



MASSACHUSETTS  
MEDICAL SOCIETY

# **Committee Chair Resource Guide**

July 2016

# MMS Committee Chair Resource Guide

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*As the new presidential term gets underway, the following information will assist you with your committee meetings for the coming year to allow functioning at their highest level.*

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## 1. Resources and Guidelines for Conducting Your Meetings

### 1.1 Committee Appointment List/Interim Committee Appointments

Standing and special committees, task forces, and member interest (MIN) network executive councils are approved by the House of Delegates at each Annual Meeting and are included in the committee appointment list.

Please notify the staff liaison if a committee member resigns or if you are aware of members interested in joining a committee. During the Presidential year, new members may join a committee if appointed by the president and confirmed by the Board of Trustees (BOT) through the Interim Committee Appointment Process. These appointments are made during the course of the year for approval at each BOT meeting- six times throughout the year. Please discuss any recommendations for appointment with your staff liaison so that invitations can be made and processed through the Office of the President.

Following the approval of the Interim Committee Appointments at the BOT meetings throughout the year, added members names will be sent via email to committee staff liaisons.

Please note that the president, president-elect, and vice president, are members ex-officio of all committees with the right to vote, with the exception of the Committee on Nominations and Judicial Committee. The secretary-treasurer and assistant secretary-treasurer are trustees of the Board of Trustees, members of the Committee on Finance with a right to vote, and ex-officio members, without the right to vote, of all other committees except the Committee on Nominations and the Judicial Committee.

Standing committee sizes are specified in the bylaws. While special committee memberships are not limited, more than 12 or so members can become unwieldy and is discouraged.

#### Advisors

Members of the Society who are interested in the work of the committee or who have served on the committee in the past, particularly past chairs, may offer useful contributions and institutional memory, and may be appointed advisors. Again, too many may make a committee unwieldy. Advisors should not serve indefinitely. Although no bylaw term limit is applicable, the same 9 years as members is a reasonable limit for service as an advisor.

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Nonmember physicians should be encouraged to join prior to requesting appointment as advisors. Non-physicians may on rare occasions offer expertise not available amongst the membership and also offer useful contributions to the work of a committee. A request may be made to the President for such an appointment. Although no bylaw term limit is applicable, the same 9 years as members is a reasonable limit for service as an adviser.

Both types of advisors may participate in committee discussions, but do not have a vote on a committee.

### **1.2 Directory of MMS Officers and Committees**

In addition to committees included in the committee appointment list, the updated Directory (<http://www.massmed.org/committees/>) includes the MMS Officers, BOT, district-appointed committees (Legislation and Nominations), and interim committee updates made throughout the year.

### **1.3 Scheduling Committee Meetings, MMS Website Calendar**

All committees should establish a yearly schedule in order to maximize attendance and allow for scheduling of rooms and equipment. The schedule of committee meeting dates should be posted on the MMS website calendar ([www.massmed.org/cme/events](http://www.massmed.org/cme/events)) at the start of each Presidential year or as soon as possible. The MMS calendar is a helpful tool for members and staff to avoid conflicting meeting dates with other committees and/or district events.

Committees are encouraged to meet according to true business needs and to be respectful of volunteer and staff time.

Meetings should not be scheduled without relevant business to conduct. Most committees can function effectively with well-planned quarterly meetings and intermittent conference calls as needed.

### **1.4 Quorum**

A quorum is a majority (more than 50%) of the voting committee members; special quorum rules apply to the Judicial Committee, the Committee on Ethics, Grievances, and Professional Standards, and the Committee on Nominations.

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Generally, the meeting should not begin until a quorum is present, except to deal with non-action items, such as hearing informational updates. For a vote to be valid, a quorum must be present. It is the duty of the chair to declare the meeting adjourned at any times it is apparent that a quorum is not present. If the chair fails to do so, any member may ask the chair whether a quorum is present. This question is in order at any time, (see *Standard Code of Parliamentary Procedure*, pp. 122-125).

The president, president-elect, and vice president, as ex-officio members, have the right to vote on committees they serve on. The secretary-treasurer and assistant secretary-treasurer are non-voting members of committees with the exception of the Committee on Finance where they have the right to vote.

Do not count the president, president-elect, vice president, resident/fellow, medical student, or alliance representatives in computing the quorum unless they participate in the meeting. At most committee meetings, the secretary-treasurer and assistant secretary-treasurer do not have the right to vote and therefore should not be counted in the quorum.

If a quorum is present, the vote required to approve a business item is a majority (more than 50%) of those present and voting (all members voting should be included in this computation). Informal decision by consensus is acceptable in groups of approximately 12 if the chair announces the consensus and the group agrees.

### **1.5 Standing Committees, Task Forces, and MIN Executive Council Chairs**

Chairs for standing committees (with the exception of Judicial and Nominations) are appointed by the president-elect. Staff should work directly with the committee chair to schedule the first committee meetings as committee business dictates.

### **1.6 Special Committee Chair Elections**

Special committees should meet within the first two months of the presidential term in order to elect a chair and vice chair for the year and to hold an organizational meeting.

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## General Guidelines for Elections of Special Committee Chairs and Vice Chairs

1. Staff liaison to conduct the election keeping confidential the individual ballots.
2. Candidates for chair must have served on the committee (except for new committees) for at least one year, though not necessarily the preceding year.
3. Candidates need not be present for the election.
4. Individuals can nominate themselves. No second is necessary.
5. Candidates need not give nomination speeches.
6. No proxy votes or absentee ballots can be accepted. However, members participating electronically or by telephone are allowed to vote.
7. The election will occur at the first committee meeting of each presidential year.
8. The elected chair/vice chair is that individual who received a majority vote. If there are more than two candidates and no one received a majority of the votes cast, the two candidates with the most votes are to participate in a run-off election. The candidate receiving the majority of votes cast is the newly elected chair/vice chair.

### 1.7 Meeting Minutes

Accurate committee meeting minutes should be provided by the staff liaison and included with the agenda and meeting materials distribution in advance of each scheduled meeting. MMS policy requires that committees vote on whether they wish to post approved minutes of their meetings in the “members only” area of the MMS website. The vote should be taken at one of your early meetings.

### 1.8 Conflict of Interest Forms

The Procedures for Compliance with MMS Conflict of Interest Policy states that each committee member shall update and resubmit a Conflict of Interest form at the beginning of the MMS presidential year. The Government Relations and Community Relations department maintains the database of Conflict of Interest

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forms. The Confirmation of Compliance with the MMS Conflicts of Interest Policy form will be mailed to all committee members, delegates, and trustees during the summer. The Procedures for Compliance with the Massachusetts Medical Society Conflicts of Interest Policy may be found online ([www.massmed.org/coipolicy](http://www.massmed.org/coipolicy)) and copies will be provided upon request from the Government Relations and Community Relations department. (Please note: forms are to be returned to the Government Relations and Community Relations department.)

### **1.9 Committee Budgeting and Reporting**

Each committee has budgeted funds available for conducting committee meetings, for meals and student/resident/fellow mileage reimbursement. If a resolution or report is forwarded to your committee for implementation, a fiscal note may have been appropriated for its support. If your committee wants to arrange an educational or other program, or project, funding must be discussed with senior staff and approved by the President.

### **1.10 Member Reimbursement Guidelines**

Chairs and vice chairs should review the Society's Business Travel Reimbursement Guidelines for MMS Members (Appendix I), as approved by the Committee on Administration and Management, and provided by the staff liaison to review with the committee. Only pre-authorized travel is eligible for reimbursement. Airfare and car rental must be pre-authorized. Members must submit an MMS member expense report for reimbursement.

### **1.11 Medical Students and Residents/Fellows**

MMS policy states that the Society will provide reimbursement for mileage, tolls, and parking for medical students and residents attending committee meetings. Please be sure to review this with your resident and student members to ensure their awareness of this reimbursement. For committees with student or resident members, staff liaisons should inform them of this policy and provide an MMS member expense report for documentation. Liaisons should process expense reports and charge reimbursement requests to the committee budget.

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## 1.12 Committee Business Requiring Presidential Approval

### Establishment of Policy

No committee can establish Society policy. When in doubt as to what constitutes a policy and as to what the appropriate procedure is to submit a report for action, please contact your staff liaison.

### Donations/Grants/Contracts

No money is to be committed for any cause, individual, or service without prior approval of the President, even if there are sufficient funds in the committee's budget. Expenditures which did not receive prior approval will be the personal responsibility of the individual who made the unauthorized commitment.

### Travel to/Attendance at National or Regional Meetings

The President must approve attendance at and travel costs for meetings as a representative of the Society.

### Media Interviews

No committee member is to arrange for or take part in media interviews as a representative of the Society. Inquiry and approval must go through the Department of Communications with final approval by the President. Only the President is the official spokesperson for the Society (refer to 8.051 [14] of the Bylaws ([www.massmed.org/bylaws](http://www.massmed.org/bylaws))). On occasion, the President may delegate another person to be the spokesperson for a specific issue.

### Contact with government officials/agencies, hospitals, insurance companies, etc.

Unless approved by the President, no committee member is authorized to arrange or take part in meetings with government officials/agencies, hospitals, insurance companies, etc. as a representative of the Society. Inquiries should be directed to the Department of Communications with final approval by the President. The President is the official spokesperson for the Society (refer to 8.051 [14] of the Bylaws ([www.massmed.org/bylaws](http://www.massmed.org/bylaws))). On occasion, the President may delegate another person to be the spokesperson for a specific issue.

### Procedure for CME Activity Approval

MMS committees are a valuable resource for identification of gaps in practice and educational needs of physicians. Committee chairs should work closely with the staff liaison to plan, seek approval and to implement a CME activity.



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Funding for the CME activity must be discussed with senior staff and approved by the President.

All CME activity planning documents must be submitted for review by the Committee on Sponsored Programs, at least three months (90 days) prior to the activity date. The Committee reviews and votes on submissions at their regularly scheduled meetings, which are the second week of January, March, May, June, September, and November. All nationally accepted CME standards must be adhered to when planning and delivering CME content for credit.

For additional information regarding CME activity application, please visit: [www.massmed.org/jointprovidership](http://www.massmed.org/jointprovidership) or contact the Department of Continuing Education & Certification at (781) 434-7306.

## 2. Governance: Committee Reporting, Meetings Dates, and Deadlines

MMS committees are a vital component of the Society's governance process, and each committee reports to the House of Delegates and the Board of Trustees on an annual basis, minimally (with some committees reporting more frequently). The following outlines information about the House of Delegates and Board of Trustees and the report requirements for committees.

### 2.1 Governance Dates-at-a-Glance

Please visit <http://www.massmed.org/leadershipdates> for a complete listing of all governance leadership meeting dates, report deadlines, and other important dates.

### 2.2 House of Delegates Meetings and Committee Reports

The MMS House of Delegates (HOD) ([www.massmed.org/hod](http://www.massmed.org/hod)) is the Society's policymaking body. (Visit <http://www.massmed.org/policies> for the MMS Policy Compendium and other HOD resources.) The HOD meets twice a year.

Per the MMS Bylaws, ([www.massmed.org/bylaws](http://www.massmed.org/bylaws)) every MMS committee is required to submit a written report to the HOD at least once a year, whether it is a report for action or an informational report. (Please see templates and descriptions below in 2.2 (a). Many committees meet this report requirement automatically because they are referred resolutions from the HOD to implement and/or report back on.

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For committees that are not referred a resolution to report on, committees meet the report requirement through their Committee Report on Activities and Goals, which is submitted to the BOT, and which the BOT submits to the HOD at Interim Meeting (see Item 2.3 (a) below).

### 2.2 (a) House of Delegates Templates

The following are the types of templates for committees to use for reports to the HOD, depending on what is required:

Template 1 – Info Report: used for an informational report regarding an adopted resolution/report referred to the committee to implement.

Template 2 – Report Back for Action: used for a report back, with recommendations, on whether to adopt, not adopt, or amend a resolution/report referred to the committee to review.

Template 3 – Report for Action – New Initiative by Committee: used for a committee proposing a brand-new policy or directive (and not in the case of a resolution/report that has been referred to the committee to report back and make a recommendation on whether to adopt, not adopt, or amend)

Template 4 – Report for Action – Reaffirmed for One Year Pending New Policy: used for a policy, reviewed through the sunset process, reaffirmed for one year, and referred to a committee to recommend whether to adopt, not adopt, or amend.

### 2.3 Board of Trustees Meetings and Committee Reports

The Board of Trustees (BOT) ([www.massmed.org/bot](http://www.massmed.org/bot)) meets a minimum of six times each presidential year. All standing committee chairs are invited to attend meetings of the BOT.

Reports generated by a committee for distribution at BOT meetings must be submitted for approval by the President at least two weeks before the designated meeting. PowerPoint presentations must be submitted to staff at least one week prior.

Committees can also be referred items from the HOD for analysis and report back to the BOT.

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## **2.3 (a) Committee Reports on Activities and Goals (Formerly “Committee Action Plans”)**

All committees are required to develop a committee report on activities and goals for the presidential year for submission to the BOT. Beginning in 2013, the committee report on activities and goals replaces the former committee action plan template. Committee reports on activities include a summary of the previous presidential year’s activities as well as goals for the new presidential year. (These reports will also be sent by the BOT to the HOD for information.) Please contact your staff liaison for your committee template.

## **3. Staff Liaison Assistance and Meeting Logistics**

Each committee has a designated staff member serving as staff liaison. In the event that the designated individual goes on extended leave for any reason, a backup staff liaison will be appointed. If you are unable to determine who the backup staff member is or cannot reach that person, please contact the Executive Office ([execoffice@massmed.org](mailto:execoffice@massmed.org)) for assistance.

### **3.1 Committee Communications**

We encourage committees to utilize e-mail for administrative purposes. Committee staff liaisons should request e-mail addresses from all committee members and use e-mail/e-Communities for correspondence of meeting invites and RSVPs, meeting minutes, reports, announcements, etc., whenever possible. For members who do not have e-mail access, communication should be conducted via fax, telephone, or in writing. All committee members should receive agendas and support materials at least one week prior to the scheduled meeting.

### **3.2 Onsite and Remote Participation**

Staff liaisons are responsible for scheduling onsite and electronic meetings.

Please remember the following to conserve resources and time:

Please strongly consider conducting your meeting (or at least some meetings during the year) via conference call and/or Adobe Connect (for more information, please see details item 3.2(b)). With proper preparation and communication to members in advance of the meeting, many have found that committee business can be conducted effectively and more expeditiously this way and is

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advantageous to our busy physician members who want to participate in committees.

For meetings that are onsite, extra care should be given specifically to confirming correct meal counts and meal choices to conserve resources and reduce waste.

Committee meetings should end no later than 8 PM whenever possible.

### **Meeting Guests**

Members may request to attend a committee meeting, or be asked by the committee to attend for discussion of particular issues, or to learn about the functioning of the committee. These members attend at the discretion of the Chair. Care must be taken that these guests do not disrupt the work of the committee.

Before a non-member is asked to attend a committee meeting, particularly an individual who is a government employee/appointee or hospital or insurance company employee, permission should be sought from the President through staff, with an explanation of the reason for the request, including the name of the individual, the employer or agency, and the relationship to the goals of the committee and the Society. Such requests should be uncommon.

### **3.2 (a) Teleconferencing Procedures for Committee Meetings**

All staff liaisons will be advised that when scheduling virtual teleconferencing meetings after hours and offsite (other than MMS Headquarters), that in addition to routine committee notifications, to notify Security via email the day of the meeting with the meeting name, time, contact person and phone number members can call to obtain the access information.

### **3.2 (b) Adobe Connect**

We encourage you to use technology to improve your meeting attendance. Adobe Connect is a hosted internet “virtual meeting” technology that requires no special software and allows you to share items on your computer screen with anyone connected to the Internet. It is hosted by Adobe, supported at MMS by the conference center/Sodexo and is Windows/Mac friendly. It allows for sharing of PowerPoint presentations, group-editing documents, and includes video cameras,

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polls, files, notes, computer screens, etc. with up to 100 remote participants. Meetings can easily be recorded, edited, and made available over the web (with or without security).

### **4. MMS Governance Resources**

The MMS website provides additional governance resources online. The following are links to specific areas:

General Governance and Leadership Web Page:

<http://www.massmed.org/Governance-and-Leadership/Governance-and-Leadership/>

Board of Trustees: <http://www.massmed.org/bot/>

House of Delegates: <http://www.massmed.org/hod/>

Committees, Task Forces and Sections: <http://www.massmed.org/committees/>

Policies, Bylaws and Procedures: <http://www.massmed.org/policies/>

Leadership Meetings and Deadlines: <http://www.massmed.org/leadershipdates/>

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## Appendix: Business Travel Reimbursement Guidelines for MMS Members

*(Updated January 2016)*

This document establishes Massachusetts Medical Society's policies governing the reimbursement of travel expenses for members incurred during the conduct of Society business. It is Society policy to reimburse members for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of such business and to neither gain nor lose financially. Reimbursement for expenses that are not in compliance with this policy requires the approval of the President, Secretary-Treasurer or the Executive Vice President.

Only the President or the President's designee may provide the authority for individual members to incur costs for reimbursement for official Society business. A maximum dollar amount per individual may be established for reimbursement for certain business trips. Specific guidelines are set for certain Society functions such as AMA Meetings and the House of Delegates and for MMS Officers, Trustees and Other Leadership.

### **Allowable Costs for Authorized Travel: Personal Car Use.**

Mileage will be reimbursed based on the IRS approved rate plus parking and tolls for Society business. This does not include House of Delegates, Committee, Task Force and Section meetings (except for residents and students as noted in the guidelines).

### **Air Travel.**

- All travelers are expected to travel coach class with the exception of international travel for which business class may be authorized under certain conditions.
- Spouse travel must be pre-authorized.
- Travelers are expected to obtain the lowest fare available taking into consideration reasonable travel time.
- The baggage fees charged by airlines for checked bags will be reimbursed for up to two bags.
- Overweight baggage fees will not be reimbursed.
- Fees charged by airlines for early boarding may be reimbursed in lieu of baggage fees, to assure adequate overhead baggage space for a carry-on bag.
- MMS will reimburse customary gratuities for baggage handling.

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- MMS will reimburse airline change fees for distressed travelers or when a meeting ends early up to (\$600).

### **Auto Rental.**

Auto rental requires pre-authorization. Rental cars should be mid-sized passenger cars unless other circumstances dictate otherwise or other types of vehicles are specifically authorized in advance. Authorized renters must purchase all damage and liability waivers and supplemental insurance offered by the rental car company. The Society is not responsible for any costs or expenses incurred due to the failure to purchase any such waivers or supplemental insurance.

### **Lodging.**

The corporate standard is a double room in a moderately priced business class hotel or meeting headquarters or alternate hotel unless pre-authorization is obtained. Reasonable tips will also be reimbursed.

### **Meal Expense.**

The Society will reimburse for reasonable meal expense included in business travel. The Society will not reimburse for meals if they are provided within the scope of the function being attended unless the member is subject to special dietary restrictions, which cannot be met by the function provider.

### **Miscellaneous.**

Allowable expenses in this category include:

- Internet usage based on the hotel's access charge and reasonable usage.
- The Society will reimburse travelers for all MMS related business calls. Reasonable calls home will also be reimbursed (i.e. one call per day of reasonable length.) Travelers are encouraged to use their cell phone if cell connectivity is adequate. If not, travelers are encouraged to use a calling card or phone credit card, whenever possible.
- Distressed travelers due to adverse weather conditions and other unforeseen situations will be given special consideration.

### **Non-Reimbursable Expenses:**

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The following are items that will NOT be reimbursed by the MMS:

- Movies, health club fees, other personal entertainment
- Laundry services
- Mini bar items
- Fines for parking or moving violations
- Personal expenses such as haircut, toiletries, clothing, etc.
- Companion expenses (including travel, and meals) unless authorized by MMS.
- Costs incurred due to unreasonable failures to cancel transportation or hotel reservations
- Lost or stolen personal property (including cash)
- Life, flight or baggage insurance
- Unnecessarily excessive costs (i.e. very expensive restaurants or exclusive hotels) not warranted by the circumstances. The IRS states that expenditures for meals/lodging cannot be lavish or extravagant.

### **Process for Submitting Expenses for Reimbursement:**

An Expense Report form must be completed and submitted with itemized expenses providing dates, identified activities, individual names and/or number of persons. Original receipts for transportation, service, meals, and original itemized hotel bills should be attached and submitted with the Expense Report. Expense reports should be submitted within thirty days of the business trip to the Executive Office for distribution to the authorized signing authority.

### **Signatures on Expense Reports:**

The President or Executive Vice President's signature is required on expense reports from authorized members.

### **Appeals:**

Unresolved situations concerning reimbursement of expenses for members shall be referred to the President and Chair of the Finance Committee. Unresolved appeals will be referred to the Committee on Administration and Management.