

**TEXAS MEDICAL ASSOCIATION  
YOUNG PHYSICIAN SECTION OPERATING PROCEDURES**

- 1.10 **NAME.** The name of the organization shall be the Young Physician Section (YPS) of the Texas Medical Association (TMA).
- 2.10 **PURPOSE.** The purpose of the YPS is to give young physician members a way to participate in TMA activities and influence association policy through access to and representation in the TMA House of Delegates.
- 3.10 **MEMBERSHIP.** The membership shall consist of TMA physician members who are under 40 years of age or within the first eight years of professional practice, after residency and fellowship training.
- 4.10 **EXECUTIVE COUNCIL.** An executive council of the Young Physician Section shall direct the section's activities.
- 4.11 **COMPOSITION.** The section's chair, chair-elect, immediate past chair, secretary, delegates and alternate delegates to TMA, and the delegates and alternate delegates to the American Medical Association Young Physicians Section (AMA-YPS) shall compose the Executive Council. Members elected to the Executive Council must meet section membership criteria at the time of their election. Council members may continue to serve out the completion of their term if their age or tenure in practice exceeds section requirements in the course of their term.
- The number of delegates and alternate delegates to the AMA-YPS elected shall be in accordance with the bylaws of that organization. In the event that the number of seats for delegates allotted to the section decreases, the corresponding number of delegates with the shortest tenure shall become alternate delegates.
- If, after such reapportionment, there are more AMA-YPS alternate delegates than seats for delegates, the appropriate number of alternate delegates with the shortest tenure shall be dropped.
- 4.12 **DUTIES.** The chair shall preside at all section and Executive Council meetings. The chair-elect shall assist the chair and preside at meetings in the absence of the chair or at the chair's request. The secretary shall cause a record to be made of the proceedings of the meetings of the YPS and Executive Council. The immediate past chair shall participate in section Executive Council meetings and advise the chair. The delegates and alternate delegates shall represent the section in the TMA House of Delegates. The delegates and alternate delegates shall represent the section at the AMA-YPS.
- 4.13 **TERM.** Term of office for the chair, chair-elect, secretary, immediate past chair, AMA-YPS delegates and AMA-YPS alternate delegates shall be one year. The chair-elect shall be elevated to the office of chair, and the chair shall serve as immediate past chair. The tenure of office for the AMA-YPS delegates, AMA-YPS alternate delegates, and secretary shall not exceed two consecutive terms. An individual is not eligible for election to the chair-elect or chair position if the individual has served as chair-elect or chair in the past two years.

The term of the TMA delegates and TMA alternate delegates shall be two years. Tenure shall not exceed two terms, except that election to or assumption of an unexpired term shall not be regarded as tenure in office.

4.14 **MEETINGS.** The Executive Council should meet at least twice annually, and then as needed between meetings to direct section business.

5.10 **ELECTION.** Elections shall be held in conjunction with the section's first meeting of the calendar year unless otherwise specified. Approval by a simple majority of the votes cast shall be required to elect members of the Executive Council. Ballots may be cast in person, by mail, by facsimile transmission, by electronic message, or by any combination of those methods. When voting by a remote means of communication, reasonable measures shall be implemented to verify the identity of every person voting, and a record shall be kept of any vote or other action taken. Vacancies shall be handled by the procedure set forth in 5.14.

5.11 **QUALIFICATION.** Any YPS member in good standing shall be eligible for election to the Executive Council.

Any YPS member who also is a member of AMA shall be eligible for election to the AMA-YPS delegate and alternate delegate positions.

5.12 **ASSUMPTION OF OFFICE.** All members of the Executive Council shall assume office at the conclusion of the association's annual meeting.

5.13 **ATTENDANCE.** If any Executive Council member fails to attend two consecutive Executive Council meetings, the office will be declared vacant and be filled by the procedure in 5.14.

5.14 **VACANCY.** In the event of a vacancy in the office of chair, the chair-elect shall assume the office of chair. In the event the offices of chair and chair-elect become vacant, both offices shall be filled by election at the next meeting of the section, the office of chair being filled first. Their terms shall fulfill the unexpired terms of the officers replaced.

In the event of a vacancy in the office of secretary, delegates and alternate delegates to TMA, or delegates and alternate delegates to the AMA-YPS, the office may be filled by appointment of the chair for the remainder of the unexpired term.

6.10 **MEETINGS.** The section shall meet upon call of its chair, at least once a year.

A section member vote on any matter may be conducted by mail, by facsimile transmission, by electronic message, or by a combination of those methods. Action may be taken without a meeting if a signed written consent stating the action to be taken is received from a majority of voting members.

7.10 **VOTING AND VOICE.** Any section member may attend meetings, introduce resolutions or reports, debate issues, and vote in elections. Other TMA members may attend section meetings. At the discretion of the chair, other TMA members and guests may be permitted voice at section meetings.

- 8.10        **QUORUM**. A majority of Executive Council members must be present for the Executive Council to transact business. At least 10 young physician members must be present for the YPS to conduct business.
- 9.10        **RULES OF ORDER**. The deliberations of the section shall be governed by the TMA House of Delegates rules of order.
- 10.10      **NOTICE OF MEETINGS**. Advance notice of the meetings shall be provided to section members at least 10 days prior to the meetings. Any business, reports, or resolutions the section is to consider must be submitted in writing to the Executive Council at least five days prior to the meeting. Late business, reports, or resolutions will be considered at the discretion of the chair.
- 11.10      **AMENDMENTS**. Prior to being submitted to the TMA House of Delegates, these operating procedures may be amended by a two-thirds vote of the members present and voting at a section meeting. As provided in the TMA Bylaws, amendments must be approved by the TMA House of Delegates to become effective.