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# KMA GOVERNANCE MANUAL

2023-2024



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# About KMA

Established in 1851, the Kentucky Medical Association is a professional organization for physicians throughout the Commonwealth. The KMA works on behalf of physicians and the patients they serve to ensure the delivery of quality, affordable healthcare.

Members of the KMA share a mission of commitment to the profession and service to the citizens of this Commonwealth that extends across rural and urban areas. From solo practitioners to academicians to large, multi-specialty groups, KMA is the **ONLY** state association representing every specialty and type of medical practice in Kentucky.



The KMA Governance Manual includes information on the organizational structure of the Association:

- Membership
- House of Delegates
- Board of Trustees
- Executive Committee
- Committees and Commissions
- Supporting organizations
- Staff

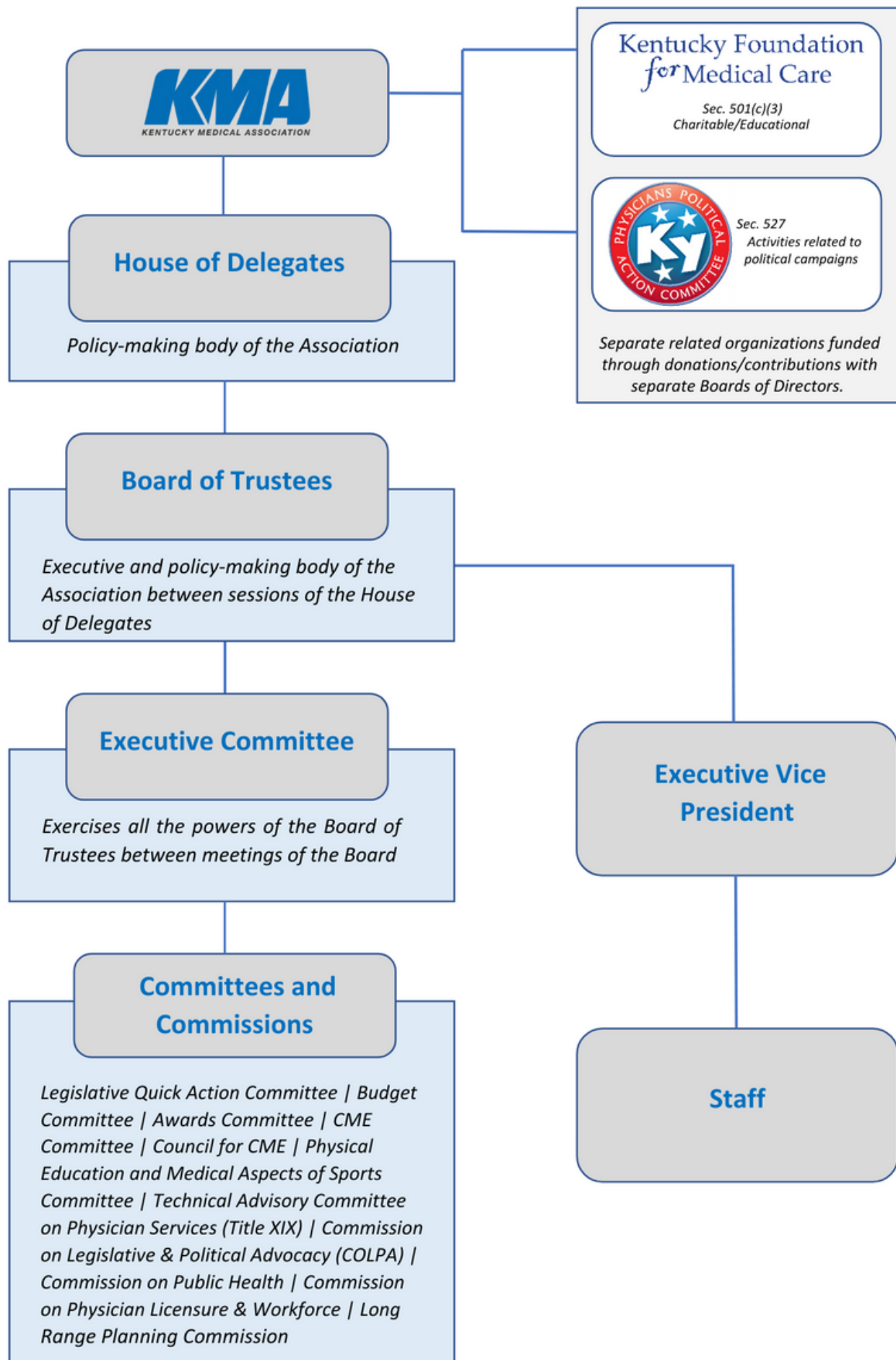
## Membership

All medical doctors, doctors of osteopathy, and medical students in Kentucky may apply for membership. Membership in KMA is unified with the county medical societies which means a physician cannot join KMA without also joining the county medical society and vice versa. KMA works in partnership with the county medical societies to provide benefits and services to over 8,000 members across the state.

Active KMA membership dues are \$530 per year plus applicable county dues. Reduced dues rates are available for new members, physicians in their first or second year of active practice, and physicians working less than 20 hours per week. Resident physicians pay a one-time fee of \$25 plus applicable county dues. All medical students in Kentucky are automatically granted dues-exempt membership.

Membership in the American Medical Association (AMA) is not included in KMA membership. While membership in the AMA is strongly encouraged, it is not required. Likewise, KMA membership is not tied to membership in any specialty groups nor is it required as a condition of licensure through the Kentucky Board of Medical Licensure (KBML).

# Association Structure





# House of Delegates

The KMA House of Delegates, the association's legislative body, meets each year during the KMA Annual Meeting, where it sets the policy and direction of the Association.

The House of Delegates is comprised of the following:

- Delegates elected by component societies
- Officers of the Association
- Delegates and Alternate Delegates of the American Medical Association
- The five Immediate Past Presidents
- Deans of the University of Kentucky College of Medicine, the University of Louisville School of Medicine, and the Pikeville College School of Osteopathic Medicine
- A representative of the Resident and Fellows Section of the Kentucky Medical Association
- A student representative of each medical school in Kentucky
- A representative of the Organized Medical Staff Section of the Kentucky Medical Association

## Component Society Delegates

Each component society may elect one delegate for each 25 Active and Life members in good standing, plus one delegate for one or more Active and Life members in excess of multiples of 25. Each component society is entitled to at least one delegate regardless of the number of Active and Life members it may have. Each multi-county society is entitled to the same number of Delegates as its component societies would have had.



# Board of Trustees

The Board of Trustees is the executive body of the Association and exercises the power of the House of Delegates between meetings of the House. (*Bylaws Chapter VI, Section 1*) The House may delegate to the Board powers not specifically mentioned in the Constitution and Bylaws. However, the Board does not have the power to commit the Association to any course of action which is contrary to or at variance with any policy established by the House of Delegates. (*Constitution Article VIII*)

The Board is composed of the following individuals:

- 15 Trustees—one from each of the 15 Trustee Districts (see page eight)
- Elected officers
  - President
  - President-Elect
  - Vice President
  - Immediate Past President
  - Speaker of the House of Delegates
  - Vice Speaker of the House of Delegates
  - Secretary
  - Treasurer
  - Delegates to the American Medical Association
  - Alternate Delegates to the American Medical Association
- Section Representatives
  - President of the KMA Resident and Fellows Section
  - President of the Medical Student Section





# Board of Trustees

The Board meets periodically throughout the year and during the KMA Annual Meeting. Only members who have three years of active membership in the Association are eligible to serve as President, President-Elect, Vice President, Secretary, Treasurer, Speaker or Vice Speaker of the House of Delegates, Trustee, or Alternate Trustee. (*Bylaws Chapter IV, Section 1*)

## Trustees

Trustees serve as the representative of their district. Trustees are nominated by their respective Trustee Districts and elected by the House of Delegates. Trustees are elected for terms of three years and can serve for two consecutive full terms. The terms of the Trustees and their Alternates coincide. In the absence of the Trustee, the Alternate Trustee may act in the capacity of the Trustee, otherwise, no proxy voting is permitted at a Board of Trustees meeting.

## President

The President serves as the head of the Association and the profession during their term in office and communicates the views of the Association to the press and the public. The President also presides over the Annual Meeting of the Association and serves on the Executive Committee and the Legislative Quick Action Committee.

## President-Elect

The President-Elect is elected by the majority of the House of Delegates for a term of one year. The President-Elect succeeds to the presidency at the expiration of their one-year term as President-Elect. The President-Elect serves on the Executive Committee, the Legislative Quick Action Committee, and the Budget Committee.

## Vice President

The Vice President assists the President in the discharge of their duties and performs other duties as directed by the Board of Trustees. In the event of a vacancy in the office of the President, the Vice-President becomes the President. The Vice President serves on the Executive Committee and the Legislative Quick Action Committee.



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# Board of Trustees

## **Immediate Past President**

The Immediate Past President serves as the Nominating Review Authority and verifies the eligibility and willingness to serve of each candidate nominated for office within the Association.

## **Speaker**

The Speaker serves as the parliamentarian of the Association and presides over all sessions of the House of Delegates. The Speaker is elected by the House of Delegates for a three-year term.

## **Vice Speaker**

The Vice Speaker assumes the duties of the Speaker in their absence and assists the Speaker in the performance of their duties. In the event of the death, disability, resignation, or removal of the Speaker, the Vice Speaker automatically becomes the Speaker of the House of Delegates.

## **Secretary**

The Secretary acts as the corporate secretary of the Association and advises the Executive Vice President in administrative matters. The Secretary is elected by the House of Delegates for a three-year term.

## **Treasurer**

The Treasurer is responsible for overseeing dues collection and management of the Association's fiscal affairs. The Treasurer is elected by the House of Delegates for a three-year term.





# Board of Trustees

## AMA Delegates and Alternates

American Medical Association (AMA) Delegates and Alternate Delegates represent the Association in the AMA House of Delegates. The number of AMA Delegates and Alternates elected by the KMA House of Delegates is determined by the AMA based on the number of AMA members within the state at the beginning of the year in which elections are held. Delegates to the AMA and their Alternates are elected from the state at large for two-year terms. No more than one Delegate and one Alternate Delegate can be elected from one component society unless a member of the Kentucky delegation is elected to the office of Speaker or Vice-Speaker of the AMA House of Delegates. In such a case, no more than two Delegates and two Alternate Delegates can be elected from any component society. All Delegate and Alternate terms are coterminous with all positions expiring at the same time. All candidates must run for office at the same time every two years.

## Section Representatives

Representatives of the KMA Resident and Fellows Section and the KMA Medical Student Section to the KMA Board of Trustees are elected by their respective sections for a one-year term.



# Executive Committee

The Executive Committee is comprised of the President, the Vice-President, the President-Elect, the Secretary, the Treasurer, the Chairman of the Board of Trustees, the Vice Chairman of the Board of Trustees, and two Trustees elected annually by the Board of Trustees. Between sessions of the Board, the Executive Committee exercises all the powers of the Board.

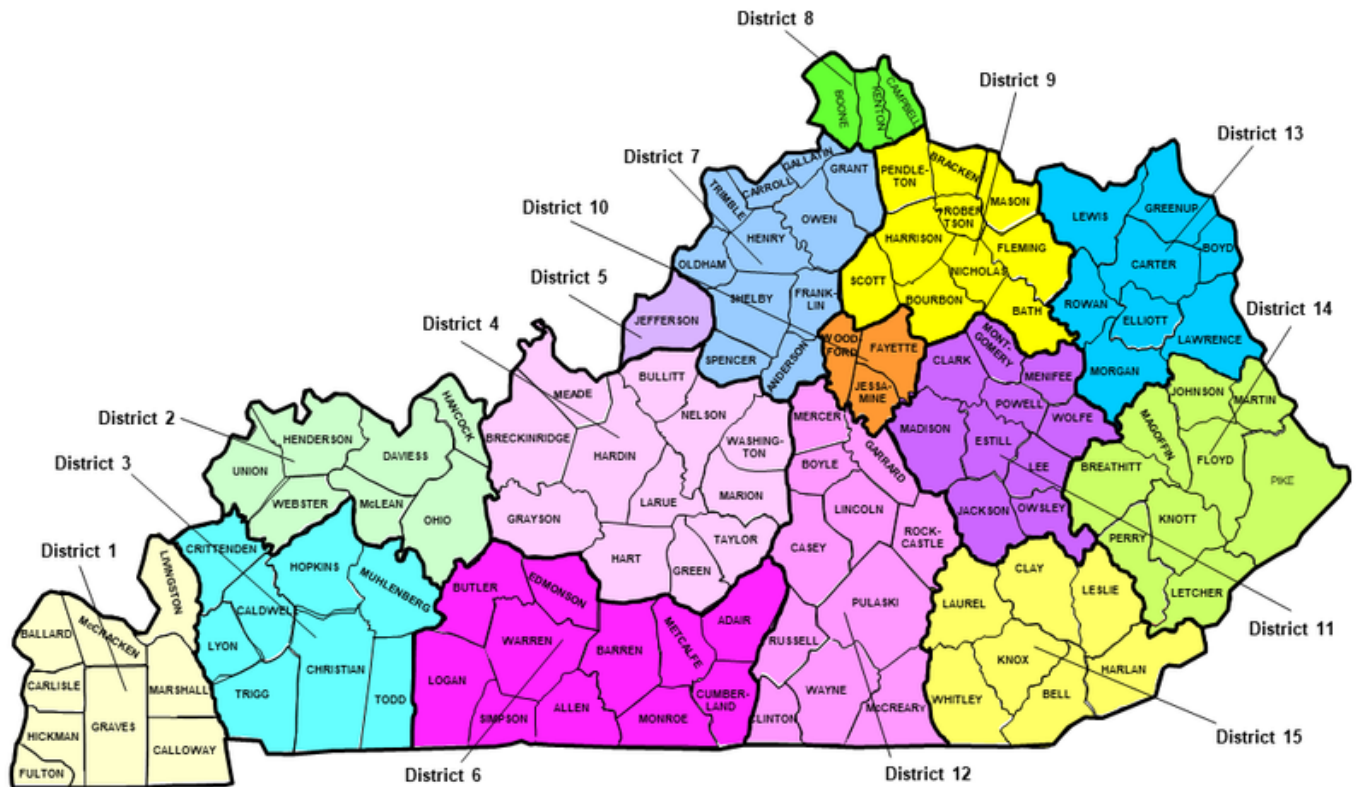




# KMA Trustee Districts

For purposes of representation on the KMA Board of Trustees, the Association is organized into 15 Trustee Districts. (*Bylaws Chapter III, Section 16*)

## KMA Trustee District Map



**District 1:** Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Livingston, McCracken, and Marshall

**District 2:** Daviess, Hancock, Henderson, McLean, Ohio, Union, and Webster

**District 3:** Caldwell, Christian, Crittenden, Hopkins, Lyon, Muhlenberg, Todd, and Trigg

**District 4:** Breckinridge, Bullitt, Grayson, Green, Hardin, Hart, Larue, Marion, Meade, Nelson, Taylor, and Washington

**District 5:** Jefferson

**District 6:** Adair, Allen, Barren, Butler, Cumberland, Edmonson, Logan, Metcalf, Monroe, Simpson, and Warren

**District 7:** Anderson, Carroll, Franklin, Gallatin, Grant, Henry, Oldham, Owen, Shelby, Spencer, and Trimble

**District 8:** Boone, Campbell, and Kenton

**District 9:** Bath, Bourbon, Bracken, Fleming, Harrison, Mason, Nicholas, Pendleton, Scott, and Robertson

**District 10:** Fayette, Jessamine, and Woodford

**District 11:** Clark, Estill, Jackson, Lee, Madison, Menifee, Montgomery, Owsley, Powell, and Wolfe

**District 12:** Boyle, Casey, Clinton, Garrard, Lincoln, McCreary, Mercer, Pulaski, Rockcastle, Russell, and Wayne

**District 13:** Boyd, Carter, Elliott, Greenup, Lawrence, Lewis, Morgan, and Rowan

**District 14:** Breathitt, Floyd, Johnson, Knott, Letcher, Magoffin, Martin, Perry, and Pike

**District 15:** Bell, Clay, Harlan, Knox, Laurel, Leslie, and Whitley



# Committees & Commissions

The mission of the Kentucky Medical Association is accomplished through its commission and committee structure as it carries out the directives of the KMA House of Delegates, studies health care delivery in Kentucky, and develops and administers health policy and activities through the Board of Trustees. Committee and Commission members are appointed by the Board of Trustees, except for the members of the Legislative Quick Action Committee who serve by virtue of their positions.

## Legislative Quick Action Committee

The Legislative Quick Action Committee (LQAC) is authorized to set legislative policies determined to be in the best interest of the Association when the headquarters office is called upon to furnish a quick statement of policy or to take immediate action on urgent matters. The LQAC meets regularly during the legislative session and “on call” as needed. The President, President-Elect, Vice President, Chair of the Board, and the Chair and Vice Chair of the Commission on Legislative and Political Advocacy serve as members of the LQAC.

## Budget Committee

The KMA Board of Trustees appoints annually a Budget Committee to perform the following functions on behalf of the Association:

- Review the expenditures, investments, and assets of the Association
- Develop an annual budget of expenditures for the Association and present a proposed annual budget to the KMA Executive Committee and Board of Trustees
- Review the annual audit of the Association’s finances
- Review the need for general liability and director’s and officer’s liability insurance
- Review the annual IRS form 990 filed by the association
- Review the performance and determine the compensation of the KMA Executive Vice President.

The members of the Budget Committee include the President-Elect, the Treasurer, the Committee Chair, and four additional Active members of the Association.



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# Committees & Commissions

## **Awards Committee**

The Awards Committee selects the recipients of the KMA Awards for Distinguished Service, Community Service, and the Debra K. Best Outstanding Layperson. County societies or individual members may suggest nominees.

## **CME Committee**

The Continuing Medical Education (CME) Committee is the intrastate accrediting authority and promotes CME accreditation in Kentucky by assisting institutions and medical societies to become accredited CME providers. The committee also monitors all national CME activities as they pertain to and directly affect KMA.

## **Council for CME**

The Council for CME sponsors all KMA CME programs offered and assists other organizations, specialty groups, and medical societies in joint sponsorship of their programs when requested.

## **Physical Education and Medical Aspects of Sports Committee**

The Physical Education and Medical Aspects of Sports Committee works on the improvement and overall health of the school-age child. It advises the Kentucky Department of Education, other interested agencies, and physicians of Kentucky, through the Board of Trustees, of programs that would result in the development of stronger bodies, both mentally and physically, and in preventive programs that would eliminate and/or correct matters that might be detrimental to the health of the student athlete.





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# Committees & Commissions

## **Technical Advisory Committee on Physician Services (Title XIX)**

The Technical Advisory Committee on Physician Services (Title XIX) is a quasi-governmental committee that acts in an advisory capacity and reports directly to the Governor's Advisory Council for Medical Assistance. This committee makes recommendations about the implementation of medical care programs in Kentucky provided for under Title XIX of the Social Security Act.

## **Commission on Legislative & Political Advocacy (COLPA)**

The Commission on Legislative and Political Advocacy seeks the enactment of the KMA's legislative goals and objectives into law and resists the enactment of bills that are found not to be in the best interest of the public or profession. COLPA works closely with Congress, state legislators, national and county medical societies, specialty societies, and other key points of contact in carrying out the KMA's legislative priorities.

## **Commission on Public Health**

The Commission on Public Health provides the necessary leadership to promote the physical and mental health of all Kentuckians through education and the advancement of healthy lifestyles. The Commission recommends methods for accomplishing this objective and maintains liaison with the Kentucky Department of Public Health and public health agencies, as well as the American Medical Association, local medical societies, and other appropriate organizations as part of its work.

## **Commission on Physician Licensure & Workforce**

The Commission on Physician Licensure and Workforce is a liaison with the Kentucky Board of Medical Licensure, monitors trends in licensure statistics and ongoing statutory and regulatory licensure changes, and involves itself with other licensure issues of special concern. The Commission also reviews the current and long-term physician workforce needs in Kentucky, as well as the needs of employed physicians and their employers.

## **Long Range Planning Commission**

The Long Range Planning Commission evaluates the implementation of KMA's strategic goals and conducts a continuous review of KMA's Bylaws, organizational structure, governance, programs, and services to ensure they promote KMA's strategic goals. The Commission makes recommendations to the Board of Trustees concerning strategies by which the KMA implements its mission.





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# Supporting Organizations

## Kentucky Foundation for Medical Care

The Kentucky Foundation for Medical Care (KFMC) is a 501(c)(3) charitable and educational organization committed to improving the health of all Kentuckians through medical education and public health initiatives. KFMC is funded through individual donations and maintains a separate Board of Directors, who are appointed by the KMA Board of Trustees.

Kentucky Foundation  
*for* Medical Care



## Kentucky Physicians Political Action Committee

The Kentucky Physicians Political Action Committee (KPPAC), KMA's political action arm, aims to elect pro-medicine state legislators through candidate contributions. KPPAC is funded solely through individual contributions and maintains a separate Board of Directors who are appointed by the KMA Board of Trustees.

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# Additional Resources

The following resources are available at [www.kyma.org](http://www.kyma.org)

## KMA Constitution & Bylaws



## KMA Schedule of Events



## KMA Policy Manual



## For the Record:

## Journal of the Kentucky Medical Association



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