TEXAS MEDICAL ASSOCIATION
LGBTQ HEALTH SECTION OPERATING PROCEDURES

1.10 **NAME.** The name of the organization shall be LGBTQ Health Section (LGBTQ HS) of the Texas Medical Association (TMA).

2.10 **PURPOSE.** The purpose of the LGBTQ HS is to address important issues of interest to LGBTQ medical students, residents and fellows, physicians, and patients through LGBTQ HS member participation in TMA activities and through representation in the TMA House of Delegates.

3.10 **MEMBERSHIP.** The membership shall consist of any TMA medical students, residents and fellows, and physicians who request to join the section.

4.10 **EXECUTIVE COUNCIL.** An executive council of the LGBTQ HS shall direct the section’s programs and activities.

4.11 **COMPOSITION.** The section’s chair, chair-elect, secretary, delegate and alternate delegate to TMA, and medical student representative shall compose the Executive Council. Should a member of the Executive Council cease to be a LGBTQ HS member for any reason at any time prior to the expiration of the term for which the member was elected, the term of such member shall terminate and the position shall be declared vacant. Except as set forth in 6.12, members of the Executive Council shall not serve for consecutive terms in the same position.

4.12 **ELECTION.** Elections shall be held at the section’s annual meeting unless otherwise specified. Except as set forth under 7.10, any LGBTQ HS physician member shall be eligible for election to the Executive Council. Approval by a simple majority of the physician member votes cast, via ballot in person, via email, or by other reliable electronic means, shall be required to elect members of the Executive Council. Vacancies shall be handled by the procedure set forth in 5.13.

4.13 **ASSUMPTION OF OFFICE.** All members of the Executive Council shall assume office at the conclusion of the section’s annual meeting.

4.14 **MEETINGS.** The Executive Council should meet at least once annually, and then as needed between meetings to direct section business.

4.15 **ATTENDANCE.** If any member fails to attend two consecutive section meetings, the office can be declared vacant and may be filled by appointment of the Executive Council until the next regularly scheduled section meeting, at which time an election for the vacancy will occur.

5.10 **CHAIR, CHAIR-ELECT, SECRETARY, IMMEDIATE PAST CHAIR.**

5.11 **DUTIES.** The chair shall preside at all section and Executive Council meetings. The chair-elect shall assist the chair and preside at meetings in the absence of the chair or at the chair’s request. The secretary shall cause a record to be made of the proceedings of the meetings of the LGBTQ HS and Executive Council. The immediate past chair shall participate in section Executive Council meetings and advise the chair. In the event of an impasse on vote by the Executive Council, the immediate past chair shall cast a vote to resolve.
For the first Executive Council elected under these operating procedures, the chair-elect of the prior interim Executive Council shall serve as chair. The interim chair shall serve as the immediate past chair. This provision will expire at the conclusion of the first Executive Council’s term and be removed from these operating procedures. This amendment will not require approval by the TMA House of Delegates to become effective.

5.12 **TERM.** Term of office shall be one year. The chair-elect shall be elevated to the office of chair, and the chair shall serve as immediate past chair. The Chair, Chair-Elect, and Secretary shall be elected at the section’s annual meeting.

5.13 **VACANCY.** In the event of a vacancy in the position of chair, the chair-elect shall serve as chair and an election shall be held to elect a new chair-elect at the next section meeting. In the event of a vacancy in the office of chair-elect, secretary, or medical student representative, an election shall be held to fill the position at the next section meeting. In the event of a vacancy in the position of TMA delegate or alternate, the chair shall appoint a temporary replacement until the vacant position is filled by election at the next section meeting. The terms of these succeeded, elected, or appointed positions shall fulfill the unexpired terms of the officers replaced.

6.10 **DELEGATE AND ALTERNATE DELEGATE TO TMA HOUSE OF DELEGATES.**

6.11 **DUTIES.** The delegate and alternate delegate shall represent the section in the TMA House of Delegates.

6.12 **TERM.** The term of delegate and alternate delegate shall be two years. Tenure shall not exceed two consecutive terms, except that election to or assumption of an unexpired term shall not be regarded as tenure in office. Delegates and alternate delegates shall be elected at the section’s annual meeting.

For the first Executive Council elected under these operating procedures, the delegate and alternate delegate of the prior interim Executive Council shall continue to serve in those positions for a second year. This provision will expire at the conclusion of the first Executive Council’s term and be removed from these operating procedures. This amendment will not require approval by the TMA House of Delegates to become effective.

6.13 **QUALIFICATION.** Any LGBTQ HS member in good standing may be elected to serve as a delegate or alternate delegate from the section.

7.10 **MEDICAL STUDENT REPRESENTATIVE**

7.11 **DUTIES.** The medical student representative shall represent the LGBTQ HS medical student members and have voting rights on the Executive Council.

7.12 **TERM.** The term of the medical student representative shall be one year. Tenure shall not exceed one term, except that election to an unexpired term shall not be regarded as tenure in office.
7.13 **QUALIFICATION.** Any LGBTQ HS medical student member who will not graduate from medical school before or during the term of office shall be eligible for election to the medical student representative position.

7.14 **ELECTION.** Election of the medical student representative shall be held at the section’s annual meeting. Approval by a simple majority of the LGBTQ medical student member votes cast, via ballot in person, via email, or by other reliable electronic means, shall be required to elect the medical student representative. Vacancies shall be handled by the procedure set forth in 5.13.

8.10 **MEETINGS.** The section shall meet upon call of its chair, at least once a year. A meeting may be held in-person, by telephone conference or similar means by which all meeting participants can hear each other; or by other electronic communications system, including videoconferencing technology.

A section member vote on any matter may be conducted by mail, by facsimile transmission, by electronic message, reliable electronic means, or by a combination of these methods. Action may be taken without a meeting if a signed written consent stating the action to be taken is received from a majority of voting members.

9.10 **VOTING AND VOICE.** Any section member may attend, introduce resolutions or reports, debate issues, and, except as set forth in 4.12, vote in elections. At the discretion of the chair, other TMA members may be permitted voice at section meetings. County medical societies are encouraged to send representatives to each meeting.

10.10 **QUORUM.** A simple majority of Executive Council members must be present for the Executive Council or the LGBTQ HS to conduct business.

11.10 **RULES OF ORDER.** The deliberations of the section shall be governed by the TMA House of Delegates rules of order.

12.10 **NOTICE OF MEETINGS.** Notice of the meetings shall be provided to section members at least 30 days prior to the meetings. Any business, reports, or resolutions the section is to consider must be submitted in writing to the Executive Council at least 14 days prior to the meeting. Late reports and resolutions must be submitted to the Executive Council for consideration. All such reports and resolutions so presented shall require a two-thirds affirmative vote to be accepted as business to be acted upon by the section.

13.10 **AMENDMENTS.** These operating procedures may be amended by a two-thirds vote of the members present and voting at a section meeting. As provided in TMA Bylaws, amendments must be approved by the TMA House of Delegates to become effective.