cast shall decide a vote unless otherwise specified in these bylaws or by parliamentary authority, and shall be performed by secret ballot unless otherwise specified at the discretion of the Chairperson with the approval of the majority of those present. Secret ballots shall be tallied by the Chairperson with the assistance of the Vice-Chairperson.

During caucuses for the MMA Annual Meeting and AMA-MSS meetings each school shall have one vote, and a unanimous decision is required in order to be able to speak on behalf of the MMA-MSS.

ARTICLE IX. MEETINGS

Section A: Meetings

Meetings of the MMA-MSS shall be held throughout the year and prior to the Annual Meeting of the MMA and any meeting of the AMA-MSS. The Executive Committee shall be empowered to call additional meetings of the MMA-MSS and Executive Committee as they deem necessary.

Section B: Quorum

A quorum shall constitute at least 50% of school representatives, with representation from all three schools.

Section C: Attendees

Meetings are open to all members of the MMA-MSS and invited guests. Only MMA-MSS members are allowed to vote.

Section D: Business

At its meetings, the MMA-MSS shall address resolutions to be submitted to the MMA House of Delegates; receive reports from its officers, school representatives, MMA committee members, and others as designated; elect officers when appropriate; and, conduct any other business appropriate.

Section E: Parliamentary Procedure

The current edition of The Standard Code of Parliamentary Procedure (formerly the Sturgis Standard Code of Parliamentary Procedure) shall guide the conduct for business where not delineated in this statement of Governing Principles.

Section F: Rules of Order

The following rules of order supersede Sturgis when conducting MMA-MSS Business:

1. Resolutions may only be submitted by MMA-MSS members or delegations of MMA-MSS members and must be received in writing no less than one week prior to an MMA-MSS meeting. Any resolution received less than one week prior to a meeting will be considered a late resolution and will require a 2/3 majority of voting MMA-MSS members present to be considered.
2. Amendments must be presented to the Chairperson in writing prior to their proposal before the MMA-MSS. Amendments of three words or less may be oral amendments and do not require written presentation.
3. All MMA-MSS members shall address the Chairperson and receive recognition prior to speaking before the MMA-MSS.
4. No one shall speak more than once on any issue or separate motion until all who wish to speak have been heard, nor more than twice, without permission from the Chairperson.
5. The overall debate on any single issue shall be limited to no more than 15 minutes per resolution, two minutes per speaker.
6. Smoking shall be prohibited at all official business meetings of the MMA-MSS, including reference committees and workshops.

ARTICLE X. FUNDING

Activities of the MMA-MSS shall be financed from the MMA General Fund. Authorization for expenditures shall be by existing policy of the MMA. Appropriations/disbursements should be approved by the MMA-MSS members at an MMA-MSS meeting, or by the Executive Committee between MMA-MSS meetings.

ARTICLE XI. AMMENDMENTS

These Governing Principles may be amended by the MMA-MSS at any of its meetings provided that the amendment shall have been proposed and publicized to the entire MMA-MSS membership not less than thirty (30) days prior to the meeting and that 2/3 of the representatives at the meeting concur with the amendment. Any such amendments are subject to approval by the MMA Board of Trustees.

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