



# Women Physicians Section Operations Manual

February 2022

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**WOMEN  
PHYSICIANS  
SECTION**



Pennsylvania  
MEDICAL SOCIETY  
ADVOCATE. EDUCATE. NAVIGATE.

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## SECTION 1 — Overview

The Pennsylvania Medical Society Women Physician Section (WPS) was established in 2018 and is identified by the Pennsylvania Medical Society (PAMED) Bylaws and Articles of Incorporation.

The WPS serves as the women physicians’ voice to promote involvement of women, underrepresented in organized medicine, and to encourage women physicians to participate in leadership, policymaking, advocacy, and other activities of PAMED. The WPS operates under the auspices of PAMED.

The WPS has the following overarching goals:

- Provide an opportunity for effective networking, discussion, and information dissemination
- Voice concerns and share common experiences
- Educate and encourage paths to leadership roles in organized and academic medicine
- Establish a network of women physician leaders and promote activity and engagement within organized medicine at both the county and state level
- Advocate to advance PAMED policy on issues affecting women, impact the decision and policy making process of the House of Delegates (HOD), and advise the PAMED Board of Trustees.

## SECTION 2 — Membership

As outlined in Chapter XVIII of the PAMED bylaws, membership in the section shall include all female active, associate, and retired members of PAMED. Other active, associate, or retired members of PAMED who express an interest in women’s issues shall be eligible to join the section.

## SECTION 3 — WPS Governing Council

The Governing Council shall serve as the decision and policy making body of the Section between meetings of PAMED’s HOD.

### Positions and Responsibilities

The Governing Council shall consist of the chair, vice chair, district representatives, and the section’s trustee. In addition to duties prescribed in the bylaws and this manual, Governing Council members may have duties as directed by the Board of Trustees.

Each member has one vote on the governing council unless otherwise specified below. The Governing Council terms and duties include:

1. **Chair** — two-year term with no term limits (term begins January 1 and concludes December 31 two years later)
  - Preside over all WPS Governing Council calls and meetings
  - Has no vote unless votes are equally split (tie-breaking vote)
  - Attend PAMED’s HOD and preside over the WPS annual business meeting

### Chair (cont'd)

- Work with PAMED staff to develop meeting materials for the WPS Governing Council meetings and Annual Business Meeting
  - Oversee the work of the WPS Governing Council and any work groups, task forces, and committees to ensure that the mission and goals of the WPS are being met
  - Assign tasks to WPS Governing Council members
  - Oversee reports to the PAMED Board of Trustees
2. **Vice Chair** — two-year term with no term limits (term begins January 1 and concludes December 31 two years later)
- Participate in all WPS Governing Council calls and meetings
  - Preside over WPS Governing Council meetings in the absence of the Chair
  - Assume the duties of the Chair in the event of the Chair's inability to serve until such time as the Chair may resume his/her duties
  - Attend PAMED's HOD to assist in presiding over the WPS annual business meeting
  - Maintain communication with and oversee the work of the District Representatives
  - Carry out all other duties as delegated by the Chair
3. **Trustee** — term of office is as set forth in Chapter XIV, Section 6 of the PAMED bylaws:
- Attend PAMED Board of Trustee meetings and advocate for the needs and views of the WPS at these meetings
  - Participate in all WPS Governing Council calls and meetings and update the WPS Governing Council and members on PAMED Board actions and discussions
  - May not serve as a WPS delegate at HOD.
4. **District Representatives** — one-year term with no term limits (term begins January 1 and concludes December 31)
- Participate in all WPS Governing Council calls and meetings
  - Share perspective on potential initiatives, engagement activities, advocacy issues, and educational opportunities that would appeal to women physicians
  - Advance the goals and objectives of the WPS in their district and serve as the WPS liaison and point of contact for the district
  - Work with county medical society staff and physician leadership in their district to increase engagement and participation of women physicians and assist with county and/or regional WPS events
  - Represent the WPS Governing Council at state or local events involving women in medicine that PAMED seeks to attend
  - Work with WPS Chair and PAMED staff to identify opportunities for member recruitment and engagement in their district
  - Assist in identifying an Alternate Delegate to represent their district at HOD

5. **Resident/Fellow Section (RFS) Representative** — one-year term with no term limits (term begins January 1 and concludes December 31)
  - Participate in all WPS Governing Council calls and meetings
  - Share perspective on potential initiatives, engagement activities, advocacy issues, and educational opportunities that would appeal to women residents and fellows
  - Advance the goals and objectives of the WPS in the RFS and serve as the WPS liaison and point of contact for the RFS
  - Work with RFS physician leadership and PAMED staff to increase member recruitment, engagement, and participation of women RFS physicians
  - Represent the WPS Governing Council at state or local events involving women in medicine that PAMED seeks to attend
  - Assist in identifying an Alternate Delegate to represent the RFS at HOD
  
6. **Medical Student Section (MSS) Representative** — one-year term with no term limits (term begins January 1 and concludes December 31)
  - Participate in all WPS Governing Council calls and meetings
  - Share perspective on potential initiatives, engagement activities, advocacy issues, and educational opportunities that would appeal to women medical students
  - Advance the goals and objectives of the WPS in the MSS and serve as the WPS liaison and point of contact for the MSS
  - Work with MSS leadership and PAMED staff to increase member recruitment, engagement, and participation of women medical students and assist with medical school WPS events
  - Represent the WPS Governing Council at state or local events involving women medical students that PAMED seeks to attend
  - Assist in identifying an Alternate Delegate to represent the MSS at HOD

### Eligibility, Nominations, and Elections

1. **Eligibility**
  - All members of the WPS Governing Council must be active members of PAMED whose dues are current and shall be elected annually in accordance with the HOD Section Election Process.
  - Running for a WPS Governing Council position is not permitted if the candidate knows at the time of elections, they will not be able to fulfill the complete term

## 2. Nomination Procedure

- Candidates must submit all information as required by PAMED and in accordance with the HOD Section Election Process
- Candidates are also able to run for Governing Council positions from the floor as permitted by the HOD section election process.
- Candidates interested in running for the Trustee position must be nominated in accordance with the PAMED Bylaws and submit information as required by the Speaker of the House. A candidate may also be nominated from the floor at the HOD by a seated and credentialed WPS delegate in accordance with PAMED Bylaws and the Official Call.

## 3. Elections

- Elections will be held during the WPS Annual Business Meeting at the PAMED HOD or as prescribed in the HOD Section Election Process. If extenuating circumstances arise that would preclude elections at the designated time, the sitting Governing Council will determine when elections occur.
- Each candidate running for a position shall attend the WPS Annual Business Meeting and have their name in an observable location to ensure voting members recognize all candidates running for a position. If any candidates running for a position are attending the business meeting virtually, they must have their camera on, and their name displayed on their screen.
- Election by acclamation shall occur when an election is not contested and there is no objection.
- Each member running for a contested Chair, Vice Chair, or Trustee position is required to give a speech during the WPS Annual Business Meeting. Two minutes of speaking time will be allotted per candidate.
- Members running for contested representative positions have the option to give a speech during the WPS Annual Business Meeting, but it is not required. Two minutes of speaking time will be allotted per candidate.
- In order to vote, an individual must be registered to attend the WPS Annual Business Meeting and have been in attendance for the entire meeting.
  - Individuals who were not registered for the WPS Annual Business Meeting but have been in attendance and participated in the entire meeting will be eligible to vote.
  - Individuals who were not registered for the WPS Annual Business Meeting and were not in attendance for the entire meeting will not be permitted to vote.
- PAMED Staff shall be responsible for tallying and/or verifying the votes and reporting the winners of the respective positions.
  - In the case of a tie, the candidates who are not part of the tie should be removed from the ballot, and another vote will be taken.
    - If there remains a tie, the remaining candidates will be given one minute to offer additional information as to why they should be elected. After the candidates have concluded speaking, a new vote will be held.

- If there remains a tie after this vote, the sitting Chair, Vice Chair, and Trustee will select the winner. If any of those individuals is a candidate in the tied election, they will recuse themselves from the discussion and selection.

#### 4. Vacancies in Elected Positions

- If a WPS Chair, Vice Chair, or District Representative position becomes vacant because of the resignation, removal, disqualification, or death of the individual who prior to the completion of their term, the current Governing Council shall vote to fill the vacancy after soliciting eligible candidates.
- If the WPS Trustee position becomes vacated because of the resignation, removal, disqualification, or death of the individual who previously held the position prior to the completion of their term, that position will be filled in accordance with the PAMED Bylaws.

## SECTION 4 — Meetings

### 1. Governing Council Meetings.

- The WPS Governing Council will meet at least once per quarter, with the date and time determined by the Chair. The Chair will notify each WPS Governing Council member of the date and time of the meeting. Governing Council members should notify the Chair of any items or issues they would like included on the meeting agenda.
- In order for official business to be conducted at a Governing Council meeting, there must be a quorum.
- Governing Council members must inform PAMED staff whether they will be participating in the meeting prior to the meeting.
- Governing Council members are expected to participate in all quarterly meetings. Governing Council members are expected to provide updates on their work in their districts/sections and participate fully in discussions.
- A Governing Council member may be removed from their position if they fail to attend 3 meetings.
- Governing Council meetings will be conducted via phone, virtually, and/or in person and are open to members of the Governing Council, guests invited by the Chair, and PAMED staff. Governing Council members who would like to invite a guest, must speak with the Chair.

## 2. Annual Business Meeting

- The Annual Business Meeting is held in accordance with the PAMED HOD, the date and time for which are determined by PAMED.
- At the Annual Business Meeting, WPS members meet to conduct business, hear reports from any committees, review HOD resolutions, and conduct election related activities.
- All WPS Governing Council members are expected to attend the PAMED HOD meeting. At the PAMED HOD meeting, Governing Council members should attend all WPS meetings as well as any other meetings relevant to their position. The expectations of Governing Council members serving as Delegates and Alternate Delegates are explained in Section 8.
- For official business to be conducted at the Annual Business Meeting, three-fifths of the Governing Council must be in attendance.
- WPS Governing Council members should provide updates to the WPS at the Annual Business Meeting and work to guide and mentor new WPS attendees throughout HOD.
- The Annual Business Meeting will be conducted in person, virtually, or in a hybrid format. It is open to all members of PAMED, guests invited by the Chair, and PAMED staff. Registration is required.

## 3. Emergency Meetings

- If warranted by emergent circumstances, the WPS Chair may call an emergency meeting.
- For official business to be conducted at an emergency meeting, there must be a quorum.
- Emergency meetings will be conducted via phone, virtually, and/or in person and are open to members of the Governing Council, and PAMED staff.

## SECTION 5 - Quorum

For WPS Governing Council and emergency meetings, a simple majority of the voting members of the Governing Council shall constitute a quorum.

For the Annual Business Meeting, three-fifths of the Governing Council shall constitute a quorum.

## SECTION 6 - Cancellation of WPS Governing Council Meetings

The Chair may cancel a Governing Council meeting. Governing Council members shall be notified of this cancellation immediately. A cancelled meeting will be rescheduled at a date established by the Chair.



## SECTION 7 - Removal of Governing Council Member from Office

Under certain conditions, the WPS Chair may seek to remove a Governing Council member from office. These conditions include, but are not limited to:

- Three (3) unexcused absences from Governing Council meetings
- Failure to comply with the responsibilities of the position

To remove a Governing Council member:

1. The Chair must contact the Vice Chair to express their concerns.
  - If a member of the WPS Governing Council has a concern, they should contact the Chair.
  - If the concern is about the Chair, the Vice Chair should contact the WPS Trustee.
  - If the concern is about the Vice Chair, the Chair should contact the WPS Trustee
2. The Chair (or Vice Chair) must explain the justification for seeking removal from office
3. If the Chair (or Vice Chair) believes it is appropriate to seek removal of a Governing Council member, but they do not meet any of the previous conditions justifying removal, the Chair (or Vice Chair) may use their discretion to determine whether to seek removal.
4. The Chair (or Vice Chair) shall investigate the claim and schedule a meeting with the Vice Chair (or WPS Trustee), and appropriate PAMED staff. This meeting should be held within 2 weeks of the concern being received.
5. The Chair and Vice Chair (or Vice Chair and WPS Trustee) must agree to remove a Governing Council member from office.
6. If vote for removal is successful, the Chair (or WPS Trustee) shall contact the person of interest and inform them of the decision.
7. If a Governing Council member has been removed the vacancy shall be filled in accordance with Section 3.

## SECTION 8 - Delegates and Alternate Delegates

The WPS will identify one delegate from each PAMED district, one delegate who is a medical student, and one delegate who is a resident or fellow, for a total of fifteen delegates. The WPS District Representative, RFS Representative, and MSS Representative serving on the WPS Governing Council will have the first opportunity to serve as a delegate. In the event a district delegate isn't available, the WPS Chair or Vice Chair may assume a district delegate position regardless of the district to which the chair or vice chair belongs.

The WPS will identify one alternate delegate from each PAMED district, one alternate delegate who is a medical student, and one alternate delegate who is a resident or fellow, for a total of fifteen alternate delegates. Alternate delegates will be recommended by the District Representatives, RFS Representative, and MSS Representatives and approved by the Chair and Vice Chair.

PAMED supports WPS engagement at the HOD and will reimbursement expenses incurred by WPS delegates and alternate delegates in accordance with PAMED Policy for Section Participation at HOD, and as the budget allows.

1. WPS Delegate and Alternate Delegate Expectations
  - Register in a timely manner and participate in all meetings and trainings held by PAMED and the WPS prior to the PAMED HOD Annual Business Meeting, including any Reference Committee meetings or meetings to provide resolution testimony, and provide the position of the WPS in testimony, when appropriate.
  - Attend in person or virtually, the entire PAMED HOD Annual Business Meeting through adjournment of the General Session.
  - Attend all WPS meetings and sessions.
  - Be in attendance for and participate in all voting sessions. When participating in person, credentialed delegates must receive an electronic voting device for all voting sessions if such devices are utilized.
  
2. Reimbursement
  - All travel arrangements will be paid by the individual up front.
  - PAMED will reimburse delegates and alternate delegates for mileage and overnight accommodations on Friday night. Saturday night overnight accommodations will only be reimbursed if the PAMED HOD Annual Business Meeting doesn't adjourn until Sunday.
  - All delegates and alternate delegates must sign and return the PAMED Policy for Section Participation at HOD.
  - All delegates and alternate delegates must adhere to the requirements in PAMED Policy for Section Participation at HOD in order to receive reimbursement.

The PAMED Policy for Section Participation at HOD can be found in Appendix A.

## SECTION 9 – Workgroups and Subcommittees

Workgroups and subcommittees may be formed to work on a specific issue as deemed necessary by the Chair. The Chair shall appoint at least two WPS Governing Council members to each workgroup or subcommittee. Each workgroup or subcommittee shall prepare and present an update on their work at each WPS meeting.

## SECTION 10 - Operations Manual Review and Amendments

This WPS Governing Council Operations Manual shall be reviewed by the Governing Council at the first quarterly Governing Council meeting of each year. If a substantial change should occur mid-year, the manual may be reviewed and updated at the discretion of the Chair.

Recommendations for amendments can be made at the Governing Council meeting or for a period of time after the meeting if allowed by the Chair. All proposed changes must be approved by the Governing Council.

## Appendix A

# Electronic Signature Required

### Pennsylvania Medical Society (PAMED) Guidelines Section Participation at PAMED HOD

The Pennsylvania Medical Society (PAMED) supports our section engagement at the PAMED House of Delegates (HOD) Annual Business Meetings as availability and budget allow.

PAMED section delegates and alternate delegates chosen to attend the PAMED House of Delegates Meeting on behalf of their section must adhere to the following guidelines:

#### General Travel Expense Guidelines

- Participate in all meetings and trainings held by PAMED and the WPS prior to the PAMED HOD Annual Business Meeting, including any Reference Committee meetings or meetings to provide resolution testimony, and provide the position of the WPS in testimony, when appropriate.
- Attend in person or virtually, the entire PAMED House of Delegates Annual Business Meeting through adjournment of the General Session.
  - **Section Delegates** must be in attendance for and participate in all voting sessions. When participating in person, credentialed delegates must receive an electronic voting device for all voting sessions if such devices are utilized.
- All travel arrangements will be paid by the individual up front.
- PAMED will reimburse the delegate and alternate delegate for mileage and overnight accommodations on Friday night. Saturday night accommodations will only be reimbursed if the PAMED HOD Annual Business Meeting doesn't adjourn until Sunday.
- PAMED will not reimburse for food or alcohol.
- PAMED staff will provide the member with a reimbursement form to complete and submit following the event. All submissions of travel and meeting expenses for reimbursement must be done on a PAMED Travel and Meeting Expense Reimbursement form.
- Original receipts for items must be attached to the expense form to substantiate the corresponding expense. Photocopies of receipts are not permitted. **This is an IRS requirement which cannot be waived.**
- Expense forms must be submitted within 30 days of receipt of the expense form.
- Expense forms must be typed or printed legibly in ink. Do not use pencil. The signature must be in ink.
- **PAMED does not condone alcohol consumption under 21 years of age as it is illegal. PAMED encourages only responsible consumption otherwise.**

### **Medical Student Section (MSS) Guidelines**

- PAMED Staff - Janet Thompson, [jthompson@pamedsoc.org](mailto:jthompson@pamedsoc.org).
- PAMED will fund a representative from each school as a MSS Delegate and an Alternate Delegate to attend as budget allows.

### **Resident and Fellow Section (RFS) Guidelines**

- PAMED Staff - Katie Jordan, [kjordan@pamedsoc.org](mailto:kjordan@pamedsoc.org) and Janet Thompson, [jthompson@pamedsoc.org](mailto:jthompson@pamedsoc.org).
- PAMED will fund up to ten RFS Delegates and up to ten Alternate Delegates to attend as budget allows.

### **Early Career Physician Section (ECPS) Guidelines**

- PAMED Staff - Claire Shearer, [cshearer@pamedsoc.org](mailto:cshearer@pamedsoc.org).
- PAMED will fund up to four ECPS Delegates and up to four Alternate Delegates to attend as budget allows.

### **International Medical Graduate (IMG) Section Guidelines**

- PAMED Staff - Janet Thompson, [jthompson@pamedsoc.org](mailto:jthompson@pamedsoc.org).
- PAMED will fund one IMG Delegate and one Alternate Delegate to attend as budget allows.

### **Women Physician Section (WPS) Guidelines**

- PAMED Staff - Robin Rothermel, [rrothermel@pamedsoc.org](mailto:rrothermel@pamedsoc.org).
- PAMED will fund one WPS Delegate and one Alternate Delegate from each of the thirteen districts, one WPS Delegate and one WPS Alternate Delegate from the Medical Student Section, and the Resident and Fellow Section (for a total of fifteen delegates and fifteen alternate delegates) to attend as budget allows.

**Please Read and Sign**

I acknowledge that I have read the document, “**Pennsylvania Medical Society (PAMED) Guidelines Section Participation at PAMED HOD**” in full and agree to the terms outlined therein. I further understand that reimbursement for travel expenses to the PAMED HOD meeting is contingent upon my fulfillment of the duties outlined in the document. Please note that this form must be signed electronically and returned prior to making travel arrangements, indicating agreement and understanding.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_