

SECTION FOR RESIDENTS AND FELLOWS

GENERAL ASSEMBLY HANDBOOK



MONDAY, SEPTEMBER 22, 2008

4:00 PM – 7:00 PM

Sheraton Hotel and Tower, Chicago, IL

Section of the American Academy of Otolaryngology – Head and Neck Surgery

Working for the Best Ear, Nose, and Throat Care

Dear Colleagues:

The 2008 Annual General Assembly of the Section for Residents and Fellows (SRF) will be held in Chicago, IL on Monday, September 22, 2008 from 4 pm – 7 pm. This meeting marks the seventh anniversary of the SRF and your Section has been very busy this past year representing the concerns of Otolaryngology residents and fellows. Some significant events of the past year include:

BOG Spring Meeting and Joint Surgical Advocacy Conference (JSAC) – The 2008 BOG Spring Meeting and JSAC was a resounding success for over 30 residents and fellows who attended via the resident leadership grant program. The experience was made even more special with the assignment of mentors who were on hand to explain the legislative process to many residents who were attending and participating in this event for the very first time.

2008 Holt Leadership Award – We are pleased to announce that the Board leadership has awarded Jacob D. Steiger, MD with the prestigious Holt leadership Award. The award, given to for dedication and commitment to serving in a leadership role to advance resident and fellows issues, will be presented at the meeting's Opening Ceremony.

Section for Residents and Fellows Miniseminar – The SRF Governing Council is pleased to announce this year's installment of what has proven to be an annual miniseminar organized and offered by the Section. This year's miniseminar, "Contract Negotiations: What Every Practitioner Should Know", will be lead by Robert A Glazer, MPA, CEO of ENT & Allergy Associates. This has been designed as a guide for physicians who are first embarking into a career in otolaryngology. Basic employment concerns such as location and different specialty practices will be contrasted against the particulars of against the particulars of contract negotiation and benefit packages.

Resident Leadership Grants – We are grateful for the generosity of Dr. J. Pablo Stolovitzky, who provided a significant gift to create the J. Pablo Stolovitzky, MD Fund for the Cultivation of Future BOG Leaders. Dr. Stolovitzky's gift is funding the participation of five residents in this year's annual meeting. His philanthropy is an illustration of our leaders' passion for the Academy and Foundation.

Please be sure to extend your appreciation to Dr. Stolovitzky for his generous support:

J. Pablo Stolovitzky, MD
ENT of Georgia
Ste 150
5673 Peachtree Dunwoody Road, NE
Atlanta, GA 30342-1731

Free courses for residents – The Academy has announced numerous free courses during the annual meeting. Each day tickets will be distributed for selected instruction courses. To claim tickets visit the registration desk in the McCormick Place Convention Center the morning of the course. Refunds will not be issued for already purchased tickets. Tickets are distributed on a first-come, first-served basis.

The SRF will also elect new officers and discuss resolutions submitted by the membership. As a resident member of the AAO-HNS, you are already a member of the SRF and are eligible to submit and vote on resolutions as well as submit your application for an elected or appointed position. Involvement with the SRF provides you with the opportunity to:

- Work with other residents and fellows from around the country on common issues
- Make new friends and important contacts
- Learn more about how your Academy works and what it can do for you
- Make a difference in your residency training experience
- Become more knowledgeable about the "business" and "politics" of medicine
- Be mentored by Academy leaders

I look forward to seeing you all in Chicago, IL!

Lily P. Love, MD, Chair
AAO-HNS Section for Residents and Fellows

TABLE OF CONTENTS

Agenda	4
Holt Leadership Award	5
Rules of Order	7
Candidates Statements	9
Section Rules and Regulations	20

AAO-HNS Section for Residents and Fellows
General Assembly Agenda
Monday, September 22, 2008, 4 pm – 7 pm
Sheraton Hotel and Towers, Chicago, IL.
Chicago Ballroom 6 & 7

- 3:30 PM SRF Registration opens/Seating of Members and Guests
- 4:00 PM Welcome and Chair's Opening Remarks – SRF Chair, Lily P. Love, MD
- 4:10 PM Remarks from Distinguished Guests:
David W. Kennedy, MD, Incoming President, AAO-HNS (5 mins)
David R. Nielsen, MD, Executive Vice President & CEO, AAO-HNS (5 mins)
Jerry M. Schreiberstein, MD, Incoming Chair, Board of Governors (5 mins)
- 4:25 PM Board of Governors Activities – Katherine K. Hamming, MD, SRF Governor
- 4:35 PM Resident Legislative Advocacy Award Presentation – Rick Love, MD
- 4:40 PM Member-at-Large Remarks – Mark Brandt Lorenz, MD
- 4:50 PM Holt Leadership Award Presentation – Lily P. Love, MD, SRF Chair
- 5:00 PM ENTPAC Delegate – Laura E. Hetzler, MD
- 5:05 PM Candidate Speeches and Voting
Moderator: Spencer C. Payne, MD, Immediate Past Chair
- 5:50 PM Information Officer Remarks – Jeffery C. Liu, MD
- 6:00 PM Presentation of Survey Results and Raffle – Vasu Divi, MD, Vice Chair
- 6:10 PM ENT Careers: How to search for the right position
- 6:20 PM Resolutions and New Business
- 6:30 PM Presentation of New Governing Council and Officers

ADJOURNMENT

2008 Prestigious Holt Leadership Award

Jacob D. Steiger, MD

Jacob “Coby” Steiger, MD, has been actively engaged in organized medicine on local, state, and national levels since receiving his degree from University of Miami School of Medicine in 2002. In 2004 he was elected to the position of BOG Governor for the Section for Residents and Fellows (SRF) and served as chair, then immediate-past-chair of the SRF between 2005 and 2007. While serving on the SRF, Dr. Steiger instituted a Resident Representative program to identify points of contact at each of the residency programs throughout the country. Dr. Steiger’s honors include the Carniol Award for Research in Facial Plastic and Reconstructive Surgery, a \$5,000 Research in Otolaryngology & Allergy



Development Grant, an AAO-HNSF resident travel grant to the 2005 annual meeting, and a Research Distinction in Otolaryngology award from the University of Miami School of Medicine. He is a member of numerous professional societies. An author of many clinical articles, he has also participated in several research studies. Dr. Steiger is regularly involved in public service, devoting his spare time to charitable events. His contributions to the Academy and his distinction as a young leader have earned him this year’s Holt Resident Leadership Award.

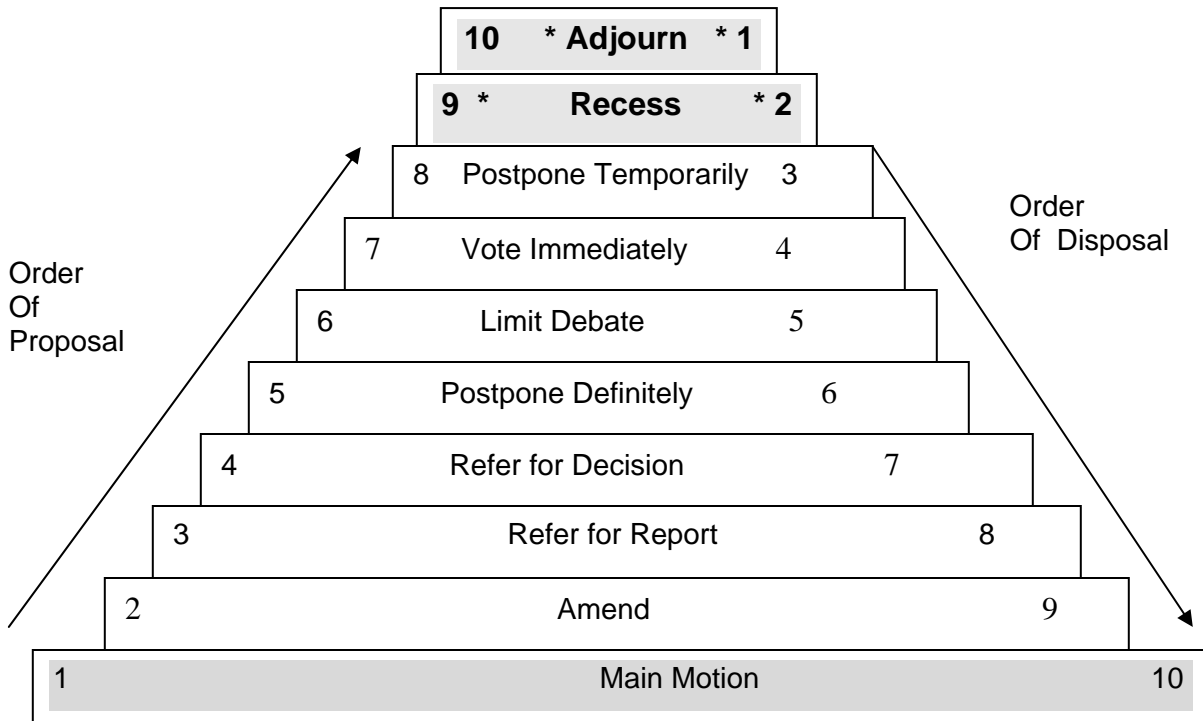
This award is made possible thanks to generous support from a member.

PARLIAMENTARY PROCEDURE AT A GLANCE

Based on Davis Rules of Order

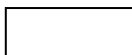
TO DO THIS	YOU SAY THIS
*Adjourn the meeting	"I move the meeting be adjourned"
*Recess the meeting	"I move that the meeting be recessed until...."
*Complain about noise, room temperature. etc.	I rise to the question of personal privilege"
*Suspend further consideration of something	"I move that the this motion be postponed temporarily"
*End Debate	"I move to vote immediately"
*Postpone consideration of an item	"I move to postpone this item until...."
*Limit the amount of time an individual can speak on an issue	"I move that each speaker be limited to a total of two minutes per discussion"
*Have something studied further	"I move this matter be referred to..."
*Amend a motion	"I move to amend this motion by..."
*Introduce business (the Main Motion)	"I move that..."
*Object or question a procedure	"Point of order"
Request information	"Parliamentary inquiry"
*Ask for a vote by actual count to verify a voice vote	"I call for a division of the House"
*Take up a matter previously tabled	"I move to resume consideration of..."
*Undo an action from a previous meeting	"I move to rescind..."
*Vote on a ruling by the Speaker	"I appeal the Speaker's decision"
*Consider something out of its scheduled order	"I move to suspend the rules and consider...."
*To discuss an issue without restrictions of parliamentary rules	"I move that we consider informally..."
*To allow the maker of a motion to remove the motion from consideration	"I move to withdraw my motion"
*To separate a multi-part question into individual questions for the purpose of voting	"I move division of the question"
*Reconsider something already disposed of	"I move to reconsider..."

Motions with Precedence and Their Rank

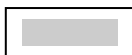


Precedented Motions

Privileged Motions



Subsidiary Motions



Main Motion

CANDIDATES FOR 2008-2009 SRF ELECTION

Candidate for Chair

Candidate Name: Vasu Divi, MD
Position Applying for Chair
Training Program (fall 2008): University of Michigan
Graduate Year (fall 2008): PGY 4
Year of Completion of Training: 2009
Email: vasudivi@med.umich.edu



List previous involvement within the Academy:

2007 – 2008: Vice Chair, Section for Residents and Fellows, AAO-HNS
2008 – Present: Member, ENT-PAC
2008: Participant, Joint Surgical Advocacy Conference
2006 & 2007: WAC participant, Humanitarian Travel Grant Recipient, International Otolaryngology committee Member 2008-09
2004 – Present: Member, *American Academy of Otolaryngology-HNS*

Other administrative experience:

2007 – 2008: Vice Chair, Section for Residents and Fellows, AAO-HNS
2003 – 2004: Treasurer, *Alpha Omega Alpha (U of M chapter)*
2003 – 2004: Student Body President, *University of Michigan Medical School*
2002 – 2003: Chair of Student Leadership Roundtable, *University of Michigan Medical School*
2000 – 2004: Student Council, *University of Michigan Medical School*
1998 – 2000: Research Associate, *APM Management Consultants*

Personal statement:

Over the past year, I have enjoyed serving the Section for Residents and Fellows as the Vice Chair. My experience helped familiarize me with the Academy and what it has to offer. My work on the resident and fellow survey gave me a better understanding of what residents are looking for from the Academy. Having both of these perspectives, I believe that I have a valuable vantage point to serve as the Chair of the SRF.

In addition to fulfilling the duties of the SRF Chair, I intend to primarily focus my efforts on educating residents about the Academy. I think it is important to understand how the Academy is structured, how it functions, and what resources are available to residents. While every resident may not be able to invest much time into the Academy, I would like to help people understand what the Academy can do for them and how to integrate it into their training and career.

It is my goal to help ensure that we maintain the best environment in which we work, learn and serve our patients. This is supported by our early and continued involvement in the academy. It would be an honor to serve as Chair and I can offer my proven experience and dedication to building an even stronger Resident Section.

Candidate for Vice Chair

Candidate Name: Jeffery C. Liu, MD
Position Applying for: Vice Chair
Training Program (fall 2008): Memorial Sloan Kettering
Head and Neck Oncology
Fellowship
Graduate Year (fall 2008): PGY 6
**Year of Completion of
Training:** December 2010
Email: JCL2006@Med.cornell.edu



List previous involvement within the Academy:

2007-2008: Information Officer for SRF Governing Council

Other administrative experience:

2007: Administrative Chief Resident, Columbia Presbyterian

Personal statement:

Last year I served on the Section for Residents and Fellows as the Information Officer. During my tenure, I helped develop the new SRF website and assisted the SRF address a myriad of academy issues. I learned a great deal about how the Academy functions and the way it serves the needs of otolaryngologists in all scopes of practice. If I am elected vice chair, I hope to expand my role within the SRF and apply the experiences from the last year toward making a greater difference for residents and fellows in training.

Candidate for Vice Chair

Candidate Name: Peter Manes, MD
Position Applying for Vice Chair
Training Program (fall 2008): Georgetown University
Hospital
Graduate Year (fall 2008): PGY 5
**Year of Completion of
Training:** June 2009
Email: RPManes@yahoo.com



List previous involvement within the Academy:

2007-2008: SRF BOG Legislative Representative

Other administrative experience:

June 2008-Present: Administrative Chief Resident

Personal statement:

I entered last year with a desire to become more involved in the academy, and was afforded the opportunity to serve as the Section for Residents and Fellows Legislative Representative to the Board of Governors. This allowed me to see the inner workings of the SRF, and to see the continued need for resident involvement in the academy. As Vice Chair, my main focus would be improving the resources available to us on the new academy website, such as a comprehensive, easily navigated fellowship database. My other main goal is to be as accessible and open as possible to you, my fellow residents, and serve as a link between you and the academy, addressing any concerns that come up throughout the year. I have greatly enjoyed this past year working with the academy, and hope I'm given the opportunity to continue working for all of us.

Candidate for Member at Large

Candidate Name: Alexander Langerman, MD
Position Applying for Member at Large
Training Program (fall 2008): University of Chicago
Graduate Year (fall 2008): PGY 4
Year of Completion of Training: 2010
Email: alangerm@uchicago.edu



List previous involvement within the Academy:

SRF program representative, co-author of forthcoming AcademyU lecture on Laser Safety and Physics

Other administrative experience:

2008: Resident Advisor, Department of Surgery Quality Improvement Committee
2003-2005: Co-Chair, Student Independent Committee for LCME reaccreditation process
2002-2003: Editor-in-Chief, Pritzker School of Medicine Student Book
2001: Co-Chair, Pritzker School of Medicine New Student Orientation
1996-1998: President, Cornell College Council on Social and Service Groups
1997-1998: Vice President, Cornell College Student Senate

Personal statement:

The Member-at-Large has the opportunity to serve fellow residents in a variety of ways - representing the SRF to other governing bodies, organizing a resident-focused miniseminar for the annual meeting, and ensuring the concerns of individual residents and programs get appropriate attention by the Governing Council. This takes administration, academics, and availability. Since college I've held many organizational and governing positions, including as one of four students who represented our medical school during the LCME reaccreditation process and more recently in my institution's quality improvement initiative. Academically, I have published several papers, serve as a reviewer for Archives of OHNS and the Laryngoscope, and have co-authored a lecture for Academy-U - these academic experiences give me the background to ensure an interesting and useful miniseminar. Most importantly, I'll be dedicated to the position and make myself available to contact at any time with issues that are important to my fellow residents.

Candidate for Member at Large

Candidate Name: Michelle Roeser, MD
Position Applying for Member at Large
Training Program (fall 2008): Mayo Clinic – Rochester, MN
Graduate Year (fall 2008): PGY 4
Year of Completion of Training: 2010
Email: roeser.michelle@mayo.edu



List previous involvement within the Academy:

2007-2008: Attendance at the WAC in 2007, JSAC in 2008
2007: Resident Legislative Advocacy Award Recipient at SRF Assembly
SRF delegate to the Women in Otolaryngology Committee
2006-Present: AAO-HNS Member

Other administrative experience:

2008-2009: Elected as Resident Representative for Mayo Clinic ENT Residency Program – serve as liaison between staff and residents, participate in the education committee as well as applicant interview process
Mayo Resident Representative to the executive committee of the Minnesota Academy of Otolaryngology – Head and Neck Surgery
Organize education conferences including Morbidity & Mortality, tumor board, and Grand Rounds
Member of the Mayo Fellows Association

Personal statement:

I attended the SRF Assembly last year for the first time in order to accept the Resident Legislative Advocacy Award. I was previously unaware of the activities of the SRF and became motivated at that time to get more involved. I was appointed as SRF delegate to the Women in Otolaryngology Committee, but I desire to become even more active in the SRF. I feel the member-at-large position would give me the ability to promote the section to other residents who are unaware of its role, as I once was. Sponsoring a mini-seminar that is pertinent to residents' interests is an effective way to engage our community. The current seminar on contract negotiation is extremely valuable, and I would like to plan others on similar topics such as personal finance, managing a new medical practice, or work-life balance. I have experience in planning conferences in my department including Morbidity & Mortality, tumor board, and Grand Rounds, all of which are teleconferenced to other sites for a wide audience. I am committed to being active in the SRF and will attend the advocacy conference in the spring and the Academy meeting in the fall, and will participate other meetings and discussions as appropriate.

Candidate for Information Officer

Candidate Name: Kenny B Carter, Jr., MD
Position Applying for Information Officer
Training Program (fall 2008): Medical College of Wisconsin
Graduate Year (fall 2008): PGY 3
Year of Completion of Training: 2011
Email: kbcarter@mcw.edu



List previous involvement within the Academy:

2006-Present: Resident Member

Other administrative experience:

2005-2006: Vice Chair, Baylor College of Medicine
2003-2004: Student Class Representative, Baylor College of Medicine
2002-2003: National Representative, AMSA, Baylor College of Medicine
2001-2002: President, Black Health Professions Organization, UT-Austin
2001-2002: Delegate, College of Natural Sciences, UT-Austin

Personal statement:

Throughout my educational career, I have worked diligently as a member of many organizations and have taken on several leadership positions. In my senior year of college, I was the president of the Black Health Professions Organization at the University of Texas in Austin. As president, I learned about the importance of working well as a team leader, communication between officers, delegation of responsibilities and managing the efforts of many people. As a 4th year medical student, I served as Vice Chair of the Baylor College of Medicine Student Association. In this position, I coordinated all class elections, helped organize monthly meetings and worked closely with the medical school administration to address many issues affecting the student body. My previous involvement in leadership positions has given me the drive and skills necessary to excel as Information Officer in the Section for Residents and Fellows. I am hard working, detail-oriented, adept in computer management and have always worked well as part of a team. The opportunity to serve as Information Officer will allow me to help advance the goals of the Section for Residents and Fellows, learn more about the Academy, and make contributions to the field of Otolaryngology that will continue throughout my career.

Candidate for BOG Governor

Candidate Name: Mark Brandt Lorenz, MD
Position Applying for BOG Governor
Training Program (fall 2008): University of Michigan
Graduate Year (fall 2008): PGY-4
Year of Completion of Training: 2010
Email: marklore@med.umich.edu



List previous involvement within the Academy:

2008 Member-at-Large, Section for Residents and Fellows, AAO-HNS

2008 Participant in Joint Surgical Advocacy Conference

2005-present: Resident Member in AAO-HNS

Other administrative experience:

Personal statement:

As a member of the Section for Residents and Fellows Governing Council in 2008, I worked hard to represent the interests of younger members of the AAO-HNS. I have sufficient enthusiasm and experience to speak on your behalf, and am eager to serve again as a resident representative.

Candidate for BOG Public Relations Representative

Candidate Name: Jess Dhaliwal, MD
Position Applying for BOG Public Relations Representative
Training Program (fall 2008): Mayo Clinic, Rochester, MN
Graduate Year (fall 2008): PGY 4
Year of Completion of Training: 2010
Email: dhaliwal.jaspreet@mayo.edu



List previous involvement within the Academy:

Other administrative experience:

2007: Scientific Advisor, Mayo Clinic Office of Public Affairs
2007: Committee member, Minnesota Medical Association Communications Committee
2006-Present: Co-host, "Healthline," Hour-long call-in radio program dedicated to giving the local community access to health information

Personal statement:

I have been a journalist for over 10 years. As a college intern at the New York Times, I worked alongside some of the best writers in the world. As a political correspondent in Washington during the 2000 presidential election, I was given extraordinary access to the inner workings of our government. As a local television reporter and anchor during medical school, I was able to understand and highlight issues that affected neighborhoods and communities. And now, as the co-host of a local call-in radio program, I am privileged to offer medical news and advice to anyone who wants to pick up the telephone. I feel my experience as a journalist could bring a unique perspective to the BOG. As the public relations representative, I would be thrilled to be a voice for the SRF and help promote the projects (Kids ENT campaign, Washington Advocacy Conference) and goals of the Academy.

Candidate for BOG Public Relations Representative

Candidate Name: Jayme Dowdall, MD
Position Applying for BOG Public Relations Representative
Training Program (fall 2008): Wayne State University
Graduate Year (fall 2008): PGY 3
Year of Completion of Training: 2011
Email: jdowdall@med.wayne.edu



List previous involvement within the Academy:

2008: Attended Joint Surgical Advocacy Conference

Other administrative experience:

Boston University School of Medicine Student Committee On Medical Student Affairs

Personal statement:

I would like to contribute to raising awareness about our field and the specific public relations initiatives outlined by the BOG on the resident level. I enjoy educating our medical colleagues in the hospital about how we can best help them. As residents, we can facilitate communication by directing patients to sources of information such as patient handouts on the academy website. I would like to explore ways to make it more feasible for residents to take part in planning and publicizing events for Academy Health Observances and participating in the monthly mini-campaigns.

Candidate for BOG Public Relations Representative

Candidate Name: Stephanie Shintani, MD
Position Applying for BOG Public Relations Representative
Training Program (fall 2008): Northwestern University – Mc Gaw Medical Center
Graduate Year (fall 2008): PGY 3
Year of Completion of Training: 2011
Email: sshintani@gmail.com



List previous involvement within the Academy:

Program Resident Representative, AAO-HNS Section for Residents and Fellows

Other administrative experience:

2002-2006: Member, American Medical Association and Minnesota Medical Association (MMA), Student Delegate to MMA Annual Meeting, 2003

2002: Teaching Assistant, Pathology and Gross Anatomy Courses, Mayo Clinic College of Medicine

2000-2002: Resident Advisor, Undergraduate Council, Washington University

1999-2000: Technology Youth Program Facilitator, Motorola

Personal statement:

I am interested in medical education and resident advocacy, and see it as a central part of my long term career. In several roles throughout college and medical school, I served to communicate between students and administrators. Accomplishments range from simply arranging for coffee service at grand rounds for my residency program, to working through complex administrative requirements to help design and implement a service learning course for medical students.

Candidate for BOG Legislative Representative

Candidate Name: Scott R. Chalet
Position Applying for BOG Legislative Representative
Training Program (fall 2008): University of Wisconsin Hospital & Clinics
Graduate Year (fall 2008): PGY 2
Year of Completion of Training: 2012
Email: scottchalet@yahoo.com



List previous involvement within the Academy:

2008: Joint Surgical Advocacy Conference (JSAC) and Spring Board of Governors Meeting
2008: Oral Testimony to the Wisconsin State Assembly on behalf of the Academy and Wisconsin Society of Otolaryngology

Other administrative experience:

AAFPRS Delegate to the Resident & Fellow Section (RFS) of the AMA
2008-2009: AMA RFS Public Health Standing Committee Member

Personal statement:

Effectively joining my background in health policy with Otolaryngology is my goal in the Academy's Section for Residents and Fellows. From medical school, I learned how to participate in grassroots lobbying and share this knowledge. In Texas, I enjoyed leading other students when we turned out to vote for a state proposition on liability reform. I participated with other surgical residents at the Joint Surgical Advocacy Conference, speaking on behalf of medicine and surgeons. Recently, I gave oral and written testimony on behalf of our Academy and state society to effectively kill a Wisconsin State Assembly bill that would have dramatically expanded the scope of mid-level providers. I share each of these experiences to the residents and faculty at the University of Wisconsin, helping to explain political issues to my colleagues and encourage future grassroots advocacy. As the BOG Legislative Representative, I hope to use these past legislative experiences to represent our section, encourage attendance at the JSAC 2009, and spread knowledge to the SRF.

Candidate for BOG Legislative Representative

Candidate Name: Raul Rosas, MD
Position Applying for BOG Legislative Representative
Training Program (fall 2008): University of Minnesota
Graduate Year (fall 2008): PGY 3
Year of Completion of Training: 2011
Email: rosa0048@umn.edu



List previous involvement within the Academy:

Other administrative experience:

- + 4-year member of an active Medical School Student Council in multiple positions
 - + 3-year member of the Center for Health Interdisciplinary Programs, representative
 - + 2-year member of the Graduate and Professional Student Assembly, Senator
 - + 1-year representative to the University Senate
 - + 1-year elected as Executive Student Council Vice President of the Medical School
- All positions held at the University of Minnesota-Minneapolis

Personal statement:

Throughout medical school I served as a representative for multiple governing bodies within our college and throughout the campus. Each position presented a new set of challenges. These experiences allowed me to collaborate with students, faculty, staff, and administration to develop resolutions and see the task through its completion. I had the privilege to serve on committees with members of the Medical School as well as from the College of Pharmacy, Law School, School of Business, and other disciplines unrelated to health care. These experiences allowed me to refine my skills in negotiation as well as collaboration to get initiatives started and completed. Furthermore, I realized an essential skill as a representative was to be aware to details, which allows the dissemination of accurate information to those you are representing. My final year as an officer saw the formal merger of our Minneapolis and Duluth campus Student Councils and reformation of our constitution. To date, the outcome of this initiative has improved the quality of life and opportunities for our students on both campuses. As the Legislative Representative to the BOG for the Section for Residents and Fellows not only will I gather and report all pertinent legislative actions to the Governing Council and members of the section but also contribute to any business that enhances our training experience.

Rules and Regulations of the Section for Residents and Fellows

(Revised 8/31/06)

Article I Purpose

The *Section for Residents and Fellows* will function as an advisory body to the Board of Directors of the American Academy of Otolaryngology - Head and Neck Surgery, Inc. to:

- (a) Facilitate communication regarding issues of interest to residents and fellows in the field of otolaryngology/head and neck surgery;
- (b) Make recommendations to the Board of Directors of the Academy regarding programs and policies of particular interest to residents and fellows; and
- (c) Support the general good of patients, the specialty of otolaryngology, academic excellence, membership diversity, educational outreach, and the medical profession.

Article II Membership

The Section for Residents and Fellows will be composed solely of residents and fellows who are active members of the Academy as medical graduates in training in otolaryngology/head and neck surgery.

Article III Governing Council

Section 1. Election of Governing Council Members.

During the Section for Residents and Fellows meeting held in conjunction with the Foundation Annual Meeting, the Section will elect from among all of its members in attendance: a Chair, Vice Chair, Information Officer, and Member-at-Large. Such election shall be by majority ballot vote of those members present at such meeting. These elected officers and the Immediate Past Chair will constitute the Section for Residents and Fellows Governing Council. The Governing Council shall establish a Nominating Committee consisting of the Immediate Past Chair (who shall chair the proceedings) and at least two other members of the Section who are not currently members of the Governing Council. A member of the Section for Residents and Fellows may be nominated for only one office of the Governing Council at any one time.

Section 2. Terms of Governing Council Members.

No member of the Governing Council may serve more than two (2) consecutive terms (excluding immediate past-chair). All terms will begin with the second Board of Directors' meeting at the Foundation Annual Meeting. Residents/Fellows who complete their training in the spring will not be eligible for any nomination the following September.

Section 3. Chair.

The Chair will preside at all meetings of the Section for Residents and Fellows and will report on the recommendations and actions of the Section to the Academy Board of Directors. The Chair will be a representative to the Academy Board of Directors as a non-voting guest and will represent the Section in public and private forums. The Chair will maintain the integrity of the Section, and will be responsible for executing all initiatives on behalf of the Section. The term of office of the Chair will be one year.

Section 4. Vice Chair.

The Vice Chair will execute all of the duties of the Chair in the Chair's absence. In the event the Chair is unable to fulfill his or her term of office, the Vice Chair will become Chair. The Vice Chair coordinates the Section's annual survey. The term of office of the Vice Chair will be one year.

Section 5. Information Officer.

The Information Officer will execute all of the traditional duties of the office of secretary, including establishing and maintaining various forms of electronic communication for the Section (e.g., Internet web site, listserv, etc.), as well as keeping a current membership database. The term of office of the Information Officer will be one year.

Section 6. Member-at-Large.

The Member-at-Large will serve as a liaison between the Section for Residents and Fellows and such other organizations as the Governing Council deems appropriate. The Member-at-Large will coordinate the annual Residents Forum. The term of office of the Member-at-Large will be one year.

Section 7. Immediate Past Chair.

The Immediate Past Chair will remain a voting member of the Governing Council for one year following completion of her/his term as Chair. The Immediate Past Chair will be responsible for increasing membership of the Section and encouraging active participation by Section members.

Section 8. Responsibilities of the Governing Council.

The Governing Council will serve as the executive body of the Section, will deliberate and conduct business on behalf of the Section and will be responsible for managing the affairs of the Section with respect to all matters not specifically reserved to the Section members. The powers of the Governing Council are established by and subject to approval by the Academy Board of Directors.

Article IV

Section Representation

Section 1. Representatives to the Board of Governors.

The Section for Residents and Fellows will elect from among its members representatives who will serve as Governor, Legislative Representative, and Public Relations Representative to the Academy Board of Governors.

Section 2. Governor.

The Governor will attend and represent the Section for Residents and Fellows at the semiannual meetings of the Board of Governors; will be a voting member of the Board of Governors; will be eligible to receive Academy travel awards in order to attend the meeting of the Board of Governors held in conjunction with the annual Washington Advocacy Week and the Foundation Annual Meeting; will update the Governing Council regarding actions and initiatives of the Board of Governors by submitting a written report at all Governing Council meetings; and will update the Section regarding actions and initiatives of the Board of Governors, as appropriate, by participating in a breakout session during the meeting of the Section held in conjunction with the Foundation Annual Meeting.

Section 3. Legislative Representative.

The Legislative Representative will attend and represent the Section for Residents and Fellows at the semiannual meetings of the Board of Governors; will be eligible to receive Academy travel awards in order to attend the meeting of the Board of Governors held in conjunction with the annual Washington Advocacy Week and the Foundation Annual Meeting; will update the Governing Council regarding legislative actions and initiatives of the Board of Governors by submitting a written report at all Governing Council meetings; and will update the Section regarding legislative actions and initiatives of the Board of Governors, as appropriate, by conducting a breakout session during the meeting of the Section held in conjunction with the Foundation Annual Meeting.

Section 4. Public Relations Representative.

The Public Relations Representative will attend and represent the Section for Residents and Fellows at the semiannual meetings of the Board of Governors; will be eligible to receive Academy travel awards in order to attend the meeting of the Board of Governors held in conjunction with the annual Washington Advocacy Week and the Foundation Annual Meeting; will update the Governing Council regarding public relations actions and initiatives of the Board of Governors by submitting a written report at all Governing Council meetings; and will update the Section regarding public relations actions and initiatives of the Board of Governors, as appropriate, by conducting a breakout session during the meeting of the Section held in conjunction with the Foundation Annual Meeting.

Article V

Section 1. Delegates

The Governing Council may appoint members to serve as Delegates to related organizations for terms to be determined by the Governing Council. Delegates will be appointed from among all Section for Residents and Fellows members, by a process to be determined by the Governing Council and approved by the Academy Board of Directors. Appointed delegates will submit written reports to the Governing Council on no less than an annual basis. The date of submission will be established by the Governing Council. The delegate(s) may be eligible for Academy travel awards to these meetings. Delegates may be appointed to serve in relation to any or all of the following related organizations and sections:

Section 2. American Medical Association Resident and Fellow Section - This Delegate will attend the annual and interim meetings of the American Medical Association Resident and Fellow Section, and will update the Section for Residents and Fellows regarding actions and initiatives taken by the American Medical Association Resident and Fellow Section.

Section 3. Society of University Otolaryngologists - This Delegate will attend the annual meeting of the Society of University Otolaryngologists, and will update the Section for Residents and Fellows regarding actions and initiatives taken by the Society of University Otolaryngologists.

Section 4. ENTPAC - This Delegate will attend events held by ENTPAC by invitation, will update the Section for Residents and Fellows regarding actions and initiatives taken by ENTPAC, and will encourage increased participation in ENTPAC activities on the part of resident members of the Section. The term of the ENTPAC Delegate will be two years.

Section 5. Liaison to the American Board of Otolaryngology - The Liaison will serve as contact person for all relevant information exchange between the American Board of Otolaryngology and the SRF. The Liaison will update the SRF regarding actions taken by the American Board of Otolaryngology. The term of the Liaison will be two years.

Section 6. Liaison to the American College of Surgeons - Resident and Associate Society (RAS-ACS) - The Liaison will serve as contact person for all relevant information exchanged between the RAS-ACS and the SRF. This Delegate will attend the American College of Surgeons fall clinical congress, spring meeting and phone conferences. The Liaison is required to update the SRF regarding actions taken by the American College of Surgeons. The term of the Liaison will be two years.

Section 7. SRF Representation on Academy Committees – Residents may apply to serve on Academy committees directly to the President-elect. He/she will submit a brief report of the proceedings relevant to the SRF to the Information Officer after each meeting. Residents and fellows may only serve on one committee at a time.

SRF Committee members will be responsible for attending all Committee meetings. S/He will submit a report of proceedings relevant to the SRF through the Information Officer after each Committee meeting.

Article VI Meetings

Section 1. Dates and Places.

The Section on Residents and Fellows will meet during the Foundation Annual Meeting, at a place and time determined by the Chair. The Governing Council members shall attend all meetings of the Section for Residents and Fellows. The Governing Council will meet independently of the Section during the Foundation Annual Meeting and Washington Advocacy Week at places and times determined by the Chair. The Chair may call additional meetings at his or her discretion.

The delegate(s) may be eligible for Academy travel awards to these meetings.

Section 2. Quorums.

Attendance by ten (10) percent of the members of the Section at any regularly scheduled meeting of the Section will constitute a quorum for conducting business at any such meeting of the Section. Attendance by a majority of the members of the Governing Council shall be sufficient to establish a quorum for conducting business at any meeting of the Governing Council.

Section 3. Voting.

Any member in good standing of the Section for Residents and Fellows attending a meeting will have the power to propose resolutions, second resolutions, and vote on any matter before the body of the SRF.

Section 4. Proxy Voting.

There will be no proxy voting at any meeting of the Section on Residents and Fellows.

Section 5. Order of Business for Section for Residents and Fellows Meetings.

The following will be the order of business at meetings of the Section on Residents and Fellows:

- (a) Call to order by the Chair
- (b) Report of the Chair
- (c) Report of the Vice Chair
- (d) Report of the Information Officer
- (e) Report of the Member-at-large
- (f) Governor's report on breakout session
- (g) Legislative Representative's report on breakout session
- (h) Public Relations Representative's report on breakout session
- (i) Delegates' reports (if any)
- (j) Presentation, correction, and adoption of the minutes
- (k) Unfinished business
- (l) New business
- (m) Adjourn

At any meeting of the Section on Residents and Fellows, the order of business may be changed by a majority vote of those members present and voting.

Section 6. Order of Business for Governing Council Meetings.

- (a) Call to order by the Chair
- (b) Report of the Chair on Academy business and actions
- (c) Report of the Vice Chair
- (d) Report of the Information Officer
- (e) Report of the Member-at-large
- (f) Report of the Governor
- (g) Report of the Legislative Representative
- (h) Report of the Chair on the remaining order of business
- (i) Presentation, correction, and adoption of the minutes
- (j) Unfinished business
- (k) New business
- (l) Adjourn

At any meeting of the Governing Council, the order of business may be changed by a majority vote of those members present and voting.

Article VII Resignation or Removal of Members

Section 1. Resignation.

Any member of the Section for Residents and Fellows may resign by giving written notice of his or her resignation to the Information Officer.

Section 2. Removal.

The Board of Directors of the Academy may remove any member of the Governing Council of the Section for Residents and Fellows if such removal is deemed to be in the best interest of the Academy. The Governing Council will present a recommendation and supporting materials (if available) to the Academy Board of Directors for consideration.

Article VIII Amendment to Rules and Regulations

Proposals for amending or repealing these rules and regulations, or for adopting new rules and regulations, may be presented and acted upon at any annual or special meeting of the entire Section for Residents and Fellows by an affirmative vote of a majority of the voting members present and voting; provided, however, that written notice of such proposed action will have been mailed to each member of the Section at least seven (7) but less than forty-five (45) days before the meeting at which such action is to be considered. Such recommended action will then be presented to the Academy Board of Directors for approval or other appropriate action.

Article IX Rules of Order

The most recent edition of Robert's Rules of Order will govern the meetings of the Section for Residents and Fellows, the Governing Council, and the Committees.

March 6, 2006

Article III, Section 1 amended that for future three-way elections the candidate with the **highest number of votes** would be declared the winner. The immediate past chair will no longer participate in voting, but will serve as the deciding vote in the event of a tie.

May 5, 2008

Appendix 9, Article III, Section 1 amended the rules and regulations of the Section for Residents and Fellows as found in Appendix 9 of the Operational Handbook to clarify that elected members of the governing council can not serve more than two (2) consecutive terms in the same position on the governing council, but Section members may serve on the governing council for more than two (2) consecutive years if in a separately elected position.

Appendix 9, Article III, Section 1 amended the rules and regulations of the Section for Residents and Fellows as found in Appendix 9 of the Operational Handbook to remove prose related to the function of a nominating committee, which has never been in effect for the (SRF) Section for Residents and Fellows.

Appendix 9, Article III, Section 1 amended the rules and regulations of the Section for Residents and Fellows as found in Appendix 9 of the Operational Handbook to clarify that in the event that more than two (2) candidates exist for any one (1) elected position, a simple "highest number of votes" will determine the winner and that the immediate-past chair, will cast any tie deciding vote.

Future Annual Meeting Dates and Sites

2009

**October 4 – 7
San Diego, CA**

2010

**September 26 – 29
Boston, MA**

2011

**September 11 - 14
San Francisco, CA**