



SOCIETY OF
NUCLEAR MEDICINE
AND MOLECULAR IMAGING

Society of Nuclear Medicine and Molecular Imaging, Inc.

PROCEDURES

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TABLE OF CONTENTS

COMMITTEES OF THE HOUSE OF DELEGATES 3

COMMITTEES OF THE BOARD OF DIRECTORS6

TASK FORCES.....10

ELECTION BY THE HOUSE OF DELEGATES OF FOUR (4) DIRECTORS-AT-LARGE TO THE BOARD OF DIRECTORS.....11

TYPES OF COMMITTEES

There are four types of Committees:

- A. Standing Committees – Committees required by the SNMMI Bylaws.
- B. Special Committees – Committees created by the Board of Directors or the House of Delegates.
- C. Task Forces – Created to accomplish a specific task
- D. Subcommittees – Created by the parent Committee, the President, the House of Delegates or the Board of Directors with responsibility to report to the parent Committee.

COMMITTEES OF THE HOUSE OF DELEGATES

1. Role and Function of Committees

- A. The primary function of each Committee of the House of Delegates is to coordinate in a comprehensive and cohesive manner the professional, scientific, research, education and practice issues, policies and programs of the Society under its respective category.
- B. The goals and objectives of each Committee are determined by the Board of Directors. Oversight of Committee actions will be provided by the House of Delegates.

2. Number of Committees:

- A. The House of Delegates shall have the Standing Committees as specified in the Bylaws (BYLAWS, Article XII, Section I.).
- B. In addition, the House of Delegates may establish other Committees, as circumstances warrant.
- C. The House of Delegates currently has the following Standing Committees identified in the Bylaws:
 - 1. Committee on Chapters;
 - 2. Committee on Councils;
 - 3. Committee on Ethics;
 - 4. Committee on Nominations;
 - 5. Committee on Bylaws.

3. Membership Composition of the Committees of the House of Delegates:

A. The Chairperson of each Committee will be nominated by the Vice President [President-Elect] and approved by the House of Delegates at the Annual Meeting, for a term of one (1) year.

B. Whenever appropriate and feasible, members of the Committees of the House of Delegates serve for a term of three (3) years. The Members of each Committee to be appointed will be nominated by the Vice President (President-elect) and approved by the House of Delegates at the Annual Meeting. The Vice President (President-Elect) shall consult with Committee Chairpersons for advice on Committee appointments. If a proposed appointment shall result in a member serving on a Committee for more than six (6) years, the nominations letter to the House of Delegates shall make note of the proposed extended service and indicate the reason for the extended service.

C. In the case of the Committee on Councils, the Council Presidents will serve as its voting members. The Vice President-Elect will appoint the Chairperson of the Committee on Councils.

D. Vice Chairpersons for an individual Committee may be appointed, as circumstances warrant. Vice Chairpersons do not necessarily succeed to the Committee Chairperson.

E. The President or a liaison from the Board of Directors, appointed by the President, the Vice President [President-Elect] and the Vice President-Elect will serve as Ex-Officio non-voting Members of each Committee [BYLAWS, Article XII, Section 4], as well as the Executive Director, except for the Committee on Nominations.

3. Meetings of the Committees:

A. Committees will meet at least one time a year in person or by electronic means. Attendees and outcomes of the meeting shall be documented. Minutes of the Committee meetings must indicate if a quorum was present.

B. To the extent possible, each Committee will process its charges in between meetings of the House of Delegates by telephone, correspondence, email, web meetings and in person meetings, as circumstances warrant.

C. A quorum is 50% or more of the voting members. If a quorum is not

established, the Committee may take no formal action. Establishment of a quorum will be documented in the minutes of any Committee proceedings. Agenda topics being presented to the House of Delegates must indicate that a quorum was present at the Committee meeting when action was taken.

D. Each Committee Chairperson shall inform Committee members of current issues quarterly or more frequently, and discuss current issues and proposed actions with Committee members at these times by electronic means or in person, as circumstances warrant.

E. The Committee Chairpersons will report after each electronic or in person meeting to the Speaker of the House of Delegates and to the Board of Directors. The Committee Chairperson shall report Committee activity at least quarterly or more frequently, as circumstances warrant.

4. Establishment and Dissolution of Committees:

A. The Society will always have those Committees identified in the Bylaws, unless circumstances require any change, which must be processed in accord with the Bylaws regarding Amendments.

B. In addition, the House of Delegates may establish or dissolve other Committees, as circumstances warrant.

COMMITTEES OF THE BOARD OF DIRECTORS

1. Role and function of the Committees:

- A. The primary function of each Committee of the Board of Directors is to coordinate in a comprehensive and cohesive manner the professional, scientific, research, education and practice issues, policies and programs of the Society
- B. The goals and objectives of each Committee are determined by the Board of Directors with input, as appropriate, from Committee members. Oversight of Committee actions will be provided by the Board of Directors

2. Number of Committees:

- A. The Board of Directors shall have the Standing Committee as specified in the Bylaws.
- B. The Board of Directors currently has the following Standing Committees identified in the Bylaws:
 - 1) Awards 3) Finance 5) Government Relations 6) Publications 7) Committee on Education 8) Committee on Health Care Practice 9) Committee on Radiopharmaceuticals
- C. In addition, the Board of Directors may establish other Committees, as circumstances warrant.

3. Membership Composition of the Committees of the Board of Directors:

- A. The Chairperson of each Committee will be nominated by the Vice President [President-Elect] and approved by the Board of Directors at the Annual Meeting, for a term of one (1) year, except where noted in the remainder of this section:
- B. The Chairperson of the Committee on Education shall serve a three (3) year term, with a maximum of two (2) full terms.
- C. The Chairperson of the MIRD Committee shall serve a three (3) year term.

D. The Chairperson of the Committee on Awards shall be the SNMMI immediate past president.

E. Whenever appropriate and feasible, members of the Committees of the Board of Directors should be appointed for terms of three (3) years. The Members of each Committee to be appointed will be nominated by the Vice President (President-Elect) and approved by the Board of Directors at the Annual Meeting. The Vice President (President-Elect) shall consult with Committee Chairpersons for advice on Committee appointments. If the proposed appointment shall result in a member serving on a Committee for more than six (6) years, the nomination letter to the Board of Directors shall make note of the proposed extended service and indicate the reason for the extended service.

F. Vice Chairpersons for an individual Committee may be appointed, as circumstances warrant. Vice Chairpersons do not necessarily succeed to the Committee Chairpersonship.

G. The President or a liaison from the Board of Directors, appointed by the President, the Vice President [President-Elect] and the Vice President-Elect will serve as Ex-Officio non-voting Members of each Committee [BYLAWS, Article XII, Section 4], as well as the Executive Director.

4. Meetings of the Committees:

A. Committees will meet at least one time a year in person or by electronic means. Attendees and outcomes of the meeting shall be documented. Minutes of the Committee meetings must indicate if a quorum was present.

B. To the extent possible, each Committee will process its charges in between meetings of the Board of Directors by telephone, correspondence and meetings, as circumstances warrant.

C. A quorum is 50% or more of the voting members. If a quorum is not established, the Committee may take no formal action. Establishment of a quorum will be documented in the minutes of any Committee proceedings. Agenda topics being presented to the Board of Directors must indicate that a quorum was present at the Committee meeting when action was taken.

D. Each Committee Chairperson shall inform Committee members of current issues quarterly or more frequently, and discuss current issues and proposed actions with Committee members at these times by electronic means or in person, as circumstances warrant.

E. The Committees will report after each electronic or in person meeting to the

President and Board of Directors. The Committee shall report at least quarterly or more frequently, as circumstances warrant.

5. Establishment and Dissolution of Committees:

A. The Society will always have those Committees identified in the Bylaws, unless circumstances require any change, which must be processed in accordance with the Bylaws regarding Amendments.

B. In addition, Board of Directors may establish or dissolve other Committees, as circumstances warrant.

6. Specific Board of Director Committee Membership Requirements

A. General Program Chairperson and Annual Meeting Committee

a. The General Program Chairperson serves as the Chairperson of the Committee on Annual Meetings and is responsible for the oversight and coordination of the Mid-Winter Meeting, the Annual Scientific Meeting and other scientific and educational meetings.

b. The General Program Chairperson is nominated by the Executive Committee and approved by the Board of Directors for a three (3)-year term, serving as General Program Chairperson-elect one (1) year in advance of the commencement of his term as General Program Chairperson.

c. The following serve as ex-officio members of the Annual Meeting Committee without the right to vote:

- i. Scientific Program Chairperson;
- ii. Associate Chairperson for Continuing Education;
- iii. Associate Chairperson for Scientific Exhibits;
- iv. Chairperson of the Scientific and Teaching Committee;
- v. The General Program Chairperson-elect;
- vi. Scientific Program Chairperson-elect.

B. The Scientific Program Committee will consist of the following:

- a. Scientific Program Chairperson with a term of two (2) years, to be approved by the Board of Directors on nomination by the Executive Committee;
- b. Immediate Past Scientific Program Chairperson;
- c. Chairperson of the SNMMI-TS Scientific and Teaching Committee;

- d. Associate Chairperson for Continuing Education;
- e. Associate Chairperson for Categorical Seminars;
- f. Five (5) Vice Chairpersons for Cardiovascular Procedures, Instrumentation & Data Analysis, Radiopharmaceutical Sciences, and two (2) additional Vice Chairpersons for all additional remaining clinical categories;
- g. Subchairpersons will be appointed by the Scientific Program Chairperson on recommendation of each of the Vice Chairpersons with responsibility for each of the topical areas;
- h. Scientific Program Chairperson-elect and General Program Chairperson-elect are to be appointed by the Board of Directors on nomination by the Executive Committee at least one (1) year in advance of their respective terms;
- i. General Program Chairperson.

C. Editor of the *JNM* and *JNMT*

The Editor of the *Journal of Nuclear Medicine (JNM)* and the Editor of the *Journal of Nuclear Medicine Technology (JNMT)* will be additional ex-officio members without the right to vote on the Committee on Publications; neither editor may serve as Committee Chairperson.

D. Committee on Finance

1. The Committee on Finance will consist of the SNMMI and SNMMI-TS President, the Vice President [President-Elect], Vice President-Elect, Secretary/Treasurer, the Immediate Past SNMMI and the SNMMI-TS Treasurer,
2. Chair, Subcommittee on Investments, the Chairperson of the Technologist Section Finance Committee and five (5) members, including two (2) Technologist Section Members, each member including the Chairperson, serving a term of four (4) years.
3. The Subcommittee on Audit will consist of the Secretary/Treasurer, Immediate Past Secretary/Treasurer, the Chair and Vice-Chair of the Committee on Finance, the Chairperson and four (4) elected members, with one (1) member elected for a four (4)-year term each year.

TASK FORCES

A task force may be created to address one or more specific issues of the House of Delegates, The Board of Directors, the Executive Committee, the Speaker of the House or the President. Task Forces created by the House of Delegates shall report to the House of Delegates and provide an informational report to the Board of Directors. All other Task Forces shall report to the Board of Directors and provide an informational report to the Speaker of the House. A task force may be disbanded at any time by the entity that created it, and a Task Force shall automatically cease to exist after two years, unless the entity that created the Task Force extends its life. The life of a Task Force may be extended by time increments of one year.

ELECTION BY THE HOUSE OF DELEGATES OF FOUR (4) DIRECTORS-AT-LARGE TO THE BOARD OF DIRECTORS

1. Election of Directors at Large

Directors-at-Large will serve a three year term of office. There will be one or two vacancies to be filled each year as terms expire. Delegates-at-Large will be elected by voting members of the House of Delegates, nominated from the voting members of the House of Delegates.

Voting Members of House of Delegates:

Chapter Representatives	28
Council Representatives	18
Technologists Representatives	8
Historian	1
Total	55

2. Composition of Nominating Committee

The Nominating Committee will consist of six (6) voting members of the HOD. The non-voting chairperson will be the SNMMI Past President once removed. The Historian will solicit nominees for the committee members. Selection of members will be by the drawing of names. The Nominating Committee will consist of the following: three (3) members from the Chapter delegates, two (2) from the Council delegates and one (1) from the Technologist Section Delegates. Term of office for chairperson and members will be one year. The Chairperson of the Nominating Committee may vote in order to break a tie vote.

3. Duties of Nominating Committee

The Nominating Committee would nominate the following individuals as needed:

- a) The Vice-President-Elect (one-year term, with automatic ascendancy to one-year terms as VP/President-Elect and President)
- b) The Secretary/Treasurer (two-year term)
- c) The Speaker of the House (two-year term)
- d) The Historian (three-year term) e) The non-technologist at-large members of the BOD elected from the HOD

4. Nominations and Election Process

Nominations may be received from any voting member of the House of Delegates. The immediate past president shall not be eligible for nomination to a position for a period of three years after termination of their term of office. The Committee will select candidates by serial votes, similar to the way the current Nominating Committee selects candidates for House of Delegates. For one vacancy at least two candidates will be nominated. For two vacancies, at least three candidates will be nominated. Vacancies for incomplete terms would be filled by the next highest vote getter for the remainder of the incomplete term. Election will be by written ballot at the Annual meeting of the House of Delegates by all voting members of the House of Delegates. Those elected would assume office following the Annual Meeting.

5. Technologist Section Representatives

The Technologist Section representatives are elected in accord with Procedures developed by the Section.