

Fellows-in-Training Members Section

Rules of Order

I. PURPOSES

The American College of Allergy, Asthma and Immunology (herein referred to as "ACAAI") Fellow-in-Training Members Section (herein referred to as "the Section") shall:

- (a) provide opportunities for fellows-in-training members to meet and exchange information;
- (b) educate its members regarding careers in allergy/immunology;
- (c) communicate the interests of fellow-in-training members to the ACAAI Board of Regents; and,
- (d) communicate with other resident physician organizations concerning matters of interest and importance to allergy/immunology fellows-in-training.

II. COMPOSITION

All fellow-in-training members of ACAAI shall be members of the Section. A member of the ACAAI executive staff shall serve as staff liaison to the Section.

III. MEETINGS

The Section shall meet annually during the ACAAI Annual Meeting. All ACAAI fellow-in-training members may attend and participate in the meeting. The time and place of the meeting shall be decided by the Executive Committee of the Section in conjunction with the Annual Program Committee Chair.

All Section meetings shall be conducted by standard rules of parliamentary procedure as described in *Robert's Rules of Order*. The Chair may appoint a Parliamentarian to assist in the proceedings of the Section.

IV. QUORUM REQUIREMENT

Thirty (30) fellow-in-training members shall constitute a quorum for the transaction of business at any duly called meeting of the Section. Only fellow-in-training members present at the time of the quorum call shall be counted.

V. RESOLUTIONS AND AMENDMENTS

Any fellow-in-training member may submit a resolution for consideration by the Section. Resolutions must be received in writing in the ACAAI Executive Office thirty (30) days prior to the Section meeting. Resolutions submitted after the deadline will be reviewed by the Executive Committee of the Section, which will determine whether the resolution will be discussed at the upcoming meeting or held until the following meeting.

Resolutions passed at the Section meeting, intended for consideration by the ACAAI Board of Regents, must state this fact within the text of the resolution.

Resolutions and their amendments must receive a majority vote of the fellow-in-training members present to be approved. Proposed amendments to the Section Rules of Order must be approved by two-thirds vote of those present and then approved by the ACAAI Board of Regents.

VI. VOTING PRIVILEGES AND PROCEDURES

All ACAAI fellow-in-training members who are present at the annual meeting of the Section are eligible to vote on matters that arise during the meeting. Voting shall be by show of hands or voice unless secret ballot is requested. No proxy votes will be accepted.

Election of the Vice Chair: The election of Vice Chair shall take place during the annual business meeting of the Section. A candidate must be nominated by at least one other individual prior to the meeting by submitting an *Executive Committee of the ACAAI Fellow-in-Training Members Section Interest and Nomination Form*. In addition to the nomination form, 100 (one hundred) copies of a brief personal statement shall be submitted for distribution prior to the start of the Section meeting. The personal statement shall indicate the candidate's current training program, and shall serve as an introduction to the candidate and why he/she is interested and qualified for the position. No new nominations shall be accepted after the start of the meeting. Balanced regional representation is encouraged.

Candidates shall be given three minutes to deliver a candidacy speech. Election shall occur by secret ballot of the fellows-in-training in attendance at the Section business meeting. Candidates shall be asked to leave the room while voting is taking place. The nominee receiving the highest number of votes shall be elected. In the event of a tie, a subsequent vote shall take place between the individuals who are tied. If there is only one candidate, the Chair may choose to conduct an election by acclamation of the fellow-in-training members in attendance.

The elected individual shall take office immediately following the adjournment of the Section business meeting at which he/she was elected.

VII. EXECUTIVE COMMITTEE

A. Structure of the Committee

The Executive Committee shall consist of the following, who must all be ACAAI fellow-in-training members (or have applied for membership):

Chair (Senior ACAAI National Fellow-in-Training Representative)

Vice Chair (Junior ACAAI National Fellow-in-Training Representative)

Regional Fellow-in-Training Representatives (up to 12)

B. Strategic Goals

1. To represent the interests of the Section to the ACAAI.
2. To disseminate information to allergy/immunology fellows-in-training about ACAAI activities and other issues of importance to fellows-in-training.
3. To initiate and maintain programs of interest to allergy/immunology fellows-in-training.
4. To facilitate involvement of fellows-in-training in the activities of the ACAAI (e.g. committee appointments).

C. Description of Positions and Responsibilities

Chair (Senior ACAAI National Fellow-in-Training Representative): The position of Chair is a one-year position that is automatically filled by the individual completing his/her term as Vice Chair. This individual must be an ACAAI fellow-in-training member for the duration of his/her term. He/she shall serve as liaison to the ACAAI Board of Regents.

The Section Chair shall preside at all Section meetings and Executive Committee meetings. The Chair shall present resolutions approved by the Section at the next regularly scheduled meeting of the ACAAI Board of Regents. The Chair shall vote only in case of a tie.

Other responsibilities of the Chair include preparation of reports for the ACAAI Board of Regents, preparation of Section newsletters which appear in the ACAAI News, and preparation of other reports that may be needed throughout the year (such as for the AAAAI Training Program Directors' Retreat). He/she shall also serve as the delegate to the American Medical Association Resident and Fellow Section, and liaison to the Young Physician Committee of the ACAAI.

The Chair shall work in partnership with the staff to facilitate and oversee the work of the Executive Committee of the Section and ensure effective communications within the committee and between the committee and other individuals/bodies. The Chair shall also facilitate the involvement of fellows-in-training on various ACAAI committees.

Vice Chair (Junior ACAAI National Fellow-in-Training Representative): The position of Vice Chair is a one-year elected position. This individual must be willing and able to commit to two (2) years of service on the Executive Committee, and must be eligible for ACAAI fellow-in-training membership

status for the duration of the two-year period. He/she shall serve as liaison to the ACAAI Board of Regents.

The Vice Chair shall assist the Chair in its duties, and assume the Chairmanship if the existing Chair is unable to do so. Specific responsibilities shall include the maintenance of the Fellow-in-Training Mentorship Advocacy Program (FITMAP). He/she shall also serve as alternate delegate to the American Medical Association Resident and Fellow Section.

Regional Fellow-in-Training Representatives: The positions of Regional Fellow-in-Training Representatives shall be until the annual meeting following their graduation from fellowship training. Selections shall be made from those fellows-in-training who have expressed interest in the available positions by submitting an *Executive Committee of the ACAAI Fellow-in-Training Members Section Interest Nomination Form* prior to the Section meeting. These positions shall be appointed by the Chair, Vice Chair, and outgoing Chair following the annual meeting of the Section. Individuals in these positions must be allergy/immunology fellows-in-training for the majority of their term. Regional representatives can be appointed up to a maximum of twelve. Regions will be defined and regional assignments made by the chair within 30 days of the annual meeting. Some attempt should be made to assign regional representatives to a region that includes the area in which they are training. Canadian and International fellows are eligible to serve as regional representatives and international region(s) may be defined accordingly.

Representatives shall serve as the contact person for fellows-in-training in their region and assist in delegated tasks given to them by the Chair or Vice Chair. Tasks may include involvement in the organization of various ACAAI activities that may occur in their region of representation (e.g. pediatric and medicine resident programs in conjunction with regional allergy society meetings).