

Policy Name:	ASPS Council of Representatives Standard Operating Procedures
Background / Purpose:	This document outlines the mission of the ASPS Council of Representatives and the various Subcouncils. It describes the procedures to be followed to 1) approve and remove delegate groups (i.e., the stakeholders within each Subcouncil); 2) elect leadership to the Subcouncils; 3) procedures for running Subcouncil meetings and developing recommendations to forward to the ASPS/PSF Board of Directors.
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ASPS Council of Representatives Standard Operating Procedures

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ASPS Council of Representatives Standard Operating Procedures

Purpose

The ASPS Council of Representatives (the “Council”) serves to actively engage the full range of membership and is intended to provide a grassroots leadership structure to facilitate the generation of new ideas within membership and stakeholder groups.

Structure

The Council is comprised of the voting delegates from the three Subcouncils:

- Subcouncil of State and Regional Societies
- Subcouncil of Subspecialty Societies
- Subcouncil of Member Sections

The Subcouncil delegates represent the perspectives of their stakeholder entity in the decision-making process during Subcouncil meetings and in advocating to improve the health of plastic surgery patients and the plastic surgery specialty. It is felt that by combining forces, the State and Regional societies, the subspecialty societies and ASPS Special Interest Groups will have a stronger, more unified voice within the plastic surgery specialty.

Hierarchy of Governing Structures

ASPS Board of Directors

The ASPS Board of Directors is *the* governing body of the Society. It is responsible for supervising, controlling, and directing the business and affairs of the Society, as well as its committees and publications. It has the authority to set policy and adopt rules and regulations as it deems necessary or advisable.

The ASPS Board of Directors is obligated to consider recommendations forwarded to it by the three Subcouncils. The voting members of the ASPS Board of Directors are:

1. ASPS President
2. PSF President
3. ASPS President-Elect
4. PSF President-Elect
5. ASPS Immediate Past President
6. PSF Immediate Past President
7. ASPS/PSF Board Vice President of Academic Affairs
8. ASPS/PSF Board Vice President of Development
9. ASPS/PSF Board Vice President of Education
10. ASPS/PSF Board Vice President of Finance and Treasurer
11. ASPS/PSF Board Vice President of Health Policy and Advocacy
12. ASPS/PSF Board Vice President of Membership
13. ASPS/PSF Board Vice President of Research
14. Chair of the Subcouncil of State and Regional Societies
15. Chair of the Subcouncil of Subspecialty Societies
16. Chair of the Subcouncil of Member Sections

PSF Board of Directors

The PSF Board of Directors is *the* governing body of the Foundation. It is responsible for supervising, controlling, and directing the business and affairs of the Foundation, as well as its committees and publications. It has the authority to set policy and adopt rules and regulations as it deems necessary or advisable.

The PSF Board of Directors is comprised of the same members as the ASPS Board of Directors, except that up to three Public members serve on the PSF Board of Directors.

Council of Representatives

The Council is comprised of the voting members of the three Subcouncils. It does not have independent leadership, is not expected to meet, and does not have independent authority to take action.

Subcouncils

Each Subcouncil has the responsibility and obligation to consider all recommendations forwarded to it by the voting delegates within that Subcouncil and may devise procedures unique to their Subcouncil for doing so which must align with the ASPS Bylaws and these procedures.

The three Subcouncils are comprised of delegates from ASPS-recognized stakeholder entities within each Subcouncil.

Process for Approval and Removal of Delegate Groups

To be recognized by ASPS as a stakeholder entity to the Subcouncil of State and Regional Societies, a minimum of 90% of the organization's members must be ASPS Active or Life Active members. To be recognized by ASPS as a stakeholder entity to the Subcouncil of Subspecialty Societies, a minimum of 90% of the organization's members must be ASPS Active or Life Active members or otherwise be contractually affiliated with the Society. Each Special Interest Group ("SIG") or Forum approved by the ASPS Board of Directors shall be recognized as a stakeholder entity to the Subcouncil of Member Sections.

The State or Regional Society, Subspecialty Society, or contractually-affiliated organization shall complete an application, which shall be accompanied by a roster of the organization's members as of the date of the application. The application and roster of membership shall be vetted to ensure eligibility criteria has been met. The application of those entities that meet the eligibility criteria shall be forwarded to the ASPS Board of Directors for approval. Those entities approved by the ASPS Board shall be assigned to a Subcouncil.

Approved stakeholder entities shall be required to a) annually certify that they continue to meet the eligibility criteria and b) provide supporting documentation of the same as a condition of continued participation in the Subcouncil. The annual certification period shall be July 1 through August 31 each year. The certification and supporting documentation shall be vetted to ensure eligibility criteria has been met. The certifications of those entities that no longer meet the eligibility criteria shall be forwarded to the ASPS Board of Directors to determine whether the stakeholder entity should be removed from the roster of recognized stakeholder entities.

Subcouncil of State and Regional Societies

The Subcouncil of State and Regional Societies has an advocacy focus. Delegates to the Subcouncil of State and Regional Societies must be ASPS Active members in good standing.

Subcouncil of Subspecialty Societies

The Subcouncil of Subspecialty Societies has an education focus. Delegates to the Subcouncil of Subspecialty Societies must be ASPS Active members in good standing.

Subcouncil of Member Sections

The Subcouncil of Member Sections has a member and professionalism focus. Delegates to the Subcouncil of Member Sections must be members of the SIG or Forum they represent.

The following ASPS member entities are grandfathered into the Subcouncil of Member Sections.

- Medical Student Forum
- Military Forum
- Plastic Surgeons of Chinese Descent Forum
- PRIDE Forum
- Residents and Fellows Forum
- Women Plastic Surgeons Forum
- Young Plastic Surgeons Forum

Determining the Number of Voting Delegates

State and Regional Societies and Subspecialty Societies that are willing to cover their delegate's travel costs to meetings of their Subcouncil may have up to three voting delegates based on the number of ASPS Active or Life Active members in good standing within their organization at the time of application or annual certification. Each State and Regional Society and Subspecialty Society is entitled to at least one delegate; those with more than 250 ASPS Active and Life Active members are entitled to one additional delegate for each additional 250 ASPS Active and Life Active members up to a maximum of three delegates per society.

Similarly, each entity within the Subcouncil of Member Sections that is willing to cover their delegate's travel costs to meetings of their Subcouncil may have up to five voting delegates. Those delegates of the Subcouncil of Member Sections who are not ASPS Active members must be members in good standing of the SIG or Forum they represent. Each SIG or Forum is entitled to at least one delegate; those with more than 50 members are entitled to one additional delegate for each additional 50 members up to a maximum of five delegates per SIG or Forum.

Identifying Subcouncil Delegates

Each ASPS-recognized stakeholder entity must annually submit to ASPS the name of their delegate(s) for the upcoming term by August 31, which is the deadline for the annual eligibility re-certification period. Each delegate must be an ASPS Active member, unless otherwise permitted by the Subcouncil, and may not be a member of the ASPS/PSF Board of Directors (except for the Subcouncil Chair), ASPS Trustees, or the ASPS/PSF Conflict of Interest Committee. The stakeholder entity must have previously confirmed their delegate's willingness to serve.

The same individual may not represent more than one entity at a time within a subcouncil, nor may they serve on multiple subcouncils at the same time.

The staff liaison to the Council of Representatives will verify that proposed delegates meet the Subcouncil's membership criteria and will confirm with the stakeholder entity the status of the delegate within 10 business days following the deadline for submission.

Terms of Subcouncil Delegates

Subcouncil delegates shall serve one-year terms that coincide with the ASPS governance year, which begins at the conclusion of the prior term's Annual Business Meeting and continues until the conclusion of the next Annual Business Meeting of the Society. The ASPS Annual Business Meeting takes place during Plastic Surgery The Meeting ("PSTM") – typically in October. Subcouncil delegates may serve up to three consecutive one-year terms (excluding any year(s) such individual also serves as Chair, Vice-Chair or Secretary of this Subcouncil) for the same stakeholder entity and must have a gap of one year before they may serve as Subcouncil delegate again for any entity or Subcouncil.

Filling Subcouncil Delegate Vacancies

Subcouncil delegates may resign by notifying their stakeholder entity and the ASPS/PSF Board Vice President of Finance and Treasurer of their intention and the date upon which the resignation becomes effective. The stakeholder entity shall submit the name of their "replacement" delegate, who must be eligible to serve and have agreed to serve, to ASPS within 30 days of the resignation. ASPS shall update the Subcouncil member records to reflect the new Subcouncil delegate within five business days of receipt.

Council of Representatives Leadership

For the avoidance of doubt, there are no leaders of the full Council of Representatives. However, there may be occasions, especially during the inaugural term, when the leadership of all three Subcouncils would like to convene to discuss administrative matters or other topics of mutual concern. No action can be taken during these "Leadership Conventions."

Process for Electing Leadership of the Subcouncils

Each Subcouncil will be led by a Chair, Vice Chair, and Secretary (the "Subcouncil Leadership") who must be Active members, and shall each serve one-year terms that shall begin at the conclusion of the Annual Business Meeting and continue until the conclusion of the next Annual Business Meeting. To ensure continuity of governance, it is anticipated but not required that the Vice Chair would succeed to the office of Chair, and the Secretary to the office of Vice Chair. Because the Council of Representatives is intended to generate new ideas with grassroots leadership, former Executive Committee members are not eligible to serve as Chair of any Subcouncil.

On election, the Chair, Vice Chair, and Secretary continue to represent their stakeholder entity on the Subcouncil, with all the associated delegate rights and privileges. No two leadership positions within a Subcouncil may be held by delegates from the same stakeholder entity.

Nominee Qualifications

To be placed on the ballot for election, candidates must meet the following criteria:

- Active Society member in good standing
- Cannot have been disciplined or currently under investigation by any state or provincial medical licensing authority, any plastic surgery organization, any other healthcare organization, or any healthcare delivery facility.
- Sitting members of the ASPS/PSF Board of Directors, except for the Subcouncil Chairs, Trustees, and Conflict of Interest Committee are ineligible to serve as Subcouncil Leaders

- Former Executive Committee members are not eligible to serve as Chair of any Subcouncil
- Must submit the Summary of Qualifications form (Appendix B) prior to being placed on the ballot to be elected by Subcouncil delegates.

Election Process

The Subcouncil Leadership election shall be conducted in two phases. First there shall be a call for self-nominations, followed by the election by Subcouncil delegates.

Call for Self-Nomination

1. The Subcouncil Leadership Election process, beginning with the call for applications and concluding with the election results, shall be timed such that the Subcouncil Leadership election shall conclude prior to the meetings of the three (3) Subcouncils to the ASPS Council of Representatives that take place during Plastic Surgery The Meeting.
2. The Subcouncil Staff Liaison shall put out a call for applications to Subcouncil delegates who are Active members inviting them to apply to serve on the Subcouncil as a Subcouncil Leader. Only self-nominations shall be accepted.
3. Active Members shall have a minimum of 21 calendar days to apply.
4. Once the nominating deadline has passed, staff shall vet the nominations to ensure established requirements have been met and prepare the Subcouncil Leadership ballot.

Subcouncil Leadership Election

1. Subcouncil delegates shall be notified via email that the Subcouncil Leadership election has opened and that they have 30 days to vote.
 - a. Subcouncil delegates may vote for up to one candidate for each office (Chair, Vice Chair, and Secretary to the Subcouncil)
 - b. Subcouncil delegates are not required to vote for a candidate for each office
2. The election shall conclude 30 calendar days after Subcouncil delegates are notified that the Subcouncil Leadership vote has opened.
 - a. The top vote getter for each office shall be elected.
3. A runoff election shall take place if the election results in a tie such that it is unclear who came in first place.
 - a. Subcouncil delegates shall be notified as quickly as possible after the online ballot listing the names of Subcouncil delegates tied for first place is ready.
 - b. The runoff election shall conclude 7 calendar days after the notice of the runoff election was distributed to the Subcouncil delegates.
 - i. The top vote getter from the runoff election shall be elected.
4. If the runoff election results in a tie, the winner for each tied office shall be selected by drawing lots.

The results of the vote shall be communicated to each applicant within 10 business days following the conclusion of the election.

Terms

Terms of the leaders of the Subcouncils shall coincide with the ASPS governance year, which begins at the conclusion of the prior term's Annual Business Meeting and continues until the conclusion of the next Annual Business Meeting of the Society.

Leader Vacancies

Any vacancy in the position of Subcouncil Chair or Subcouncil Vice Chair occurring between Annual Business Meetings shall be filled by the officer who is next in rank. In other words, in the case of a Chair vacancy, the Vice Chair shall serve the unexpired term of the Chair. Similarly, the Secretary will move up and serve the unexpired term of the Vice Chair.

If the vacant position is the Subcouncil Secretary, the staff liaison to the Subcouncil shall solicit self-nominations from among the Subcouncil delegates for the virtual election. If the Subcouncil Secretary vacancy occurs within 90 days of the Annual Business Meeting, the position shall remain vacant for the remainder of the term.

Role and Responsibility of Subcouncil Leadership

Each Subcouncil Chair presides over their Subcouncil meeting, and performs such duties as custom and parliamentary usage require, or as mandated by the ASPS or PSF Bylaws. The goal is to keep the Subcouncil meeting moving in a fashion that facilitates thoughtful discussion and debate.

Subcouncil Leadership does not have independent authority to take action, but is responsible for ensuring that the Subcouncil conducts business in accordance with the Bylaws and these standard operating procedures and other policies governing the Council of Representatives and Subcouncils as adopted by the Board of Directors.

Role and Responsibility of Subcouncil Delegates

Delegates to the Subcouncils play a critical role within the plastic surgery specialty. Their role includes:

- Advocacy within the Subcouncil structure to improve the health of plastic surgery patients and the plastic surgery specialty.
- Representation of the perspectives of their stakeholder entity to the Subcouncil.
- Representation of the physician and medical student members of the stakeholder entity they represent in the decision-making process of the Subcouncil.
- Solicitation of input from and provision of feedback to the members of the stakeholder entity they represent.

Subcouncil Delegates have the opportunity and responsibility to comment and vote on issues affecting the Society's membership that are reflective of the interests, priorities and strategic initiatives of the Subcouncil. Each Subcouncil Chair will present their Subcouncil's recommendations as a report to the ASPS/PSF Board of Directors via a standing agenda item.

Prior to the Subcouncil meetings, Delegates work with their colleagues to identify issues for consideration at Subcouncil meetings. Following the Subcouncil meetings, Delegates are expected to report highlights of Subcouncil meetings to the stakeholder entity they represent.

Meetings

Each Subcouncil shall meet up to four times a year with one in person meeting annually to take place in connection with the Annual Meeting where feasible and subject to the size and space limitations of the venue for such meetings. It is recommended that the Subcouncils meet prior to the ASPS/PSF Board meeting to work out their priorities. Staff from stakeholder entities are encouraged to attend Subcouncil meetings.

Unless otherwise provided in the ASPS Bylaws or these procedures, meetings of the Subcouncils shall be governed by the current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure (formerly, the Sturgis Standard Code of Parliamentary Procedure)

Each Subcouncil Secretary shall distribute a written, printed, or electronic notice to each delegate stating the place, day, and time of the Subcouncil's meeting at least thirty (30) days prior to the date of the meeting. Such notice may be sent via mail, print, facsimile, or electronic means.

Each Subcouncil Secretary shall publish the meeting agenda at least ten (10) days prior to the date of the meeting and shall notify the delegates how to access the meeting agenda.

When meeting in person, the three (3) subcouncils will sequentially meet in the same room on the same day in the order established by the three Subcouncil Chairs in consultation with the Council of Representatives staff liaison.

Other than the meeting held in conjunction with PSTM, each Subcouncil Chair shall determine the schedule for additional meetings, if any, during their term.

Media is not permitted in any of the Subcouncil meetings.

Delegate / Alternate Certification

While ASPS / PSF must know the name of each official delegate by August 31 each year, each stakeholder entity may send a designated alternate whose name does not need to be known prior to the date of the meeting.

Official Delegates

Each official delegate registered for PSTM shall be provided a badge with a delegate ribbon at the ASPS registration area, the location and hours of which are announced in advance. Registration desk personnel shall ensure that only those members on the list of delegates provided by the Council of Representatives staff liaison shall receive a black ribbon for their badge with the words, "Official Delegate." They will also be provided a separate ribbon that identifies the Subcouncil for which they serve as delegate.

Delegates who are not registered for PSTM must follow the check-in procedures below for designated alternates.

Designated Alternates

In the event that the official delegate is unable to attend the Subcouncil meeting during PSTM, the stakeholder entity may send a designated alternate who must meet the requirements of delegates to that subcouncil. For example designated alternates for the Subcouncil of State and Regional Societies and for the Subcouncil of Subspecialty Societies must be Active members in good standing. Designated alternates for the Subcouncil of Member Sections must be members in good standing of the SIG or Forum they represent.

Designated alternates for the Subcouncil of State and Regional Societies and for the Subcouncil of Subspecialty Societies must provide written documentation from the stakeholder entity's chief staff officer or the entity's presiding officer that they are the "designated alternate" for the stakeholder entity during that day's Subcouncil meeting. Designated alternates for the Subcouncil of Member Sections must provide written documentation from the staff liaison or chair of the SIG or Forum they

represent confirming they are the “designated alternate” for the stakeholder entity during that day’s Subcouncil meeting.

The written documentation, which can be in the form of an email displayed on the designated alternate’s phone so long as that email is provided to the staff liaison to the Council of Representatives at the time the designated alternate seeks certification, must include the following components:

- Name of the official delegate for whom the designated alternate is substituting
- Name of the designated alternate
- Name of the stakeholder entity the official delegate and designated alternate represents
- Name of the subcouncil for which the designated alternate is substituting
- Signature of the stakeholder entity’s staff or volunteer leader
- Statement that the designated alternate is authorized to stand in for the official delegate for the Subcouncil meeting taking place on the date in question and vote on matters brought before the Subcouncil that day.

If the stakeholder entity inadvertently misnamed the official delegate for whom the designated alternate is substituting in the paperwork, the stakeholder entity will be granted the benefit of the doubt and the designated alternate may stand in for the missing official delegate so long as the stakeholder entity has no more representatives on the voting floor than they are allotted.

Check-In Procedures for Designated Alternates

A check-in table or booth will be located outside of the Subcouncil Meeting Room, which will be staffed by ASPS staff and volunteers for at least 60 minutes prior to the start of each Subcouncil meeting for the express purpose of providing voting ribbons to official delegates not registered for PSTM (“unregistered delegates”) and designated alternates substituting for their stakeholder entity’s official delegate.

To avoid delays and assure an on time start with quorum, unregistered delegates and designated alternates must be in line at the check-in counter outside the Subcouncil Meeting Room at least 30 minutes prior to the scheduled start of the Subcouncil Meeting for which they are checking in to receive their voting ribbon.

Staff at the check in counter will provide official delegates with a black ribbon that says, “Official Delegate.” Designated alternates will be provided with a red ribbon that says, “Designated Alternate.” They will also be provided a separate ribbon that identifies the Subcouncil for which they serve as official delegate or designated alternate.

Seating of Delegates and Leaders at Subcouncil Meetings

Subcouncil leaders will sit at the head table, which is considered part of the voting floor, during their Subcouncil meeting with placards indicating their title and the stakeholder entity they represent. Remaining delegates (*i.e.*, official delegates and designated alternates) shall be seated [classroom style](#) in the Subcouncil meeting room in alphabetical order according to the official name of their entity stakeholder.

A placard containing the stakeholder entity’s name shall indicate where each official delegate is to sit. Placards are to be placed regardless of whether it is known if the stakeholder entity is sending their representative(s) with the only exception being when one of the stakeholder entity’s delegates is a member of the Subcouncil Leadership. Only credentialed delegates (those with the black “Official Delegate” ribbon or red “Designated Alternate” ribbon) will be seated in the delegate seating area (the “voting floor”).

No stakeholder entity may be represented on the voting floor by more than the number of delegates they are allotted. In other words, if the official delegate and their designated alternate are both on the voting floor, the designated alternate will need to leave the voting floor.

Seating of Auditors and Observers

Auditors and observers shall have a designated seating area in the Subcouncil meetings separate from the voting floor.

How Action is Taken at Meetings

A quorum, defined as a majority of the Subcouncil's official delegates, is required to take action during any of the Subcouncil meetings. For the purposes of this section, designated alternates substituting for official delegates on the voting floor are counted towards quorum.

Record of Decisions

The staff liaison to the Council of Representatives shall record the decisions made during the Subcouncil meeting and report those decisions in the meeting minutes.

Process for Electing Subcouncil Representatives to the ASPS/PSF

Nominating Committee

Each Subcouncil shall annually elect two Subcouncil Representatives, who must be Active members, to the ASPS/PSF Nominating Committee. Such election shall take place during each Subcouncil's meeting that takes place in conjunction with PSTM, provided a quorum is present, or during the meeting where the virtual election of the Subcouncil Leadership takes place as described in the *Process for Electing Leadership of the Subcouncils* section above.

Subcouncil Representative Election Process

The Subcouncil Representative elections are conducted in two phases. Each Subcouncil conducts its own elections, but the process is the same for all three Subcouncils.

The first phase involves soliciting nominations from members of the Subcouncil. The second phase is the actual election during the Subcouncil's meeting in connection with PSTM or during the meeting where the virtual election of the Subcouncil Leadership takes place.

Subcouncil Representative Nomination Process

The staff liaison to the Subcouncil shall administer an online survey to collect confidential nominations to the Nominating Committee following the conclusion of the election of the Regional Representatives to the Nominating Committee. Subcouncil members shall have ten (10) business days to submit the name of their nominee. For the avoidance of doubt, self-nominations are permitted provided the eligibility criteria are met.

To facilitate the nomination process, Subcouncil Delegates shall be provided with a roster of members who have been vetted to the extent possible according to ASPS records and who appear to meet the eligibility requirements referenced in the Nominee Qualifications section below. Each Subcouncil Delegate may nominate one candidate for the Subcouncil Representative positions.

Nominators must have confirmed their nominee meets the eligibility criteria by reviewing the roster referenced above and must have confirmed their nominee's willingness to serve if elected prior to submitting the nominee's name.

In making their nominations to the Nominating Committee, Subcouncil Delegates are reminded that the Society and Foundation value diverse representation of Society members in leadership positions. Diversity of race, ethnicity, gender, sexual orientation, gender identity, disability, practice type, geography and experience level is actively encouraged.

Nominations of members who have already been elected to the incoming Nominating Committee (*e.g.*, Regional Representatives) will not be accepted.

Subcouncil Representative Election

Once the nominating deadline has passed, the Staff Liaison to the Subcouncil will work with the Staff Liaison to the Nominating Committee to vet the nominations to ensure established requirements have been met. Nominees who have not yet completed the Nominating Committee Attestation will be asked to do so. Only those who sign the Attestation within the designated time frame, which shall be no fewer than five (5) business days, shall be placed on the ballot for the election. The Attestation can be found in the [Nominating Committee Standard Operating Procedures](#).

Nominees who meet the established requirements shall be placed on the Subcouncil's online ballot for election by the Subcouncil's Delegates. The election shall take place via a closed, online vote during the Subcouncil meeting in connection with PSTM or during the meeting where the virtual election of the Subcouncil Leadership takes place. In the event of a tie, a runoff election will take place during the meeting.

The two candidates who receive the most votes shall be designated the Subcouncil's Representatives to the Nominating Committee. The remaining candidates receiving the next highest number of votes shall be named Alternates in rank order. Alternates are called on if or when the Subcouncil's Representative is unable to complete their term. The process is described in the [Nominating Committee Standard Operating Procedure](#).

Nominee Qualifications

To be placed on the ballot for election, eligible Subcouncil Representative to the Nominating Committee candidates must meet the following criteria:

- Active Society member in good standing for a minimum of five (5) years.
- Active in ASPS/PSF Committees, Councils, Task Forces and/or Work Groups for a minimum of three (3) years.
- Cannot have been disciplined or currently under investigation by any state or provincial medical licensing authority, any plastic surgery organization, any other healthcare organization, or any healthcare delivery facility.
- Cannot have served on the Nominating Committee for the past two (2) terms; and if the candidate has served on the Nominating Committee twice before, must have an interval of at least ten (10) years between the second and each subsequent term.
- Sitting members of the ASPS/PSF Board of Directors, except for the Immediate Past Presidents who serve as co-chairs of the Nominating Committee and the PSF Public member, Trustees, Judicial Council members, and Ethics Committee members are ineligible to serve on the Nominating Committee.

- Must sign the Nominating Committee Attestation prior to being placed on the ballot.

Duties of Nominating Committee Members

The Nominating Committee conducts its business in two phases.

During Phase 1, the Nominating Committee is responsible for providing nominee recommendations to the ASPS and PSF Boards of Directors on the disposition of current Board Vice Presidents and whether they should be elevated to the ASPS President-Elect or PSF President-Elect positions, retained in their current position, or laterally assigned to another Board Vice President position. The ASPS and PSF Boards of Directors may accept, reject, or modify the Nominating Committee's recommendations. The slate as approved by the ASPS and PSF Boards of Directors for the Phase 1 positions will be the slate presented to members.

During Phase 2, the Nominating Committee is responsible for soliciting, interviewing, and vetting candidates to be considered for election by the membership to the Trustees, the Ethics Committee, the Judicial Council, the Conflict of Interest Committee, and any open Board Vice President position following Phase 1. The slate as nominated by the Nominating Committee for the Phase 2 positions will be the slate presented to members.

The Nominating Committee ensures candidates for all elected positions review the ASPS Conflict of Interest Policy and complete the COI Disclosure Statement prior to being placed on the ballot. The Committee reviews the principles of the COI policy during the interview process and may seek guidance from the COI Committee in understanding potential conflicts.

The Nominating Committee also makes recommendations for external appointments to other organizations as directed by the Executive Committee and Board of Directors.

Appendix A - Subcouncil Delegate Group Application Components

There shall be two applications – one for the State and Regional and Subspecialty Societies and the other for Member Sections.

Subcouncil of State and Regional Societies and Subcouncil of Subspecialty Societies

Preface

To be recognized as a stakeholder entity to the Subcouncil of State and Regional Societies, a minimum of 90% of the organization's members must be ASPS Active or Life Active members.

To be recognized as a stakeholder entity to the Subcouncil of Subspecialty Societies, a minimum of 90% of the organization's members must be ASPS Active or Life Active members or otherwise be contractually affiliated with the Society.

Applications to join the Subcouncil of State and Regional Societies or the Subcouncil of Subspecialty Societies must be accompanied by the applicant organization's full roster of membership in the designated format below.

Note that while ASPS requires the email address of each member, we will use the email address only as a way to resolve name conflicts between the name used in the applicant organization's membership roster versus the ASPS roster. For example on the occasion where the member goes by first initial, full middle name, last name in the ASPS system but uses the middle name as their first name in the applicant organization's system. If both systems have the same email address, that is one way to determine that these seemingly different people are one and the same.

State and Regional Societies and Subspecialty Societies that are willing to cover their delegate's travel costs to meetings of their Subcouncil may have up to three voting delegates based on the number of ASPS Active or Life Active members in good standing within their organization at the time of their application. Each State and Regional Society and Subspecialty Society is entitled to at least one delegate; those with more than 250 ASPS Active and Life Active members are entitled to one additional delegate for each additional 250 ASPS Active and Life Active members up to a maximum of three delegates per society. (e.g., 1-250 Active and Life Active members = 1 delegate; 251-500 Active and Life Active members = 2 delegates; 501 or more Active and Life Active members = 3 delegates.)

Questions for Application

Application Name: State & Regional Societies / Subspecialty Societies Application

Asterisks denote required field.

1. Full Name of Organization* _____
2. Name of Organization's Presiding Officer* (FN) _____ (LN) _____
3. Presiding Officer's email address* _____
4. Name of Organization's Chief Staff Officer, if any

5. Is the Applicant Organization willing to cover the travel cost of the organization's delegate(s) to one in-person meeting per year, which will be held in connection with the ASPS Annual Meeting where feasible? Note that the organization will be allowed to name a Designated Alternate(s) to substitute for their Official Delegate(s) for the in-person meeting.* Y/N
6. Number of members in the Applicant Organization* _____
7. Number of members who are Board-Certified Plastic Surgeons, if known _____
8. Desired Subcouncil* (w/drop down options below)
 - a. Subcouncil of State and Regional Societies
 - b. Subcouncil of Subspecialty Societies
9. If the ASPS/PSF Board of Directors approves the Applicant Organization as a stakeholder entity to the subcouncil requested above, please provide the name(s) of your organization's delegate(s), if known. Otherwise the deadline for providing the name(s) of your organization's delegate(s) is August 31 each year.
 - a. _____ (all recognized State and Regional Society and Subspecialty Society stakeholder entities are entitled to at least one (1) delegate who must be an ASPS Active member in good standing)
 - b. _____ (recognized State and Regional Society and Subspecialty Society stakeholder entities with between 251 and 500 members who are Active and Life Active members of ASPS are entitled to a second delegate who must be an ASPS Active member in good standing)
 - c. _____ (only recognized State and Regional Society and Subspecialty Society stakeholder entities with 501 or more members who are Active and Life Active members of ASPS are entitled to a third delegate who must be an ASPS Active member in good standing)
10. Name of submitter* FN _____ LN _____
11. Please acknowledge your understanding that your organization is required to annually certify that it continues to meet the eligibility criteria between July 1 and August 31.* Y/N

Designated Format for Membership Roster

Applicant organizations interested in a seat on the Subcouncil of State and Regional Societies and Subcouncil of Subspecialty Societies must provide their membership roster in an Excel file or comma delimited text file containing the following columns or fields in the order indicated.

1. First Name
2. Middle Initial
3. Last Name
4. Suffix (*ex: Jr. Sr. III, IV*)
5. Medical Credentials (s) (*ex: MD, PhD, FACS, etc.*)
6. City
7. State/Province
8. Country
9. Email Address (*used to resolve name conflicts only*)
10. ASPS Member ID, if available

Subcouncil of Member Sections

Preface

Each Special Interest Group ("SIG") or Forum approved by the ASPS Board of Directors shall be recognized as a stakeholder entity to the Subcouncil of Member Sections.

Each entity within the Subcouncil of Member Sections that is willing to cover their delegate’s travel costs to meetings of their Subcouncil may have up to five voting delegates. Those members of the Subcouncil of Member Sections who do not qualify for ASPS Active member status must be members in good standing of the Special Interest Group (“SIG”) or Forum they represent. Each SIG or Forum is entitled to at least one delegate; those with more than 50 members are entitled to one additional delegate for each additional 50 members up to a maximum of five delegates per SIG or Forum. (e.g., 1-50 members = 1 delegate; 51-100 members = 2 delegates; 101-150 members = 3 delegates; 151-200 members = 4 delegates; 201 or more members = 5 delegates.)

Questions for Application

Application Name: Member Sections Application

Asterisks denote required field.

1. Full Name of SIG or Forum* _____
2. Name of the SIG or Forum Steering Committee Chair* (FN) _____ (LN) _____
3. Steering Committee Chair’s email address* _____
4. Name of Organization’s Chief Staff Officer, if any _____
5. Name of the SIG or Forum Staff Liaison* (FN) _____ (LN) _____
6. Staff Liaison’s email address* _____
7. Is the SIG or Forum willing to cover the travel cost of the SIG or Forum’s delegate(s) to one in-person meeting per year, which will be held in connection with the ASPS Annual Meeting where feasible? Note that the SIG or Forum will be allowed to name a Designated Alternate(s) to substitute for their Official Delegate(s) for the in-person meeting.* Y/N
8. Number of members in the SIG or Forum* _____
9. Please provide the name(s) of your organization’s delegate(s), if known. Otherwise the deadline for providing the name(s) of your organization’s delegate(s) is August 31 each year.
 - a. _____ (all recognized SIG or Forum are entitled to at least one (1) delegate who must be a member in good standing of the SIG or Forum they represent)
 - b. _____ (recognized SIG or Forum with between 51 and 100 members are entitled to a second delegate who must be a member in good standing of the SIG or Forum they represent)
 - c. _____ (recognized SIG or Forum with between 101 and 150 members are entitled to a third delegate who must be a member in good standing of the SIG or Forum they represent)
 - d. _____ (recognized SIG or Forum with between 151 and 200 members are entitled to a fourth delegate who must be a member in good standing of the SIG or Forum they represent)
 - e. _____ (only recognized SIG or Forum with 201 members or more are entitled to a fifth delegate who must be a member in good standing of the SIG or Forum they represent)
10. Name of submitter* FN _____ LN _____
11. Please acknowledge your understanding that your organization is required to annually certify that it continues to meet the eligibility criteria between July 1 and August 31.* Y/N

Applicant SIGs and Forums interested in a seat on the Subcouncil of Member Sections must provide their membership roster in an Excel file with the following fields:

1. ASPS Member ID Number
2. First Name
3. Middle Initial
4. Last Name
5. Suffix (ex: Jr. Sr. III, IV)
6. Medical Credentials (s) (ex: MD, PhD, FACS, etc.)
7. City
8. State/Province
9. Country
10. Email Address

Appendix B – ASPS Subcouncil Leadership Candidate | Summary of Qualifications Form

The Summary of Qualifications shall be used to aid Subcouncil Delegates during the Subcouncil Leadership election process.

All eligible Subcouncil Leadership candidates shall be placed on the Ballot to be voted on via an online voting mechanism by the Subcouncil’s official delegates.

Eligible candidates must meet the following criteria:

- Active Society member in good standing
- Cannot have been disciplined or currently under investigation by any state or provincial medical licensing authority, any plastic surgery organization, any other healthcare organization, or any healthcare delivery facility.
- Sitting members of the ASPS/PSF Board of Directors, except for the Subcouncil Chairs, Trustees, and Conflict of Interest Committee are ineligible to serve as Subcouncil Leaders
- Former Executive Committee members are not eligible to serve as Chair of any Subcouncil
- Must submit the Summary of Qualifications form prior to being placed on the ballot.

Name: _____ **ABPS Certification (year):** _____

City and State or Province: _____

List all your institutional / practice affiliations: _____

Practice Type: _____

Professional Titles or Affiliations: _____

Positions held at ASPS / PSF: _____

Other Leadership Positions: _____

National Society Memberships: _____

Training: _____
