

Spine Section Executive Committee  
Rules and Regulations Report  
September 17, 2007  
Tanvir Choudhri

New Rules and Regulations adopted at April 2007 Executive Committee meeting reflective current Spine Section composition and operating practice (eg. Committee structures). Final version (below) reflects Executive Committee recommendation to have Committee Chairperson (or Co-Chairs) determine the number of members of the Committee in coordination with overall Executive Committee.

## **AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves**

### **Rules and Regulations**

#### **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 & Functions**

##### **Section 2.01**

The objectives of this Section shall be:

To foster the use of spinal neurosurgical methods for the treatment of diseases of the spinal neural elements, the spine and peripheral nerves.

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:

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.

To cultivate and provide leadership in promoting excellence in the quality of spinal and peripheral nerve neurosurgery.

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.

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.

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:

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.

Associate: Individuals who qualify as associate members of the American Association of Neurological Surgeons or Congress of Neurological Surgeons.

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.

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.

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.

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.

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:**

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). 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. Membership shall terminate upon receipt by the Secretary of a letter of resignation. 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 & 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 of the AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves (Joint Section) shall consist of voting and non-voting members. The voting members of the Executive Committee shall include: the Joint Section Chairperson, the Joint Section Chairperson-Elect, the Joint Section Immediate-Past Chairperson, the Joint Section Treasurer, the Joint Section

Secretary, the Joint Section three Members at Large, the Annual Meeting Committee Chairperson, the Scientific Program Committee Chairperson, the Exhibit Committee Chairperson, the Future Sites Committee Chairperson, the Education Committee Chairperson, the Rules and Regulations Committee Chairperson, the Nominating Committee Chairperson, the Research and Awards Committee Chairperson, the Publications Committee Chairperson, the Membership Committee Chairperson, and the Newsletter Committee Chairperson. The non-voting members of the Executive Committee shall include the Chairpersons of Ad Hoc Committees.

#### **Section 4.04 Tenure of Office**

The Chairperson shall serve a term of one year. The Secretary and Treasurer shall serve a term of three years and may not serve more than two consecutive terms. The Members at Large of the Executive Committee shall assume a term of three 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:**

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.

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.

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.

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.

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.

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.

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. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee. Additional subcommittees may be formed as necessary to coordinate, and/or develop scientific and educational programs for other organizations.

### **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 preceding the year of the election. In February of the year of the election, 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 members, two 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 produce the section's newsletter at regular intervals. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

### **Section 5.05 Research and Awards Committee**

The Research and Awards Committee shall consist of seven members, each serving a three year term. The Executive Committee shall appoint 2 new members each year. The current Chairpersons of the Awards Committee and the Research Committee will serve as Co-Chairpersons of this Committee until the next Annual Meeting of the Combined Section, at which time a new Chairperson or Co-Chairpersons will be appointed by the Chairperson of the Section. Every three years thereafter, the Section Chairperson shall appoint a new Committee Chairperson(s), subject to ratification by the Executive Committee, who shall serve an additional three year term. This Committee shall conduct and coordinate the scientific and research activities of the Joint Section, at the will of the Joint Section Executive Committee. The Committee shall be responsible for soliciting applications for and selecting finalists and awardees for the Research Awards, Fellowship Awards, the International Fellowship Awards, and the Mayfield Award(s). 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.

These Awards may be awarded each year at the Joint Section Annual Meeting and are intended to establish funding for clinically relevant research related to the spine and peripheral nerves, and to provide a means of peer review for clinical research projects to help improve the quality of the proposal and therefore enhance competitiveness for N.I.H. funding. A secondary goal of the Awards is to create an annual funding mechanism aimed at answering questions pertaining to the treatment of disorders of the spine and peripheral nerves.

Two Fellowship Awards may each be awarded annually at the Joint Section Annual Meeting, each to a U.S. or Canadian neurosurgical resident to provide supplemental funding for advanced education and research in disorders of the spine or peripheral nerves. This funding is to be provided for post-graduate or residency fellowship training away from the parent institution.

Two International Fellowship Awards may each be awarded annually at the Joint Section Annual Meeting, each to a neurosurgical resident or a neurosurgeon from outside of the U.S. or Canada to provide supplemental funding for advanced education and research in disorders of the spine in the form of fellowship experience in the United States or Canada.

The Mayfield Award may be awarded annually at the Joint Section Annual Meeting to a neurosurgical resident or fellow who authors an outstanding manuscript detailing a laboratory or clinical investigation in the area of spinal or peripheral nerve disorders. 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. Two Awards are available, one for clinical research and one for basic science research

#### **Section 5.06 Rules and Regulations Committee**

The Rules and Regulations 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. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

#### **Section 5.07 Publications Committee**

The Publications Committee shall promote the educational goals of the section and provide educational information in written and/or electronic format for



section members. The committee shall work closely with the Newsletter and Web Site Committees. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

#### **Section 5.08 Web Site Committee**

The Web Site Committee shall manage the section's web site. The committee shall update the site as appropriate to reflect the section's activities. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

#### **Section 5.09 Membership Committee**

The Membership committee shall assist the section in: maintaining the membership roster, managing new applications for membership, developing of ways to expand membership. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

#### **Section 5.10 Outcomes Committee**

The Outcomes committee shall serve as a resource for the section's outcomes-related activities. The committee shall work closely with the Guidelines Committee. The committee shall direct the annual award for best outcomes abstract/paper. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

#### **Section 5.11 CPT Committee**

The CPT Committee shall serve as a resource for the section's CPT-related activities. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

#### **Section 5.12 Peripheral Nerve Task Force**

The Peripheral Nerve Task Force shall serve as a resource for the section's Peripheral nerve activities. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

### **Section 5.13 Public Relations Committee**

The Public Relations Committee shall serve as a resource for the section's public relations activities. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

### **Section 5.14 Fellowships Committee**

The Fellowships Committee shall assist the Executive Committee and overall section with respect to the various fellowships offered, the location of participating programs, length of commitment, as well as the clinical, research and educational content of such fellowships. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

### **Section 5.15 Strategic Planning Committee**

The Strategic Planning Committee shall make recommendations relative to the strategic planning of the section. The committee shall be composed of a Chairperson (or Co-Chairs) selected by the Executive Committee and additional members at the discretion of the Chair(s) and Executive Committee.

## **ARTICLE VI Meetings**

### **Section 6.01 Schedule**

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/emailing. 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/emailing. 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/email vote shall be determined by a simple majority of those who cast votes.

### **Section 6.04 Rules of Order**

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

### **Section 6.05 Order of Procedure**

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

- The Call to Order
- The Reading of the Minutes
- Unfinished Business
- Reports of the Executive Committee and Committees
- Election of New Members
- Appointment of Committees
- New Business