



# NCSM Rules of Order

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National Conference of Family Medicine Residents and Medical Students – Kansas City, MO

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# NATIONAL CONGRESS OF STUDENT MEMBERS

## RULES OF ORDER

### I. GOALS OF THE NATIONAL CONGRESS OF STUDENT MEMBERS (NCSM)

- A. To elect a nominee for Student Member of the American Academy of Family Physicians (AAFP) Board of Directors.
- B. To elect a Chair for planning and leading the next NCSM, as well as serving as a representative to the Commission on Education (COE) and its subcommittees.
- C. To elect national representatives to serve as the spokespersons of medical students to the AAFP Congress of Delegates and to serve as representatives to the Commission on Education (COE) and its subcommittees.
- D. To promote/advertise the availability of student leadership positions on AAFP commissions and other national family medicine leadership positions.
- E. To further define goals and objectives of the NCSM and discuss how the quality of undergraduate medical education can be assured and supported.
- F. To become a voice of professional advocacy for better patient care.
- G. To engage students around health care issues and then share insights with the AAFP leadership.
- H. To encourage medical schools to recognize the value of family medicine.
- I. To encourage student participation at the state and local levels.
- J. To encourage student membership in the AAFP.
- K. To encourage more students to choose careers in family medicine.
- L. To foster and support Family Medicine Interest Groups and encourage their participation in constituent chapter activities.
- M. To attempt to increase interest in family medicine educational or scientific research.

## II. NCSM BUSINESS PROCEDURES

- A. The business of the NCSM shall be conducted annually.
  1. Attendance
    - a. Any medical student may attend this meeting and participate in its activities.
    - b. For purposes of these Rules of Order and the COE Resident and Student Leadership Screening Subcommittee, the term “student” shall mean any student enrolled in a Liaison Committee on Medical Education (LCME)-accredited medical school, or an American Osteopathic Association (AOA)-approved college of osteopathic medicine, or a medical school listed in the current edition of the World Directory of Medical Schools, and in good standing.
- B. The Chair shall preside over the business sessions with assistance at their discretion. The ***American Institute of Parliamentarians Standard Code of Parliamentary Procedure***, current edition, shall govern all proceedings of the NCSM, except when in conflict with the AAFP Bylaws, the NCSM Governing Principles or specific provisions of these Rules of Order.
- C. The first order of business shall be the adoption of the Rules of Order. These rules shall become effective upon initial approval. A two-thirds vote shall be required to amend the rules.
- D. All NCSM attendees may have the privilege of the floor and engage in debate after being recognized according to standard parliamentary procedure as set forth in the ***American Institute of Parliamentarians Standard Code of Parliamentary Procedure***, current edition.
- 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 Chair or by majority vote of the Congress.
- F. Debate on a single issue shall be limited to two minutes per speaker and no more than 15 minutes overall debate, except by permission of the Chair or by majority vote of the NCSM, provided both sides have been represented in the debate.
- G. Only NCSM attendees who are student members of the AAFP in good standing are eligible to vote in the business sessions.
- H. Amending motions on the floor of the NCSC is limited to primary amendments only.
- I. 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 Standard Code of Parliamentary Procedure***, current edition.  
All motions require a second.

- J. Reference committees shall be appointed by the NCSM Chair to facilitate the work of the Congress. These committees shall operate according to the document on "Powers and Duties of Reference Committees."
- K. The following types of resolutions may be considered by the NCSM:
  - 1. Resolutions to the NCSM must be reviewed by a reference committee appointed by the Chair. Resolutions must be presented in writing or electronically, using a standardized process established by the AAFP and published in advance. Resolutions will be referred to a reference committee only after each of the individual(s) authoring the resolution is confirmed as registered to attend the National Conference and have completed an acknowledgement that they will be physically present during the reference committee to provide testimony. The EVP/CEO will recommend a disposition of all resolutions adopted or adopted with modification to the AAFP Board Chair for final disposition.
  - 2. Late Resolutions: Any resolution proposed from the floor of the final Business Session, having not first been discussed in a reference committee, or any resolution submitted to the Chair after the published deadline, will be deemed late.
    - a. In order to be introduced to the Congress, a late resolution must:
      - 1. Be submitted in writing to the Chair in duplicate.
      - 2. Have obtained a two-thirds vote for discussion by the Congress in order to be brought to the floor.
    - b. Late resolutions shall be considered in the order determined by the Chair.
- L. Voting shall be by voice, that is, by "aye" and "no" except where the Chair or an attendee calls for a division of the assembly, in which case a standing, hand or written vote shall be taken.
- M. With the exception of elections as outlined in the election procedures, all student members of the AAFP in good standing may vote on all matters considered by the NCSM.
- N. In the case of elections, only one registered delegate from each AAFP constituent chapter and one delegate designated by the Minority Issues Discussion Group may vote, as outlined in the election procedures.
- O. The NCSM Chair shall recruit student members in good standing of the AAFP to serve in volunteer leadership roles during the conference/congress, including a business session assistant, parliamentarian and discussion group facilitators.

P. Parliamentary Procedure

1. A majority of the delegates registered for the NCSM shall constitute a quorum for conducting business other than an election at any meeting of the National Congress of Student Members.

**III. RULES OF ELECTION**

**A. Election Committee**

1. Chair

- a. The Chair of the Election Committee shall be appointed by the NCSM Chair and shall be in charge of said Committee. The Election Committee Chair shall accept and record nominations, review eligibility criteria, oversee the elections, and supervise members of the Election Committee.
- b. The Election Committee Chair may request other members of the NCSM to assist in completion of the functions of the Election Committee.

2. Election Committee Functions

- a. The Committee shall conduct the following election held in conjunction with the NCSM:
  1. One student nominee for the AAFP Board of Directors;
  2. One NCSM Chair;
  3. Two Alternate Delegates to the American Academy of Family Physicians' Congress of Delegates who will serve as delegates the following year;
  4. National Family Medicine Interest Group (FMIG) Coordinator;
  5. One student nominee for the Society of Teachers of Family Medicine (STFM) Board of Directors;
  6. One student nominee for the American Academy of Family Physicians Foundation Board of Trustees.
- b. The Election Committee shall:
  1. Obtain the names of the registered delegates prior to initiation of balloting on election day;

2. Distribute, collect and tally ballots cast by the delegates, giving results to the NCSM Chair for announcement.

**B. Voting Delegates**

1. Only Congress members who meet the following criteria are eligible to vote in elections:
  - a. A student member of the AAFP in good standing;
  - b. A registered delegate representing a constituent chapter or the Minority Issues Discussion Group to the NCSM.

**C. Voting Procedures**

**1. Nominations**

- a. The Election Chair shall call for nominations for AAFP Student Board Member, NCSM Chair, Alternate Delegates to the AAFP Congress of Delegates, National FMIG Coordinator, Society of Teachers of Family Medicine Board of Directors, and American Academy of Family Physicians Foundation Board of Trustees. The Election Chair shall call for these nominations at each business session prior to the final session when elections are held.
- b. All nominations must be seconded.
- c. All nominees:
  1. Must be a student member of the AAFP in good standing.
  2. Must submit a completed application form, letter of interest and curriculum vitae prior to the elections.
  3. Must submit a completed AAFP constituent chapter support form within one week following the NCSM.
  4. Must submit the appropriate form from the medical school dean affirming that the student is in good standing and that the student has communicated information about the requirements of the position within one week, following the NCSM.
- d. Nominees for the position of Student Member of the AAFP Board of Directors must have at least one year of experience in an AAFP position at the national level (specifically, Chair of National Conference, Delegate to the AAFP Congress of Delegates, AAFP Commission member, FMIG Network National Coordinator) or national family medicine board experience as a medical student (member of the Society of Teachers of Family Medicine Board of

Directors or the American Academy of Family Physicians Foundation Board of Trustees).

- e. Nominees for the position of Student Member of the AAFP Board of Directors must have the additional qualification of being in their final year of medical school at the time of election.
- f. Nominees for the position of NCSM Chair must have at least one year of experience in an AAFP position at the national level (specifically, Delegate to the AAFP Congress of Delegates, AAFP Commission member, FMIG Network National Coordinator) or national family medicine board experience (member of the Society of Teachers of Family Medicine Board of Directors or the American Academy of Family Physicians Foundation Board of Trustees) or must have served as an AAFP delegate to the American Medical Association Medical Student Section, AAFP Student Liaison to the Student National Medical Association, AAFP Student Liaison to the Latino Medical Student Association, or FMIG Network Regional Coordinator and have one year prior experience attending the National Conference of Family Medicine Residents and Medical Students.
- g. Per the AAFP Bylaws, Student, Resident and New Physician Board Members shall not be eligible to be re-elected to the Board of Directors in the same capacity. In addition, an individual who has served as the Student, Resident or New Physician Member of the Board of Directors shall not be eligible to serve as a Board Member in either of the other two classes of members.
- h. Delegates to the AAFP Congress of Delegates shall not succeed themselves.
- i. As the first order of business at the Candidates' Forum, an opportunity shall be provided to nominate candidates for any NCSM elected position. Thereafter, no new names may be placed in nomination.

## **2. Elections**

- a. On the day of elections, all nominees shall have the privilege of speaking before the Congress during the Candidates' Forum.
- b. The Election Chair shall determine how the allotted time for speeches is to be equally distributed among the nominees for each position.
- c. The nominees shall draw for the order in which they shall speak for each election.

- d. Following the speeches, the candidates for the AAFP Student Board Member, NCSM Chair, and the Alternate Delegates to the AAFP Congress of Delegates, if opposed, shall participate in a question-and-answer session, the length to be determined by the NCSM Chair and the Moderator of the Candidates' Forum. If time permits, candidates for National FMIG Coordinator, Society of Teachers of Family Medicine Board of Directors, and American Academy of Family Physicians Foundation Board of Trustees may also participate in the question-and-answer session.
- e. No ballot shall be counted in any election if it contains more votes or fewer votes than were instructed to be cast or if it contains more than one vote for the same candidate.

**3. Nomination of Student Member of the AAFP Board of Directors**

- a. This shall be the first election called.
- b. The NCSM will select one nominee to serve a one-year term as Student Member of the AAFP Board of Directors. Pursuant to the Bylaws of the AAFP, that candidate's name shall be presented to the AAFP Congress of Delegates for ratification. If the Congress of Delegates fails to ratify the candidate, the AAFP Board of Directors shall select the Student Board Member.
- c. The NCSM nominee for Student Board Member shall be elected by majority vote of those present and voting.
- d. In the event there is only one candidate, the Chair shall declare that candidate the nominee for the office.
- e. The term of office of the Student Board Member shall begin at the conclusion of the annual meeting of the Congress of Delegates and expire at the conclusion of the next annual meeting of the Congress of Delegates.

**4. Election Procedures for NCSM Chair**

- a. This shall be the second election called.
- b. The NCSM Chair shall be elected by majority vote of those present and voting
- c. In the event there is only one nominee, the Chair shall declare that candidate elected to the office.
- d. This term of office shall begin at the conclusion of the current NCSM and proceed until the adjournment of the following NCSM.



**5. Election Procedures for Delegates to the AAFP Congress of Delegates**

- a. This shall be the third election called.
- b. Annually, the NCSM shall elect two alternate delegates to the AAFP Congress of Delegates. At the meeting of the AAFP Congress of Delegates immediately following their election, these two individuals shall serve as alternate delegates. At the conclusion of that annual meeting, they shall assume the position of the AAFP delegates and will continue in that position until their term expires at the conclusion of the next AAFP Congress of Delegates.
- c. The two alternate delegates shall be elected by majority vote of those eligible, present, and voting. Any two candidates who receive a majority of the votes cast shall be elected.
- d. In the event there are only two nominees, the Chair shall declare these candidates elected to office.

**6. Election Procedure for National Family Medicine Interest Group (FMIG) Coordinator**

- a. This shall be the fourth election called.
- b. The NCSM nominee for National FMIG Coordinator shall be elected by majority vote of those present and voting
- c. In the event there is only one nominee, the Chair shall declare that candidate elected to the office.
- d. This term of office shall begin at the conclusion of the current NCSM and proceed until the adjournment of the following NCSM.

**7. Nominating Procedure for the Position of Student Member of the Society of Teachers of Family Medicine (STFM) Board of Directors**

- a. This shall be the fifth election called.
- b. The NCSM nominee for Student Representative to the STFM Board of Directors shall be elected by majority vote of those present and voting.
- c. In the event there is only one candidate, the Chair shall declare that candidate the nominee for the office.
- d. The STFM reserves the right to make final determination of its appointee and is not required to appoint the nominee from NCSM.

- e. The term of office shall begin at the conclusion of the current NCSM and proceed until the adjournment of the following NCSM. the elected student will serve a one-year term with option of a second term at the invitation of the STFM. If an elected officer is invited to serve a second term, the NCSM will not elect a nominee in that year.

**8. Nominating Procedure for the Position of Representative to the American Academy of Family Physicians Foundation Board of Trustees**

- a. This shall be the sixth election called.
- b. The NCSM nominee for Student Member of the American Academy of Family Physicians Foundation Board of Trustees shall be elected by majority vote of those present and voting.
- c. In the event there is only one candidate, the Chair shall declare that candidate the nominee for the office.
- d. The American Academy of Family Physicians Foundation Board of Trustees reserves the right to make final determination of its appointee and is not required to appoint the nominee from NCSM.
- e. The term of office shall begin at the conclusion of the current NCSM and proceed until the adjournment of the following NCSM.. The elected student will serve a one-year term with option of a second term at the invitation of the American Academy of Family Physicians Foundation. If an elected officer is invited to serve a second term, the NCSM will not elect a nominee in that year.