



**AMERICAN ACADEMY OF NEUROLOGY
HEADACHE AND FACIAL PAIN SECTION BY-LAWS**
(Approved February 18, 2011)

Article I - Name

The organization shall be named the Headache and Facial Pain Section of the American Academy of Neurology (herein after referred to as the Section).

Article II - Purpose

The purpose of the Section is to further education, research and patient care in Headache and Facial Pain, by acting as a resource to the Academy, by organizing forums, seminars, symposia, and other education activities in Headache and Facial Pain; by encouraging research presentations at Scientific Sessions of the Academy; by development of quality assurance parameters in Headache and Facial Pain; and by advising the American Academy of Neurology of the activities of the Section.

Article III – Membership and Other Participants

A. Section Members. Any member of the Academy may be a member of the Section.

B. Other Participants. Nonmembers of the Academy may attend Section meetings and receive section mailings at the discretion of the Section officers, but will not have voting rights.

Article IV - Meetings

A. Annual Business Meeting. There shall be, during the Annual Meeting of the Academy or by conference call, an annual business meeting of the Executive Committee of the Section. There shall also be, during the Annual Meeting, an annual business meeting of the General Section for the purpose of conducting business that should come before the Section, electing officers, and sending proposals, as the Section may deem necessary, to the Committee on Sections (COS) of the Academy.

B. Special Meetings. Special meetings may be called by the Chair at the request of a majority of the Executive Committee. The meetings require the approval of the Committee on Sections of the Academy. If a request arises between COS meetings, the request can be authorized by the Committee on Sections Executive Committee (COSEC).

C. Committee on Sections Meetings. The Section chair will attend COS meetings to represent the Section. If the Section chair is unable to attend, the chair will appoint a member of the Section's executive committee to attend the meeting.

D. Quorum. The Chair of the Section will declare a quorum present when at least ten Section members are in attendance at the Section meeting. The decision of a majority of the members in attendance shall constitute an act of the Section.

E. Minutes. Minutes and records of the meetings and proceedings of the Section and its committees shall be recorded by the Section Staff Liaison and maintained as part of the minutes and records of the American Academy of Neurology.

Article V – Officers

A. Officers. A Chair, Vice-Chair, and Past Chair will be the officers of the Section. All officers shall serve in a position for a two-year term. The Vice-Chair will not succeed to the Chair position automatically at the end of the Chair's term.¹ If an elected office becomes vacant for any reason, the replacement will complete the rest of the term. All officers must be Academy members.

B. Councilors. The Executive Committee will consist of 2 to 3 Councilors, who will represent the general interests of the Section. Councilors shall serve for two years and may be re-elected twice (terms to be staggered).

C. Work Group Leaders. The Work Group (e.g. Education Work Group, Science Work Group, Practice Work Group) Leaders will serve on the Executive Committee to represent their Work Group's interests, initiatives, and the overall interest of the section. Work Group Leaders are appointed by the Chair for unlimited two-year terms (note: terms should be staggered).

D. Duties. The Chair shall preside at meetings of the Section or Executive Committee and shall appoint such Work Groups as are necessary for the conduct of business and scientific activities of the Section. The Chair shall review and approve all Section and Executive Committee meeting (including conference call) agendas and minutes. The Chair shall also review and approve correspondence, newsletters, and website materials concerning the Section. The Chair shall be responsible to the Committee on Sections of the Academy and shall report at each Committee on Sections meeting on the progress and operation of the Section as so requested. The Vice-Chair will assume the responsibility of the Chair if the Chair is absent or if the Committee on Sections Executive Committee determines that the Chair is unable to fulfill the duties of the position.

E. Election of Officers. Election of officers shall take place by email or online vote prior to the annual business meeting or at the meeting. Nominations may be placed by the Nominating Work Group, submitted by email, or be received from the floor if the vote is at the Annual Meeting.

¹ This sentence will be effective for all vice-chairs elected in 2011. A chair-elect who was elected in 2008, 2009 or 2010 will automatically succeed to the chair position at the end of the current chair's term.

Article VI - Executive Committee

- A. Members. The Executive Committee shall consist of the Officers (outlined above), Councilors (2 to 3), and designated Work Group Leaders for a maximum of 6 to 9 total officers.
- B. Duties. The Executive Committee shall conduct the affairs of the Section between regular meetings.
- C. Vacancies. Any vacancy of the Executive Committee, including the officer positions, may be filled by appointment by the Chair.
- D. Meetings. Meetings or conference calls will be held yearly or as called by the Chair.
- E. Quorum. One-half of the Executive Committee members shall constitute a quorum.
- F. Actions in Absence of Meeting. Any action that the Executive Committee can take at a meeting may be taken by a written action approved by one-half of the Executive Committee.

Article VII - Proposed Changes in the Bylaws

Proposed changes in the Bylaws of the Section will be submitted in writing to the Executive Committee. If approved by the Executive Committee, the proposed changes will be submitted to the General Section for approval and then to the Committee on Sections Executive Committee for final approval.

Article VIII - Work Groups

- A. Membership. If a Work Group is appointed, membership may be drawn from, but not limited to, Section members and constitute the following groups:
- B. Nominating Work Group. The Nominating Work Group will be chaired by the Immediate Past-Chair. The Chair and Immediate Past-Chair may appoint two to three additional section members to serve on the Work Group. Any member of a section may submit nominations.
- C. Education Work Group. Three designated members appointed by the Chair will constitute the group. Appointments will be for two years. The function of this group is to review the educational program of the Academy and make recommendations for changes and improvements to the Section's executive committee and the general membership.
- D. Science Work Group. Three designated members appointed by the Chair will constitute the group. Appointments will be for two years. The function of this group is to review the scientific program of the Academy and make recommendations for changes and improvements to the Section's executive committee and the general membership.

E. Practice Work Group. Three designated members appointed by the Chair will constitute the group. Appointments will be for two years. The function of this group is to review practice issues as they relate to the Section and make recommendations for changes and improvements to the Section's executive committee and the general membership.

F. Other Work Groups. The Chair may establish other Work Groups to accomplish the mission of the Section.

History:

This template was approved by the AAN Executive Committee on April 15, 2004 (Policy 2004-40) and updated by the Board of Directors on March 8, 2010 (AAN Policy 2010-12).

The Committee on Sections Executive Committee (COSEC) amended article V on June 2, 2010, and updated the entire template on February 18, 2011.

MGS:20110218