

**GME ADMINISTRATORS SECTION OF THE ASSOCIATION OF PATHOLOGY CHAIRS  
OPERATING PROCEDURES  
Proposed, JUNE 2011  
(Revised May 2013, July 2016)**

**ARTICLE I. NAME**

The name of the Section shall be the GRADUATE MEDICAL EDUCATION ADMINISTRATOR (GMEAS) Section of the Association of Pathology Chairs (APC).

**ARTICLE II. PURPOSE**

GMEAS is established to work in conjunction with the PRODS Section and the APC to support the mission of continued development and enhancement of graduate medical education programs in Pathology. GMEAS promotes the professional and educational development of its members by encouraging the exchange of ideas and methods within the membership and with other APC Sections and the greater GME community at large, presenting opportunities for education and career development, and advocating nationally for the profession. GMEAS supports and promotes the certification process of Training Administrators of Graduate Medical Education (TAGME) although it is not affiliated with this organization. The GMEAS shall be sponsored by the Association of Pathology Chairs (APC) and will be responsible to the APC Council.

**ARTICLE III. MEMBERSHIP ELIGIBILITY AND PRIVILEGES**

**Section 1.** Eligibility for Membership. GMEAS includes coordinators, administrators, and managers of GME programs training residents and subspecialty fellows in Pathology as accredited by the ACGME, as well as non-accredited programs. These administrative professionals, regardless of their title, are referred to by the ACGME within their structure as program coordinators. Members work in conjunction with the GME program directors, program faculty members, trainees, designated institutional officials (DIOs), and other relevant representatives for the effective administrative management of training programs.

**Section 3.** Dues and Fees. The APC Council shall establish dues and fees for participation in the GMEAS and its activities as necessary.

**Section 4.** Rights and Privileges. Each member in good standing, as determined by the APC Council, shall have one vote on all matters relating to the adoption and amendment of Operating Procedures, and on any other matter on which the Council of the GMEAS may desire a vote.

**ARTICLE IV. GOVERNANCE AND ELECTIONS**

**Section 1.** Council. The Council shall be the primary governing body of the GMEAS and shall consist of the elected officers and members-at-large as chosen by the eligible membership. Members-at-Large may serve as standing committee heads, by appointment of the Chair of GMEAS (see Article VII, Section 1).

**Section 2.** Officers of the Council. The elected officers shall consist of the Chair, the Chair-Elect, the Immediate Past Chair, the Secretary, and the Secretary-Elect.

**Section 3.** Eligibility Requirements and Responsibilities for Officers of the Council. To be considered for office, nominees must meet these requirements: 1) active department or special membership in the Association of Pathology Chairs, 2) participation in at least three GME-related professional meetings (Association of Pathology Chairs, National Center for the Evaluation of Residency Programs,

Accreditation Council for Graduate Medical Education, HcPro, TAGME), 3) written professional and fiscal support from Program Director or Department Chair of his/her home institution to participate in Council activities including annual Council meeting at the APC Annual Meeting, 4) fulfill the responsibilities of the office, and 5) support the mission of the GMEAS Section, the PRODS Section and the APC.

**Section 4.** Meetings of the Council. The Council shall meet at least once a year in person or by teleconference or by electronic means to carry out the business of the GMEAS and shall act on behalf of the membership in furthering the purposes of the GMEAS and in conducting its business. Meetings of the Council shall be called by the Chair. Each member of the Council shall be provided with notice by mail, telephone or electronic means at least seven days prior to any regular or special meeting. A quorum for conducting official business of the Council of the GMEAS shall be a majority of the voting members, at least one of whom must be the Chair, the Chair-Elect or the Immediate Past Chair. The Chair may invite past Chairs of GMEAS and other non-voting guests, including staff of the APC, to participate in meetings of the Council.

**Section 5.** Council Voting Privileges. All officers and all members-at-large shall vote on all matters before the Council. Voting members of the Council may provide a written or electronic proxy to any Officer. Except as otherwise stated in these Operating Procedures, in any decision requiring a vote, a simple majority of those voting shall carry the vote.

**Section 6.** Terms of Office. The term of office for the Chair includes two years as Chair-Elect, two years as Chair, and two years as Immediate Past-Chair. The term of office for the Secretary includes two years as Secretary-Elect and two years as Secretary. Members-at-Large shall be two years. Incumbent Members-at-Large shall be eligible for up to three consecutive terms in the same position. Officers and Members-at-Large shall be eligible for election to positions they have not previously held on the Council without a break in service on the Council. The Chair-Elect shall normally succeed the Chair. If the Chair shall be unable to serve a full term for any reason, the Chair-Elect shall assume the Chair position through the end of the term of the incumbent and shall then succeed to a full term. The Secretary-Elect shall normally succeed the Secretary. If the Secretary shall be unable to serve a full term for any reason, the Secretary-Elect shall assume the Secretary position through the end of the term of the incumbent and shall then succeed to a full term as Secretary. In the event that a Member-at-Large, the Secretary-Elect or the Chair-Elect is unable to complete his/her term of office, it shall be the option of the Council to select a replacement or to call a special election to fill the remaining term.

**Section 7.** Election of the First Council. To establish the first Council, nominations for officers were solicited electronically from program coordinators, administrators or managers for ACGME-accredited pathology residency and fellowship programs. A ballot of nominees was presented to the same group for vote. The results of the vote were presented at the first organizational business meeting of the Section at the 2011 APC Annual Meeting in July 2011. Members-at-large were selected by the GMEAS Council at the 2011 APC Annual Meeting.

**Section 8.** Election of the Third Council. To constitute the third Council, when more than half of the Council positions were vacated, nominations were solicited electronically from the GMEAS membership (in less than 60 days prior to the annual business meeting) for the positions of Chair-Elect, Secretary-Elect, and four Members-at-Large. A ballot of nominees was presented to the same group for vote. Two of the four Members-at-Large agreed to stand for one-year terms to establish an alternating pattern of openings for Members-at-Large on GMEAS Council. The results of the vote were presented at the third organizational business meeting of the Section at the 2012 APC/PRODS Annual Meeting in July 2013.

**Section 8.** Council Elections. As necessary, the Nominating Committee shall present a slate of candidates from among the members and affiliate members of the GMEAS to the voting membership for open positions on the Council. In developing the slate of candidates, the Nominating Committee shall consult with the membership and shall strive to maintain geographic, gender, and racial and ethnic diversity among the members of the Council. At its discretion, the Nominating Committee shall determine the number of candidates for each open position. Ballots must contain a write-in provision. Ballots may be distributed by mail, facsimile, or by electronic means. The nominees who receive the most number of

votes from the members voting shall be declared elected. In the event of a tie vote for any position, the winning nominee shall be declared by the Nominating Committee. In the event there is a discrepancy or challenge to any election, the Council shall decide the matter by a majority vote.

For each election cycle, the Nominating Committee shall solicit the GMEAS membership for nominations for upcoming elections at least sixty (60) days prior to the annual business meeting. At its discretion, the Nominating Committee shall determine the number of candidates for each open position. Ballots must contain a write-in provision. Ballots shall be distributed by mail, facsimile, or by electronic means at least thirty (30) days prior to the annual business meeting of the GMEAS. To be counted, ballots must be received by mail, facsimile or electronic means within fifteen (15) days from the date they are distributed to the membership. Council officers and members-at-large selected by majority vote will be announced at the annual Business Meeting. The APC Executive Director and delegated staff may assist the Nominating Committee, if requested to do so. For elections that shall take place at the annual Business Meeting, ballots shall be distributed at the Business Meeting.

**Section 9.** Parliamentary Authority. The rules contained in the current edition of Robert's *Rules of Order, Newly Revised*, shall govern the conduct of the business of the GMEAS and its Council in all cases to which they are applicable and in which they are not inconsistent with these Operating Procedures.

**Section 10.** Removal of a Member of the Council. Should an officer or other member of the Council not meet the responsibilities of the position, any two Council officers may call for a special meeting of the Council concerning removal of that member by notifying the APC Executive Director. The Executive Director shall ensure that the member in question shall have the opportunity to defend his/her performance. In a secret ballot vote the concurrence of at least two-thirds of all the members of the Council shall be required to remove the member.

## **ARTICLE V. DUTIES OF THE OFFICERS AND MEMBERS-AT-LARGE**

**Section 1.** Chair. The Chair shall prepare the agenda for, and preside at, the meetings of the GMEAS and the Council. In addition, the Chair shall be responsible for dealing throughout the year with items of major concern to the GMEAS and shall advise the Council about ongoing business of the GMEAS, PRODS, and APC. The Chair shall report regularly to the PRODS Council. Should the Chair be unable to fulfill this responsibility, s/he may designate another member of the GMEAS Council to represent the GMEAS in this capacity for a specified period of time. The Chair or his/her designate shall be a non-voting *ex officio* member of the PRODS Section of APC. The Chair shall be assisted by other officers and members of the Council and may seek, as needed, service from other members and non-members, including persons specifically requested to provide liaison between the GMEAS and other organizations. The Chair shall be head of the Program Committee and shall appoint other members from the Council and the general membership. The Chair will be aware of projects needing completion during their term and shall create ad hoc committees as needed to complete projects, and appoint their heads from the Council.

**Section 2.** Chair-Elect. The Chair-Elect shall assist the Chair with his/her duties, shall serve in the place of the Chair when necessary and shall otherwise function as a member of the Council of the GMEAS.

**Section 3.** Immediate Past Chair. The Immediate Past Chair shall head the Nominating Committee and shall fulfill other functions as designated by the Chair. In the absence of the Chair and the Chair-Elect, the Immediate Past Chair shall lead meetings of the Council.

**Section 4.** Secretary. The Secretary shall serve as recorder for all meetings of the GMEAS and the GMEAS Council, and shall provide minutes to the membership and the Council within one month after the conclusion of the meetings. Upon approval by Council of such minutes, the Secretary shall submit the approved minutes to the APC Executive Director for archiving.

**Section 5.** Secretary-Elect. If the Secretary is unable to participate in a meeting or otherwise fulfill their duties, the Secretary-Elect will serve on behalf of the Secretary.

**Section 6.** Members-at-Large. The Members-at-large shall be eligible to chair *ad hoc* committees of the GMEAS and to represent the GMEAS Council at the request of the Chair.

**Section 7.** Officers. All officers shall be eligible to chair *ad hoc* committees of the GMEAS and to represent the GMEAS Council at the request of the Chair.

## ARTICLE VI. MEETINGS

**Section 1.** Business Meeting. There shall be at least one business meeting of the GMEAS annually, which shall take place in person in conjunction with the annual summer meeting of the APC or by other electronic means.

**Section 2.** Other Meetings. Interim meetings of the membership may be called by the GMEAS Council in consultation with PRODS Council and may be held in person, by teleconference, or by other electronic means. Registration fees for interim meetings shall be established by the APC Council in consultation with GMEAS Council.

**Section 3.** Quorum and Voting. Advanced notice of at least fifteen (15) days shall be required for any meeting in which a vote will be taken. With respect to any duly called meeting of the members of the GMEAS, the members present at such meeting shall constitute a quorum. Except as otherwise provided herein, the matter shall be acted upon affirmatively on a favorable vote of a simple majority of the members of the GMEAS present and voting. Voting may also be by telecommunication or by other electronic means.

## ARTICLE VII. COMMITTEES

**Section 1.** Standing Committees. The Standing Committees of the GMEAS shall be the Nominating Committee, the Membership Committee, the Program Committee, Internet Technology Committee, and Long Range Planning Committee. The Chair of the Council shall be a voting *ex officio* member of all standing committees and may also serve as Head of any standing committee except the Nominating Committee. The Chair of GMEAS, with the advice and consent of the Council, shall appoint one Head for each Standing Committee from the Officers and Members-at-Large of the Council for a two-year term contingent upon the requirements of Article IV. Section 6. Heads may be reappointed for an unlimited number of consecutive terms if otherwise eligible. Members of the Standing Committees may be Officers and Members-at-large of the Council, as well as members of the GMEAS as approved by the GMEAS Council. Members of committees may serve simultaneously on more than one committee. Heads of Standing Committees shall be responsible for organizing and running committee meetings and projects. The Head of each of the committees shall be expected to maintain written records and shall provide concise written reports of its activities for consideration by the Council. These reports shall constitute a part of the regular agenda of Council meetings. Business may be transacted by mail, by teleconference, by electronic means, at the time of other meetings, or in any practical manner which effectively accomplishes the purpose of the Committee.

**Section 2.** Nominating Committee. The Nominating Committee shall be responsible for organizing and carrying out elections of the GMEAS (See Article IV, Section 8). The Chair of the Nominating Committee shall be the Immediate Past Chair of GMEAS. The Chair of the GMEAS Council, in consultation with the Chair of the Nominating Committee, shall appoint at least two other members from the GMEAS membership to the Nominating Committee for a term of one year. Members may be reappointed for no more than four successive terms without a break of service. Members of the Nominating Committee shall be eligible to be candidates for election to open positions unless otherwise proscribed by Article IV, Section 6 of these Operating Procedures. The Nominating Committee shall strive to maintain a balance

within the Council with optimal distribution noted previously in Article IV, Section 8. The Committee shall report a summary of its activities in writing at regular business meetings of GMEAS and GMEAS Council.

**Section 3.** Membership Committee. The Membership Committee shall be responsible for promotion of the GMEAS to the membership. It shall maintain an accurate membership roll for the Council. It shall propose professional development projects for presentation at the APC Annual Meeting to the Program Committee. It shall maintain a professional development and educational liaisons with other GME-related organizations including, but not limited to, APC/PRODS, ACGME, TAGME, and NCERP. The Committee shall report a summary of its activities in writing at regular business meetings of GMEAS and GMEAS Council.

**Section 4.** Program Committee. The Program Committee shall be responsible for the development of the program agenda for GMEAS at the APC Annual Meeting. The committee will work in consultation with the Membership Committee, the Internet Technology Committee, and the Long Term Planning Committee to determine the educational needs of the GMEAS membership. The Committee shall report a summary of its activities in writing at regular GMEAS business meetings and GMEAS Council. The Chair of GMEAS will report on behalf of the Program Committee to the Chair of the PRODS Section and the APC Executive Director. GMEAS may include PRODS sessions in their annual meeting program at the discretion of the Chair of PRODS.

**Section 5.** Internet Technology Committee. The Internet Technology Committee shall be responsible for working with APC to maintain timely web content on the APC website. The Committee will work with the Program Committee to provide simultaneous electronic broadcast of the annual business meeting (Article VII. Section 1.) The Committee shall report a summary of its activities in writing at regular business meetings of GMEAS and GMEAS Council.

**Section 6.** Long Range Planning Committee. The Long Range Planning Committee shall project future directions and needs of the GMEAS in consultation with other Standing Committees and Council. The Committee may propose amendments to these Operating Procedures. The Committee shall report a summary of its activities in writing at regular business meetings of GMEAS and GMEAS Council.

**Section 7.** *Ad hoc* Committees. The Council may establish and dissolve *ad hoc* committees as necessary to further carry out the mission of the GMEAS. The Chair of the Council shall appoint chairs and members of *ad hoc* committees with the advice and consent of the Council.

## **ARTICLE VIII. FINANCES**

**Section 1.** Finances. Dues and fees shall be established as necessary by the APC Council. The Council of the GMEAS may request financial support for specific activities from the APC Executive Director.

**Section 2.** Fiduciary Responsibility. All officers, members-at-large of the GMEAS Council, and members of committees shall adhere to the APC Fiduciary Responsibility Policy as stated in the APC Bylaws, Article VIII.

## **ARTICLE IX. AMENDMENTS TO OPERATING PROCEDURES**

**Section 1.** Amendments. Amendments to the Operating Procedures may be proposed by the Council or by petition to the Council signed by at least twenty percent of the GMEAS members in good standing and must be approved by the APC Executive Director before presentation to the GMEAS membership. The GMEAS Council shall determine whether members shall vote on amendments at the next business or special meeting or sooner by mail, facsimile, or other method, including electronic. The Secretary shall distribute copies of the proposed amendments to the members in good standing at least fifteen (15) days before a vote is counted, and may delegate that responsibility to the APC Executive Director. To be adopted, amendments must be approved by two-thirds of GMEAS members voting as long as the votes

of a quorum of at least ten percent of the members in good standing are received. Voting may take place at a business meeting, special meeting, or by mail, facsimile or other method, including electronic, as determined by the Council. If voting is not in person at a business or special meeting, ballots returned within fifteen (15) days of the date of distribution shall be counted. The Secretary shall be responsible for counting the ballots and may delegate that responsibility to the APC Executive Director.

**Section 2.** Notification. Notice of all adopted amendments shall be sent by the Secretary to the membership within thirty (30) days.