



# Standard Operating Procedures for OAFP Committees, Workgroups, and Resource Teams

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## Definitions

Committees, workgroups, taskforces, and resource teams are defined as such:

- Standing committees are required to exist in order for the organization's structure to be compliant with its bylaws. These standing committees are currently Bylaws Committee, Executive Committee, Finance & Audit Committee, and Nominating Committee.
- Non-standing committees focus on issues that require ongoing attention.
- Workgroups have a singular focus but reoccur on an annual basis.
- Taskforces address more specific issues/programs and are disbanded once they've achieved their goal.
- Resource teams are a group of members who agree to serve as a collaborative of experts that are mobilized virtually to respond to a specific issue, question, or concern.

## Strategic Pillars

### Advocacy | Communication | Education | Leadership

Purpose: All of the OAFP's strategic priorities stand on these four foundational pillars which are designed to empower members to thrive and be recognized for their value; champion population health and health equity; cultivate member engagement, advance knowledge, and professional satisfaction; and to support Ohio's family medicine workforce. The OAFP's volunteer committee/workgroup/taskforce structure aligns with one of the four strategic pillars to ensure the OAFP's strategic goals and objectives are appropriately addressed.

## Advocacy Pillar

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The president will appoint a member of the Executive Committee to serve as the Advocacy Pillar **liaison (typically the treasurer)**. That Executive Committee member will serve as the communication link between the Practice Resource Team and the Public Policy Workgroup to the OAFP Board of Directors

## Practice Resource Team

**Powers and Duties of the Practice Resource Team:** *(As defined by the OAFP Bylaws):*

None.

### **Membership:**

The Practice Resource Team consists of physicians who volunteer to respond virtually to practice issues, questions, and concerns raised by OAFP members. Appointments to the Practice Resource Team are made by the president with the approval of the Board of Directors for one-year terms and should include those with special expertise and/or interest in practice issues.

The president also serves as an ex officio member of the resource team.

### **Meetings:**

The Practice Resource Team typically contributes feedback virtually but can meet by conference call or in-person if a specific need to do so arises.

### **Responsibilities:**

The Practice Resource Team responds virtually to practice questions, concerns, and issues posed by OAFP members. They will fulfill any charge given to them by the board relative to the Academy's mission and/or strategic plan.

## Public Policy Workgroup

**Powers and Duties of the Public Policy Workgroup:** (As defined by the OAFP Bylaws):  
None.

### Membership:

Committee appointments are made by the president in consultation with the Board of Directors for one-year terms. Those appointed to serve should be physicians who are interested in public policy and the political process. Given the diversity of issues with which the committee deals, it is especially important that physicians of diverse background makeup the membership of this committee. The committee should include physicians in academic settings, differing practice situations, physicians practicing in both rural and urban settings, family medicine residents, and medical students.

The committee chair is appointed for a one-year term annually by the president with the consent of the Board of Directors. The committee shall also have at least one vice chair (appointed by the president in consultation with the Board of Directors) who is groomed to later serve as chair.

The president also serves as an ex officio member of the committee.

### Meetings:

The committee will meet monthly during the legislative session or as dictated by the state and national political climate. The committee meets at the call of the chair and will typically meet in a virtual format.

### Responsibilities:

Public Policy Workgroup coordinates the OAFP's legislative activity and monitors state legislation; state regulatory Board actions (state Medical Board and Pharmacy Board), among others. The Public Policy Workgroup links to the work of the AAFP's Washington, DC, office through the AAFP Commission on Governmental Advocacy and staff. The Public Policy Workgroup also collaborates with the Ohio Coalition of Primary Care Physicians on joint advocacy efforts of the state's primary care physician organizations.

1. During the legislative session, the OAFP's Advocacy Team, which is comprised of the OAFP's Advocacy Coordinator and our contract lobbyist, will meet as needed during the legislative session to discuss pending legislation and to determine if bills fall within the Academy's interest areas as outlined in our mission, vision, and strategic plan.

Legislative focus specified by the current strategic plans focuses on:

- Easing administrative burdens on family physicians and their practice teams
- Minimizing legislative interference into the practice of medicine
- Advocating for payment systems/regulations that empower family physicians and their patients to thrive in the healthcare infrastructure
- Advocating for public policy that positively impacts population health and social determinants of health so family physicians can be champions of health equity in their communities
- Advocating for appropriate funding mechanisms that incentivize medical schools and residency programs to produce a sustainable family medicine workforce needed for Ohio's patients
- Supporting initiatives that increase the number of family physicians practicing in Ohio.

The Advocacy Team identifies which bills should be brought to the Public Policy Workgroup for discussion and to determine the OAFP's position (based upon OAFP policy).

### Possible Positions:

- Strongly Support (may include: strategically mobilizing members to take action via writing letters, social media posts, providing testimony, inform members through *The Ohio Family Physician* and the *Weekly Family Medicine Update* and prepare members to communicate with legislators about the issue). Financial implications of strong support (in form of fiscal note) should be presented to the Board of Directors of for final decision.
- Support (inform members through *The Ohio Family Physician* and the *Weekly Family Medicine Update* and provide verbal or written support if contacted.
- No Position.
- Oppose (inform members through *The Ohio Family Physician* and the *Weekly Family Medicine Update* and

- provide verbal or written support if contacted.
  - Strongly Oppose (may include: strategically mobilizing members to take action via writing letters, social media posts, providing testimony, inform members through *The Ohio Family Physician* and the *Weekly Family Medicine Update* and prepare members to communicate with legislators about the issue). Financial implications of strong opposition (in form of fiscal note) should be presented to the Board of Directors of for final decision.
2. Once the matter has been discussed, the Executive Committee will make a decision in lieu of Board action in accordance with OAFP bylaws which reads: “The Executive Committee, by a majority vote of its members, shall have full authority to act for and in behalf of the OAFP Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the OAFP Board or when it is impracticable or impossible to convene the OAFP Board of Directors.” (*Chapter XV - Committees and Commissions, Section 1*). It is noted, for information, that the following section of the bylaws defines as meeting quorum as “Those present at any meeting of a commission or committee shall constitute a quorum.” (*Chapter XVI – Quorum*)
  3. If there is a particularly divisive or challenging bill that has not been discussed previously by the Workgroup, the OAFP staff will consult with the Rapid Response Team, which consist of the OAFP’s Executive Committee, Public Policy Workgroup chair and vice chair(s), and the staff advocacy team.
  4. Once the OAFP has a position on a bill, the Advocacy Team will notify collaborating organizations and appropriate stakeholders to coordinate a response.
  5. Once the OAFP has a position on a bill, the Advocacy Team will strategize on engaging and mobilizing members. The OAFP’s Advocacy Coordinator will maintain a list of members who are interested in various subjects so that specific opportunities to engage legislators can be appropriately matched.
    - Mobilize volunteers to provide written and/or oral testimony
    - Utilize OAFP regions to localize engagement with legislators
    - Identify stakeholders of shared commitment for partnership
    - Send member-wide requests for completing Speak Outs through the AAFP
    - Media Engagement:
      - Letters to the Editor (LTE) in statewide newspapers
      - Interviews: This is typically reserved for the president only but extend to subject matter experts when relevant
      - Press events as arranged.

Workgroup members will be notified of the call and are welcome to participate if available.

6. The Public Policy Workgroup will fulfill any other charge given to it by the board relative to the Academy’s mission and strategic plan.

### **Travel Responsibilities:**

Workgroup members are expected to attend workgroup meetings and any other events that are planned by the workgroup.

The president and president-elect or a member selected from the OAFP Public Policy Workgroup membership will attend the AAFP’s State Legislative Conference and Family Medicine Advocacy Summit held each spring in Washington, D.C. - budget permitting. Travel to the AAFP’s joint conferences will be reimbursed in accordance with the current OAFP travel reimbursement policy.

# Communications Pillar

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The president will appoint a member of the Executive Committee to serve as the Communications Pillar liaison (**typically the speaker or vice-speaker**). That Executive Committee member will serve as the communication link between the Awards Selection Workgroup and the Communications Resource Team to the OAFP Board of Directors.

## Awards Workgroup

**Powers and Duties of the Awards Workgroup:** *(As defined by the OAFP Bylaws):*

None.

### Membership:

Workgroup appointments are made by the president in consultation with the Board of Directors for one-year terms. Past award recipients often serve as members of the Awards Workgroup.

The president also serves as an ex officio member of the workgroup.

### Meetings:

The workgroup meets at the call of the chair and will typically meet in a virtual format.

### Responsibilities:

The Awards Workgroup will:

- Oversee the OAFP awards selection process (Family Physician of the Year; Family Medicine Educator of the Year; Resident Leadership Award; Torchlight Leadership Award; Friend of Family Medicine) and inspires others by highlighting their accomplishments and passion.
- Oversee the submission of OAFP nominees for AAFP awards to include but not limited to: the AAFP Family Physician of the Year; the AAFP Exemplary Teaching Awards, the AAFP Thomas Johnson Award, the AAFP Public Health Award, and the Robert Graham Physician Executive Award.

## Communications Resource Team

**Powers and Duties of the Communications Resource Team:** *(As defined by the OAFP Bylaws)*

None.

### Membership:

The Communications Resource Team is a virtual group of members that provides feedback as needed on individual OAFP publications, communications vehicles, and other communications projects or initiatives. Appointments to the Communications Resource Team are made by the president with the approval of the Board of Directors for one-year terms and should include those with special expertise and/or interest in the effort for which feedback is sought. The president appoints resource team members as needed and designates resource team chairs when appropriate.

The president also serves as an ex officio member of the workgroup.

### Meetings:

The Communications Resource Team typically contributes feedback virtually but can meet virtually or in-person if a specific need to do so arises.

### Responsibilities:

The communications resource team is a virtual group of members who provide feedback as needed on individual OAFP publications, communications vehicles, and other communications projects or initiatives. They will fulfill any charge given to them by the board relative to the Academy's mission and/or strategic plan.

## Education Pillar

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The president will appoint a member of the Executive Committee to serve as the Education Pillar liaison (**typically the speaker or vice-speaker**). That Executive Committee member will serve as the communication link between the Family Medicine Workshop Workgroup, the CME & Performance Improvement Resource Team, the Family Medicine Leadership Initiative, and the Meaningful Engagement Experiences Workgroup & Family Medicine Celebration to the OAFP Board of Directors.

### Family Medicine Workshop Workgroup

**Powers and Duties of the Family Medicine Workshop Workgroup:** *(As defined by the OAFP Bylaws):*  
None.

#### Membership:

Workgroup appointments are made by the president in consultation with the Board of Directors for one-year terms. Typically, workgroup members are people who regularly attend the Workshop, are familiar with the program and its learning concepts, and are familiar with specialists in their area who are accomplished speakers. It is important that membership reflect all geographic areas of the state as members will be responsible for inviting speakers from their own region of Ohio.

The president also serves as an ex officio member of the workgroup.

#### Meetings:

The workgroup meets virtually annually to plan the topics and speakers for the purpose of planning the next year's meeting.

#### Responsibilities:

The Family Medicine Workshop Workgroup is responsible for planning the educational offerings each year. The workgroup chooses the specialty areas for the Workshop in accordance with the core content curriculum concept. An attempt is always made to present core content curriculum on a three-year cycle.

The workgroup chooses speakers and alternates, and the topics to be covered by each speaker. Workgroup members are then responsible for contacting potential speakers to discuss their interest in presenting on the chosen topic. Workgroup members are then responsible for providing the OAFP staff with contact information for willing speakers in a timely manner. The format is to be group in-depth discussion of cases presented by the faculty from the topics selected by the workgroup. The workgroup prefers that speakers include evidence-based content in their presentations if possible.

Family Medicine Workshop Workgroup members are expected to attend both weekends of Family Medicine Workshop.

### CME & Performance Improvement Resource Team

**Powers and Duties of the CME & Performance Improvement Resource Team:** *(As defined by the OAFP Bylaws)*

None.

#### Membership:

Resource Team appointments are made by the president in consultation with the Board of Directors for one-year terms. The CME & Performance Improvement Resource Team consists of those physician champions identified as point persons for specific types of programming (clinical CME, quality improvement, in-person and virtual KSAs, procedural workshops, case-based study, implicit bias training, leadership training for chief residents, etc.). The Resource Team will

broadly set topics and speakers for annual programming while the OAFP staff works with the designated point person on specific program elements.

The president also serves as an ex officio member of the workgroup.

**Meetings:**

The resource team meets at the call of the chair and will typically meet in a virtual format.

**Responsibilities:**

The resource team oversees the various CME programs conducted by the OAFP to include KSAs, quality improvement programming, clinical CME, and procedural workshops. The committee defines parameters for CME programming, broadly setting topics and speakers while the OAFP staff works with designated point persons (champions) on the elements of specific programs.

**Family Medicine Leadership Initiative Workgroup**

**Powers and Duties of the Family Medicine Leadership Initiative Workgroup:** *(As defined by the OAFP Bylaws)*

None.

**Membership:**

Workgroup appointments are made by the president in consultation with the Board of Directors for one-year terms. Members represent a myriad of actively practicing, academic, resident, and student voices in family medicine.

The president also serves as an ex officio member of the workgroup.

**Meetings:**

The workgroup meets at the call of the chair and will typically meet in a virtual format.

**Responsibilities:**

The workgroup will create a family medicine leadership initiative, work plan, and measures for ongoing sustainability and success that reaches members at all levels of their careers through a multi-channel education and communication strategy.

**Meaningful Engagement Experiences Workgroup & Family Medicine Celebration**

**Powers and Duties of the Meaningful Engagement Experiences Workgroup & Family Medicine Celebration:** *(As defined by the OAFP Bylaws)*

None.

**Membership:**

Workgroup appointments are made by the president in consultation with the Board of Directors for one-year terms.

The president also serves as an ex officio member of the workgroup.

**Meetings:**

The workgroup meets at the call of the chair and will typically meet in a virtual format.

## **Responsibilities:**

This group will explore ways to provide members with meaningful engagement experiences with the Academy through in-person and virtual events.

## **Leadership Pillar**

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The president will appoint a member of the Executive Committee to serve as the Leadership Pillar liaison (**typically the vice president or president-elect**) where applicable. That Executive Committee member will serve as the communication link between the Bylaws Committee, the Member Constituencies Workgroup, the Workforce Development Workgroup, and the Health Equity Workgroup to the OAFP Board of Directors.

The president serves as an ex officio member of the aforementioned leadership groups and also leads the Executive Committee and the National Action Workgroup.

## **Executive Committee**

**Powers and Duties of the Executive Committee:** *(As defined by the OAFP Bylaws)*

The Executive Committee is a standing committee of the OAFP. *(Chapter XV)*

“Meetings of the Executive Committee shall be held at the call of chair. A report of its actions shall be given at the next meeting of the OAFP Board of Directors.” *(Chapter IX – Meetings, Section 5)*

“There shall be an Executive Committee of seven (7) composed of the president (to serve as chair), president-elect, vice president, treasurer, immediate past president, speaker, and vice speaker. The Executive Committee, by a majority vote of its members, shall have full authority to act for and in behalf of the OAFP Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the Board or when it is impracticable or impossible to convene the OAFP Board of Directors.” *(Chapter XI - Board of Directors, Section 2)*

“The Executive Committee shall consist of seven (7) members composed of the president (to serve as chair), president elect, vice president, treasurer, immediate past president, speaker, and vice speaker.” *(Chapter XV - Committees and Commissions, Section 1)*

“The Executive Committee, by a majority vote of its members, shall have full authority to act for and in behalf of the OAFP Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the OAFP Board or when it is impracticable or impossible to convene the OAFP Board of Directors.” *(Chapter XV - Committees and Commissions, Section 1)*

## **Membership:**

“The Executive Committee shall consist of seven (7) members composed of the president (to serve as chair), president-elect, vice president, treasurer, immediate past president, speaker, and vice speaker.” *(Chapter XV - Committees and Commissions, Section 1)*

## **Meetings:**

“Meetings of the Executive Committee shall be held at the call of chair. A report of its actions shall be given at the next meeting of the OAFP Board of Directors.” *(Chapter IX – Meeting, Section 5)*

## **Responsibilities:**

“The Executive Committee, by a majority vote of its members, shall have full authority to act for and in behalf of the OAFP Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the OAFP Board or when it is impracticable or impossible to convene the OAFP Board of Directors.” *(Chapter XV - Committees and Commissions, Section 1)*

See the position descriptions for president, president-elect, immediate past president, vice president, treasurer, speaker, and vice speaker for detailed information on the responsibilities of each member of the Executive Committee.

## **Bylaws Committee**

**Powers and Duties of the Bylaws Committee:** *(As defined by the OAFP Bylaws)*

The Bylaws Committee is a standing committee of the OAFP.” *(Chapter XV)*

“The Bylaws Committee shall consist of six (6) or more members, one of whom shall be appointed chair by the president, approved by the OAFP Board of Directors. In addition, the speaker and vice speaker serve on the Bylaws Committee during their respective terms of office.” *(Chapter XV, Section 3)*

“Any five (5) or more members may propose Bylaws or Amendments of Bylaws. Such proposals shall be submitted to the executive vice president at least sixty (60) days prior to any regular or special meeting of the annual meeting, and notice shall be given by the executive vice president to all Academy members at least thirty (30) days prior to said meeting. A summary of the proposed amendments in an official publication of the Academy shall be sufficient to constitute notice thereof to the members. An affirmative vote on the amendment of at least two-thirds (2/3) of the members present and eligible to vote shall constitute adoption. Amendments shall take effect immediately upon adoption unless otherwise specified.” *(Chapter XX – Amendments to Bylaws)*

### **Membership:**

“The Bylaws Committee shall consist of six (6) or more members, one of whom shall be appointed chair by the president, approved by the OAFP Board of Directors. In addition, the speaker and vice speaker serve on the Bylaws Committee during their respective terms of office.” *(Chapter XV, Section 3)*

Members of the Bylaws Committee are appointed by the president and approved by the OAFP Board of Directors.

The president serves as an ex officio member of the committee.

### **Meetings:**

The committee typically meets at least once a year, usually early in the spring, in order to allow time for any recommended bylaws changes to be considered at the annual business meeting. The workgroup meets at the call of the chair and will typically meet in a virtual format.

### **Responsibilities:**

- Reviews annually the OAFP Bylaws to ensure that bylaws are consistent with policies and practices of the OAFP
- Ensures that OAFP Bylaws are not in conflict with AAFP Bylaws
- Recommends any needed changes for the consideration at the annual business meeting
- Reviews any submitted regional chapter bylaws prior to their consideration by the OAFP Board of Directors.

## **Health Equity Workgroup**

**Powers and Duties of the Health Equity Workgroup:** *(As defined by the OAFP Bylaws):*

None.

### **Membership:**

Workgroup appointments are made by the president in consultation with the Board of Directors for one-year terms.

The president also serves as an ex officio member of the workgroup.

### **Meetings:**

Meetings will be held at the call of the chair and will typically meet in a virtual format.

## **Responsibilities:**

The workgroup will assist family physicians in becoming champions of population health and influencers of health equity within their communities. Their objectives will be to improve members' level of understanding and involvement with population health and health equity; investigate strategies to improve the OAFP's health equity within the organizational structure to foster prepared leaders; and increase funding and/or payment to family physicians and their care teams who provide population health in their communities.

## **Finance & Audit Committee**

**Powers and Duties of the Finance & Audit Committee:** *(As defined by the OAFP Bylaws)*

The Finance & Audit Committee is a standing committee of the OAFP. *(Chapter XV)*

“The Finance & Audit Committee shall include the president, president-elect, past president, treasurer, and one director. Other member(s) may be appointed by the president with the approval of the OAFP Board of Directors. The treasurer shall be the chair of the Finance & Audit Committee. This committee shall supervise the keeping of the Academy's accounts and submit an annual budget for approval of the OAFP Board of Directors.” *(Chapter XV - Committees and Commissions, Section 2)*

## **Membership:**

“The Finance & Audit Committee shall consist of the president, president-elect, past president, treasurer, and one director. Other member(s) may be appointed by the president with the approval of the OAFP Board of Directors. The treasurer shall be the chair of the Finance & Audit Committee.” *(Chapter XV - Committees and Commissions, Section 2)*

Directors who express interest in serving as a future treasurer of the organization should be given the opportunity to serve on the Finance & Audit Committee in order to gain experience.

Anytime an OAFP member holds a position on the AAFP Commission on Finance and Insurance, it would be helpful to have them serve as an ex-officio member of the OAFP Finance & Audit Committee as well (Finance 4/30/05). In the year that a new treasurer is elected, it may be helpful to appoint the outgoing treasurer to serve as an ex-officio member of the OAFP Finance & Audit Committee to provide for a smooth transition.

## **Meetings:**

The Finance & Audit Committee typically meets twice a year; once in the spring to review and accept the review/audit of the previous year's financial records and statement of financial position by the CPA, and then again in the fall to review the operating and capital budgets for the next calendar year and recommend them to the Board of Directors. The committee meets at the call of the chair and will typically meet in a virtual format.

## **Responsibilities:**

Develops, in conjunction with staff, the annual operating budget for the Academy.

Items to be considered during that process:

- Annual operating budget should be tied closely to the Academy's strategic plan and mission.
- Finance & Audit Committee should meet in the fall to review the budget for the following calendar year and in the spring to review and accept the review/audit of the previous year's financial records and statement of financial position by the CPA.
- Ideally, the budget proposal should be balanced and should reflect an educated guess as to anticipated income and estimated expenditures. If an unbalanced budget is presented for the consideration of the Board of Directors, an explanation as to why should be provided.

Develops, in conjunction with staff, the annual capital improvements budget for the Academy.

Reviews quarterly financial statements.

Reviews and approves for presentation to the Board of Directors the review of Academy's financial records by an outside

accountant annually. That reviewed statement of the Academy's financial position for the proceeding calendar year is to be made available to the membership no later than March 31. "Statement of financial position for the fiscal year (January 1 to December 31 inclusive) shall be made available by the Board of Directors to the members no later than ninety (90) days after the close of the fiscal year. This financial statement shall be certified by a public accountant." (*Bylaws, Chapter XVIII*)

Monitors Academy investments pursuant to established investment policy.

Reviews and recommends Board approval of annual Form 990 prior to its submission to IRS.

Reviews annually IRS 990 requirements for organizational policy and procedures to ensure that the OAFP is in compliance with required procedures.

Informs and advises the Board of Directors on the proper use of Academy funds.

Continually explores opportunities for non-dues revenue.

Monitors the Academy's insurance coverage, ensuring that it is adequate and appropriate.

Monitors, in conjunction with the executive vice president, employee benefits and salaries to ensure that the Academy is able to retain and attract high quality employees by continuing to be competitive in the employment marketplace.

### **Finance & Audit Committee Related Board Actions:**

- The OAFP's designated banking signatory representative is required to sign any checks over \$10,000. The treasurer is required to provide virtual authorization to the executive vice president to transfer funds between bank accounts. (1/23).
- An outside accountant will be hired annually complete a review of the Academy financial records at the close of each calendar year (8/95). The outside accountant will present their findings to the OAFP Finance & Audit Committee; the Finance & Audit Committee will have the opportunity to meet with the accountant without OAFP staff in the room. A change of personnel in the executive vice president position shall cause the outside accountant to perform an audit rather than review for the year in which the personnel change occurs.
- Board increased the Academy's capitalization threshold from \$500 to \$1,000 effective November 2015.
- See OAFP Policies and Procedures Section of SOP for:
  - Investment Policy
  - Regional Chapter Dues Distribution Policy
  - Reimbursement Policy.

## **Nominating Committee**

### **Powers and Duties of the Nominating Committee:** (*As defined by the OAFP Bylaws*)

The Nominating Committee is a standing committee of the OAFP. (*Chapter XIII - Election of Officers and Directors*)

"The current president shall appoint four (4) members of the Board of Directors and three (3) past presidents, who have indicated that they do not intend to run for an office in the current year, to serve on the Nominating Committee. The president will designate one (1) of the three (3) past presidents to serve as chair. In the event a Nominating Committee member is unable to attend the committee's deliberations, the president may appoint a member to fill the vacancy. This committee shall submit to the annual business meeting candidates for president-elect, vice president, treasurer, regional directors, at-large directors, AAFP delegates and alternate delegates, speaker and vice speaker, OSMA delegate and alternate, resident director and alternate, and student delegate and alternate whose terms expire, provided, however that nothing in these bylaws shall prevent nominations from the floor of the annual business meeting. Election shall be by majority vote of those present and eligible to vote at the annual business meeting. (*Chapter XIII – Election of Officers and Directors, Section 1*)

## **Membership:**

“The current president shall appoint four (4) members of the board of directors and three (3) past presidents, who have indicated that they do not intend to run for an office in the current year, to serve on the Nominating Committee. The president will designate one (1) of the three (3) past presidents to serve as chair. In the event a Nominating Committee member is unable to attend the committee’s deliberations prior to the annual business meeting, the president may appoint a member to fill the vacancy. (*Chapter XIII – Election of Officers and Directors, Section 1*)

The president and president-elect serve as ex officio, non-voting members of the committee traditionally participating in all meetings.

## **Meetings:**

The Nominating Committee typically meets three to four times per year as needed and to be determined by the chair. Typically, this committee meets virtually and convenes its work between April – August.

## **Responsibilities:**

Solicits nominations from the OAFP membership via the OAFP’s communication vehicles.

Requests, collects, and reviews submitted materials from those nominated (additional information may be required as well, for example, conflict of interest statement, board commitment form, etc.) Relative to members of the OAFP delegation to the AAFP Congress of Delegates (delegates and alternates), nominees for those positions will also complete and return a delegation questionnaire. Completed questionnaires will be forwarded to members of the National Action Workgroup so they can evaluate and make a recommendation to the Nominating Committee as to the make-up of Ohio’s delegation to the AAFP Congress of Delegates. The Nominating Committee will consider the recommendation of the National Action Workgroup, but is under no obligation to follow their recommendation.

Sets and distributes an interview schedule of nominees.

Interviews nominees, any other OAFP members who specifically request an interview with the Nominating Committee; may interview anyone else who the Nominating Committee feels has experience and expertise that would be valuable.

“Submits to the annual business meeting candidates for president-elect, vice president, treasurer, regional directors, at-large directors, AAFP delegates and alternates, speaker and vice speaker, OSMA delegate and alternate, resident director and alternate, and student director and alternate, whose terms expire...” (*Chapter XIII – Election of Officers and Directors, Section 1*) More than one candidate for an office can be presented if a decision cannot be reached on a single nomination, and additional nominations can be presented from the floor of the annual business meeting. The chair formally presents the nominations at the annual business meeting.

Immediately following the conclusion of its final meeting, the Nominating Committee posts, in a public place available for viewing by all attendees of the annual business meeting, a report listing nominations.

## **Recommendations to be kept in mind during the committee’s deliberations:**

- Any member of the Nominating Committee who is being considered for nomination to an OAFP office should excuse themselves from the meeting not only while their candidacy is being discussed, but also while others are interviewing for and discussion is being held on the office for which they are running. If the member does not voluntarily offer to leave, the chair should ask them to leave. (Board of Directors 4/24/04)
- Confidentiality is of the utmost importance, and is necessary to ensure open deliberations and unbiased input by those members appearing before the Nominating Committee and to encourage free and open communication among workgroup members at the meeting.
- No commitment should be given to any candidate prior to the official posting of nominations at the close of the meeting.
- Regional directors having served two terms should be considered for another office if there are other members in the region with an interest in the position of director.
- It is recommended that the terms of AAFP delegate and alternate delegate be limited to six years each. (Board of Directors 12/90)
- Due to the complexities and responsibilities of the treasurer position, strong consideration should be given to nominating a treasurer for two or three consecutive one-year terms elected annually.

## **National Action Workgroup:**

**Powers and Duties of the National Action Workgroup:** *(As defined by the OAFP Bylaws):*

None.

### **Membership:**

Appointments to the National Action Workgroup are made by the president with the approval of the Board of Directors and should include: members of the Executive Committee; AAFP delegates and alternate delegates; executive vice president; any OAFP member who serves on an AAFP commission; and any other member who in the opinion of the president, has national political expertise or a specific contribution to make.

The president serves as chair.

### **Meetings:**

The Workgroup meets at the discretion of the president, but typically the number of meetings per year directly relates to the preparation required for the AAFP Congress of Delegates or for conducting business of the Workgroup as outlined below. The Workgroup traditionally meets during the AAFP Congress of Delegates and as needed to recommend Ohio leaders for national leadership positions.

### **Responsibilities:**

Evaluates national issues and candidates for office – the National Action Workgroup, in analyzing the qualifications of candidates for AAFP office, should focus not only on the candidate speech and candidate question/answer session, but also in a longitudinal fashion weighing the candidate's entire body of relevant work in leadership to the AAFP and family medicine. (While candidates for AAFP office will be discussed at the National Action Workgroup meetings held in conjunction with the AAFP Congress of Delegates, delegates are not bound to vote according to the consensus opinion reached by those who attend National Action Workgroup meetings. Candidates from the Ten State region will be reviewed in that context and can be favored in instances of equal experience and qualifications.)

Advises the OAFP on the leadership progression of its Ohio delegates and alternate delegates within the AAFP, and any possible candidates from the OAFP who may be ready for a position within the AAFP (final authority rests with the Board of Directors). The executive vice president will maintain a list of members who have successfully secured an AAFP Commission position or a national-level leadership role as a method of succession planning.

Advises the OAFP on the interest and possible chapter nomination of OAFP members who seek to serve on the AAFP Board of Directors (final authority rests with the Board of Directors). The following attributes/experiences should be considered when nominating national office:

- AAFP Commission service
- Service as AAFP Commission chair
- Service as delegate to the AAFP Congress of Delegates
- Fellow of the AAFP
- Experience in other leadership positions (NCCL)
- Background
- Electability (speech delivery, ability to field questions, stage presence, etc.)
- Timing (shelf-life of the candidate).

### **Self-Nomination to the AAFP Board of Directors & Officers (AAFP's Preferred Method)**

Advises the OAFP on the interest and possible support of members who self-nominate for service to the AAFP Board of Directors (final authority rests with the Board of Directors).

When an Ohio member is nominated by the AAFP Nominating Committee for a position on the AAFP Board of Directors or national officer, the AAFP provides campaign support and funding for pre-COD activities directly to the candidate. The AAFP prohibits chapters to provide additional candidate support which includes speech writing, coaching, meeting attendance, mailings, giveaways, etc.

### **Chapter Nomination to the AAFP Board of Directors & Officers**

In the occasion that the OAFP nominates a member to the AAFP Board of Directors and that individual is not selected by

the AAFP Nominating Committee, the Ohio chapter will have a brief window to re-nominate that individual but would be responsible for all expenses associated with their candidacy. The Workgroup would advise the OAFP on the interest and possible chapter re-nomination of that specific OAFP member who seeks to serve on the AAFP Board of Directors (final authority rests with the Board of Directors).

In the occasion that the OAFP renominates a member for the AAFP Board of Directors, the chapter must adhere to the same campaign rules as outlined for all AAFP nominated candidates regardless if the Ohio chapter is providing funding to the member candidate.

Advises the OAFP Nominating Committee on members of the OAFP delegation to the AAFP Congress of Delegates. Delegation questionnaires collected by the OAFP Nominating Committee, will be made available for review by the National Action Workgroup. The National Action Workgroup may make recommendations, but the final decision on the slate of candidates recommended at the annual business meeting is determined by the OAFP Nominating Committee.

## **Member Constituencies Workgroup**

**Powers and Duties of the Member Constituencies Workgroup:** *(As defined by the OAFP Bylaws):*

None.

### **Membership:**

Workgroup appointments are made by the president in consultation with the Board of Directors for one-year terms. The workgroup chair, vice chair, and workgroup members must be members of a constituency group represented at NCCL. Constituency groups are defined by the AAFP as: women; BIPOC; new physicians (in the first seven years of practice following residency); international medical graduates (from schools outside the U.S., Canada, and Puerto Rico); and LGBTQ+ physicians or physician allies. Members serving in national member constituency-related positions will be included as members of the workgroup.

The president also serves as an ex officio member of the workgroup.

### **Meetings:**

Meetings will be held at the call of the chair. The workgroup typically meets virtually 3-5 times per year.

### **Responsibilities:**

The purpose of the Member Constituencies Workgroup is to:

- Annually identify, with the Board's approval, a representative to represent each special constituency group at the AAFP National Conference of Constituency Leaders (NCCL). The workgroup will actively encourage OAFP member involvement at NCCL and will strive to send a new person each year as the official representative for each constituency.
- Fulfill any charge given to the workgroup by the board relative to the Academy's mission and/or strategic plan.

### **Travel Responsibilities:**

Committee members are expected to attend committee meetings and any other events associated with the preparation of leaders attending NCCL and any onsite meetings at the conference. Members selected to attend AAFP's NCCL will be reimbursed in accordance with the current OAFP travel reimbursement policy.

## **Workforce Development Workgroup**

**Powers and Duties of the Workforce Development Workgroup:** *(As defined by the OAFP Bylaws):*

None.

### **Membership:**

Workgroup appointments are made by the president in consultation with the Board of Directors for one-year terms.

The president also serves as an ex officio member of the workgroup.

**Meetings:**

The workgroup meets at the call of the chair and typically meets in a virtual format.

**Responsibilities:**

Supports Ohio's family medicine residency programs and departments of family medicine in their efforts to recruit, train, and retain individuals for the Ohio family medicine Workforce. In addition, works to increase the retention rate of graduating family medicine residents who stay in Ohio to practice by 10% before the end of 2026.

## **Separate Entities**

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**OAFP Foundation**

The OAFP Foundation, as the philanthropic arm of the Ohio Academy of Family Physicians, improves and increases access to quality healthcare for all Ohioans by cultivating student career choice in the specialty of family medicine. The OAFP Foundation is a public grant-making, charitable organization with 501(c) (3) tax-exempt status.

For more information on the OAFP Foundation, visit the Foundation website at <https://www.ohioafp.org/foundation>.