



AFMIRD
Association of Family Medicine
Residency Directors

Rules of Order

I. Introduction

These rules of order are used to conduct business during the annual election and annual meeting of the Association of Family Medicine Residency Directors (AFMRD).

II. History of AFMRD

In 1989, initial discussion began regarding the formation of a separate residency program directors organization. A steering committee was formed and a survey of directors was conducted to determine possible structure options. During the June 1990 Program Directors' Workshop, a special meeting was held and the foundation of an association was approved. Officers were elected, bylaws approved and steps were taken to establish the AFMRD as a separate corporation. The AAFP agreed to provide administrative support through staff of the Medical Education Division.

III. Structure of General Meeting of the AFMRD**A. Time and Date of Annual Meeting**

The AFMRD holds an annual meeting of its members, scheduled and announced by the Board of Directors.

B. Organization**1. Attendance**

Voting is permitted only by current AFMRD Residency Director Members, or their official proxy. Associate Members are welcome to attend.

2. Sessions

A general session shall be held to introduce general information; present reports of officers, committees and liaisons and to propose changes, policies and resolutions of the AFMRD.

3. Reference Committees

Reference Committees may be appointed by the Board to facilitate debate of current topics. Reference Committees will provide the mechanism for initial introduction and discussion of resolutions at the discretion of the Board.

4. Elections

These elections shall be conducted according to the election procedures outlined in Section V, Rules of Elections.

5. Business Procedure

The AFMRD meeting shall be conducted according to the business procedures outlined in Section IV, Business Procedure.

C. Interim Business

1. Board of Directors
Official business of the AFMRD between meetings will be conducted by the Board of Directors, which is comprised of the President, President-Elect, Treasurer, Immediate Past President and five Members-At-Large.
2. Interim Board Meetings
Interim AFMRD Board meetings will be conducted at the discretion of the Board President, as necessary.

IV. Business Procedures

- A. The business of the AFMRD shall be conducted annually each spring. The annual meeting will be held in person, virtually or asynchronously prior to, during or just following the AAFP's Residency Leadership Summit.
- B. Interim business of the AFMRD shall be conducted by the Board of Directors as defined in Section III, General Structure.
- C. The President shall preside over the sessions with assistance at their discretion.
- D. All AFMRD members may have the privilege of the floor and engage in debate after being recognized according to standard parliamentary procedure according to **The American Institute of Parliamentarians**.
- E. No one shall speak more than once on any issue or separate motion until all who wish to speak have been heard. No one shall speak more than twice without permission of the President or by majority vote of the AFMRD members present.
- F. Debate on a single issue shall be limited to no more than 15 minutes, except by permission of the President or by majority vote of the AFMRD, provided both sides have been represented on the debate.
- G. Passage of a motion requires a majority vote, except for motions which require greater than a majority as specified in **The American Institute of Parliamentarians** or **AFMRD Bylaws**. All motions require a second.
- H. Resolutions
 1. Resolutions must be presented in writing no later than 24 hours before the start of the AFMRD annual meeting.
 2. If the topic of a resolution is relevant to a scheduled Reference Committee, the resolution will be discussed there.
 3. Miscellaneous resolutions not referable to a Reference Committee may be assigned to a Reference Committee, or be presented directly to the membership at the annual meeting for discussion.
 - a) Resolutions will be presented in the order received.

- b) Depending on volume, the majority vote may be utilized by the President to identify resolutions to be discussed.
 - c) Debate on a resolution shall be limited to no more than 15 minutes.
 - d) Resolutions passed by the membership will be referred to the Board of Directors, appropriate staff or organizations.
 - e) If time limits discussion, resolutions which do not get discussed will be reviewed by the Board and a decision made on further action.
- 4. Late resolutions presented after the deadline will be deemed late and must be submitted to the President in writing. Late resolutions will only be discussed if time allows and a majority vote agrees.
- I. Voting shall be by voice or electronic means, that is, by "ayes" and "nays" except where there is a call for a division of the AFMRD, in which case a standing or electronic vote shall be taken.
- J. A majority vote of the AFMRD Board is required to amend this document and the election procedures.
- K. No recording during the AFMRD meeting without advance permission by the AFMRD Board of Directors.
- L. Parliamentary Procedure
 - 1. Further interpretation of parliamentary procedures will be made by the President utilizing **The American Institute of Parliamentarians**.
 - 2. A quorum equals 25 percent of the total voting membership of the AFMRD.

V. Rules of Elections

- A. Nominating Committee

The committee will be chaired by the Immediate Past President and shall be comprised of two or three additional members appointed by the Board of Directors. Their function is to: establish appropriate competencies for Board positions; seek out and encourage qualified candidates; present written notification of the nomination slate of the Board of Directors to the membership no less than thirty days prior to the date of the election. The Nominating Committee shall oversee the election process and appoint an Election Committee composed of non-voting AFMRD associate members to oversee the ballot count process.
- B. Voting Procedures

1. Only AFMRD residency director members whose dues are paid in full or their officially designated proxy are eligible to vote in elections.
 2. The slate of nominees suggested by the Nominating Committee will be presented in electronic ballot form.
 3. The election will be decided by a simple plurality vote.
 4. In the event of a tie, a run-off vote for that position will occur.
- C. Election
1. Prior to elections, all nominees shall have the privilege of speaking to the membership by pre-recorded video. The videos will be distributed to the membership with the election ballot.
 2. Each nominee will be given equal time for their speech.
 3. The nominee speeches shall be randomly ordered for each election.
- D. Post-Election Transition
1. The President-Elect shall deliver a brief speech at the annual meeting.
 2. The official transfer of office for Officers and Board Members shall take place at the conclusion of the next annual meeting following the election.