



Group on Resident Affairs (GRA) Rules and Regulations

I. Name

The name of the organization will be the Group on Resident Affairs (GRA) of the Association of American Medical Colleges (AAMC).

II. Purpose

The GRA represents the institutional leaders of graduate medical education (GME) who oversee GME quality, accreditation, administration and financing in their AAMC member medical schools and teaching hospitals. The GRA's leadership course and educational programs serve as a resource to improve the quality of resident education and strengthen institutional responsibility for GME.

The GRA leads discussion and dissemination of effective:

- GME institutional policies and practices;
- GME content and program improvement activities spanning all disciplines;
- Approaches to meeting or exceeding ACGME institutional requirements and common program requirements;
- Professional and career development of institutional GME leaders, program directors and educators;
- GME administration, planning, and operation;
- Integration of GME and patient care delivery;
- Advocacy for GME resources;
- GME budgeting and financial management; and
- Responses to public policies affecting GME.

Through interactions with the Council of Deans, Council of Teaching Hospitals, Council of Academic Societies, Organization of Resident Representatives, and Organization of Student Representatives, and with other AAMC professional development groups, the GRA advises the AAMC on matters of policy relating to the GRA's interest and expertise. The Group on occasion makes recommendations to the AAMC governance for consideration.

III. Membership

A. Voting Members

1. Voting members of the GRA will be appointed by deans of LCME-accredited medical schools, chief executive officers of COTH-member hospitals and health systems, and chief executive officers of members of the Council of Academic Societies as described below.
2. The dean of each LCME accredited medical school will be invited to appoint one GRA member, who should be a senior individual at the medical school responsible for oversight of the medical school's GME programs and/or those at

the school's primary affiliated teaching hospitals. The member will serve at the pleasure of the dean. Each appointed medical school member will have one vote.

3. The chief executive officer (CEO) of each member of the Council of Teaching Hospitals and Health Systems (COTH) will be invited to appoint one GRA member, who should be a senior individual at the teaching hospital or health system responsible for oversight of the institution's GME programs. The representative will serve at the pleasure of the CEO. Each appointed member from a teaching hospital or health system will have one vote.
4. Medical schools and academic medical center teaching hospitals that jointly administer GME programs may opt to appoint a joint representative. The joint representative will have one vote.
5. The president of each Council of Academic Societies (CAS) clinical sciences member will be invited to appoint one representative, who should be an individual with GME responsibilities. The representative will serve at the pleasure of the CAS member society. Each appointed representative from a CAS member society will have one vote.

B. Non-Voting Members

1. Each appointed GRA member may designate one associate member from his or her school, hospital, health system or academic society. The associate member should be a person with significant responsibility for graduate medical education in the institution. An appointed GRA member representing two AAMC member organizations may designate one associate member from each.
2. Associate members will be non-voting.

IV. Officers

- A. The Group on Resident Affairs' officers will include a Chair, a Chair-Elect and an Immediate Past Chair. Candidates for the position of Chair-Elect must be voting members.
- B. The term of office for each officer is one year. Officers generally serve three years, progressing through the offices of Chair-Elect (one year); Chair (one year); and Immediate Past Chair (one year).
- C. An Executive Secretary shall be an AAMC staff member appointed by the AAMC President. The Executive Secretary shall coordinate the provision of appropriate staff support and participate in the direction of the Group.
- D. Contact with major related organizations outside the Group shall be coordinated by the Group Executive Secretary.
- E. An officer who is no longer employed by the appointing medical school or teaching hospital may complete an elected term only if he or she continues employment with an AAMC member medical school, teaching hospital, or academic society.

V. Committees

- A. Steering Committee

1. A Steering Committee shall manage the affairs of the Group.
2. The GRA Steering Committee will include the three officers, nine members-at-large elected by the membership, and the Group Executive Secretary. Members-at-large will serve three-year terms. Candidates for member-at-large of the steering committee must be appointed to the Group by a medical school dean, hospital or health system CEO, or president of an academic society.
3. Additional, non-voting members of the Steering Committee may be appointed by the Chair for the purpose of creating liaison with other AAMC constituent groups or outside organizations with a strong interest in graduate medical education or providing expertise or points of view not available from the regular membership.
4. A Steering Committee member who no longer is employed by the appointing medical school or teaching hospital may complete an elected term on the Steering Committee only if he or she continues employment with an AAMC member medical school, teaching hospital, or academic society.

B. Nominating Committee

1. A Nominating Committee, appointed each year by the Steering Committee Chair, shall be chaired by the Immediate Past Chair. It shall make nominations for the Chair-Elect and other open positions, and such nominations shall be publicized in advance to the membership. Members, providing the consent of the nominee has been received, may make additional nominations from the floor, unless the election is by electronic ballot, in which case, additional nominations must be made at least 30 days before for the election is held.
2. The Nominating Committee will recommend to the Steering Committee any replacement Officer or Officer-Elect, if the previously elected person is unable to serve. The Steering Committee will then make such replacement appointment effective until the next Group election.

C. Other Committees

1. Other Standing or Ad hoc Committees of the Group on Resident Affairs may be authorized by vote of the Steering Committee.
2. Appointments to Committees shall be made by the GRA Chair with the approval of the Steering Committee.
3. Committee Chairs shall be appointed by the GRA Chair.
4. The Standing Committees and their functions shall be reviewed periodically by the Steering Committee; those committees no longer needed may be dissolved.

VI. Meetings and Quorums

- A. Meetings of the Group on Resident Affairs may be designated as open or closed. Attendance at closed meetings is limited to members and persons specifically invited.
- B. A business meeting of the Group membership shall be held at least annually.
- C. The Steering Committee shall meet in person or by teleconference with enough frequency to lead the group's activities. Fifty percent of the Steering Committee will constitute a

quorum.

- D. Fifty percent of the voting members attending a regularly scheduled meeting or conference that includes a business meeting shall constitute a quorum at the Group's business meeting.
- E. Formal actions may be taken and elections held at meetings of the membership or the Steering Committee at which a quorum is present. At such meetings, decisions will be made by majority vote of those qualified to vote, or in the case of the Steering Committee by majority vote or by consensus. Actions and elections may be held by electronic ballot using tools suitable for this purpose provided by AAMC. In each such case, the forwarding communication shall specify the date and time when the balloting shall close. Where actions or elections are taken by electronic ballot, the decision will be determined by a majority of votes cast within the specified timeframe.
- F. In the conduct of meetings, the order of business shall be under the direction of the Chair who shall make all parliamentary decisions. Such decisions may be reversed by two-thirds majority of the voting members present and voting.

VII. Amendments

Subject to the approval of the AAMC Board of Directors, these Rules and Regulations may be amended or repealed and new Rules and Regulations may be adopted with prior notice and a two-thirds vote of the voting members present at any regular meeting of the Group or by two-thirds of members voting electronically.