

**Summary – AMA Compliance Requirements and Follow-up RF
Governance Oversight Group**

Requirement	Follow-up
<p>Reporting to/attendance at RF meetings:</p> <ul style="list-style-type: none"> Each section and region within a zone is required to submit a delegate's report to each regular RF meeting (AMA policy) Sections and regions/zones are required to send the requisite number of delegates to attend each regular RF meeting (AMA Bylaws) 	<p>Failure to submit a delegate's report and/or failure to attend RF will result in the following:</p> <ul style="list-style-type: none"> First meeting/report missed – an email from the GOG chair to the section or ZMSA president providing information and seeking clarification Second meeting/report missed – a telephone call from the GOG chair to the section or ZMSA president Third meeting/report missed – referral to GOG for assessment and action*
<p>Section updates and minutes:</p> <ul style="list-style-type: none"> Sections are required to advise the AMA of their executive membership (AMA Bylaws) Sections are required to provide copies of their minutes to the AMA (section bylaws, AMA Bylaws) 	<p>Failure to provide information on the section executive or to provide section minutes within the last sixteen months will result in the following:</p> <ul style="list-style-type: none"> An email from the GOG chair, copied to section executive members, providing information and seeking clarification One month later – if no response/resolution, a telephone call to the section president from the AMA president or CEO One month later – if not resolved, referral to GOG for assessment and action*
<p>Hold a section annual meeting</p> <ul style="list-style-type: none"> Sections are required to hold an annual meeting (section bylaws, AMA policy) 	<p>Refer to section updates and minutes, above. If it is determined that no annual meeting has been held within the last 16 months and that no annual meeting is planned, the issue would be referred to GOG for assessment and action*</p>
<p>Section bylaws compliant with AMA requirements</p> <ul style="list-style-type: none"> Sections must approve bylaws compliant with AMA requirements (AMA policy) 	<ul style="list-style-type: none"> All existing section bylaws are in compliance. New sections will have six months to finalize and approve bylaws and provide information on section members After six months – a letter from the GOG chair to the section applicant/president One month later – if no response/resolution, a telephone call from to the section president from the AMA president or CEO One month later – if not resolved, referral to GOG for assessment and action*

***After assessment, actions available to GOG include:**

- Notify all section members of non-compliance
- Withhold the section grant money, using those funds to help the section comply with AMA requirements (e.g., legal advice on bylaws, administrative support to hold an annual or special meeting, etc.)
- Where a section has not held its annual meeting, or has not completed a governance requirement outlined in the section bylaws, the AMA would call a special meeting to address the specific deficiency of governance, e.g., failure to hold an annual meeting, failure to approve suitable bylaws, failure to hold elections, etc. Specific criteria and rules would be developed to apply to this meeting.
- Where a section is dealing with a very contentious issue, the AMA would support the section by calling a special meeting of the section to address the issue, using a facilitator or mediator to help resolve the issue. Specific criteria and rules would be developed to apply to this meeting.

Removal of voting privileges or section status would be applied only at the discretion and will of RF itself.