

**GUIDELINES FOR GOVERNANCE
FOR THE NEUROSCIENCE SECTION
OF THE SOCIETY OF CRITICAL CARE MEDICINE**

1.0 NAME

The section is named the Neuroscience Section, herein referred to as the Section.

2.0 PURPOSE

Vision

The Section envisions a multiprofessional model that ensures optimal outcomes for all critically ill patients.

Mission

The Section is a diverse group of professionals whose mission is to provide preeminent leadership and collaboration in critical care practice, education and research.

3.0 MEMBERSHIP

Society of Critical Care Medicine (SCCM) members who designate Neuroscience as their Section upon joining SCCM or renewing membership shall constitute the members of this Section.

4.0 MEETING

4.1 The annual business meeting of the Section will be held at a date and time selected by the Steering Committee. It will coincide with the Society's Annual Congress.

4.2 The place and time of the annual Section meeting will be announced to the Society and Section prior to the meeting and will appear in the annual meeting program.

4.3 Special meetings of the Section may be called by the Steering Committee.

4.4 The members present shall constitute a quorum for transitory business. Business items will be approved or rejected by a simple majority vote of Section members.

5.0 STEERING COMMITTEE

5.1 The Steering Committee of the Section will consist of the Chair, Chair-elect, Immediate Past Chair, Secretary-Treasurer, five (5) Members at Large, and a Trainee Representative. The Neuroscience Section Council Representative will serve as ex-officio member of the Steering Committee.

5.2 The affairs of the Section shall be managed by the Steering Committee.

5.2.1 The Steering Committee shall oversee the functioning of the Section.

5.2.2 The Steering Committee will ensure the orderly transfer of administration from retiring to incoming officers and Steering Committee members.

5.2.3 The Steering Committee will formulate long range plans of the Section.

5.2.4 The Steering Committee will act on behalf of the Section between annual

meetings.

- 5.3 Candidates for the Steering Committee shall be nominated by a committee known as the Nominations Committee.
 - 5.3.1 The Nominations Committee shall prepare a slate of candidates who have indicated their willingness to serve. The slate should be chosen by October 1st of each year. The slate of candidates will be recommended to the Steering Committee for approval then presented to the Section members for election. The Immediate Past-Chair will chair this committee. Members of this committee will include: Chair, Chair-elect, and Immediate Past-chair.
 - 5.3.2 Steering Committee members will serve a one (1) year term.
 - 5.3.3 All Steering Committee members must be members of the Neuroscience Section.
 - 5.3.4 Elections. An election will be held each year for vacant offices and Steering Committee members. The election may be performed using any available technology, which may include mail, facsimile, electronic mail, and electronic balloting systems or in person at the annual section business meeting. It is the responsibility of the Steering Committee to ensure that all Neuroscience Section members have access to and adequate opportunity to vote in this election. A plurality of votes cast elects the officers and Steering Committee members. Any Neuroscience Section election that results in a tie will be resolved at the discretion of the Neuroscience Section_Steering Committee. Special elections may be called by the Steering Committee as necessary to fill vacant offices or to transact the business of the Section.
 - 5.3.4.1 Timing: Notification to all Section members of the election, the slate of candidates and issues, and the mechanism of voting must occur one month prior to the close of the election
- 5.4 In order to conduct business of the Section a simple majority of the Steering Committee must be present.
- 5.5 The annual meeting of the Steering Committee shall be held in conjunction with the annual meeting of the Society and shall precede the annual meeting of the Section.
- 5.6 Special Meetings. Special meetings of the Steering Committee may be called by the Chair or Chair-elect at any time or place.
- 5.7 Reports of any Steering Committee meeting shall be prepared and distributed by the Secretary-Treasurer via any available technology, and prior to the next annual business meeting.
- 5.8 Vacancies. Any vacancy occurring in the Secretary Treasurer or Member-at-Large positions shall be filled by appointment by the Chair with confirmation by two-thirds (2/3) majority of the Steering Committee. The appointee shall serve the remaining term of the predecessor in office. If there is a vacancy in the Chair position, the Chair-elect will become the Chair, and serve for the remainder of the term. If there is a vacancy in the Chair-elect position, a special election shall be called by the Steering Committee, as described in section 5.3.4.
- 5.9 Council may remove any officer or Steering Committee member for cause by an affirmative action of no fewer than a two-thirds (2/3) majority vote of Council members. Prior to removal, a letter signed by the President, the Executive Committee or any six (6) Council members

stating their recommendation for removal of the officer or Steering Committee member in question will be sent to all Council members by the Executive Office. This letter will be sent at least sixty (60) days prior to the meeting at which time the vote will be taken regarding the proposed removal. The notice will contain, at a minimum, the reason(s) for the proposed action at the Council meeting where this matter is to be considered and the officer or Steering Committee member in question will be given the opportunity to address the Council prior to voting on removal. The vote for removal must be taken at an official meeting of the Council, and not by fax or mail ballot. However, the Secretary of the Council will take the vote for removal in writing, and the vote will be tabulated by an ad-hoc teller committee of three (3) Council members before the adjournment of the meeting. The Secretary will announce the results of the action to the Council immediately and to the membership within sixty (60) days.

In the event the section chair does not fulfill his/her chair responsibilities, the following process shall be followed:

1. Discussion with the Chair by the Section Past Chair and Chair Elect outlining responsibilities, expectations and responsiveness including a list of tangible items.
2. Discussion with the Chair by Council liaison if no improvement
3. On the recommendation of the Past Chair, Chair Elect and Council Liaison, the SCCM President will be contacted and will have a discussion with the Chair. If no improvement, the matter will be moved forward to the Executive Committee
4. The Executive Committee will remove the Chair from the Chair position; the Chair Elect will become the Chair and serve for the remainder of the term as outlined in Section 5.8 Vacancies above.

6.0 OFFICERS

6.1 Officers of the Section shall be the Chair, Chair-elect, Secretary-Treasurer and the immediate Past Chair.

6.1.1 The term of office shall be one (1) year for Chair, Chair-elect and Secretary-Treasurer. The Chair-elect will automatically assume the position of Chair following one (1) year as Chair-elect and the Secretary Treasurer will automatically assume the position of Chair-elect following one (1) year as Secretary Treasurer unless the Steering Committee has reason to feel that this is unwarranted. In that case, a special election may be called by the Steering Committee as outlined in section 5.3.4.

6.1.2 The term of office for the immediate Past Chair will be one (1) year.

6.2 Nominations. Nominations shall be made by the Nominations Committee as outlined in Section 5.3 and must be confirmed by the Steering Committee prior to the annual meeting of the Section.

6.3 Elections. Elections shall be as described in Section 5.3.4.

6.4 Vacancies in offices will be filled as outlined in Section 5.8.

6.5 Duties

6.5.1 Chair: Each section shall select a chair. The chair shall be responsible for (1) maintaining communication within the Steering Committee, submitting section reports and award nominations to Council, organizing the Annual Business Meeting, and reporting on activities of the section to section members at least on an annual basis. The

term of office shall be for one (1) year. The Chair will automatically assume the position of Immediate Past Chair following a one (1) year term as Chair.

6.5.2 Chair-elect: The Chair-elect shall provide guidance to the Secretary/Treasurer, coordinate the nomination process for Council awards, provide oversight to any Section committees or task forces, and lend assistance to the Chair. The Chair-elect will report on submitted nominations, Section committee and task force activities at the Annual Business Meeting. The term of office shall be for one (1) year. The Chair-elect will automatically assume the position of Chair following a one (1) year term as Chair-elect.

6.5.3 Secretary-Treasurer: The secretary-treasurer shall keep minutes of the proceedings of the Section and the Steering Committee, develop Section communication reports for Council and public dissemination, and monitor all Section monetary activities, and report same to the membership at the Annual Business Meeting. The term of office shall be for one (1) year. The Secretary/Treasurer will automatically assume the position of Chair-elect following a year as Secretary/Treasurer.

6.5.4 Members-at-Large: The Members-at-Large shall lend assistance to the officers of the Section. This assistance may include chairing committees or any other task that the officers deem appropriate. The term of office shall be a two (2) year staggered term.

6.5.4.1 The five (5) Members-at-Large will be designated seats that will strive to reflect the diversity of the Section with representation from different medical fields.

6.5.5 Trainee Representative: The Trainee Representative should be selected by trainee members of the section and approved by the Steering Committee. This representative shall provide insight regarding how to optimize the role of trainees in the Section. The term of office shall be a one (1) year position.

7.0 COMMITTEES

7.1 Eligibility. All members in good standing may serve on committees of the Section.

7.2 The Steering Committee may appoint as many committees as necessary to fulfill the needs of the Section.

8.0 REPORTS

8.1 Minutes. Minutes of all Steering Committee and Section business meetings shall be prepared by the Secretary-Treasurer and submitted to the SCCM Executive Office within 60 days following each business meeting. The Executive Offices of the SCCM will serve as the repository for Section records.

8.2 Activities Reports. A summary of Section activities and a list of current Steering Committee members, officers and committee chairs shall be prepared and submitted at least annually to Council in a timely fashion by the Section Chair.

8.3 Routine communication with Section members. The Steering Committee shall communicate regularly with the section members on the activities of the section and other items of interest.

9.0 FUNDS

9.1 If the Section wishes to add additional dues, Council approval is required.

- 9.2 Voluntary donations designated to the Section with SCCM dues returns may be used for Section activities.
- 9.3 Record keeping, disbursement and auditing will be the responsibility of the Executive Office of SCCM.

10.0 SECTION GUIDELINES FOR GOVERNANCE

- 10.1 The Section will be governed by these Guidelines for Governance.
- 10.2 In a case of conflict, the bylaws of SCCM shall take precedence over Section Guidelines for Governance.
- 10.3 Changes in the Guidelines for Governance may be proposed by any member of the Section. Proposed changes must be approved by the Steering Committee. After Steering Committee approval, proposed changes will be circulated to Council for approval.
- 10.4 Guidelines for Governance Review. Guidelines for Governance of the Section shall be reviewed on a regular basis.