

AGENDA
EXECUTIVE COMMITTEE MEETING
JOINT SECTION ON DISORDERS OF THE SPINE AND PERIPHERAL
NERVES

San Francisco Marriott Hotel

Monday, April 10, 2000

Call to Order	C. Dickman	
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	C. Dickman/E. Benzel	

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AANS/CNS SECTION ON DISORDERS OF THE SPINE AND PERIPHERAL NERVES



A Section of
The American Association of Neurological Surgeons
and
Congress of Neurological Surgeons



Minutes of the Executive Committee meeting of the CNS/AANS Joint Section on
Disorders of the Spine and Peripheral Nerves

Renaissance Esmeralda Resort
Tuesday February 22, 2000

Members present: Traynelis, Belzberg, Heary, Dickman, Rodts, Samudrala, Hurlbert, Haid, Ryken, Baldwin, Papadopoulos, Fehlings, Branch, Pait, Fessler, Przybylski, Hollowell

Guests Present: V. Sonntag- AANS Representative

Dr. Traynelis called the meeting to order.

The minutes of the previous meeting were approved.

Treasurer's report: Dr. Dickman reported that the financial health of the joint section remains robust. In answer to the request to explore financial options for the Section, Dr. Dickman has consulted with three financial advisement firms. The advice offered by the three firms was reviewed and the committee selected PaineWebber as the new investment firm. A proposal was made to maintain approximately \$200,000 in liquid assets and \$800,000 in long-term investments. The proposal was approved. As the new treasurer, Dr. Rodts will get the PaineWebber report and give an update at the San Francisco meeting.

Dr. Traynelis made special recognition of the excellent job done by Dr. Dickman as Treasurer of our organization.

Annual meeting: Dr. Ryken delivered an update on the current annual meeting. Pre-registration included 324 medical participants. The budget was calculated with a target of 294. Exhibit earnings were greater than projected. Contributions also exceeded projections with a projected total of \$50,000 and a real total of \$60,000.

Exhibits: It was reported that the current price of an exhibit booth is \$2,000. Dr. Haid will explore the current market value of such exhibit space and will report back to the committee in April.

CHAIRPERSON

Vincent C. Traynelis, MD
Division of Neurosurgery
University of Iowa
Hospitals and Clinics
200 Hawkins Drive
Iowa City, Iowa 52242-1061
Phone: (319) 356-2774
Fax: (319) 353-6605
E-Mail Address:
vincent-traynelis@uiowa.edu

SECRETARY

Nevan G. Baldwin, MD
Division of Neurosurgery
University of New Mexico
Health Sciences Center, 2nd Floor ACC
Albuquerque, New Mexico 87131
Phone: (505) 272-3401
Fax: (505) 272-6091
E-Mail Address:
nevan@flash.net

TREASURER

Curtis A. Dickman, MD
Barrow Neurological Institute
2910 North Third Avenue
Phoenix, Arizona 85013-4434
Phone: (602) 406-3932
Fax: (602) 406-4187
E-Mail Address:
cdickman@earthlink.net

IMMEDIATE PAST CHAIRPERSON

Stephen M. Papadopoulos, MD
University of Michigan
Medical Center
1500 East Medical Center Drive
Ann Arbor, Michigan 48109-0338
Phone: (734) 936-5024
Fax: (734) 936-9294
E-Mail Address:
stvapa@umich.edu

MEMBERS-AT-LARGE

Charles L. Branch, Jr., MD
Srinath Samudrala, MD
Lloyd Zucker, MD

CHAIRPERSON ELECT

Curtis A. Dickman, MD

Future sites: Dr. Papadopoulos reported the 2001 annual meeting will be held in Phoenix from February 14th through Feb. 17th.

Contract negotiations are underway to have the 2002 annual meeting in Orlando. The site for 2003 has not been selected.

Doctors Traynelis and Dickman will notify the AANS meeting planning group of the Section's concerns regarding the not yet completed contract negotiations. Dr.

Papadopoulos offered to give an update report in April.

Membership listserve: Dr. Baldwin reported on the options for creating a joint section e-mail list serve. Interest also was expressed in creating a survey to send to the section members. All executive committee members were encouraged to forward questions to the Secretary for consideration to be included in the survey.

Committee structure was reviewed. In view of a long period of low activity, the Standards Committee was eliminated.

It was reported that the AANS executive committee would like a joint section member to attend their meetings. They are soliciting names and the section will provide the names of doctors McCormick, Papadopoulos, Fessler, and Traynelis.

Education committee- Dr. Heary reported that plans are completed for the Joint Section portion of the AANS meeting. The plan for the Congress meeting is in progress.

Awards committee- Dr. Hollowell reported that there are two excellent candidates for fellowship. Both are outstanding individuals who presented good research proposals to be done as part of the fellowship. Medtronic has agreed to fund one award. There was discussion regarding funding a second fellowship with joint section funds. It was decided that only one award will be given. Dr. Hollowell will notify the winner. The winner will be announced hands introduced have the AANS meeting.

Newsletter report- Dr. Heary reported that the Congress newsletter has offered to provide space which would include the spine section newsletter within the overall Congress newsletter. The costs of the current newsletter methodology were reviewed. A motion was made to place the joint section newsletter in Neurosurgery News (the Congress newsletter). The motion passed.

Dr. Papadopoulos recognized Dr. Heary for his outstanding work as newsletter editor.

Research committee-Dr. Fehlings gave a brief review of the method used for grant application reviews. He then reported that two of the projects were considerably better than the rest. He recommended that both projects receive funding. Dr. Branch made a motion to fund one project for \$30,000 and the second project for \$15,000. The motion was seconded and passed. Dr. Fehlings will notify the award recipients. They are Dr. Mikulis and Dr. Britz.

Guidelines committee-Dr. Ryken gave an update on the numerous projects underway by

the Guidelines group. It was decided that Dr. Hadley will be asked to assist with the spinal cord injury guidelines.

Outcomes committee-Dr. McCormick was absent from the meeting.

CPT committee-Dr. Hollowell reported on determination of the proper use of the -62 modifier. Basically, HCFA and RUC both feel that the approach is included in decompression and in arthrodesis. There was discussion regarding the CPT Representative position for the Section. Dr. Hollowell was asked to stay on as the section Representative since Dr. Przybylski is the CNS Representative. Dr. Hollowell agreed to remain as CPT Chair. He will seek a successor and will help to train that individual. The designated successor will also be asked to attend the executive committee meetings.

Dr. Fessler reported on several important issues.

1. Washington committee: The HCFA reduction in practice expense reimbursement has been delayed at least one year.
2. F. D. A. issues: Dr. Fessler is assembling a neurosurgery advisory committee to meet with officials of HCFA, FDA, and corporate officials. The purpose of this committee is to assist in resolving FDA related issues especially with regard to tissues and medical devices. This committee will be modeled after an orthopedic advisory committee which performs a similar function in assisting the FDA.
3. The FDA will put the bone and all regulation issue on hold for at least one year. Further information is being sought before a decision on FDA action will be made. The FDA is performing data collection on tissue risks and the choice of evaluating bone dowels as devices vs. biological implants is the first question to be decided.
4. The FDA is reviewing the issue of regulating single use devices. In the future, it may become illegal to reuse such instruments.
5. Regarding percutaneous vertebroplasty, Dr. Fessler noted that the guidelines proposed by radiologists eliminate neurosurgeons from performing the procedure. A counterproposal, written by Dr. Fessler and an ad hoc committee (Lloyd Zucker, Kevin Foley, Nevan Baldwin), has been completed and this has been submitted to the presidents of the AANS and CNS, as well as the Joint Spine Section president and the Washington committee, for comment. The strategy will be to negotiate a compromise result.

Old business:

AANS advertorial-Dr. Heary reported an updated budget on the advertorial. \$146,000 was received in donations from neurosurgeons. Advertising revenues are expected to be \$173,000. Donations from the joint sections (pain, tumor, and cerebrovascular) thus far total \$15,000. The issue will include 15 articles with five dedicated to spine-related topics. Extensive discussion ensued regarding the role of this joint section in the advertorial. Dr. Papadopoulos proposed a resolution, followed by motions to amend the

resolution from Doctors Fehlings and Branch. Doctor Fehlings' motion was defeated and Dr. Branches was passed. The amended resolution is as follows:

The Joint Section on Disorders of the Spine and Peripheral Nerves has established a commitment, on behalf of our membership, to support, in partnership, the efforts and initiatives of organized neurosurgery. The Section does not wish to establish a precedent of "project by project" or "organization by organization" external solicitation of funds.

The section has committed \$50,000 financial support for the AANS/CNS Washington committee in the year 2000. This emphasizes the section's sense of obligation to support this crucial activity on behalf of our membership.

Further, the section commits \$5000 each to the AANS and the CNS in the year 2000 in support of spine and peripheral nerve-related programs and initiatives within their respective organizations. This is in recognition and support of the common goals and needs of our membership.

The resolution was adopted.

The meeting was adjourned.

Nevan G. Baldwin M.D.

Secretary, AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves

RULES AND REGULATIONS
OF THE
JOINT SECTION ON DISORDERS OF THE SPINE
AND PERIPHERAL NERVES
OF THE
AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS
AND
CONGRESS OF NEUROLOGICAL SURGEONS

Revisions Approved 2/13/98

ARTICLE I Name

This section shall be named, known and styled as:

The Joint Section on Disorders of the Spine and Peripheral Nerves of the American Association of Neurological Surgeons and the Congress of Neurological Surgeons.

It is an affiliate Section of the parent organizations, the American Association of Neurological Surgeons and Congress of Neurological Surgeons, and as such, members are also bound by the Rules and Regulations of the parent organizations.

ARTICLE II Objectives and Functions

Section 2.01

The objectives of this Section shall be:

- A. To foster the use of spinal neurosurgical methods for the treatment of diseases of the spinal neural elements, the spine and peripheral nerves.
- B. To advance spinal neurosurgery and related sciences, to improve patient care, to support meaningful basic and clinical research, to provide leadership in undergraduate and graduate continuing education, and to promote administrative facilities necessary to achieve these goals.

Section 2.02

The function of this Section shall be:

- A. To provide a forum for education and research on basic form and function of the spinal neural elements and spine toward the improvement of spinal neurosurgical procedures that alleviate human disease and suffering through treatment of the spinal disorders. Within such consideration will be the surgical procedures used in the treatment of congenital-developmental, traumatic, neoplastic, degenerative, vascular, infectious-inflammatory, and toxic metabolic diseases of the spinal neural elements, the spine and peripheral nerves.

- B. To cultivate and provide leadership in promoting excellence in the quality of spinal and peripheral nerve neurosurgery.
- C. To coordinate activities and programs relating to the spinal neural elements, the spine and peripheral nerves for the parent organizations and other societies, committees, and agencies.
- D. To represent the parent organizations, at their discretion, at any organizations or group on matters relating to the spinal neural elements, the spine and peripheral nerves.
- E. To advise the parent organizations of activities which relate to diseases and surgery of the spinal neural elements, the spine and peripheral nerves by other individuals, groups, and/or agencies.

ARTICLE III

Membership

Section 3.01

There shall be seven classes of membership:

- A. **Active:** Active members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons who have a special interest in disorders of the spine and peripheral nerves.
- B. **Associate:** Individuals who qualify as associate members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons.
- C. **Honorary:** The Executive Committee may grant honorary membership to such qualified physicians or scientists who in their opinion, merit such recognition. They shall not be required to pay dues and shall not have the privilege of voting or holding office or serving on committees.
- D. **Corresponding:** Corresponding members shall reside beyond the limits of the United States of America and Canada, and they shall be chosen because of their devotion and contributions to spinal neurosurgery. They shall be required to pay dues. They shall not have the privilege of voting and holding elective office. However, they may serve as members of special committees. They need not be corresponding members or the equivalent of the American Association of Neurological Surgeons or the Congress of Neurological Surgeons.
- E. **Adjunct:** Adjunct members shall be physicians or scientists of other collateral or related fields who are active in the area of spinal disorders but are not members of

the American Association of Neurological Surgeons or Congress of Neurological Surgeons. Each adjunct member must be sponsored by two active members and must be approved by unanimous vote of the Joint Section on Disorders of the Spine and Peripheral Nerves Executive Committee. They shall be required to pay dues. They shall not have the privilege of voting or holding elective office.

- F. **Resident:** Resident members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons who have a special interest in disorders of the spine and peripheral nerves.
- G. **Senior:** Senior membership may be granted to any Active member 60 years of age or older who applies to the Secretary in writing, or to any Active member who retires from active practice. Senior members shall be exempt from payment of annual dues. Senior members may be reinstated to Active membership on request, subject to approval of the Executive Committee.

Section 3.02 Responsibilities and Privileges

Only active members shall vote and hold elective office.

Section 3.03 Disclaimer

No form of membership in this section should be interpreted as endorsing the qualifications of the respective member to perform operations on human patients. Members who use their membership in the Joint Section for advertising purposes implying that they have special skills or training endorsed by the Joint Section shall forfeit this membership.

Section 3.04 Applications for Membership

Applications for membership should be made in writing to the Secretary of the Joint Section. Complete applications for each membership category shall be reviewed by the Executive Committee. Applications for Active membership will be presented to the membership for review in the Joint Section Newsletter. Ratification of Active membership applications will occur at the first Joint Section Annual meeting 60 or more days thereafter. The Executive Committee may confer all other membership status categories without vote of the Active membership of the Joint Section at the Annual meeting.

Section 3.05 Dues and Assessments

Dues and assessments shall be heard and reviewed by the Executive Committee of the Joint Section on Disorders of the Spine and Peripheral Nerves. Recommendations by the Executive Committee will be presented to the membership in the Joint Section Newsletter. Ratification of dues and assessments shall be determined by majority vote of the Active membership at the first Joint Section Annual meeting occurring 60 days or more thereafter.

Section 3.06 Termination of Membership:

- A. Membership shall terminate if any member, (other than Honorary, Corresponding, Adjunct or Senior) ceases to maintain membership in either one or the other of the parent organizations (AANS or CNS).
- B. Membership shall be terminated if dues or assessments be delinquent by one or more years and no response is received within 30 days following a reminder.
- C. Membership shall terminate upon receipt by the Secretary of a letter of resignation.
- D. Honorary, Corresponding, Adjunct or Senior membership may be terminated by a majority vote of the Joint Section Executive Committee, without vote of the Active membership.

ARTICLE IV Officers and Executive Committee

Section 4.01

The control of the Joint Section on Disorders of the Spine and Peripheral Nerves shall be vested in the Executive Committee, who shall manage the affairs of the Section in conformity with the Rules and Regulations of the American Association of Neurological Surgeons and Congress of Neurological Surgeons. Only active members who are active members of both the American Association of Neurological Surgeons and Congress of Neurological Surgeons shall be officers or members of the Executive Committee.

Section 4.02 Officers

The officers of this Section shall be the Chairperson, Chairperson-Elect, Immediate Past-Chairperson, Secretary, and Treasurer.

Section 4.03 Executive Committee

The Executive Committee shall consist of the five officers, three Members at large, the Newsletter Editor, the Exhibits Chairperson, the Annual Meeting Chairperson and the Scientific Program Chairperson. Ex-officio members may be appointed at the discretion of the Chairperson.

Section 4.04 Tenure of Office

The Chairperson shall serve a term of one year. The Secretary and Treasurer shall serve a term of 3 years and may not serve more than two consecutive terms. The Members at Large of the Executive Committee shall assume a term of 3 years and may not serve more than two consecutive terms. All officers and members of the Executive Committee shall assume office immediately following the Annual Joint Section Meeting.

Section 4.05 Duties:

- A. **Chairperson:** The Chairperson shall preside at all meetings of the Section. The Chairperson shall appoint all committees not otherwise provided for, and shall perform all such other duties as appertain to the office of Chairperson. The Chairperson shall be an ex officio member of all committees with the right to vote only in the case of a tie vote. The Chairperson shall supervise the execution of all rules.
- B. **Chairperson-elect:** The Chairperson- Elect shall be a voting member of the Executive Committee and shall assume the responsibility of the Chairperson in the case of absence, death, resignation or inability to act of the Chairperson.
- C. **Secretary:** The Secretary shall keep an accurate record of the proceedings of meetings of the Section and the Executive Committee and shall conduct all correspondence for the Executive Committee. The Secretary shall issue printed or written notice of all meetings of the Section and The Executive Committee, and shall perform such other duties pertaining to this office, as may be required from time to time by the Executive Committee. The Secretary, in conjunction with the AANS-CNS office, shall be responsible for maintaining a current roster of the membership. It is the duty of the Secretary to bring forth membership applications for review. The Secretary will maintain a current complete copy of the Rules and Regulations of the Joint Section on Disorders of the Spine and Peripheral Nerves. The Secretary will maintain an active roster of the make-up of the Executive Committee of the Joint Section. The Secretary will serve as the liaison between AANS National Office representatives and the Executive Committee in assisting with the identification of future meeting sites.

- D. **Treasurer:** The Treasurer shall keep an accurate record of the Collections and disbursements of funds, shall pay all financial obligations incurred by the Joint Section.
- E. **Executive Committee:** The Executive Committee shall supervise and effect an efficient management of the Joint Section, review applications for membership, and recommend, challenge or reject the applications, and report annually, or when requested to the parent organizations on all activities of the Joint Section.
- F. The officers and Executive Committee shall be held blameless for all activities of this Joint Section or for activities done in its name, except for any theft from the organization or for willful and malicious conduct.
- G. **Election of Officers and Executive Committee.** It shall be the duty of the immediate past Chairperson of the Joint Section to convene the nominating Committee each year prior to the AANS Annual Meeting. The slate of nominees for officers of the Joint Section will be presented to the Executive Committee in April when the Joint Section Executive Committee convenes at the AANS Annual Meeting. Following Executive Committee approval, the slate of candidates will be presented to the membership in the Joint Section Newsletter. The membership may nominate additional candidates and will vote on the candidates at the next Joint Section Annual Meeting.

ARTICLE V

Standing Committees

Section 5.01 Education Committee

The Education Committee shall serve to coordinate and assist the American Association of Neurological Surgeons and the Congress of Neurological Surgeons in selecting scientific papers and developing programs. Additional subcommittees may be formed as necessary to coordinate, and/or develop scientific and educational programs for other organizations. The Chairperson of the Education Committee shall be appointed by the Chairperson of the Joint Section.

Section 5.02 Nominating Committee

The Nominating Committee shall consist of three (3) members appointed by the Joint Section Executive Committee and the Committee Chairperson. The immediate past Joint Section Chairperson shall serve as chairperson of the Nominating Committee. One member shall be appointed each year to replace the member rotating off of the committee. Each member's appointment shall last three years. This committee shall present candidates for the officer positions

within the Joint Section to the Executive Committee at the time of the CNS Annual Meeting. In February, the slate is presented and nominations are taken from the floor. Fifteen days after presentation, the full ballot will be circulated to the full voting membership. The balloting shall be conducted by mail and only the ballots received on or before March 15th of the year of the election shall be counted. A simple majority of those voting shall be necessary to elect an officer.

Section 5.03 Annual Meeting Committee

The Annual Meeting Committee shall consist of five (5) members, two (2) to be appointed each year by the Executive Committee. One experienced member shall be appointed to serve as the Annual meeting Chairperson. One senior member will be the Exhibits Chairperson, who will serve a three year term. The other senior member shall be appointed to serve as the Scientific Program Chairperson. The two newly appointed members shall be appointed to serve as Assistant Annual Meeting Chairperson, and Assistant Scientific Program Chairperson, and shall assume their respective responsibilities for the annual meeting the subsequent year.

The Exhibits Chairperson will serve as the liaison between the Executive Committee and vendors who wish to exhibit at the Joint Section Annual meetings.

Section 5.04 Newsletter Committee

The Newsletter Committee shall consist of two (2) members, one member appointed every two years. Their appointment shall last four (4) years. The senior member shall be Newsletter Editor for two (2) years. The junior member shall serve as Assistant Newsletter Editor.

Section 5.05 Research Committee

The Research Committee shall consist of three (3) members and the Committee Chairperson. The Chairperson and the members shall serve a three year term. The Executive Committee shall appoint a new member each year and a new Committee Chairperson every three years. This Committee shall conduct and coordinate the scientific and research activities of the Joint Section at the will of Joint Section Executive Committee. This Committee shall inform the Executive Committee of its activities by bi-annual written reports and as deemed necessary by the Joint Section Chairperson, Executive Committee, and Committee Chairperson. This Committee shall not speak or act in the name of the parent organizations and/or the Joint Section without approval of the appropriate Executive Committees. The Chairperson of the Research Committee shall instruct the Treasurer regarding research awards. The Chairperson will inform the Treasurer regarding the amounts awarded and the payment dates for those funds to be disbursed.

Section 5.06 Awards Committee

The Awards Committee shall consist of five members, one member to be appointed by the Joint Section Executive Committee each year. Attempts should be made to have members distributed geographically around the country with at least two members in clinical practice and two members in academic medicine. Each member of the Awards Committee will serve a five year term. The Chairperson for the Awards Committee will be determined by the Joint Section Executive Committee. This committee shall be responsible for soliciting applications for and selecting finalists and awardees for the Mayfield Award(s), clinical and/or basic science and for the Joint Section Spine Fellowship Award. The nomination and selection of candidates for the Meritorious Service Medal will not be the responsibility of this committee but will be the responsibility of the Past-Chairperson, the current Chairperson and the Chairperson-Elect of the Joint Section.

The Mayfield Award(s) may be awarded each year at the Joint Section Annual Meeting to Neurosurgical residents or fellows from the United States or Canada (who have completed or are completing a Neurosurgical training program) who are deemed most deserving by consensus of the Awards Committee. The intent of the award(s) is to recognize and promote research among residents and fellows in training in the surgical subspecialty of Neurological Surgery. Original clinical or basic science research must be submitted in abstract form, according to specified guidelines, to the Awards Committee for consideration. The Awards Committee reserves the right to award a Clinical Mayfield Award, a Basic Science Mayfield Award, both, or no award in a given year depending on the number and quality of submissions. The Mayfield Award(s) consist of a \$500.00 honorarium, a plaque, and travel and lodging at the Annual Meeting.

The Joint Section Spine Fellowship will be awarded by consensus of the Awards Committee, based on established criteria, to the American-or Canadian-trained Neurosurgical resident deemed most deserving. The intent of this award is to provide supplementary funds for an advanced education and research in disorders of the spine or peripheral nerves (in the form of fellowship training) to a Neurosurgical resident.

Section 5.07 Rules and Regulations Committee

The Rules and Regulations Committee shall consist of three (3) members, one member appointed by the Joint Section Executive Committee each year. Their appointment shall last three years with the senior member acting as Chairperson. This Committee shall review the Joint Section's Rules and Regulations and make written recommendations to the Executive Committee. Changes in the Rules and Regulations approved by the Executive Committee must be ratified by the AANS Board of Directors and the CNS Executive Committee. Approved changes or amendments must be presented and explained to the membership in the Joint Section Newsletter. Rules and Regulations thus presented will be voted upon by the membership at the next Joint Section Annual Meeting. A two-thirds majority is required for ratification.

ARTICLE VI Meetings

Section 6.01

The Joint Section shall meet with the American Association of Neurological Surgeons and the Congress of Neurological Surgeons at their respective annual meetings. At these meetings, the Joint Section's Executive Committee may call special Business Meetings when required to conduct the activities of the Section. The Joint Section shall hold an Annual Scientific and Educational Meeting at a time that does not conflict with the annual meetings of the American Association of Neurological Surgeons and Congress of Neurological Surgeons, and shall hold the Joint Section's Regular Annual Business Meeting at that time.

Section 6.02 Quorum

At all Business Meetings of the Joint Section called by the Executive Committee, both regular and special, the majority of Active members present and voting at the time of the meeting shall constitute a *quorum* for the purposes of transacting the business of the Joint Section.

Section 6.03 Items Requiring Vote

Actions that require a vote of the Active membership of the Joint Section will be presented to the membership in the Joint Section Newsletter, or by separate mailing. Voting will occur at the next Joint Section Annual meeting.

In the event of an action that the Executive Committee believes requires membership consideration before and distinct from the Joint Section Annual meeting, the action may be presented to the Active membership by special mailing. Returned ballots will be counted by the Secretary no earlier than sixty (60) days after they are sent to the members. Unless otherwise specified in the Rules and Regulations, a mail vote shall be determined by a simple majority of those who cast votes.

Section 6.04

Robert's Rules of Order shall govern the conduct of Executive Sessions of the Joint Section unless otherwise specified.

Section 6.05

The order of the Procedure of the Executive Session of the Joint Section shall be as follows:

- (1) The Call to Order
- (2) The Reading of the Minutes

- (3) Unfinished Business
- (4) Reports of the Executive Committee and Committees
- (5) Election of New Members
- (6) Appointment of Committees
- (7) New Business

ARTICLE VII

Amendments to Rules and Regulations

Section 7.01

New or revised Rules and Regulations may be proposed by any active member. The proposed change or addition shall be mailed to the Chairman of the Rules and Regulations Committee. Within 30 days of receipt of the proposed revision, the proposed change or addition and the recommendations of the Rules and Regulations Committee regarding such proposal shall be submitted to the Secretary for consideration at the next Joint Section Executive Committee meeting.

Upon approval by the Joint Section Executive Committee, the proposed changes will be presented to the AANS Board of Directors and the CNS Executive Committee for ratification.

Rules and Regulation changes or amendments thus approved will be presented to the membership in the Joint Section Newsletter.

Discussion and ratification of proposed Rules and Regulations changes shall occur at the next Joint Section Annual meeting, 60 days or more thereafter.

Any change in the Joint Section Rules and Regulations shall require a two-thirds majority of the Active members present at the annual Joint Section business meeting.

Duties, Responsibilities, and Committee Charges
AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves

Chair

Charge: The Chair shall preside at all meetings of the Section. The Chair shall appoint all committees not otherwise provided for and shall perform all such other duties as pertain to the office of Chair. The Chair shall be an ex-officio member of all committees with the right to vote only in the case of a tie vote. The Chair shall supervise the execution of all rules. (Rules and Regulations 4.05)

Length of Term: 1 year (Rules and Regulations 4.04)

Selection: The Chair-elect assumes the duties of Chair at the end of the annual meeting of the Joint Section in February of the year elected. (Rules and Regulations 4.04)

Chair-ELECT

Charge: The Chair-elect shall be a voting member of the Executive Committee and shall assume the responsibilities of the Chair in the case of that individual's absence, death, resignation, or inability to act. (Rules and Regulations 4.05)

Length of Term: 1 year (Rules and Regulations 4.04)

Selection: The Nominating Committee will propose an individual to serve as Chair-elect. This proposal will be approved by the Executive Committee. Approval by the voting membership is required. (Rules and Regulations 5.02)

IMMEDIATE PAST Chair

Charge: The Immediate Past Chair will be a voting member of the Executive Committee. This individual will also serve on the Nominating Committee. (Executive Committee 2/97, Rules and Regulations 5.02)

Length of Term: 1 year (Executive Committee 2/97)

SECRETARY

Secretary: The Secretary shall keep an accurate record of the proceedings of the meetings of the Section and the Executive Committee and shall conduct all correspondence for the Executive Committee. The Secretary shall issue printed or written notice of all meetings of the Section and Executive Committee, and shall perform such other duties pertaining to this office as may be required from time to time by the Executive Committee. It is the duty of the Secretary to bring forth membership applications for review. The Secretary will maintain a complete copy of the Rules and Regulations of the Joint Section on Disorders of the Spine and Peripheral Nerves. The Secretary will maintain an active roster of the make-up of the Executive Committee of the Joint Section. The Secretary will serve as the liaison between the CNS and AANS national office representatives and the Executive Committee in assisting with the identification of future meeting sites. (Rules and Regulations 4.05)

Length of Term: 3 years (Rules and Regulations 4.04)

Selection: The Nominating Committee will propose an individual to serve as Secretary-elect.

This proposal will be approved by the Executive Committee. Approval by the voting membership is required. (Rules and Regulations 5.02)

TREASURER

Charge: The Treasurer shall keep an accurate record of the collections and disbursements of funds and shall pay all financial obligations incurred by the Joint Section. (Rules and Regulations 4.05)

Length of Term: 3 years (Rules and Regulations 4.04)

Selection: The Nominating Committee will propose an individual to serve as Treasurer-elect. This proposal will be approved by the Executive Committee. Approval by the voting membership is required. (Rules and Regulations 5.02)

EXECUTIVE COMMITTEE MEMBERS-AT-LARGE

Charge: To serve as voting members of the Executive Committee. The Executive Committee shall supervise and effect an efficient management of the Joint Section, review applications for membership, and recommend, challenge, or reject the applications and report annually, or when requested, to the parent organizations on all activities of the Joint Section. (Rules and Regulations 4.05)

Length of Term: There will be three Members-at-Large. (Rules and Regulations 4.03) The Members-at-Large of the Executive Committee shall assume a term of 3 years and may not serve more than two consecutive terms. The Members-at-Large shall assume office at the end of the annual meeting of the Joint Section in February of the year elected. (Rules and Regulations 4.04)

Selection: The Nominating Committee will propose an individual to serve as Member-at-Large. This proposal will be approved by the Executive Committee. Approval by the voting membership is required. (Rules and Regulations 5.02)

EX-OFFICIO MEMBERS OF THE EXECUTIVE COMMITTEE

Charge: To serve as voting members of the Executive Committee. The Executive Committee shall supervise and effect an efficient management of the Joint Section, review applications for membership, and recommend, challenge, or reject the applications and report annually, or when requested, to the parent organizations on all activities of the Joint Section. (Rules and Regulations 4.05)

Length of Term: 1 year (Rules and Regulations 4.03)

Selection: Ex-officio members may be appointed at the discretion of the Chair. (Rules and Regulations 4.03)

ANNUAL MEETING CHAIRMAN

Charge: To develop and direct all non-scientific aspects of the annual meeting. To assist the Scientific Program Chair as necessary. (Executive Committee 2/97)

Selection: The Annual Meeting Chairman would have served as the Scientific Program Chairman in the year immediately preceding the Annual Meeting Chairman appointment. (Executive

Committee 2/97)

Length of Term: 1 year (Executive Committee 2/97)

Committee Members: Traditionally this position does not function by committee. (Executive Committee 2/97)

SCIENTIFIC PROGRAM CHAIRMAN

Charge: To develop and execute the scientific program for the annual meeting. (Executive Committee 2/97)

Selection: The Scientific Program Committee Chairman would have been selected by the Chair of the Section while that individual held the position of Chair-elect. The Scientific Program Committee Chairman would have served 1 year as the CME Liaison. (Executive Committee 2/97)

Length of Term: 1 year. (Executive Committee 2/97)

Committee members are appointed by the Committee Chairman. (Executive Committee 2/97)

CME LIAISON

Charge: The CME Liaison will work with the Scientific Program Chairman to complete the application for CME credit at the annual meeting. The CME Liaison is, in essence, the Scientific Program Chair-elect. (Executive Committee 2/97)

The CME Liaison is appointed by the Chairman-Elect. (Executive Committee 2/97)

Length of Term: 1 year (Executive Committee 2/97)

EXHIBITS Chair- Standing (part of Annual meeting committee, Rules and Regulations 5.03)

Charge: The Exhibits Chair will serve as the liaison between the Executive Committee and the vendors who wish to exhibit at the Joint Section annual meetings. (Rules and Regulations 5.03) The chair should also remain knowledgeable regarding fair market prices for exhibit space at the annual meeting and regarding fees charged for exhibitor space at competing meetings. The chair will make recommendations to the Executive Committee regarding fees for exhibitor space.

Length of Term: 3 years (Rules and Regulations 5.03)

Selection: The Nominating Committee will propose an individual to serve as Chair-elect. This proposal will be approved by the Executive Committee. Approval by the voting membership is required. (Rules and Regulations 5.02)

EDUCATION COMMITTEE (Standing committee, Rules and Regulations 5.01)

Charge: The Education Committee shall serve to coordinate and assist the American Association of Neurological Surgeons and the Congress of Neurological Surgeons in selecting scientific papers and developing programs. Additional subcommittees may be formed as necessary to coordinate and/or develop scientific and educational programs for other organizations. (Rules and Regulations 5.01)

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Chair: The Chair shall be appointed by the Chair of the Joint Spine Section (Rules and Regulations 5.01). The length of appointment will be 3 years (Executive Committee 2/97)

Committee members include the AANS/CNS Liaison (Chairman), the Section representative to the AANS CME Committee, the CME Liaison, and the annual meeting Scientific Chairman, and any other individuals who may be appointed at the discretion of the Section or Committee Chairs. (Executive Committee 2/97)

AANS CME REPRESENTATIVE

Charge: The AANS CME Representative will function as a member of the AANS CME Committee. (Executive Committee 2/97)

Length of Term: 3 years (Executive Committee 2/97)

Selection: Proposed by Section Chair and approved by Executive Committee. (Executive Committee 2/97)

NEWSLETTER (Standing Committee, Rules and Regulations 5.04)

Charge: To produce and distribute the Section newsletter on a regular basis. (Executive Committee 2/97)

Length of Term: 2 years (Rules and Regulations 5.04)

Selection: Nominated by the Section Chair and approved by the Executive Committee. (Executive Committee 2/97).

The Newsletter Committee shall consist of 2 members, one member appointed every 2 years. Their appointment shall last for 4 years. The senior member shall be the newsletter editor for 2 years. The junior member shall serve as the assistant newsletter editor. (Rules and Regulations 5.04)

RULES AND REGULATIONS Chair (Standing committee Rules and Regulations 5.07)

Charge: To review the Joint Section's rules and regulations and make written recommendations to the Executive Committee. (Rules and Regulations 5.07)

Length of Term: 1 year (Rules and Regulations 5.07)

Selection: The Rules and Regulations Committee shall consist of 3 members, one member appointed by the Joint Section Executive Committee each year. Their appointment shall last 3 years, with the senior member acting as the Chair. (Rules and Regulations 5.07)

NOMINATING COMMITTEE Chair (Standing Committee, Rules and Regulations 5.02)

Charge: To coordinate the efforts of the Nominating Committee and communicate all nominations to the current Section Chair and Secretary. (Rules and Regulations 5.02, Executive Committee 2/97))

Length of Term: 1 year (Rules and Regulations 5.02)

Selection: The Immediate Past Joint Section Chair shall serve as Chair of the Nominating

Committee. (Rules and Regulations 5.02).

The Nominating Committee shall consist of 3 members appointed by the Joint Section Executive Committee and the Committee Chair. One member shall be appointed each year, with each appointment lasting 3 years. (Rules and Regulations 5.02)

AWARDS COMMITTEE Chair (Standing committee, Rules and Regulations 5.06)

The Awards Committee Chair will be responsible for coordinating the efforts of the Awards Committee. This Committee shall be responsible for soliciting applications for, and selecting finalists and awardees for, the Mayfield Award(s), Clinical and/or Basic Science, and for the Joint Section Spine Fellowship Award. The nomination and selection of candidates for the Meritorious Service Medal will not be the responsibility of the Committee but will be the responsibility of the Past Chair, the current Chair, and the Chair-elect of the Joint Section. (Rules and Regulations 5.06)

Length of Term: 1 year (Executive Committee 2/97)

Selection: The Chair for the Awards Committee will be determined by the Joint Section Executive Committee. (Rules and Regulations 5.06) Traditionally the most senior member of the Awards Committee serves as the Chair. (Executive Committee 2/97)

The Awards Committee shall consist of 5 members, one member to be appointed by the Joint Section Executive Committee each year. Attempts should be made to have members distributed geographically around the country, with at least 2 members in clinical practice and 2 members in academic medicine. Each member of the Awards Committee will serve a 5-year term. (Rules and Regulations 5.06)

RESEARCH COMMITTEE Chair (Standing Committee, Rules and Regulations 5.05)

Charge: The Research Committee shall conduct and coordinate the scientific and research activities of the Joint Section at the will of the Joint Section Executive Committee. This Committee shall inform the Executive Committee of its activities by bi-annual written reports and as deemed necessary by the Joint Section Chair, Executive Committee, and Committee Chair. The Committee shall not speak or act in the name of the parent organizations and/or the Joint Section without approval of the appropriate Executive Committees. The Chair of the Research Committee shall instruct the Treasurer regarding research awards. The Chair will inform the Treasurer regarding the amounts awarded and the payment dates for those funds to be disbursed. (Rules and Regulations 5.05)

Length of Term: The Chair of this Committee and each member shall serve a 3-year term. (Rules and Regulations 5.05)

Selection: The Executive Committee shall appoint a new member each year and a new Committee Chair every 3 years. (Rules and Regulations 5.05)

GUIDELINES COMMITTEE Chair (Ad Hoc Committee)

Charge: The Chair of the Joint Section Guidelines Committee will also serve as the Section representative to the AANS/CNS Guidelines Committee. The Chair will coordinate the efforts of the Section Guidelines Committee. (Executive Committee 2/97)

Length of Term: 3 years (Executive Committee 2/97)

Selection: The Executive Committee will approve the position. The Joint Section Chair will be responsible for nominating individuals for this position. (Executive Committee 2/97)

The members of the Guidelines Committee will be appointed at the discretion of the Guidelines Committee Chair. (Executive Committee 2/97)

OUTCOMES COMMITTEE Chair (Ad Hoc Committee)

Charge: To coordinate the efforts of the Section in the area of outcomes. The Outcomes Committee Chair will serve on the AANS/CNS Outcomes Committee. (Executive Committee 2/97)

Length of Term: 3 years (Executive Committee 2/97)

The Outcomes Committee members will be appointed at the discretion of the Outcomes Committee Chair. (Executive Committee 2/97)

CPT COMMITTEE Chair (Ad Hoc Committee)

Charge: To work with the AANS Physician Reimbursement Committee Chair. The Chair will coordinate the efforts of this Committee to produce appropriate CPT changes consistent with current spinal surgery practice. This effort will be coordinated and directed by the AANS Physician Reimbursement Committee. (Executive Committee 2/97)

Length of Term: 3 years (Executive Committee 2/97)

Selection: The Chair of the Section will propose candidates for approval by the Executive Committee.

The CPT Committee members will be appointed at the discretion of the Chair of the CPT Committee.

PERIPHERAL NERVE TASK FORCE Chair (Ad Hoc Task Force)

Charge: To promote neurosurgical research and treatment of peripheral nerve lesions. (Executive Committee 2/97)

Length of Term: 3 years (Executive Committee 2/97)

Selection: The Section Chair shall nominate individuals for approval by the Executive Committee.

SERGEANT-AT-ARMS Chair (Ad Hoc position)

Charge: To coordinate Sergeant-at-Arms activities for the annual meeting. (Executive Committee 2/97)

Length of Term: 3 years (Executive Committee 2/97)

Selection: The Section Chair shall nominate individuals for approval by the Executive Committee. (Executive Committee 2/97)

The Sergeant-at-Arms Committee will be appointed at the discretion of the Sergeant-at-Arms Chair. (Executive Committee 2/97)

STRATEGIC PLANNING COMMITTEE (Ad Hoc Committee)

Charge: To examine the long-range goals of the Spine Section. To address pertinent issues as they arise. This Committee essentially is empowered with broad scope and range. (Executive Committee 2/98)

Selection: The Section Chairman, Chairman-Elect, Secretary, and Treasurer. (Executive Committee 2/98)

MEMBERSHIP COMMITTEE (Ad Hoc Committee, Executive Committee, 2/00)

Charge: To maintain strong membership in the joint section and to increase membership rolls. The committee will also maintain an active membership database.

Term: 3 years

FUTURE SITE SELECTION COMMITTEE (Ad Hoc Committee, revised 2/00)

Charge: To select sites for future annual meetings and to assist with contract negotiation and closure for those sites.

Term: 3 years

PUBLIC RELATIONS COMMITTEE (Ad Hoc Committee, Executive Committee, 2/00)

Charge: To orchestrate and oversee media coverage of the joint section and its annual meetings. The committee will also work to promote the public image of neurosurgical spine surgery.

Term: 3 years

WEB SITE COMMITTEE (Ad Hoc Committee, Executive Committee 2/00)

Charge: To regularly update the web site of the joint section and to improve the content and information available at the site. The committee will work with the newsletter and a chair and the awards committee coordinator to promote the activities of those committees on the web site. The chair will also serve as the representative from the joint section to the editorial board of neurosurgery on-call.

Term: 3 years

FELLOWSHIP AND AWARDS COORDINATING COMMITTEE (Ad Hoc Committee, Executive Committee 2/00)

Charge: To coordinate the activities of the Research Committee and the Awards Committee. The committee will be responsible for publication of application deadlines in the major neurosurgery journals and on the web site. The committee will also coordinate distribution of submitted applications to the members of the appropriate committees. The committee will also be charged with publicizing award and grant recipient's profiles in the annual meeting book, on the Web site, in the newsletter and in journal advertisements.

Term: 3 years

PUBLICATIONS COMMITTEE (Ad Hoc Committee, Executive Committee 2/00)

Charge: To promote and facilitate publication of materials generated by the membership of the joint section.

Term: 3 years

LEADERSHIP DEVELOPMENT COMMITTEE (Ad Hoc Committee, Executive Committee 2/00)

Charge: The committee will actively encourage members to become involved with joint section activities and leadership. The committee will seek to facilitate placement of interested individuals with suitable committee assignments.

Term: 3 years

JOINT SECTION REPRESENTATIVE TO AANS BOARD OF DIRECTORS (Position created by invitation of the AANS, 2/00)

Charge: To represent the interests of the Joint Section to the AANS and to enhance cooperation between the AANS and the Joint Section.

Selection: Nominations are made by the Executive Committee of the Joint Section and submitted to the AANS Board of Directors. The Board then selects their choice for representative.

Term: 3 years.

Executive Committee Membership:

Curtis A. Dickman, M.D.
Neurosurgical Assoc., Ltd.
2910 N. 3rd Ave.
Phoenix, AZ 85013
Email: cdickman@earthlink.net
Curtis

Paul C. McCormick, M.D.
Neurological Institute
710 W. 168th St.
New York, NY 10032
Email: pcm6@columbia.edu
Paul

Vincent C. Traynelis, M.D.
The University of Iowa Hospitals & Clinics
Division of Neurosurgery
200 Hawkins Dr.
Iowa City, IA 52242
Email: vincent-traynelis@uiowa.edu
Vince

Nevan G. Baldwin, M.D.
University of New Mexico
5419 Vista Sandia NE
Albuquerque, NM 87111
Email: Nevan@flash.net
Nevan

Gerald E. Rodts, Jr., M.D.
478 Peachtree St. N.E., Suite 607-A
Atlanta, GA 30308
Email: gerald_rodts@emory.org
Rusty

Timothy C. Ryken, M.D.
The University of Iowa Hospitals & Clinics
Division of Neurosurgery
200 Hawkins Dr.
Iowa City, IA 52242
Email: timothy-ryken@uiowa.edu
Tim

Regis W. Haid, Jr., M.D.
Emory Clinic
Neurosurgery
1365-B Clifton Rd. NE
Atlanta, GA 30322
Email: Regis_Haid@emory.org
Reg

Stephen M. Papadopoulos, M.D.
University of Michigan Medical Center
1500 E. Medical Center Dr.
Ann Arbor, MI 48109-0338
Email: stvpapa@umich.edu
Steve

Noel I. Perin, M.D.

Mount Sinai Medical Center
Box 1136
1 Gustave L. Levy Pl.
New York, NY 10029
Email: nperin@smtplink.mssm.edu
Noel

Robert F. Heary, M.D.
Univ. of Medicine & Dentistry of New Jersey
90 Bergen St. #7300
Newark, NJ 07103
Email: heary@umdnj.edu
Bob

James P. Hollowell, M.D.
9200 W. Wisconsin Ave.
Milwaukee, WI 53226
Email: jparker@mcw.edu
Jim

Allan J. Belzberg, M.D.
Johns Hopkins Hospital
600 N. Wolfe St., Meyer 5-109
Baltimore, MD 21287
Email: abelzber@jhmi.edu
Allan

Brian G. Cuddy, M.D.
Charleston Neurosurgical Associates
125 Doughty St., Suite 330
Charleston, SC 29403
Email: cuddyb@musc.edu
Brian

Michael G. Fehlings, M.D., Ph.D.
Toronto Western Hospital
Neurosurgery
399 Bathurst St. #2-417
Toronto, ON M5T 2S8
CANADA
Email: mfehlings@torhosp.toronto.on.ca
Michael

Lloyd Zucker, M.D.
Florida Back Institute
1905 Clint Moore Rd. Suite 309
Boca Raton, FL 33496
Email: lzucker@mindspring.com
Lloyd

T. Glenn Pait, M.D.
University of Arkansas/ Neurosurgery
4301 W. Markham Rd., Slot 507
Little Rock, AR 72205
Email: paitthomasg@exchange.uams.edu
Glenn

Srinath Samudrala, M.D.
LAC-USC Medical Center
Department of Neurosurgery, Rm. 5046
1200 N. State St.

Los Angeles, CA 90033-4525
Email: srinath@msn.com
Srinath

Richard G. Fessler, M.D.
University of Florida
Box 100265 JHMC
Gainesville, FL 32610-0265
Email: fessler@neurosurgery.ufl.edu
Rick

Volker K. H. Sonntag, M.D.
Barrow Neurological Institute
2910 N. Third Ave.
Phoenix, AZ 85013
Email: vsonntag@chw.edu
Volker

R. John Hurlbert, M.D., Ph.D.
Foothills Hosp/Clinical Neuro
1403 29th St. N.W.
Calgary, AB
T2N 2T9
CANADA
Email: jhurlber@acs.ucalgary.ca
John

Keith R. Khulengel, MD
PO Box 10247
Lancaster, PA 17605-4207
Email: kkuhleng@redrose.net
Keith

Stephen L. Ondra, MD
Dept. of neurosurgery
233 E. Erie, Ste. #614
Chicago, IL 60611
Email: sondra@nmff.org
Steve

Christopher I. Shaffrey, M.D.
Dept. of Neurology, Box 356470
1959 NE Pacific Street
Seattle, WA 98195
Email: shaffrey@u.washington.edu
Chris

H. Louis Harkey, M.D.
Univ. of Mississippi Medical Center
2500 N. State St.
Jackson, MS 39216-4500
Email: hlh@anat.umsmed.edu
Louis

Carl Lauryssen, M.D.
Washington University/Neurosurgery
660 S. Euclid Ave., Box 8057
St. Louis, MO 63110-1010
Email: lauryssen_c@kids.wustl.edu
Carl

Ziya L. Gokaslan, M.D.
MD Anderson Cancer Center/Neuro.
1515 Holcombe Blvd., Box 64
Houston, TX 77030-4095
Email: zgokasla@mdanderson.org
Ziya

Allan D. Levi, M.D., Ph.D.
University of Miami, D4-6/Neuros.
1501 N.W. 9th Ave., Suite 2011
Miami, FL 33149
Email: alevi@mednet.med.miami.edu
Allan

Edward C. Benzel, M.D.
Cleveland Clinic Foundation
9500 Euclid Ave., Desk S80
Cleveland, OH 44195
Email: benzele@ccf.org
Ed