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STANDING RULES OF THE
AMERICAN ACADEMY OF NEUROLOGY
January 2003

I. CREATION OF STANDING COMMITTEES OF THE ACADEMY

Standing Committees of the Academy may be created by a majority vote of the Board of Directors. These Standing Committees provide the ongoing functions vital to the Academy on a long-term basis.

The scope of responsibility of each Standing Committee shall be established by the President on the advice of the Board of Directors.

The Chairman of a Standing Committee shall be appointed by each new President when taking office. Chairmen, except for the Nominations Committee, may be reappointed by the President, but with a maximum of six years service (three two-year terms).

Members of the Nominations Committee shall include one past president of the Academy who is no longer serving on the Board of Directors, two chairs or former chairs of standing committees, subcommittees, or task force committees; two past members of the Board of Directors; and two to four Fellows of the Academy with an understanding of the Academy's current priorities.

Members of Standing Committees shall be subject to re-approval as each new President takes office. Members of Standing Committees shall serve for a maximum of six years (three two-year terms), and terms of membership shall be staggered so that normally no more than one-third of the committee members have terms ending in the same year.

II. STANDING COMMITTEES OF THE ACADEMY

Archives - Compile, research and maintain the written archives of the Academy.

Audit – Conduct an annual audit of the Academy's financial operations and submit any recommendations concerning the financial operations to the Board of Directors.

Bylaws - Periodically review the Articles of Incorporation and Bylaws and recommend appropriate amendments to the Board of Directors.

Annual Meeting Management - Develop and recommend policies for structure, format and operation of the annual meeting; recommend meeting sites to Board of Directors; coordinate planning with Academy staff.

Grievance – Review grievances in accordance with the Academy's Disciplinary Action Policy and submit any formal complaint to the Board of Directors through the Office of the Vice President of the Board. The committee shall report to the Board of Directors through the Ethics, Law and Humanities Committee.

1 Education - Develop and maintain an effective educational program for the Academy
2 annual meeting; develop recommendations and monitor activities related to other
3 educational issues of importance to the Academy.
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5 Ethics, Law, and Humanities. Monitor and evaluate evolving ethics, legal, and
6 humanities issues and submit policy recommendations concerning those issues to the
7 Board of Directors.
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9 Executive Committee - Responsible for operational and management issues related to
10 the Academy between the board meetings. The Executive Committee reports to the
11 Board of Directors at each board meeting.
12

13 Finance. Responsible for preparing, and submitting to the Board of Directors, an annual
14 budget for the Academy.
15

16 Investment – Supervise the investment of the Academy’s reserves and other cash
17 assets.
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19 Legislative Affairs - Evaluate issues affecting the Academy membership which are being
20 discussed on a national legislative level and make appropriate recommendations to the
21 Board of Directors.
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23 Membership - Assure that proper membership status is provided for all present and
24 potential Academy members; recommend methods for strengthening membership
25 activities within the Academy.
26

27 Neuromuscular Pathology – Improve the diagnosis, care, and treatment of neuromuscular
28 patients by assessing the qualifications of appropriately trained physicians to assess
29 biopsied muscle or nerve tissue and by recognizing programs that meet minimum standards
30 to train such individuals
31

32 Nominations - Nominate for election, a slate of Board of Directors consistent with
33 Academy Bylaws.
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35 Practice - Evaluate and make recommendations to the Board of Directors on all issues
36 related to the practice of clinical neurology.
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38 Publications - Monitor and coordinate the print and electronic publications of the
39 Academy.
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41 Science - Develop recommendations for policies and activities related to all issues of a
42 scientific nature that involve the Academy and its membership. Responsible for
43 creation of scientific component of the Academy's annual meeting, including the
44 selection of the winners of science-related awards.
45

46 Sections - The Committee on Sections oversees all section activity. Review planned
47 activities of each section and assigns priority and budget parameters to respective
48 activities. Assist in the pursuit of subspecialty certification and development of core
49 curriculum for residency and fellowship programs.

1 State Affairs - Guides the evolution of the Academy's state and local advocacy and
2 outreach programs, evaluates and makes recommendations to the Board of Directors
3 on state and local priorities, and develop formal advocacy positions on key issues at
4 these levels.

6 III. CREATION OF AD HOC/TASK FORCE COMMITTEES OF THE ACADEMY

8 Ad hoc/task force committees may be appointed as the need arises by the President to
9 carry out a specified task that is not the assigned function of an existing Standing
10 Committee of the Academy. The committee's charge and date of expected report should
11 be specified by the President. The Chair and members of all ad hoc/task force
12 committees shall be appointed at the discretion of the President.

14 Ad hoc/task force committees shall submit to the President reports as deemed
15 appropriate by the President. The Chair of each ad hoc/task force committee shall be
16 responsible for submitting all reports of the committee.

18 IV. COMMITTEE LONGEVITY

20 Standing Committees will continue to exist indefinitely at the discretion of the Board of
21 Directors. When, in the judgment of the Board of Directors, a Standing Committee is no
22 longer necessary, it may discharge a committee by a majority vote.

24 Ad hoc/task force committees are discharged automatically 1) upon the acceptance of
25 their final report by the Board of Directors or 2) upon completion of the current
26 President's term of office. Ad hoc/task force committees may be discharged at any time
27 by the President.

29 V. SECTIONS

31 The Board of Directors shall have the power to establish Scientific Sections of the
32 Academy to provide a forum for discussion in selected areas of clinical neurology and
33 the basic neurological sciences. Requests for the establishment of a Section must be
34 submitted to the Board of Directors for approval, and the bylaws for governing the
35 Sections must also be approved by the Board.

37 Membership in any Section is open to any member of the Academy interested in the
38 subject addressed by a particular Section. Officers of a Section will be elected by the
39 Section's members.

41 VI. REPRESENTATIVES TO CIVIC, PROFESSIONAL, AND GOVERNMENTAL 42 ORGANIZATIONS FROM THE ACADEMY

44 Representatives to Civic, Professional and Governmental Organizations shall be
45 appointed by the President.

47 A position taken or expressed by a representative shall not be the position of the
48 Academy unless and until it is adopted, ratified, or approved by the Board of Directors.

1 Representatives shall submit to the Board of Directors an annual report and special
2 reports as deemed appropriate by the representatives or as requested by the President.

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4 VII. ELIGIBILITY REQUIREMENTS FOR COMMITTEE MEMBERS AND
5 REPRESENTATIVES

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7 All members of Academy committees and Academy representatives to organizations
8 shall be Academy members.

9
10 Nonmembers of the Academy may, with the specific approval of the President, serve as
11 consultants on committees; however, they shall not vote on matters of administration or
12 policy affecting the Academy. This policy will not apply to the Editorial Board of
13 *Neurology*.

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15 VIII. ANNUAL AND SPECIAL REPORTS OF STANDING COMMITTEES, SPECIAL
16 COMMITTEES, AND REPRESENTATIVES TO ORGANIZATIONS

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18 Standing Committees, Ad Hoc/Task Force Committees, and representatives to
19 organizations shall submit to the Board of Directors an annual report and special reports
20 at other times as deemed appropriate by the committee or representatives or as
21 requested by the Board of Directors.

22
23 The chair of each committee and the representative to each organization shall be
24 responsible for submitting all reports. All reports shall be in writing.

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26 IX. ASSISTANT SECRETARY

27 The Executive Director, who is an ex-officio member of the Board, shall be the Assistant
28 Secretary for the Board of Directors, and the Secretary may delegate in writing specific
29 duties to the Assistant Secretary.

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31 X. AMENDMENTS AND REVISIONS

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33 These Standing Rules may be amended or revised by the Board of Directors of the
34 Academy.

35
36 Amended

37 July 1, 2002 – Executive Committee

38 October 19, 2002 – Board of Directors

39 January 11, 2003 – Board of Directors