



**AMERICAN ACADEMY OF
OTOLARYNGOLOGY-
HEAD AND NECK SURGERY**

**Rules and Regulations of the
Section for Residents and Fellows-in-Training (SRF)**

**Article I
Purpose**

The *Section for Residents and Fellows-in-Training (SRF)* will function as an advisory body to the Board of Directors (BOD) 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 (BOD) 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-in-Training will be composed solely of residents and fellows-in-training who are active members of the Academy as medical graduates in training in otolaryngology/head and neck surgery.

**Article III
SRF Governing Council (GC)**

Section 1. Election of Governing Council Members.

During the Section for Residents and Fellows-in-Training 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-in-Training 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 SRF 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 fall.

Section 3. Chair.

The Chair will preside at all meetings of the SRF 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 website, 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 SRF General Assembly. 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 (BOG).

The Section for Residents and Fellows-in-Training will elect from among its members representatives who will serve as Governor, Legislative Representative, and Socioeconomic & Grassroots (SEGR) Representative to the Academy's Board of Governors.

Section 2. BOG Governor.

The BOG Governor will attend and represent the SRF at the semiannual meetings of the Board of Governors; will be a voting member of the Board of Governors; will be eligible to receive an Academy Resident Leadership Grants (RLG) in order to attend the meeting of the Board of Governors held in conjunction with the AAO-HNS/F Leadership Forum 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. BOG Legislative Representative.

The BOG Legislative Representative will attend and represent the Section for Residents and Fellows-in-Training at the semiannual meetings of the Board of Governors; will be eligible to receive an Academy RLG in order to attend the meeting of the Board of Governors held in conjunction with the AAO-HNS/F Leadership Forum 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. BOG Socioeconomic & Grassroots (SEGR) Representative.

The BOG SEGR 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 an Academy RLG in order to attend the meeting of the Board of Governors held in conjunction with the AAO-HNS/F Leadership Forum and the Foundation Annual Meeting; will update the Governing Council regarding socioeconomic actions and initiatives of the Board of Governors by submitting a written report at all Governing Council meetings; and will update the Section regarding socioeconomic 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-in-Training 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 to receive an Academy RLG to attend 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 (AMA-RFS) - 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-in-Training regarding actions and initiatives taken by the American Medical Association Resident and Fellow Section. The term is one-year. This position is appointed by the SRF GC.

Section 3. Society of University Otolaryngologists (SUO) - This Delegate will attend the annual meeting of the Society of University Otolaryngologists, and will update the Section for Residents and Fellows-in-Training regarding actions and initiatives taken by the Society of University Otolaryngologists. The term is one-year. This position is appointed by the SRF GC.

Section 4. ENTPAC - This Delegate will attend events held by ENTPAC by invitation, will update the Section for Residents and Fellows-in-Training 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. This position is appointed by the SRF GC.

Section 5. Liaison to the American Board of Otolaryngology (ABOto) - 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 one-year. This position is appointed by the SRF GC.

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 one-year. This position is appointed by the SRF GC.

Section 7. SRF Representation on Academy & Foundation Committees – Residents may apply to serve on Academy and Foundation committees via the annual committee applications process. S/He will submit a brief report of the proceedings relevant to the SRF to the Information Officer after each meeting. Residents and Fellows-in-Training may only serve on one committee at a time. SRF committee member terms are one-year.

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 for Residents and Fellows-in-Training 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-in-Training. The Governing Council will meet independently of the Section during the Foundation Annual Meeting and the AAO-HNS/F Leadership Forum 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 RLG to attend 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-in-Training 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-in-Training.

Section 5. Order of Business for SRF Meetings.

The following will be the order of business at meetings of the SRF:

- (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) BOG Governor's report on breakout session
- (g) BOG Legislative Representative's report on breakout session
- (h) BOG SEGR 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-in-Training, 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 BOG Governor
- (g) Report of the BOG Legislative Representative
- (h) Report of the BOG SEGR Representative
- (i) Report of the Chair on the remaining order of business
- (j) Presentation, correction, and adoption of the minutes
- (k) Unfinished business
- (l) New business
- (m) Adjourn

At any meeting of the SRF 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 SRF 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-in-Training 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-in-Training 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-in-Training, the Governing Council, and the Committees.

Amendments

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.