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MEDICAL STUDENTS SECTION



Pennsylvania
MEDICAL SOCIETY®

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OPERATIONS MANUAL



Article I. Name

The full name of this organization shall be the “Pennsylvania Medical Society Medical Student Section.” Said name has been identified by the Pennsylvania Medical Society Bylaws and Articles of Incorporation. It shall hereinafter be referred to as the MSS.

Article II. Object

The MSS is the medical students' leading voice for improving medical education and advocating for the future of medicine, operating under the auspices of the Pennsylvania Medical Society. The MSS shall serve to encourage medical student participation in the activities of the Pennsylvania Medical Society through adherence to the following principles:

- (a) To have meaningful impact into the decision and policy-making process of the House of Delegates;
- (b) To improve medical education and to further professional excellence;
- (c) To provide a forum for the discussion and dissemination of information;
- (d) To develop medical leadership;
- (e) To initiate and effect necessary change;
- (f) To promote activity within organize medicine on the local and state levels;
- (g) To work cooperatively with student groups at Pennsylvania medical schools to meet these objectives.

Article III. Members

As outlined in Chapter 1 of this Society’s bylaws, membership in this section shall include those medical students enrolled in a medical school approved by this Society who have applied for and been recognized as active members in this Society.

Article IV. Governing Council

Section 1. Designation and general authority.

The Governing Council of the Medical Student Section shall serve as the policy-making body of this section between meetings of PAMED’s House of Delegates.

Section 2. Governing Council positions and responsibilities.

The members of the Governing Council are listed as follows: Chair, Vice Chair, Immediate Past Chair, Medical Student Trustee, Medical Student Trustee-Elect, AMA Alternate Delegate, AMA Alternate Delegate-Elect,

PAMPAC Representative, Foundation Student Trustee, Foundation Student Trustee-Elect, One School Representative for each Pennsylvania Medical School.

In addition to duties prescribed in these bylaws, officers shall have such duties as may be normally incident to their respective offices or as may be directed by the Board of Trustees. Each member has one vote on the governing council unless otherwise specified below.

(a) **Chair** shall:

- (i) Preside over all MSS Governing Council meetings
- (ii) Have no vote unless votes are equally split (i.e., tie-breaking vote)
- (iii) Attend PAMED's House of Delegates to preside over the annual Medical Student Section meeting
- (iv) Work with PAMED staff to develop election and meeting materials for the MSS meeting at the House of Delegates
- (v) Oversee the work of the Governing Council and the Work Groups to ensure that the mission and goals of the MSS are being met
- (vi) Mentors the Vice Chair

(b) **Vice Chair** shall:

- (i) Assist in leading MSS Council meetings
- (ii) Assume the duties of the Chair in case of the Chair's inability to serve until such time as the Chair may resume his/her duties
- (iii) Attend PAMED's House of Delegates in October to assist in presiding over the annual Medical Student Section meeting
- (iv) Maintain communication with school chapter leaders
- (v) Carry out all other duties as delegated by the Chair

(c) **Immediate Past Chair** shall:

- (i) Mentor current MSS Chair
- (ii) Participate on MSS Governing Council conference calls
- (iii) Have no vote

(d) **Medical Student Trustee** shall:

- (i) Attend PAMED Board of Trustee meetings and advocate for the needs and views of the MSS at these meetings
- (ii) Participate on MSS Governing Council conference calls and update the MSS Governing Council and members on PAMED Board actions and discussions
- (iii) Mentor current Medical Student Trustee-Elect
- (iv) Educate MSS members on policy and advocacy initiatives

(e) **Medical Student Trustee-Elect** shall:

- (i) Attend PAMED Board of Trustee meetings and function as an observer to learn more about the position and support the Medical Student Trustee
- (ii) Participate on MSS Governing Council conference calls and updates MSS Council on PAMED Board actions if the Medical Student Trustee is absent
- (iii) Complete any other role of the Medical Student Trustee in their absence
- (iv) Educate MSS members on policy and advocacy initiatives

(f) **AMA Alternate Delegate** shall:

- (i) Participate on MSS Governing Council conference calls
- (ii) Attend all PAMED delegation meetings in preparation for national AMA meetings and advocate for the perspectives of medical students on policy measures
- (iii) Attend the Annual and Interim AMA HOD meetings as part of PAMED's Delegation
- (iv) Mentor the medical student who serves as AMA Alternate Delegate-Elect
- (v) Inform MSS members of relevant policy updates
- (vi) Guide MSS members through the policymaking process for the PAMED HOD

(g) **AMA Alternate Delegate-Elect** shall:

- (i) Participate on MSS Governing Council conference calls
- (ii) Attend all PAMED delegation meetings in preparation for national AMA meetings and advocate for the perspectives of medical students on policy measures
- (iii) Attend the Annual and Interim AMA HOD meetings as an observer to learn more about the position
- (iv) Complete any other role of the AMA Alternate Delegate in their absence
- (v) Inform MSS members of relevant policy updates
- (vi) Guide MSS members through the policymaking process for the PAMED HOD

(h) **PAMPAC Representative** shall:

- (i) Represent medical students on PAMED's Political Action Committee – also known as PAMPAC
- (ii) Attend PAMED PAMPAC meetings and advocate for the perspectives of medical students
- (iii) Participate on MSS Governing Council conference calls to update members on PAMPAC activities and initiatives
- (iv) Inform MSS members of relevant advocacy initiatives

(i) **Foundation Student Trustee** shall:

- (i) Attend Foundation trustee meetings in person or by phone
- (ii) Serve as a voting member during Foundation Trustee meetings and represent the needs and views of medical students at these meetings

- (iii) Act to relay information of what occurs at the Foundation to the Governing Council and the remainder of the MSS
- (iv) Mentor the medical student who serves as Foundation Student Trustee-Elect
- (j) **Foundation Student Trustee-Elect** shall:
 - (i) Participate on MSS Governing Council conference calls
 - (ii) Attend Foundation trustee meetings as an observer to learn more about the position
 - (iii) Participate on MSS Governing Council conference calls
 - (iv) Complete any role of the Foundation Student Trustee in their absence
- (k) **School Representatives** shall:
 - (i) Represent the MSS Governing Council at any school function that PAMED seeks to attend (i.e. new student activities fair)
 - (ii) Work with PAMED staff to identify opportunities for member recruitment at their school
 - (iii) Participate on MSS Governing Council conference calls to share perspective on potential advocacy or resource development opportunities that would appeal to medical students
 - (iv) Disseminate information about PAMED and MSS events and updates to students at their school

Section 3. Eligibility, nominations and elections.

- (a) Eligibility.
 - (i) All members of the Governing Council of this Medical Student Section must be active members of this Society elected according to these bylaws and shall be elected annually at the PAMED House of Delegates meeting.
 - (ii) Running for an “Elect” position is not permitted if the candidate will not be able to fulfill the complete term of the parent position (for example: a third-year student may not run for Trustee-Elect at HOD because they will graduate and no longer be a medical student prior to completing the term of Trustee)
- (b) Nomination Procedure.
 - (i) Medical Student Section members who wish to run for a Governing Council position must submit all material **at least 7 days** prior to the Annual Medical Student Section meeting at the PAMED House of Delegates meeting.
 - (ii) Students who run must submit a written statement as to why they are running for the position and their CV.
 - (iii) Members can also run from the floor at the election meeting, but require two other members to support their nomination. They must indicate their intent to run for a position from the floor prior to the start of all elections. Exceptions.

- (iv) Current “Elect” positions are required to submit a written proposal. If the “Elect” position chooses not to run for the parent role, a written notice one month prior to the PAMED House of Delegates meeting must be given.
 - (v) Each of Pennsylvania's medical schools shall be eligible to have one School Representative on the MSS Governing Council. School Representatives are not required to be nominated or elected at the annual meeting. The School Representative shall be chosen by PAMED student members at their respective schools via their own electoral procedure. The appointed person should notify the MSS Chair of their position as soon as possible. This School Representative may also run for and serve as one of the other Governing Council positions (i.e. Chair, Vice Chair, etc.).
- (c) Elections.
- (i) The election shall be held during the first MSS meeting at the annual PAMED House of Delegates, unless extenuating circumstances, such as time constraints interfering with the meeting, and should be in accordance with these bylaws.
 - (ii) Each candidate running for a position shall have their name in an observable location prior to voting (i.e. balloted or on a screen in front of the room) to ensure all voting members recognize all contestants running for a position
 - (iii) Election by acclamation shall occur when there is no contest and therefore such positions need not be voted on.
 - (iv) Each member running for a contested position is required to give a speech during the election meeting. If running from the floor for an uncontested position the candidate must give a speech.
 - 1. Two minutes of speaking time will be allotted per candidate
 - 1.1. If running for a position after having lost an earlier election, the candidate will be allotted 30 seconds.
 - 2. If the member is not present, the current chair will read their prepared speech
 - (v) Once all speeches conclude for the current position being voted on, each medical school will have one vote.
 - (vi) PAMED Staff shall be responsible for collecting ballots, tallying the votes and reporting the winners of the respective positions.
 - 1. In the case of a tie, the candidates who are not part of the tie should be removed from the ballot, and each school shall vote again.
 - 2. If there remains a tie, the remaining candidates will be given a question to answer by the person currently holding that position and one minute to answer it in front of the MSS. After the candidates have concluded speaking, a new vote will be held.
 - 1.1. If there remains a tie after this vote, the Chair, Vice Chair, Immediate Past Chair, Medical Student Trustee, Medical Student Trustee-Elect, AMA Alternate

MEDICAL STUDENTS SECTION - OPERATIONS MANUAL

Delegate, AMA Alternate Delegate-Elect, PAMPAC Representative, Foundation Student Trustee, Foundation Student Trustee-Elect shall vote to select the winner.

(d) Vacancies in Elected Positions.

- (i) If a position becomes vacated as a result of the resignation, removal, disqualification, or death of the individual who previously held the position prior to the annual meeting, the “Elect” position should assume the role.
- (ii) If the “Elect” position assumes this role, they will still be available to run for that position the following year.
 1. If there is no “Elect” position, the current Governing Council shall vote to fill the vacancy after soliciting eligible candidates from the MSS membership.

Section 4. Terms of office.

The terms of Governing Council Members elected at the Annual Medical Student Section meeting at the PAMED House of Delegates meeting shall be as follows:

- (a) **Chair** shall serve from the 1st of January of the year following the annual meeting at which that person was elected to office until the 31st of December of that year.
- (b) **Vice Chair** shall serve from the 1st of January of the year following the annual meeting at which that person was elected to office until the 31st of December of that year.
- (c) **Immediate Past Chair** shall serve from the 1st of January of the year following the annual meeting at which that person was elected to office until the 31st of December of that year at which time this position is filled by the next Immediate Past Chair.
- (d) **AMA Alternate Delegate-Elect** shall serve from the 1st of January of the year following the annual meeting at which that person was elected to office until the 31st of December of that year at which time that person accedes to the office of AMA Alternate Delegate.
- (e) **AMA Alternate Delegate** shall serve from the 1st of January of the year following the annual meeting at which that person was elected to office until the 31st of December of that year at which time this position is filled by the next AMA Alternate Delegate.
- (f) **Medical Student Trustee-Elect** shall serve from the conclusion of the annual meeting at which that person was elected to office until the conclusion of the next annual meeting at which time that person accedes to the office of Medical Student Trustee.
- (g) **Medical Student Trustee** shall serve from the conclusion of the annual meeting at which that person was elected to office until the conclusion of the next annual meeting at which time this position is filled by the next Medical Student Trustee.

- (h) **PAMPAC Representative** shall serve from the conclusion of the annual meeting at which that person was elected to office until the conclusion of the next annual meeting where this position is filled by the next PAMPAC Representative.
- (i) **Foundation Student Trustee-Elect** shall serve from the 1st of January of the year following the annual meeting at which that person was elected to office until the 31st of December of that year at which time that person accedes to the office of Foundation Student Trustee.
- (j) **Foundation Student Trustee** shall serve from the 1st of January of the year that person accedes to office until the 31st of December of that year where this position is filled by the next Foundation Student Trustee.

Section 5. Meetings.

- (a) Regular meetings.
 - (i) There will be regular meetings of the Governing Council at least once per month, with the date and time determined by the Chair in consultation with other members of the Governing Council. The Chair must notify each Governing Council member of the date and time of the meeting and solicit items for the meeting agenda at least 7 days prior to the meeting.
 - (ii) Governing Council members are expected to attend all monthly GC meetings. GC members are expected to provide updates on their position and participate fully in discussions.
 - (iii) At regular meetings, the Governing Council will discuss items on the agenda and conduct regular business as needed.
 - (iv) Regular meetings will be conducted via phone, video, and/or web conferencing and are open to members of the Governing Council, guests invited by the Chair, and this Society's Staff as necessary.
- (b) Annual meeting.
 - (i) The annual meeting is held at this Society's House of Delegates, the date and time for which are to be determined by PAMED.
 - (ii) At the annual meeting, members meet to conduct business, hear reports from committees and the Executive Committee, and conduct elections as prescribed in these bylaws.
 - (iii) All Governing Council members are expected to attend the HOD meeting. At the HOD meeting, Governing Council members should attend the MSS meeting as well as any other meetings relevant to their position.
 - (iv) Governing Council members should provide updates to the MSS at the MSS meeting and work to guide and mentor medical student attendees throughout HOD.
 - (v) Annual meetings will be conducted in person. They are open to all members of the Medical Students Section, guests invited by the Chair, and this Society's Staff as necessary.

(c) Rapid Response Meetings.

- (i) If warranted by emergent circumstances, a Governing Council member may call for a Rapid Response Meeting (RRM)
- (ii) In order for official business to be conducted at a RRM, a quorum of Governing Council members must be in attendance
- (iii) RRM's will be conducted via phone, video, and/or web conferencing and are open to members of the Governing Council, guests invited by the Chair, and this Society's Staff as necessary.

Section 6. Quorum.

(a) Regular and RRM.

- (i) For Governing Council meetings, a simple majority of the voting members of the Governing Council shall constitute a quorum.

(b) Annual meetings.

- (i) For the annual meeting, a three-fifths of the voting medical student delegates shall constitute a quorum.

Section 7. Cancellation of Regular Meetings.

The Chair may cancel a regular meeting if the cancellation is agreed to by the Vice Chair. Governing Council members shall be notified of this cancellation immediately. A cancelled meeting will be rescheduled at a date and time agreed upon by both the Chair and Vice Chair.

Article V. Executive Committee

Section 1. Composition

The Executive Committee shall consist of the following: Chair, Vice Chair, Medical Student Trustee, Medical Student Trustee-Elect, AMA Alternate Delegate, AMA Alternate Delegate-Elect, PAMPAC Representative, Foundation Student Trustee, and Foundation Student Trustee-Elect

Section 2. Meetings

(a) Regular meetings.

- (i) The Executive Committee shall hold regular meetings every three months. The Chair is required to give fellow Executive Committee members at least two weeks notice of the meeting date and time.

- (ii) If a meeting must be rescheduled, the Chair shall provide several date and time options which each Executive Committee member will vote on. The Executive Committee will then reschedule to meet on the date and time that receives the most votes.
 - (iii) Meetings may be conducted via teleconference and will be led by the Chair. If the Chair is not present, the Vice-Chair will manage the meeting.
- (b) Special meetings.
- (i) If warranted by emergent circumstances, a special meeting may be called by any member of the Executive Committee so long as they provide 3 day notice and at least 50% of the Executive Committee members agree to attend. The Executive Committee member who called for the special meeting shall chair.
 - (ii) No other business can be transacted or discussed except that for which the meeting was called.
- (c) On boarding meeting.
- (i) At the beginning of each new Governing Council term, the new Chair, Vice Chair, Immediate Past Chair, Medical Student Trustee, Medical Student Trustee-Elect, AMA Alternate Delegate, AMA Alternate Delegate-Elect, PAMPAC Representative, Foundation Student Trustee, and Foundation Student Trustee-Elect, should meet to discuss their goals and objectives for the year ahead.

Section 3. Quorum

Quorum is established when 5 or more Executive Committee members are in attendance. To pass Executive Committee policy, quorum must be established and the policy must receive a majority vote; however, any policy requiring financial transactions must receive at least two-thirds of the votes in order to be passed.

Section 4. Duties

The Executive Committee shall be responsible for creating and overseeing workgroups that advance the mission of PAMED MSS. The Chair will be responsible for assigning each Executive Committee member a workgroup chair or co-chair position. Workgroup chairs will report to the Executive Committee at each meeting to summarize workgroup operations and discuss future plans. The Executive Committee shall also be responsible for creating and implementing MSS Executive Committee policy as it relates to the governance of PAMED MSS.

Article VI. Removal from office and vacancies

Under certain conditions, the Executive Committee may seek to remove a Governing Council member from office. These include:

- (a) More than 3 absences from regular meetings

- (b) Failure to comply with the responsibilities of their position

To remove a Governing Council member, the Executive Committee must adhere to the following protocol:

- (a) The concerned Executive Committee member must contact the Chair
 - (i) If the concern is about the chair, they may contact the Vice-Chair
- (b) The concerned Executive Committee member must explain which condition(s) have been met that justify seeking removal from office
 - (i) If a concerned Executive Committee member believes it is appropriate to seek removal of a fellow Governing Council member but they do not meet any of the aforementioned conditions justifying removal, the concerned Executive Committee member may contact the Chair (or Vice Chair if the concern is about the Chair). The Chair (or Vice Chair) may use their discretion to determine whether or not the Executive Committee may seek removal of the Governing Council member of interest, regardless of their decision, they shall notify the rest of the Executive Committee of the complaint.
 - (ii) The concerned Executive Committee member and Chair (or Vice Chair) shall investigate the claim and call for a special meeting involving all Executive Committee members (other than the person of interest if that person is an Executive Committee member). This meeting must be held within 2 weeks of the concerned Executive Committee member's request.
 - (iii) The concerned Executive Committee member and Chair (or Vice Chair) shall explain the situation before calling forth a vote. A unanimous vote among the Executive Committee members is required in order to remove a Governing Council member from office.
 - (iv) If vote for removal is successful, the Chair (or Vice Chair) shall contact the person of interest and inform them of the decision. The concerned Executive Committee member need not disclose their identity if they wish to remain anonymous.
 - (v) If an Executive Committee member has been removed or a position has been vacated, vacancies shall be filled according to the special election procedures established above in Article IV, Section 3(d).

Article VII. Workgroups

Workgroups may be formed to work on a narrow set of issues as deemed necessary by the Chair. The Chair shall appoint at least two Executive Committee members to lead each workgroup. The workgroup leaders may invite other MSS members to assist in achieving their goals as needed. Each workgroup shall prepare and present an update on their work at each MSS Regular Meeting.

Article VIII. Operations Manual Review and Amendments

This Medical Student Section Governing Council Operations Manual shall be reviewed by the Executive Committee in January of each year.

Recommendations for amendments to this Operations Manual should be submitted for consideration as an agenda item for a Regular Governing Council meeting. A vote on a proposed amendment to this operations manual may only be called if 75% of the Governing Council is in attendance at the time of the vote. In order to pass the amendment, it must receive at least two-thirds of the vote.

Article IX. Amending the Bylaws

Recommendations for amendments to the Medical Student Section bylaws should be submitted to this Society's Committee on Bylaws.

