

COUNCIL OF RESIDENTS AND FELLOWS

2015-2016 REPRESENTATIVES:

OPHTHALMOLOGY

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OTOLARYNGOLOGY

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ARTICLE ONE - PURPOSE

The Council of Residents and Fellows (“CRF”) will function as an advisory body to the Board of Governors of the American Osteopathic Colleges of Ophthalmology and Otolaryngology-Head and Neck Surgery (“AOCOO-HNS”) to:

(a) facilitate communication regarding issues of interest to Residents and Fellows in the fields of Ophthalmology and Otolaryngology-Head and Neck Surgery;

(b) make recommendations to the Board of Governors of the AOCOO-HNS regarding programs and policies of particular interest to residents and Fellows;

(c) support the general good of the specialties, academic excellence, good of the patients, membership diversity and the osteopathic profession.

ARTICLE TWO - MEMBERSHIP

The CRF will be composed solely of Residents and Fellows who are active members of the AOCOO-HNS as osteopathic medical graduates in training in the Colleges’ specialties.

ARTICLE THREE - GOVERNING BOARD

Section One - Election of Board Members

During the CRF meeting held in conjunction with the Annual Clinical Assembly, the Council will elect from among all of its members a Chairman, a Chairman-Elect and a Member-at-Large from each of the two specialties. Such election shall be by majority vote of those members present at such meeting. These officers, along with the Immediate Past-Chairman, will constitute the CRF governing board. The initial slate of candidates for the governing board shall be determined by the following members of the Board. Thereafter the governing board shall establish a nominating committee consisting of the Immediate Past-Chairs (one of whom shall chair the proceedings) and at least two other Members of the Council who are not currently members of the governing board. A Member of the CRF may be nominated for only one office of the governing board at any one time.

Section Two - Terms of Governing Board Members

No member of the governing board may serve more than two consecutive terms. All terms will begin with the second Board of Governors meeting at the Annual Clinical Assembly. Residents who complete their training in the spring will not be eligible for any nomination.

Section Three - Chair

The Chair will preside at all meetings of the Board on Residents and Fellows and will report on the recommendations and actions of the Council to the Board of Governors of the AOCOO-HNS. The Chairs will be representatives to the AOCOO-HNS Board of Governors as nonvoting guests and will represent the Council in public and private forums. The Chairs will maintain the integrity of the Council and will be responsible for executing all initiatives on behalf of the Council. The term of office of the Chair will be one-year (the Chairs will alternate in preceding over the meeting yearly, by specialty).

Section Four - Chair-Elect

The Chair-Elect will execute all of the duties of the Chair in the Chair’s absence. In the event the Chair is unable to fulfill the term of office, the Chair-Elect will become chair. The Chair-Elect

will coordinate the annual meeting of the Council. The term of office of the Chair-Elect will be one year.

Section Five - Member-at-Large

The Member-at-Large will serve as a liaison between the CRF and such other organizations as the governing board deems appropriate. The Member-at-Large will coordinate the annual resident forum. The term of office of the Member-at-Large will be one year.

Section Six - Immediate Past-Chair

The Immediate Past-Chair will remain a member of the governing board for an additional one-year term. The Immediate Past-Chair will be responsible for increasing membership of the Council and encouraging active participation by Council members.

Section Seven - Responsibilities of the Governing Board

The governing board will serve as the executive body of the Council, will deliberate and conduct business on behalf of the Council, and will be responsible for managing the affairs of the Council with respect to all matters not specifically reserved to the Council members. The powers of the governing board are established by, and subject to, approval by the AOCOO-HNS Board of Governors.

ARTICLE FOUR - MEETINGS

Section One - Dates and Places

The CRF will meet during the Annual Clinical Assembly at a place and time determined by the Chair. The governing board members shall attend all meetings of the CRF. The governing board will meet independently of the Council during the Annual Clinical Assembly and during the Mid-Year meeting at places and times determined by the Chair.

Section Two - Quorums

Attendance by 10% of the members of the Council at any regularly-scheduled meeting of the Council will constitute a quorum for conducting business at any such meeting of the Council. Attendance by a majority of the members of the governing board shall be sufficient to establish a quorum for conducting business at any meeting of the governing board.

Section Three - Voting

Any member in good-standing of the CRF attending a meeting will have the power to propose resolutions and vote on any matter before the respective body.

Section Four - Order of Business for CRF

Call to Order by the Chair
Report of the Chair
Report of the Member-at-Large
Review and Adoption of Minutes
Old Business
New Business

Section Five - Order of Business for Governing Board Meetings

Call to Order by the Chair
Report of the Chair on AOCOO-HNS Board of Governor Business and Actions
Report of the Member-at-Large
Review and Adoption of Minutes
Old Business
New Business

ARTICLE FIVE - RESIGNATION OR REMOVAL OF MEMBERS

Section One - Resignation

Any member of the Board on Residents and Fellows may resign by giving written notice of their resignation.

Section Two - Removal

The AOCOO-HNS Board of Governors may remove any member of the governing board of the CRF if such removal is deemed to be in the best interest of the AOCOO-HNS. The governing board will present a recommendation and supporting material to the AOCOO-HNS Board of Governors for their consideration.