GUIDELINES FOR GOVERNANCE
FOR THE IN TRAINING SECTION
OF THE SOCIETY OF CRITICAL CARE MEDICINE

1.0 NAME
The section is named the In-training Section, herein referred to as the Section.

2.0 PURPOSE

Vision
The Section envisions a broad multiprofessional model that ensures optimal outcomes for all critically ill patients by promoting an appropriate and nourishing environment for a diverse group of professionals being in training in various fields of critical care.

Mission
The Section is a diverse group of professionals whose mission is to provide preeminent leadership and collaboration with special emphasis on the professionals in-training to provide the optimal opportunities for education, research, and networking in critical care.

3.0 MEMBERSHIP
Society of Critical Care Medicine (SCCM) members who designate In-training Section as one of their three Sections upon joining SCCM or renewing membership shall constitute the members of this Section.

4.0 MEETING

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

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

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

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

5.0 STEERING COMMITTEE

5.1 The Steering Committee of the Section will consist of the Chair, Chair-elect, Secretary/Treasurer, and up to 6 members at large. Members at large should be from a variety of specialty trainings to reflect the diversity of the Section. The Council Liaison will serve as ex-officio member of the Steering Committee.

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

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

5.2.2 The Steering Committee will ensure the orderly transfer of administration from retiring to incoming officers and Steering Committee members.
5.2.3 The Steering Committee will formulate long range plans of the Section. These plans should be communicated to the Council Liaison to ensure continuity.

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

5.3 Candidates for the Steering Committee shall be nominated by a committee known as the Nominations Committee.

5.3.1 The Nominations Committee shall prepare a slate of candidates who have indicated their willingness to serve. The slate should be chosen by September 1st of each year. The slate of candidates will be recommended to the Steering Committee for approval. The priority for nominations will be given to the members of the Section which are currently in-training, or no more than three years after completion of critical care related-training at the time of nomination. If no such candidate can be found, remaining members of the Section can be presented for nomination approval by the Nominations Committee. Efforts shall be made to ensure diversity of the nominees to ensure that different training backgrounds (anesthesiology, internal medicine, nursing, pediatric, pharmacy, surgery, and other) will be represented and included in the Steering Committee. After the process is completed, nominees will be presented to the Section members for election. The Council Liaison will chair this committee. Members of this committee will include: Chair, Secretary/Treasurer, and Council Liaison.

5.3.2 Steering Committee members will serve a two year staggered term. Except for at large members, who can be re-elected in accordance with 5.3.1 of this guideline. There is no restriction on re-election for the at-large members of the Steering Committee.

5.3.3 All Steering Committee members must be members of the In-training Section.

5.3.4 Elections. An election will be held each year for vacant offices and Steering Committee members. The election may be performed using any available technology, which may include mail, facsimile, electronic mail, and electronic balloting systems or in person at the annual section business meeting. It is the responsibility of the Steering Committee to insure that all In-training Section members have access to and adequate opportunity to vote in this election. A plurality of votes cast elects the officers and Steering Committee members. Any In-training Section election that results in a tie will be resolved at the discretion of the In-training Section Steering Committee. Special elections may be called by the Steering Committee as necessary to fill vacant offices or to transact the business of the Section.

5.3.4.1 Timing: Notification to all Section members of the election, the slate of candidates and issues, and the mechanism of voting must occur one month prior to the close of the election

5.3.5 The Council Liaison is a member of SCCM Council appointed to serve as liaison to this section. Its role, in addition to the standard role of facilitating communication between the Section and Council, is to serve as contingency and continuity for the Section during the transition periods together with members of the Steering Committee. The term of service for Council Liaison is determined by the SCCM Council.

5.4 In order to conduct business of the Section, a simple majority of the Steering Committee must be present.
5.5 The annual meeting of the Steering Committee shall be held in conjunction with the annual meeting of the Society and shall precede the annual meeting of the Section.

5.6 Special Meetings. Special meetings of the Steering Committee may be called by the Chair or Chair-elect at any time or place.

5.7 Reports of any Steering Committee meeting shall be prepared and distributed by the Secretary/Treasurer via any available technology, and prior to the next annual business meeting.

5.8 Vacancies. Any vacancy occurring in the Secretary/Treasurer office or the Steering Committee Member-at-Large positions shall be filled by appointment by the Chair with confirmation by two-thirds (2/3) majority of the Steering Committee. The appointee shall serve the remaining term of the predecessor in office. If there is a vacancy in the Chair position, the Chair-elect will become the Chair, and serve for the remainder of the term. If there is a vacancy in the Chair-elect position, a special election shall be called by the Steering Committee, as described in section 5.3.4.

5.9 Council may remove any officer or Steering Committee member for cause by an affirmative action of no fewer than a two-thirds (2/3) majority vote of Council members. Prior to removal, a letter signed by the President, the Executive Committee or any six (6) Council members stating their recommendation for removal of the officer or Steering Committee member in question will be sent to all Council members by the Executive Office. This letter will be sent at least sixty (60) days prior to the meeting at which time the vote will be taken regarding the proposed removal. The notice will contain, at a minimum, the reason(s) for the proposed action at the Council meeting where this matter is to be considered and the officer or Steering Committee member in question will be given the opportunity to address the Council prior to voting on removal. The vote for removal must be taken at an official meeting of the Council, and not by fax or mail ballot. However, the Secretary of the Council will take the vote for removal in writing, and the vote will be tabulated by an ad-hoc teller committee of three (3) Council members before the adjournment of the meeting. The Secretary will announce the results of the action to the Council immediately and to the membership within sixty (60) days.

6.0 OFFICERS

6.1 Officers of the Section shall be the Chair, Chair-elect, Secretary/Treasurer, and the Council Liaison

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

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

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

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

6.5 Duties
6.5.1 Chair: Each section shall select a chair. The chair shall be responsible for (1) maintaining communication within the section and (2) reporting on activity of the section to the Council and to the members at least on an annual basis.

6.5.2 Secretary/Treasurer. The Secretary/Treasurer shall keep minutes of the proceedings of the Section and the Steering Committee. In the role of Treasurer, this person shall monitor all Section monetary activities, and report same to the membership at the Annual Business Meeting. The term of office shall be for two years.

6.5.3 Members-at-Large. The Members-at-Large shall lend assistance to the officers of the Section. This assistance may include chairing committees or any other task that the officers deem appropriate. The term of office shall be two years.

7.0 COMMITTEES

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

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

8.0 REPORTS

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

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

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

9.0 FUNDS

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

9.2 Voluntary donations designated to the Section with SCCM dues returns may be used for Section activities.

9.3 Record keeping, disbursement and auditing will be the responsibility of the Executive Office of SCCM.

10.0 SECTION GUIDELINES FOR GOVERNANCE

10.1 The Section will be governed by these Guidelines for Governance.

10.2 In a case of conflict, the bylaws of SCCM shall take precedence over Section Guidelines for Governance.
10.3  Changes in the Guidelines for Governance may be proposed by any member of the Section. Proposed changes must be approved by the Steering Committee. After Steering Committee approval, proposed changes will be circulated to Council for approval.

10.4  Guidelines for Governance Review. Guidelines for Governance of the Section shall be reviewed on a regular basis.