

**GUIDELINES FOR GOVERNANCE
FOR THE RESPIRATORY CARE SECTION
OF THE SOCIETY OF CRITICAL CARE MEDICINE**

1.0 NAME

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

2.0 PURPOSE

Vision

The Section envisions a multiprofessional model that ensures optimal outcomes for all critically ill patients.

Mission

The Section is a group of professionals whose mission is to provide preeminent leadership and collaboration in critical care practice, education and research.

3.0 MEMBERSHIP

Society of Critical Care Medicine (SCCM) members who designate Respiratory Care 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, and four members at large. The Council Representative or the holder of the Collective Seat 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.

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 committee. Members of this committee will include: Chair, Chair-elect, and Immediate Past-chair.
- 5.3.2 Steering Committee members will serve (2) two year staggered terms.
- 5.3.3 All Steering Committee members must be members of the Respiratory Care 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 Respiratory Care 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 Respiratory Care Section election that results in a tie will be resolved at the discretion of the Respiratory Care 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
- 5.4 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 Chair elect via any available technology, and prior to the next annual business meeting.
- 5.8 Vacancies. Any vacancy occurring in 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, and the immediate Past Chair.

6.1.1 The term of office shall be for 2 year(s) each for Chair-elect and Chair. The Chair-elect will automatically assume the position of Chair following a two year term 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 5.3.4.

6.1.2 The term of office for the immediate Past Chair will be (2) two year(s) .

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 Chair Elect: The Chair Elect shall keep minutes of the proceedings of the Section and the Steering Committee. In the role of Chair Elect, 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 (2) two year(s).

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 three (2) two years(s).

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.