

Government Relations Representatives Rules and Regulations

I. Name

The name of the organization shall be the “Government Relations Representatives, of the Association of American Medical Colleges (AAMC)” herein after referred to as the GRR.

II. Purpose

The purpose of the GRR is to advance the practice of non-partisan advocacy for academic medicine by providing a forum for federal relations staff in medical schools, teaching hospitals, and academic societies to consult with AAMC staff on evolving federal legislative and regulatory issues, to enhance their professional development through developing skills and knowledge, and to facilitate the direct interaction between the AAMC staff, Board, Councils, and other Professional Development Groups and the institutional and societal representatives charged with federal relations responsibilities.

III. Membership

The GRR membership shall consist of persons appointed by the deans of medical school members, including provisional members; the chief executives of Council of Teaching Hospital Members; or the chief executives of Council of Academic Society members of the Association of American Medical Colleges, and employed at the AAMC member institution or society, who are responsible for federal government relations at their respective institutions or societies. The appointed GRR member(s) shall serve at the pleasure of the respective dean, hospital chief executive or academic society chief executive. Each school, hospital, and academic society shall be entitled to one vote, irrespective of the number of persons appointed to the GRR.

IV. Officers

The officers of the GRR shall include a Chairperson, a Chairperson-Elect, an Immediate Past Chairperson and Executive Secretary.

The Chairperson-Elect shall be elected by the GRR membership.

The terms of the Chairperson and Chairperson-Elect shall be for one year and shall commence on January 1. The Chairperson may not serve consecutive terms as Chairperson. However, in the event the Chairperson is unable to complete his or her term, the Chairperson-Elect shall serve as Chairperson for the remainder of the current term and the subsequent term.

The 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 assist in the general direction of the GRR.

Contact on behalf of the GRR with major related organizations outside the GRR shall be coordinated with the GRR Executive Secretary.

V. Committees

A. The Steering Committee. The GRR Steering Committee shall be composed of:

The Chairperson, the Chairperson-Elect, and the Immediate Past Chairperson and 12 additional members as described below.

Steering Committee Members shall serve a three-year term of office. Steering Committee Members shall be selected so there is a balance between representatives appointed to the GRR by medical school deans and representatives appointed by teaching hospital chief executives.

Steering Committee Members shall be elected by the GRR membership.

The Executive Secretary shall serve as an ex-officio member of the GRR Steering Committee.

The GRR Steering Committee shall manage the affairs of the GRR including but not limited to providing a forum for regular updates outside of the GRR meetings on evolving federal legislative and regulatory issues; planning for and evaluating GRR meetings; planning events and programs as needed for the AAMC Annual Meeting; holding a GRR steering committee retreat as necessary.

A Steering Committee member who is no longer employed by the appointing medical school dean, hospital chief executive officer, or academic society chief executive officer may complete an elected term on the Steering Committee only if he or she continues employment at an AAMC member medical school, academic society or teaching hospital and continues to be designated as a GRR for that institution or society.

B. A Nominating Committee, appointed each year by the Steering Committee, shall be chaired by the Chairperson-Elect. It shall make nominations for the Chairperson-Elect and other open positions, and such nominations shall be publicized in advance to the GRR membership. GRR members, providing the consent of the nominee has been received, may make additional nominations by electronic ballot; additional nominations must be made at least 30 days before the GRR Steering Committee vote is held. The Nominating Committee will recommend to the Steering Committee for approval its slate of officers and open Steering Committee positions for the following year. The Steering Committee will take the approved slate of officers and open Steering Committee positions to the GRR membership at its annual meeting for election.

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 at the next regularly scheduled Steering Committee meeting and these will remain effective until the next GRR election.

C. Other Standing or Ad hoc GRR Committees may be authorized by vote of the GRR Steering Committee.

Appointment to Committees shall be made by the GRR Chairperson with the approval of the Steering Committee.

Committee Chairpersons shall be appointed by the GRR Chairperson.

The Standing Committees and their functions shall be reviewed periodically by the Steering Committee. Those committees no longer needed may be dissolved upon recommendation of the Steering Committee.

Descriptions of the purpose and functions of each GRR committee shall be appended to the Rules and Regulations. The committee description shall not be considered an official part of the Rules and Regulations. Major changes in the committee descriptions shall be made only by or with the approval of the GRR Steering Committee.

VI. Meetings and Quorums

A business meeting of the GRR membership shall be held at least annually.

The Steering Committee shall meet in person or by conference call in conjunction with the regular meetings of the membership. Conference calls or electronic communication may be used to conduct business of the Steering Committee and may be used, when practical, in place of other regular meetings. Fifty percent of the Steering Committee will constitute a quorum.

Fifty percent of the voting members attending a regularly scheduled meeting or conference that includes a business meeting shall constitute a quorum at the GRR's business meeting.

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.

In the conduct of meetings, the order of business shall be under the direction of the Chairperson 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 by a two-thirds vote of the voting members present at any regular meeting of the GRR for which prior written notice of the proposed changes has been given.

Appendices

- A. Committees, names and duties
- B. Dates of Adoption and Amendment of the Rules and Regulations