# 3.6 Committees of the Board of Directors

The Board of Directors, by authority of Bylaws section 1.24, may create standing committees to assist the Board in carrying out its duties. Bylaws section 1.24 also permits the Board of Directors to create *ad hoc* committees whenever necessary.

The Standing Committees of the Board of Directors shall be the Committees on Administrative Affairs, Scientific Affairs, Finance and Professional Affairs.

The Board delegates its full authority to an *ad hoc*, Special Board Committee on Expert Witness Testimony Review, which shall act upon all resolutions for sanction of an ASA member submitted by the Committee on Expert Witness Testimony Review or the Judicial Council.

## 3.6.1 Eligibility

Appointment to Committees of the Board of Directors shall be limited to those who occupy the office of Director.

# 3.6.2 Composition--Standing Committees

- 3.6.2.1 Each standing committee shall have five members
- 3.6.2.2 Board Review Committee terms shall be for two years
- 3.6.2.3 A director may serve two (2) consecutive terms if so elected before being required to take one year off. Consecutive terms apply to service on the same committee or two different committees. Because of the increased responsibility and lengthened learning curve for participation, a director appointed to the Committee on Finance may serve three consecutive terms before the required year off.

### 3.6.3 Elections to Committees of the Board of Directors

- 3.6.3.1 Nominees for Committees of the Board of Directors shall be proposed by a nominating committee from the Board of Directors, composed of the Chairs of each Board Committee and chaired by the Chair of the Committee on Administrative Affairs.
- 3.6.3.2 The list of nominees proposed by the nominating committee will be available in the House of Delegates office at the Annual Meeting no later than 8 a.m. of the day preceding the second meeting of the House of Delegates.

- 3.6.3.3 ASA staff will have available at the same time a roster of Directors showing the years of service of each as a Director and as a member of a Board committee.
- 3.6.3.4 Additional nominees may be added by the Board of Directors.
- 3.6.3.5 Members of the Board Committees shall be elected by the Board of Directors.
- 3.6.3.6 Once constituted, the members of each Board Committee shall elect a Chair from among the committee membership, except for the Special Committee on Expert Witness Testimony which shall be led by the Speaker or Vice Speaker who will serve as a non-voting presiding officer.
- 3.5.3.7 The Chair shall serve for one year and be eligible for re-election.

## 3.6.4 Vacancies and Absences—Standing Committees

In the event a vacancy occurs on any <u>standing</u> committee prior to the expiration of the two-year term, the Board of Directors, at any official meeting, shall elect a member to fill such vacancy. The member thus elected to the committee shall serve for the duration of the unexpired term.

Should a member of a standing committee be absent from a meeting of the Board, the Chair of the Committee on Administrative Affairs with the Speaker of the House of Delegates will select a ranking Board member in attendance who has the greatest seniority and least time of service on the Committees of the Board of Directors to substitute for the absentee for that one meeting. This person must not have obligations or duties that would conflict with serving on the Board Committee. Should the Director's absence be planned, the courtesy of two-week notice to the Chair of the Committee on Administrative Affairs and the Speaker of the House of Delegates is requested. (251-5; 2010)

## 3.6.5 Duties—Standing Committees

### 3.6.5.1 Committee on Administrative Affairs

- 3.6.5.1.1 It shall be the function of this committee to receive, to investigate and to review, so far as possible, all matters of substance pertaining to the Administrative Council intended to be brought before the Board of Directors; and
- 3.6.5.1.2 To review and re-evaluate continually the activities of the Administrative Council, however initiated, and to report to the Board of Directors at its annual or other meetings, pertinent conclusions and recommendations for action.

### 3.6.5.2 Committee on Scientific Affairs

- 3.6.5.2.1 It shall be the function of this committee to receive, to investigate and to review, so far as possible, all matters of substance pertaining to the Division of Scientific Affairs intended to be brought before the Board of Directors; and
- 3.6.5.2.2 To review and re-evaluate continually all activities of the Division of Scientific Affairs, however initiated, and to report to the Board of Directors at its annual or other meetings pertinent conclusions and recommendations for action.

#### 3.6.5.3 Committee on Finance

- 3.6.5.3.1 It shall be the function of this committee to receive, to investigate and to review, so far as possible, all matters of substance pertaining to the Section on Fiscal Affairs intended to be brought before the Board of Directors; and
- 3.6.5.3.2 To review and re-evaluate continually all financial affairs of the Society, however initiated, and to report to the Board of Directors at its annual or other meetings pertinent conclusions and recommendations for action in the area of fiscal policy.

#### 3.6.5.4 Committee on Professional Affairs

- 3.6.5.4.1 It shall be the function of this committee to receive, to investigate and to review, so far as possible, all matters of substance pertaining to all pending Federal and State legislative and administrative actions that may affect the specialty of anesthesiology and its practice, intended to be brought before the Board of Directors; and
- 3.6.5.4.2 To review and re-evaluate continually all legislative and regulatory affairs referred from the Committee on Governmental Affairs or otherwise referred to the Board of Directors and to report to the Board of Directors at its annual or other meetings pertinent conclusions and recommendations for action.

## 3.6.6 Composition--Special Board Committee on Expert Witness Testimony Review

- 3.6.6.1 The Special Board Committee shall have no less than eight members and four alternate members.
- 3.6.6.2 The Speaker or his or her designate shall serve as the non-voting presiding officer.
- 3.6.6.3 Each member and alternate member of the Special Board Committee shall be elected for the full one year term of the Committee.

- 3.6.7 Vacancies--Special Board Committee on Expert Witness Testimony Review
  - 3.6.7.1 In the event of a vacancy during the one-year term of the Committee, the Administrative Council shall elect a member to fill such vacancy.
- 3.6.8 Duties--Special Board Committee on Expert Witness Testimony Review

3.6.8.1 The Special Board Committee on Expert Witness Testimony Review shall act upon all resolutions for sanction of an ASA member submitted by the Committee on Expert Witness Testimony Review or the Judicial Council upon a determination that a violation of the ASA Guidelines for Expert Witness Qualifications and Testimony has occurred. The Special Board Committee on Expert Witness Testimony Review shall have the full authority of the Board and carry out the duties of the Board as set forth in the relevant sections of the Administrative Procedures and the Bylaws pertaining to complaints regarding the ASA Guidelines on Expert Witness Qualifications and Testimony.