

SOUTHEASTERN DELEGATION TO THE AMERICAN MEDICAL ASSOCIATION

OPERATIONS MANUAL

The Southeastern Delegation to the American Medical Association (SED) is a self-directed coalition of states within the American Medical Association for communication and action on relevant issues and projects. The SED is comprised of eighteen members, including 16 states, DC, and Puerto Rico. Each constituent seats one Director and an Alternate Director to the Board of Directors and shares information back to their respective units. The 2021 members include:

- Alabama
- Arkansas
- Delaware
- District of Columbia
- Florida
- Georgia
- Kentucky
- Louisiana
- Maryland
- Mississippi
- New Jersey
- North Carolina
- Oklahoma
- Puerto Rico
- South Carolina
- Tennessee
- Virginia
- West Virginia

MISSION

The Southeastern Delegation works within the AMA to promote SED interests, projects, and perspectives.

BOARD OF DIRECTORS

The Board of Directors (BOD) is comprised of one Director and one Alternate Director from each of the constituent members. Each constituent medical society selects its SED Director and Alternate Director. It is usual, but not required, that the Director and Alternate Director will represent the leadership of the Delegation. The Southeast Newsletter Editor and the Chair/Co-Chairs of the Elections Committee are non-voting members of the BOD, unless one or both are otherwise seated on the Board from their delegations. The BOD meets as needed at the Annual and Interim meetings of the AMA. In general, it meets following the conclusion of the AMA HOD on Saturday and again after the conclusion of the HOD on the day preceding the scheduled final day of the HOD. In between these meetings, teleconferences/virtual meetings are scheduled to deal with pending items of business.

OFFICERS (EXECUTIVE COMMITTEE)

The Officers include the Chair, Chair-elect, and the Immediate Past Chair. Each officer serves a two-year term. The Chair is the presiding officer of the Executive Committee and the Board of Directors and assumes the office of Chair without further election upon completion of his/her term as Chair-elect. In the absence of the Chair, the Chair-elect will preside. The component society from which each of the officers moves onto the EC is allowed to seat an additional director for the duration of the officer's tenure.

When the successor to the Chair-elect is elected by the BOD, he/she will assume the office of Vice-Chair and will also serve as a full member of the EC. In addition to the officers, the chair/co-chairs of the Elections Committee and the editor of the SED Newsletter will be members of the EC without the right to vote.

CHAIR'S JOB DESCRIPTION

The Chair of the Southeastern Delegation should be a demonstrated leader who is organized, congenial and has a sense of humor. He/she should be comfortable running a large board meeting and have extensive personal connections throughout the Southeast and the AMA.

Even more importantly, the Chair should be a True Believer in the importance of the patient-physician relationship and should be committed to carrying the torch for what the practice of medicine represents. He/she should be comfortable with AMA ideals, the process of AMA policy development, the AMA election process and be willing to promote AMA membership to physicians and physicians in training.

Expectations of the Chair also include garnering support for major HOD initiatives deemed priorities by the SED, promoting our candidates and being part of ongoing discussions with other thought leaders.

VOTING

Each constituent society receives one vote. The officers do not vote unless he/she is the only director from his/her society at the meeting. In case of a tie, the Chair may cast the tie-breaking vote.

NOMINATING COMMITTEE

The Nominating Committee is comprised of a BOD member from the three constituent societies that provided the now fully retired Executive committee members who held office in the three years prior to the current officers plus the current SED Chair, Chair elect and Past Chair. The current Chair elect, with input from the other current officers and the other Nominating Committee members, will solicit a slate of possible Vice Chair candidates and ascertain their willingness to serve and compatibility with the current officers. Attention will be given to diversity and to candidates from all 18 SED states. The Nominating Committee will make a recommendation to the SED BOD for the next Vice-Chair. The SED Chair will chair the Nominating Committee.

SED CANDIDATE INTERVIEW AND ENDORSEMENT POLICY

The Southeastern Delegation is committed to offer endorsements for election or appointment to AMA office, including Councils, to the best and most qualified candidates from our region, regardless of their primary sponsor. Candidates for SED endorsement must reside in our member states/territories and be members of that state's general medical society, whether their primary sponsor is their state or national medical specialty society. Candidates from national medical specialty societies must first be endorsed by their state medical society. Following that endorsement, the SED BOD member from that constituent society may then request the candidate be placed on the Interview Grid for future SED endorsement.

The endorsement interviews are conducted by the Candidate Evaluation Committee (see below). The interview results are presented to the SED BOD to determine whom the Southeast will endorse and at which meeting. SED candidate endorsement interviews for elected office are conducted approximately eighteen months before the appropriate election or appointment when practical, usually at an Interim meeting, but the committee may interview candidates later in the cycle when appropriate or by electronic interviews. SED candidate endorsement interviews for appointed office may occur closer to the appointment cycle.

The SED does not endorse more than one candidate for any single open or potential open election slot and does not commit to endorse candidates for every election slot in every election.

Appointed Councils and AMPAC often require multiple potential candidates to satisfy internal Council and AMA criteria. For appointed councils, candidates will interview for endorsements at the interim meetings and at other times, if necessary. The Candidate Evaluation Committee will then make recommendations to the SED BOD, which will vote on them, without prioritizing them. Endorsed candidates to appointed councils do not need to re-interview every year but will be contacted to determine if they want to be re-endorsed.

There have been instances in which more than one physician leader from the SED seeks the endorsement to run for Vice-Speaker or President-elect. If the Candidate Evaluation Committee does not feel comfortable recommending only one candidate to the BOD for endorsement, there is a precedent for a full panel appearance before the entire SED BOD. In those cases, there is a secret ballot vote with each state/unit receiving one ballot. When this has occurred in the past, the candidates were not asked typical interview questions (as they had already been interviewed by the Candidate Evaluation Committee) but instead were asked to present their case for why they should receive the endorsement. In no case, do we refuse to make the tough choice and leave it to the House to decide. In all instances, the potential candidate who does not receive the SED endorsement retains the right to run for office without the SED endorsement.

CANDIDATE EVALUATION COMMITTEE

The Candidate Evaluation Committee is charged with considering each potential candidate from the Southeast for AMA office and recommending to the BOD which candidates the SED should endorse. The BOD makes the final determination for SED endorsement.

The Candidate Evaluation Committee has seven members, two of whom are the SED Chair (who presides over the committee deliberations) and Chair elect, serving a one-year term; the Chair of the Elections Committee serves as a non-voting member. Participation of the other five states is determined on the following rotation:

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|-----------------------|---------------------------|--------------------------|
| 1. Oklahoma (2021) | 7. Maryland (2022) | 13. Virginia (2023) |
| 2. Florida (2021) | 8. Mississippi (skip) | 14. West Virginia (2023) |
| 3. Georgia (2021) | 9. Kentucky (2022) | 15. Alabama (2023) |
| 4. Puerto Rico (2021) | 10. North Carolina (2022) | 16. Delaware (2023) |
| 5. New Jersey (skip) | 11. Tennessee (2022) | 17. DC (2023) |
| 6. Louisiana (2021) | 12. South Carolina (2022) | 18. Arkansas (2024) |

In instances where a committee member participating on the Candidate Evaluation Committee has a candidate from his or her state being interviewed for endorsement, the committee member shall recuse himself/herself from participating in the interview and discussion but may remain in the room. In instances where the SED Chair or Chair-elect are from the state that has come up in rotation, that state will be skipped and the next state in order will serve. If, for any reason, a state cannot be represented at the Candidate Evaluation Committee, the next state in order will serve on the committee. Candidates are allowed to have an observer from their state or specialty society.

Each candidate for a specific office is asked the same questions as other candidates for that office. Candidates are evaluated by a scale developed to refer to their performance in answering the questions put to them. The scores are shared with the BOD. The BOD has the final vote on accepting or rejecting the Committee's endorsement suggestions.

ELECTIONS INTERVIEW GRID

The Executive Director maintains an Elections Interview Grid and Term of Office Graphs. The Interview Grid goes forward about five years. Potential SED candidates for future AMA positions, elected or appointed, are placed on the Grid by the candidate's BOD representative for future interview; multiple candidates are often interviewed for only one opening. The Grid is also a snapshot of open seats and potential competition for each position and year. The Graphs show the office holder's name, term of office by year, primary sponsor by state or specialty society and eligibility for re-election or re-appointment and term of office by year and potential for re-election or appointment.

ELECTIONS COMMITTEE

After the SED BOD has determined the SED endorsements for future elections, it is the job of the Elections Committee to help get our candidates elected. The committee serves as Advisor to the Chair, who makes the final decision on cross support for non-SED endorsed candidates. The committee may work with individual Southeastern candidates if asked on specific campaigns. The committee chair meets without vote (unless in a dual role) with the Southeastern Candidate Evaluation Committee and the SED BOD.

At the Annual meetings, the Elections Committee explores strategies to help get SED candidates elected. Utilizing recommendations from the SED interview committees on non-SED endorsed candidates, the Elections committee expects to promote SED candidates across the AMA HOD. It is expected that recommendations for SED and non-SED endorsed candidates will be made before the final elections on Tuesday of the Annual Meeting. For some election slots, the recommendation will be "vote your choice." SED recommendations are non-binding to our members—we do not block vote--and are intended to promote the best candidates for office to AMA leadership.

In no case will the recommendation be made that the SED not support for election a candidate that we have endorsed.

The Chair of the Elections Committee is appointed annually by the SED Chair, who retains the option to appoint a Co-Chair. The 2021 Co-Chairs of the committee are Stephen Imbeau, MD (SC) and Bill Clark, MD (GA).

PROVISIONAL ENDORSEMENTS

In certain instances, the 18-month advanced SED endorsement to run for a Council/Board position will be provisional, pending the election results of the previous cycle. This will apply in cases where the Elections Committee projects another opening in the successive year. A provisional endorsement means that the candidate *may* need to interview again—but only against the previously endorsed candidate who ran the previous year and lost by a 45-49.9% margin, in a runoff for instance, and made a lot of contacts while interviewing favorably. The Final SED Endorsement interview would occur before or during the Interim Meeting immediately preceding the Annual Meeting at which the election will occur. This means the provisional

candidate would not put out his/her electronic announcement at the close of the Annual Session one year before the election unless the preceding SED candidate is successful at that session or loses by more than 45%. Where a final interview is required, the finally endorsed candidate would then put out his/her electronic announcement at the close of the Interim meeting six months before the elections.

AMA HOUSE OF DELEGATES ELECTIONS

At each Annual Meeting of the American Medical Association, the SED will form interview panels to evaluate all the candidates for elected office. The four interview panels for Council elections are each comprised of one representative from each of the SED members who are appointed by each delegation chair. The SED Chair will designate the chair of the interview panel and often takes into consideration the panel chair's declaration of interest in serving on that Council in the future. The panels will interview all candidates running for elected Council. Considering that each non-SED candidate will have been vetted by his/her sponsor, the first question the EC will later ask of each interview panel is "Would any of these candidates be bad for the AMA?" After that, the candidates are ranked by the interview panels. In some cases, non-SED endorsed candidates will be ranked higher than SED-endorsed candidates. This is valuable information that can be used by the Elections Committee as it goes about its work.

The Board of Directors itself interviews the candidates running for the Board of Trustees, Vice Speaker, Speaker, and President-elect. This interview committee is comprised of one BOD member from each of our members, appointed by the respective delegation chair. The Officers will represent their respective states if they attend, in order to keep the number of the interview panel down.

The rankings of each interview committee are presented to the BOD for information and are highly confidential. Final recommendations will be made before the polls open on Tuesday morning.

SUPPORT OF NON-SED CANDIDATES

The following policy/process is intended for requests from other delegations outside the SED for help for their candidates who are also running against an endorsed SED candidate. SED states should wholeheartedly support ANY members of their delegation running for any AMA position, even if that candidate is not officially endorsed by the SED as a whole. That situation is not affected by this policy.

While SED members are expected to assist in the elections of SED-endorsed candidates, they should refrain from open and overt campaigning for candidates sponsored by non-SED delegations. In certain instances, SED members may be asked to campaign for candidates from non-SED delegations, including serving on a campaign committee or accompanying on interviews. This might occur when SED members are friends, colleagues, previous classmates, etc. of non-SED candidates. To ensure there are no misunderstandings, campaigning at any level for non-SED candidates should occur only with the express permission of the SED Chair. Permission

should be sought through the following process to ensure that the SED chain of command is aware of all potential conflicts of interest:

1. The SED member asked to serve on a non-SED campaign should speak first to their SED state delegation Chair.
2. If the SED state delegation chair does not see a conflict of interest for their state, then the SED member should ask the non-SED candidate to have their non-SED delegation Chair contact the SED Chair.
3. The Chair of the non-SED delegation – not the non-SED candidate – should directly contact the SED Chair.
4. The SED Chair will consult with the Chair of the Elections Committee and others, as appropriate.
5. The decision of the SED Chair on the level of support to be allowed will be conveyed to the non-SED Chair, the SED state delegation Chair and the member of the SED who requested the permission.

If permission is granted, it ***in no way implies SED endorsement*** of the non-SED candidate but does show that the SED values its non-SED partners in electing the best candidates to serve the AMA.

SOUTHEASTERN RESOLUTIONS COMMITTEE

The Resolutions Committee is charged with determining the best way to communicate proposed Southeastern Delegation resolutions for review, co-sponsorship, debate, and vote; important Resolutions from outside the SE Delegation get the same consideration. The Committee organizes AMA House of Delegates Reference Committee and Floor testimony and debate as needed. The committee is appointed by the Chair. There is no set number on the committee. To allow for a fair hearing and create opportunities for sharpening resolutions, a Board member or his/her designee from each state submitting a resolution to the AMA HOD should be present during the committee teleconferences when the resolutions each has submitted discussed. The 2021 members of the committee include with an attempt to include at least one member from each state member:

Chris Gribbin, MD (NJ) – Co-Chair

Bill Reha, MD (VA) – Co-Chair

David Bensema, MD (KY)

Bill Clark, MD (GA)

Claudette Dalton, MD (VA)

J. Gregory Cooper, MD (KY)

Corey Howard, MD (FL)

Stephen Imbeau, MD (SC)

John Poole, MD (NJ)

YPS: Shamie Das, MD (GA)

FINANCE COMMITTEE

The Finance Committee monitors all SED financial matters including accounts, allocation of funds, event costs, sharing of all Southeast expenses and charges, including audits as deemed necessary. The SED Chair appoints the Chair of the Committee and its members from a roster of Directors who have shown an interest in the finances. The committee meets as needed during each AMA meeting and via teleconference between meetings. The committee serves as advisor to the Southeastern Delegation Chair and any policy recommendation(s) are approved by the SED BOD. In 2020, SED member states were invited to add one delegate and one alternate to the committee from their EVP/Executive Director ranks. In 2021 the members of the committee were:

Janice Tildon-Burton, MD (DE), Chair

Bill Clark, MD (GA)

J. Gregory Cooper, MD (KY)

Claudette Dalton, MD (VA)

Stephen Imbeau, MD (SC)

Gregory Tarasidis, MD (SC)

Karen Foy (Executive Director)

SOUTHEASTERN DELEGATION BREAKFAST CAUCUS

The Southeastern Delegation Breakfast Caucus is held at both AMA House of Delegates Meetings. All delegations in the SED are invited to attend with staff, guests, specialty society members who are also members of the state medical society, medical students and residents. The preferred day is Monday. Breakfast is served at 6:45 a.m. with the meeting beginning promptly at 7:00 a.m. and concluding by 9:00 a.m. The Senior BOD member of each constituent delegation is seated at the dais, along with the officers, and gives a short presentation during the program. The Chair determines the breakfast format, presentations, and special events.

SOUTHEASTERN DELEGATION RECEPTIONS

The Southeastern Delegation holds a reception at the AMA Annual and Interim meetings.

At the Annual Meeting, the SED hosts a general reception that can be used as a political event, in accordance with the AMA HOD Election Rules. The preferred night of the Ice Cream Social is Monday from 9:00 - 10:30 PM. Each reception is hosted by four constituent societies, whose responsibility is to serve the ice cream. The host states are determined on a rotating basis.

Order of the host states

2022—Georgia, Alabama-Puerto Rico (share), North Carolina, New Jersey

2023—Virginia, Tennessee, West Virginia-DC (share), Arkansas

2024– District of Columbia-Arkansas (share), Florida, Kentucky, Mississippi

2025– South Carolina, Delaware-Oklahoma (share), Louisiana, Maryland

States advise the Board of Directors if they plan to use the reception as a campaign function. Each state is responsible for compliance with ALL American Medical Association campaign policies. Candidates sponsored by national specialty societies and endorsed by the SED may use this reception as their campaign event at no extra cost to them, as long as they are not featured at a separate event, in accordance with AMA Election Rules.

At the AMA interim meetings, an internal reception is hosted by the SED. The preferred night of the event is Sunday evening from 5:30 to 6:30 p.m. The reception is open to Southeast members/family only, including southeastern regional medical students, residents, and southeastern specialty society delegates and alternates. The purpose of the reception is to get to know better the attendees from the other SED components.

NEWSLETTERS

Several newsletters per year are emailed to members and friends of the Southeastern Delegation. Chair and Chair-elect together with the Newsletter Editor decide topics. . Newsletters are published in February, April, May, July, September, October and December. The May and October issues focus on the upcoming American Medical Association meeting. The July and December issues are a summary of the past AMA Meetings. The 20--2021 Editor is Dr. Imbeau.

SOUTHEASTERN DELEGATION WEBSITE

The Southeastern Delegation website address is www.ama-sedelegation.org.

Amended: June 2021