

**BYLAWS**  
**A.B. BAKER SECTION OF NEUROLOGIC EDUCATORS**  
**AMERICAN ACADEMY OF NEUROLOGY**

**Article I – Name**

The organization shall be named the A.B. Baker Section of Neurologic Educators of the American Academy of Neurology (herein after referred to as the Section).

**Article II – Purpose**

The purpose of the Section is to promote research and teaching in neurology, to disseminate educational methods and ideas to those involved in neurological education, and to increase knowledge of neurological education through seminars, publications, and scientific sessions of the Academy.

**Article III – Membership and Other Participants**

- A. Section Members: Any member of the Academy may be a member of the Section upon indication of the desire to do so. Chairs of the Academy's Education Committee and its Subcommittees are automatically members 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. Business Meetings: There shall be semi-annual business meetings of the Executive Committee of the Section. One shall take place during the Annual Meeting of the Academy, and the other shall take place immediately preceding the Annual Meeting of the American Neurological Association. There shall also be 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 of the Academy. This meeting shall take place during the Annual Meeting 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 (Note: if a request arises between COS meetings, the request can be expedited via the COS/Executive Committee process.)

- C. Committee on Sections Meetings: The Committee on Sections will meet twice per year, summer and winter. The Section chair will attend these 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 Chairperson 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, Chair-Elect, and Past Chair will be the officers of the Section. The Chair shall serve for a term of two years. The Chair-Elect shall serve for a term of two years, and will succeed to the Chair position automatically at the end of the Chair's term. 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 include four Councilors: a representative of the American Neurological Association, a representative of the A.B. Baker family, the current Chair of the Consortium of Neurology Clerkship Directors, and the current Chair of the Consortium of Neurology Program Directors. Councilors shall serve for two years or the term of their consortium chairmanship.
- C. Working Group Leaders: The Working Group Leaders will serve on the Executive Committee to represent their working group's initiatives and the overall interest of the Section. Working Group Leaders will consist of the chairs of GES and UES, who will serve during the terms of their subcommittee chairmanships.
- D. Duties: The Chair shall preside at meetings of the Section or Executive Committee and shall appoint such committees as are necessary for the conduct of business and scientific activities of 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 Chair-elect will assume the responsibility of the Chair if the Chair is absent. The Chair-elect is also responsible for organizing and chairing the Education Colloquium held at the Annual Meeting of the Academy.

- E. Election of Officers: Election of officers shall take place at the annual business meeting every other year. Nominations may be placed by the Nominating Committee or received from the floor.

#### **Article VI – Executive Committee**

- A. Members: The Executive Committee shall consist of the three Officers, the four Councilors, and the three Working Group Leaders, for a total of ten members.
- B. Duties: The Executive Committee shall conduct the affairs of the Section between regular meetings. The Executive Committee shall also approve the Chair and members of all standing committees.
- C. Vacancies: Any vacancy of the Executive Committee, except the officer positions, may be filled by appointment by the Chair.
- D. Meetings: Meetings will be held semi-annually 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 at least 60 days prior to the annual meeting. At the meeting, the proposal for such changes must be carried by at least one-half of the members present if there is a quorum. If approved, the proposed changes will go forward to the General Section for approval and then to the Committee on Sections. After approval by the Committee on Sections, the bylaws must be approved by the AAN Board of Directors.

#### **Article VIII – Working Groups**

Membership: Membership may be drawn from, but not limited to, Section members and constitute the following groups:

- A. Nominating Working Group: The Nominating Working Group will be chaired by the immediate past-Chair, and consist of the Chair, Chair-Elect and immediate past-Chair. The Chair and immediate past-chair *may* appoint two to three additional section members to serve on the working group. Any member of a section may submit nominations.

- B. A. B. Baker Award Working Group: This Working Group will consist of the Chair, the Chair-Elect, the immediate past-Chair, and two to three additional Section members appointed by the Chair; one of them will be a previous recipient of the A.B. Baker Award for Lifetime Achievement in Neurologic Education, and one will be a promising young educator. The function of this Working Group is to select up to four finalists from the nominees for the A.B. Baker Award for Lifetime Achievement in Neurologic Education and to prepare summary material regarding the finalists for the Executive Committee of the Section to review.
  
- C. Undergraduate Education Working Group: This group will consist of the Undergraduate Education Subcommittee (UES) of the Academy. Its function is to address issues related to neurological education among college students and medical students.
  
- D. Graduate Education Working Group: This group will consist of the Graduate Education Subcommittee (GES) of the Academy. Its function is to address issues related to neurological education among neurology house officers (residents and fellows).

NOTE: Name change to A. B. Baker Section of Neurologic Educators approved by Section (4/08), Committee on Sections (7/08), and the Executive Committee of the AAN Board (8/08).

SENN dismantled 4/2009.