GUIDELINES FOR GOVERNANCE
FOR THE RESEARCH SECTION
OF THE SOCIETY OF CRITICAL CARE MEDICINE

1.0 NAME

The section is named the Research Section, herein referred to as the Section.

2.0 PURPOSE

Vision
The Research Section promotes the vision of a multiprofessional model of basic, translational and clinical research with the goal of ensuring optimal outcomes for all critically ill and injured patients.

Mission
The Section is a diverse group of professionals whose mission is to:
  a. Stimulate rigorous and transformative science within the SCCM and the broader critical care community.
  b. Promote effective communication among Society members regarding science, scientific opportunities, and collaborative research ventures.
  c. Nurture and sustain the scientific aspirations and growth of Society members.
  d. Foster the full trajectory of basic, translational, clinical, outcomes, and health delivery science development and dissemination.

3.0 MEMBERSHIP

Society of Critical Care Medicine (SCCM) members who designate Research as their Section 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, Immediate Past-Chair, Secretary/Treasurer, and 4 members at large. The Council Representative and the past chair of the SCCM Scientific Review Committee will serve as ex-officio members.

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 administrative responsibilities from retiring to incoming officers and Steering Committee members.

5.2.3 The Steering Committee will formulate short and long-range plans of the Section, and develop, maintain and update a Research Section Strategic Plan document, engaging members for input and feedback as needed.

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 October 1st of each year. The slate of candidates will be recommended to the Steering Committee for approval then presented to the Section members for election. The Immediate Past-Chair will chair this Nominations Committee. Members of this committee will include the Section Chair, Chair-Elect, and Immediate Past-Chair.

5.3.2 All Steering Committee members must be members of the Research Section.

5.3.3 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 Research 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 Research Section election that results in a tie will be resolved at the discretion of the Research 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 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.

5.4 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 to the SCCM leadership and the Section members 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 5.3.3.

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 Immediate Past-Chair.

6.1.1 The term of office shall be for one (1) year each for Chair-Elect, Chair, Immediate Past-Chair and the Secretary/Treasurer. The Chair-Elect will automatically assume the position of Chair following one year as Chair-Elect, unless 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 5.3.3. Likewise, the Secretary/Treasurer will automatically assume the position of Chair-Elect after one (1) year of service.

6.2 Nominations. Nominations shall be made by the Nominations Committee as outlined in Section 5.3.1 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 5.3.3.

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

6.5 Duties

6.5.1 Chair: The Chair shall provide oversight and direction for the Section in executing its strategic plan. This will include responsibility for communication and coordination among Steering Committee and Section members in support of the Section’s mission. The Chair must also provide an annual report on Section activities to the Society’s Council and to the Section members.

6.5.2 Secretary/Treasurer. As Secretary, this member is responsible for keeping minutes of the proceedings of the Section and the Steering Committee. As Treasurer, this member shall monitor all Section monetary activities, and report same to the membership at the Annual Business Meeting. The term of office shall be one (1) year. The Secretary/Treasurer will automatically assume the position of Chair-Elect following one (1) year as Secretary/Treasurer.

6.5.3 Members-at-Large. The Members-at-Large shall lend assistance and provide support to the officers of the Section as needed. This assistance may include chairing committees or any other task that the officers deem appropriate. The term of office for the members at large will be two (2) years in staggered rotation, with two members at large rotating off every year, and two members at large elected in her/his place.

7.0 COMMITTEES

7.1 Eligibility. All members in good standing may serve on committees of the Section.
7.2 The Steering Committee may create as many committees as necessary to execute the strategic plan and to fulfill other 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 Governance Documents Review. Guidelines for Governance of the Section and the Strategic Plan shall be reviewed every 3 years.