

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 Assemblies. It describes the procedures to be followed to 1) approve and remove delegate groups (i.e., the interested parties within each Assembly); 2) elect leadership to the Assemblies; 3) procedures for running Assembly meetings and developing recommendations to forward to the ASPS/PSF Board of Directors.
Keywords:	Council, Assembly, delegates, resolutions, representatives, procedures
Program Area or Business Line	Governance
Policy Sponsor (Staff Officer):	Michael Costelloe, Executive Vice President
Approving Body:	ASPS Board of Directors
Authorized Signatory:	Scott T. Hollenbeck, MD, ASPS President
Effective Date of Policy:	January 2023, revised August 2025
Next Review Date:	August 2028

ASPS Council of Representatives Standard Operating Procedures

Table of Contents

Purpose	1
Structure	1
Hierarchy of Governing Structures	1
ASPS Board of Directors	1
PSF Board of Directors	2
Council of Representatives	2
Assemblies	2
Process for Approval and Removal of Delegate Groups.....	2
Calculation of the 90% Active and Life Active Member Requirement.....	2
Assembly of State and Regional Societies	3
Assembly of National and Specialty Societies.....	3
Assembly of Member Sections	4
Determining the Number of Voting Delegates	4
Identifying Assembly Delegates.....	5
Terms of Assembly Delegates.....	5
Filling Assembly Delegate Vacancies	5
Council of Representatives Leadership.....	5
Process for Electing Leadership of the Assemblies.....	6
Nominee Qualifications.....	6
Election Process	6
Call for Self-Nomination.....	6
Assembly Leadership Election	7
Assembly Chairs and Committee Leadership	7
How to Address Multiple Candidates from the Same Entity Winning Multiple Offices.....	7
Terms	8
Leader Vacancies	8
Role and Responsibility of Assembly Leadership.....	8
Role and Responsibility of Assembly Delegates	9
Meetings	9
Designated Alternates.....	10
Check-In Procedures for Official Delegates and Designated Alternates.....	10
Seating of Delegates and Leaders at Assembly Meetings	11
Seating of Auditors and Observers	11
How Action is Taken at Meetings	11
Record of Decisions.....	11
Process for Electing Assembly Representatives to the ASPS/PSF Nominating Committee.....	11
Assembly Representative Election Process.....	11

Assembly Representative Nomination Process	12
Assembly Representative Election.....	12
Nominee Qualifications	12
Duties of Nominating Committee Members	13
Appendix A - Assembly Application Components.....	14
Assembly of State and Regional Societies and Assembly of National and Specialty Societies.....	14
Preface	14
Questions for Application	14
Designated Format for Membership Roster	15
Assembly of Member Sections.....	15
Preface	15
Questions for Application	15
Appendix B – ASPS Assembly Leadership Candidate Summary of Qualifications Form	17

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 participating groups.

Structure

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

- Assembly of State and Regional Societies
- Assembly of National and Specialty Societies
- Assembly of Member Sections

The Assembly delegates represent the perspectives of their Society, SIG, or Forum in the decision-making process during Assembly 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 National and Specialty 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 Assemblies. 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 Assembly of State and Regional Societies
15. Chair of the Assembly of National and Specialty Societies
16. Chair of the Assembly 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 Assemblies. It does not have independent leadership, is not expected to meet, and does not have independent authority to take action.

Assemblies

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

The three Assemblies are comprised of delegates from ASPS-recognized entities within each Assembly.

Process for Approval and Removal of Delegate Groups

To be recognized by ASPS as a participant in the Assembly 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 participant in the Assembly of National and Specialty 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 participant in the Assembly of Member Sections.

The state or regional society, national or specialty 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 have 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 an Assembly.

The ASPS Board of Directors reserves the right to revoke admission to the Assembly for cause.

Calculation of the 90% Active and Life Active Member Requirement

To calculate whether an organization is comprised of at least 90% Active and Life Active Members of ASPS, a roster of the organization's Active and Life Active members will be submitted to ASPS for comparison against the ASPS Active and Life Active Member roster. At least ninety percent (90%) of those appearing as Active or Life Active members of the organization must be Active or Life Active members of ASPS. In the event that the category descriptions of membership of the society do not correspond exactly with those of ASPS (e.g., the organization does not have Active or Life Active membership categories), the members of the society entitled to vote at its annual business meeting shall be the controlling roster for comparison purposes in calculating whether the 90% threshold has been met with respect to the society.

Assembly of State and Regional Societies

The Assembly of State and Regional Societies has an advocacy focus. Delegates to the Assembly of State and Regional Societies must be ASPS Active members in good standing. An ASPS Active member who is in good standing is defined as one whose dues are fully paid and who is not on probation or under suspension related to accredited surgical facilities requirements; dues, fees, or assessments obligations; or disciplinary action as described in the Society's bylaws or disciplinary procedural rules.

The following State and Regional Societies are grandfathered into the Assembly of State and Regional Societies.

- California Society of Plastic Surgeons
- Florida Society of Plastic Surgeons
- Georgia Society of Plastic Surgeons
- Illinois Society of Plastic Surgery
- Maryland Society of Plastic Surgeons
- Michigan Academy of Plastic Surgeons
- Mountain West Society of Plastic Surgeons
- New England Society of Plastic and Reconstructive Surgeons, Inc.
- New Jersey Society of Plastic Surgeons
- New York Regional Society of Plastic Surgeons
- New York State Society of Plastic Surgeons
- North Carolina Society of Plastic Surgeons
- Northeastern Society of Plastic Surgeons
- Ohio Valley Society of Plastic Surgeons
- Plastic Surgeons Society of Alabama
- South Carolina Society of Plastic Surgeons
- Southeastern Society of Plastic & Reconstructive Surgeons
- Texas Society of Plastic Surgeons
- Virginia Society of Plastic Surgeons
- Wisconsin Society of Plastic Surgeons

Assembly of National and Specialty Societies

The Assembly of National and Specialty Societies has an education focus. Delegates to the Assembly of National and Specialty Societies must be ASPS Active members in good standing. An ASPS Active member who is in good standing is defined as one whose dues are fully paid and who is not on probation or under suspension related to accredited surgical facilities requirements; dues, fees, or assessments obligations; or disciplinary action as described in the Society's bylaws or disciplinary procedural rules.

The following National and Specialty Societies are grandfathered into the Assembly of National and Specialty Societies.

- American Association for Hand Surgery
- American Association of Pediatric Plastic Surgeons
- American Association of Plastic Surgeons
- American Cleft Palate Craniofacial Association
- American Council of Educators in Plastic Surgery (formerly ACAPS)
- American Society for Peripheral Nerve

- American Society for Reconstructive Microsurgery
- American Society of Craniofacial Surgeons
- American Society of Maxillofacial Surgeons
- Canadian Society of Plastic Surgeons
- International Society of Plastic Regenerative Surgeons
- Migraine Surgery Society
- Plastic Surgery Research Council

Assembly of Member Sections

The Assembly of Member Sections has a member and professionalism focus. Delegates to the Assembly of Member Sections must be members of the SIG or Forum they represent. Their dues must be fully paid, and they may not be on probation or under suspension related to accredited surgical facilities requirements; dues, fees, or assessment obligations; or disciplinary action as described in the Society's bylaws or disciplinary procedural rules.

The following ASPS member entities are grandfathered into the Assembly 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, regional, national and specialty societies 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 last review. Each state, regional, national, or specialty 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.

Effective December 1, 2024, participating societies will no longer be required to annually certify that they meet the requirements of participation in the Assembly of State and Regional Societies or Assembly of National or Specialty Societies. Rather, each state, regional, national, or specialty society will be awarded one delegate per term. If the organization believes more than 250 ASPS Active or Life Active members are members of their organization, they may submit their member roster for comparison and verification. ASPS will award the organization an additional delegate if 251 or more ASPS Active or Life Active members are found on their roster. ASPS will award the organization a third delegate if 501 or more ASPS Active or Life Active members are found on their roster.

Similarly, effective December 1, 2024, each SIG and Forum will no longer be required to annually certify that they meet the requirements of participation in the Assembly of Member Sections. Rather, ASPS will review their rosters and award the participating groups with the appropriate number of delegates. Those delegates of the Assembly 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.

Every five years the number of delegates for each participating group will reset to one delegate per entity. Participating organizations who believe they are entitled to more than one delegate must submit their roster for verification at that time.

Identifying Assembly Delegates

Each ASPS-recognized Society, SIG, or Forum must annually submit to ASPS the name of their delegate(s) for the upcoming term by May 31. Each delegate must be an ASPS Active member in good standing, unless otherwise permitted by the Assembly in which case the member must still be in good standing with the SIG or Forum they represent. Members of the ASPS/PSF Board of Directors (except for the Assembly Chair), ASPS Trustees, or the ASPS/PSF Conflict of Interest Committee are not eligible to serve as delegates. A member in good standing is defined as one whose dues are fully paid and who is not on probation or under suspension related to accredited surgical facilities requirements; dues, fees, or assessments obligations; or disciplinary action as described in the Society's bylaws or disciplinary procedural rules. The Society, SIG, or Forum must have previously confirmed their delegate's willingness to serve.

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

The staff liaison to the Assembly will verify that proposed delegates meet the Assembly's membership criteria and will confirm with the Society, SIG, or Forum the status of the delegate within 10 business days following the deadline for submission.

For the avoidance of doubt, an ASPS Active member delegate who transitions to ASPS Life Active member status during the leadership term may continue to represent their entity until the end of that leadership term. However, Residents or Fellows who transition out of the Residents and Fellows Forum may not continue to represent their entity because they are no longer a member of the SIG or Forum they were representing.

Terms of Assembly Delegates

Assembly delegates shall serve one-year terms that coincide with the ASPS governance year, which begins at the conclusion of the prior term's Annual Meeting and continues until the conclusion of the next Annual Meeting of the Society. The ASPS Annual Meeting is also known as Plastic Surgery The Meeting ("PSTM") and typically occurs in October. Assembly delegates may serve up to three consecutive one-year terms for the same Society, SIG, or Forum and must have a gap of one year before they may serve as Assembly delegate again for any entity or Assembly.

Filling Assembly Delegate Vacancies

Assembly delegates may resign by notifying their Society, SIG, or Forum and the ASPS/PSF Board Vice President of Finance and Treasurer of their intention and the date upon which the resignation becomes effective. The Society, SIG, or Forum 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 Assembly member records to reflect the new Assembly 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 when the leadership of all three Assemblies 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 Assemblies

Each Assembly will be led by a Chair, Vice Chair, and Secretary (the “Assembly Leadership”). Leaders of the Assembly of State and Regional Societies and the Assembly of National and Specialty Societies must be Active members. Leaders of the Assembly of Member Sections must be Active or International members. Leaders shall each serve one-year terms that shall begin at the conclusion of the Annual Meeting and continue until the conclusion of the next Annual Meeting. To ensure continuity of governance, it is anticipated but not required that the Vice Chair will 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 ASPS/PSF Presidential Line members and Board Vice Presidents are not eligible to serve as Chair of any Assembly.

On election, the Chair, Vice Chair, and Secretary continue to represent their Society, SIG, or Forum on the Assembly, with all the associated delegate rights and privileges. No two leadership positions within an Assembly may be held by delegates from the same Society, SIG, or Forum.

In the event of unanticipated circumstances affecting the election of Assembly Leadership, the ASPS Presidential Line or Board of Directors shall have the authority to devise solutions to resolve the situation.

Nominee Qualifications

Only Official Delegates who have been named by the delegate submission deadline for the upcoming term are eligible to be placed on the ballot for election. Candidates must also meet the following criteria:

- Active Society member in good standing for the Assembly of State and Regional Societies and Assembly of National and Specialty Societies for the leadership term of service; and Active or International Society member in good standing for the Assembly of Member Sections for the leadership term of service.
- 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.
- The ASPS President, PSF President, ASPS President-Elect, PSF President-Elect, Immediate Past ASPS President, and Immediate Past PSF President (the “Presidential Line”), Board Vice Presidents, Trustees, and Conflict of Interest Committee are ineligible to serve as Assembly Leaders.
- Former ASPS/PSF Presidential Line members and Board Vice Presidents are not eligible to serve as Chair of any Assembly.
- Must submit the Summary of Qualifications form (Appendix B) prior to being placed on the ballot to be elected by Assembly delegates.

Election Process

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

Call for Self-Nomination

1. The Assembly Leadership Election process, beginning with the call for applications and concluding with the election results, shall be timed such that the Assembly Leadership election

shall conclude prior to the meetings of the three (3) Assemblies to the ASPS Council of Representatives that take place during Plastic Surgery The Meeting.

2. The Assembly Staff Liaisons shall put out a call for applications to Assembly delegates who are Active members within the three assemblies and International Society members of the Assembly of Member Sections inviting them to apply to serve on the Assembly as an Assembly Leader. Only self-nominations shall be accepted.
3. Active Members of all three assemblies and International Society members of the Assembly of Member Sections shall have a minimum of 14 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 Assembly Leadership ballot.

Delegates of participating groups that have multiple delegates may wish to discuss ahead of time who shall nominate themselves for a leadership position. All delegates that meet the eligibility criteria may self-nominate but note that no two leadership positions within an Assembly may be held by delegates from the same Society, SIG, or Forum. See section “How to Address Multiple Candidates from the Same Entity Winning Multiple Offices” for more details.

Assembly Leadership Election

1. Assembly delegates shall be notified via email that the Assembly Leadership election has opened and that they have 14 days to vote.
 - a. Assembly delegates may vote for up to one candidate for each office (Chair, Vice Chair, and Secretary to the Assembly)
 - b. Assembly delegates are not required to vote for a candidate for each office
2. The election shall conclude 14 calendar days after Assembly delegates are notified that the Assembly Leadership vote has opened.
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. Assembly delegates shall be notified as quickly as possible after the online ballot listing the names of Assembly 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 Assembly delegates.
4. If the runoff election results in a tie, the winner for each tied office shall be selected by drawing lots.

Assembly Chairs and Committee Leadership

Per the [Guideline for Committee Appointments](#) policy document, “unless the appointment is position-based, a short-term project-specific work group or task force, or otherwise authorized in the Society or Foundation Bylaws, ASPS Board Directors should not serve in leadership positions on committees during their tenure on the Board.”

Assembly Chairs are voting members of the ASPS/PSF Boards of Directors and are ineligible to serve as Chair or Vice Chair of a committee in the same term as the Assembly Chair position.

How to Address Multiple Candidates from the Same Entity Winning Multiple Offices

No two leadership positions within an Assembly may be held by delegates from the same Society, SIG, or Forum. If multiple candidates from the same entity receive the highest number of votes for multiple leadership positions, the candidate with the most votes for the Chair position will be elected. If a candidate from the same Society, SIG, or Forum as the Chair received the most votes in the Vice Chair

position, that candidate will be eliminated from contention for that seat, and the next runner-up who is not from the same entity as the elected Chair shall be elected as Vice Chair. Similarly, if a candidate from the same Society, SIG, or Forum as the Chair or Vice Chair received the most votes in the Secretary race, that candidate will be eliminated from contention for that seat, and the next runner-up who is not from the same entity as the elected Chair or Vice Chair shall be elected as Secretary.

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

Leader Vacancies

Any vacancy in the position of Assembly Chair or Assembly Vice Chair occurring between Annual 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 Assembly Secretary, the position shall remain vacant for the remainder of the term.

Role and Responsibility of Assembly Leadership

Each Assembly Chair, Vice Chair, and Secretary perform such duties as custom and parliamentary usage require, or as mandated by the ASPS or PSF Bylaws.

The Assembly Chair presides over their Assembly meeting with a goal of keeping the meeting moving in a fashion that facilitates thoughtful discussion and debate, collaborates with the Assembly staff liaison to develop a purposeful agenda, represents the Assembly, and serves as the main point of contact for Assembly business. The Assembly Chair is a voting member of the ASPS/PSF Boards of Directors and is expected to attend Board meetings throughout the year, and provide updates to the Board from the Assembly.

The Assembly Vice Chair assists the Chair with performing their duties when requested. The Vice Chair serves as the presiding officer in the absence of the Chair.

The Assembly Secretary ensures that appropriate notice is provided to delegates prior to each meeting of the Assembly and that the meeting agenda is distributed to delegates. The Secretary also prepares the meeting minutes and ensures that they are published to delegates afterward. These responsibilities are often delegated to the Assembly staff liaison.

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

Role and Responsibility of Assembly Delegates

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

- Advocacy within the Assembly structure to improve the health of plastic surgery patients and the plastic surgery specialty.
- Representation of the perspectives of their Society, SIG, or Forum to the Assembly.
- Representation of the physician and medical student members of the Society, SIG, or Forum they represent in the decision-making process of the Assembly.
- Solicitation of input from and provision of feedback to the members of the Society, SIG, or Forum they represent.

Assembly 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 Assembly. Each Assembly Chair will present their Assembly's recommendations as a report to the ASPS/PSF Board of Directors.

Prior to the Assembly meetings, Delegates work with their colleagues to identify issues for consideration at Assembly meetings. Following the Assembly meetings, Delegates are expected to report highlights of Assembly meetings to the Society, SIG, or Forum they represent.

Meetings

Each Assembly 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. Staff from entities are encouraged to attend Assembly meetings.

Unless otherwise provided in the ASPS Bylaws or these procedures, meetings of the Assemblies 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 Assembly Secretary shall distribute a written, printed, or electronic notice to each delegate stating the place, day, and time of the Assembly's meeting at least thirty (30) days prior to the date of in person meetings. Such notice may be sent via mail, print, facsimile, or electronic means.

Each Assembly 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. These responsibilities are often delegated to the Assembly staff liaison.

When meeting in person, the three (3) Assemblies will sequentially meet in the same room on the same day in the order established by the staff liaisons to the Assemblies in consultation with ASPS Meetings staff.

Other than in-person meetings, each Assembly Chair shall determine the schedule for additional meetings, if any, during their term.

Media is not permitted in any of the Assembly meetings.

For the avoidance of doubt, ASPS does not cover costs associated with delegate travel to in-person meetings. The only exception is if the ASPS SIG or Forum the delegate represents has arranged to cover those expenses.

Designated Alternates

Each Society, SIG, or Forum may send a designated alternate to substitute for their official delegate, if the official delegate is unable to attend the Assembly meeting during PSTM. Designated alternates are not eligible to attend or vote at virtual meetings of the Assembly. Designated alternates must meet the requirements of delegates to that assembly. For example, designated alternates for the Assembly of State and Regional Societies and for the Assembly of National and Specialty Societies must be Active members in good standing. Designated alternates for the Assembly of Member Sections must be members in good standing of the SIG or Forum they represent.

Designated alternates for the Assembly of State and Regional Societies and for the Assembly of National and Specialty Societies must provide written documentation from the Society's chief staff officer or the entity's presiding officer that they are the "designated alternate" for the Society during that day's Assembly meeting. Designated alternates for the Assembly 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 SIG or Forum during that day's Assembly 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 Assembly staff liaison 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 Society, SIG, or Forum the official delegate and designated alternate represent
- Name of the Assembly for which the designated alternate is substituting
- Signature of the Society, SIG, or Forum's staff or volunteer leader
- Statement that the designated alternate is authorized to stand in for the official delegate for the Assembly meeting taking place on the date in question and vote on matters brought before the Assembly that day.

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

Check-In Procedures for Official Delegates and Designated Alternates

A check-in table or booth will be located outside of the Assembly Meeting Room, which will be staffed by ASPS staff and volunteers for at least 30 minutes prior to the start of each Assembly meeting for the express purpose of providing voting ribbons to official delegates and designated alternates substituting for their Society, SIG, or Forum's official delegate.

To avoid delays and assure an on time start with quorum, official delegates and designated alternates must be in line at the check-in counter outside the Assembly Meeting Room at least 30 minutes prior to the scheduled start of the Assembly 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 Assembly for which they serve as official delegate or designated alternate.

Seating of Delegates and Leaders at Assembly Meetings

Assembly leaders will sit at the head of the voting floor – whether at a head table or in a central position, based on the room layout. Their seats will be marked with placards indicating their title and the Society, SIG, or Forum they represent.

Remaining delegates (*i.e.*, official delegates and designated alternates) shall be seated in alphabetical order according to the official name of their Society, SIG, or Forum on the voting floor. The room setup may vary (e.g. classroom, U-shape, but a placard will identify each seat. Placards are to be placed regardless of whether it is known if the Society, SIG, or Forum is sending their representative(s) with the only exception being when one of the Society, SIG, or Forum’s delegates is a member of the Assembly 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 Society, SIG, or Forum 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 Assembly meetings separate from the voting floor.

How Action is Taken at Meetings

A quorum, defined as a majority of the Assembly’s official delegates, is required to take action during any of the Assembly meetings, whether in-person or virtual. 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 each Assembly shall record the decisions made during the Assembly meeting and report those decisions in the meeting minutes on behalf of the Assembly Secretary.

Process for Electing Assembly Representatives to the ASPS/PSF

Nominating Committee

Each Assembly shall annually elect two Assembly Representatives, who must be Active members, to the ASPS/PSF Nominating Committee. Such election shall take place during each Assembly’s meeting that takes place in conjunction with PSTM, provided a quorum is present.

In the event of unanticipated circumstances affecting the election of Assembly Representatives to the ASPS/PSF Nominating Committee, the ASPS Presidential Line or Board of Directors shall have the authority to devise solutions to resolve the situation.

Assembly Representative Election Process

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

The first phase involves soliciting nominations from members of the Assembly. The second phase is the actual election during the Assembly’s meeting in connection with PSTM.

Assembly Representative Nomination Process

The staff liaison to the Assembly 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. Assembly 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. Nominees do not need to be Assembly delegates.

To facilitate the nomination process, Assembly 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 Assembly Delegate may nominate one candidate for the Assembly 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 prior to submitting the nominee's name.

In making their nominations to the Nominating Committee, Assembly 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, age, 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.

Assembly Representative Election

Once the nominating deadline has passed, the Staff Liaison to the Governance Committee will 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 Assembly's online ballot for election by the Assembly's Delegates. The election shall take place via a closed, online vote during the Assembly meeting in connection with PSTM or during the meeting where the virtual election of the Assembly 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 Assembly'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 Assembly's Representative is unable to complete their term. The process is described in the [Nominating Committee Standard Operating Procedures](#).

Nominee Qualifications

To be placed on the ballot for election, eligible Assembly 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. (The reference to “Councils” in this bullet point does not include the Assemblies or the Council of Representatives.)
- 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 ASPS Board of Directors.

If there is a discrepancy between this document and the Nominating Committee Standard Operating Procedures with respect to eligibility for Nominating Committee service and Nominating Committee responsibilities, the Nominating Committee Standard Operating Procedures (available at www.plasticsurgery.org/NCSOP) will control.

Appendix A - Assembly Application Components

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

Assembly of State and Regional Societies and Assembly of National and Specialty Societies

Preface

To be recognized as a participant in the Assembly of State and Regional Societies, a minimum of 90% of the organization's Active or Life Active members must be ASPS Active or Life Active members.

To be recognized as a participant in the Assembly of National and Specialty Societies, a minimum of 90% of the organization's Active or Life Active members must be ASPS Active or Life Active members, or the organization must otherwise be contractually affiliated with the Society.

Applications to join the Assembly of State and Regional Societies or the Assembly of National and Specialty Societies must be accompanied by the applicant organization's roster of Active or Life Active membership in the designated format below. If the applicant does not have Active or Life Active membership categories, the members of the applicant society entitled to vote at its annual business meeting shall be the controlling roster for comparison purposes in calculating whether the 90% threshold has been met with respect to the applicant society.

Note that while ASPS requires the email address of each member, we will use the email address only 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 National or Specialty Societies 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 National or Specialty 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 / National and Specialty Societies Application

Asterisks denote required field.

1. Name of submitter* FN _____ LN _____

2. Full Name of Organization* _____
3. Name of Organization's Presiding Officer* (FN) _____ (LN) _____
4. Presiding Officer's email address* _____
5. Name of Organization's Chief Staff Officer, if any
6. Number of Active and Life Active members (or those entitled to vote in the organization's annual business meeting) in the Applicant Organization* _____
7. Number of members who are Board-Certified Plastic Surgeons, if known _____

Designated Format for Membership Roster

Applicant organizations interested in a seat on the Assembly of State and Regional Societies and Assembly of National and Specialty Societies must provide their roster of Active and Life Active members (or members entitled to vote in the organization's annual business meeting) in an Excel file or comma delimited text file containing the following columns or fields in the order indicated.

1. First Name
2. Last Name
3. State/Province (*using 2 letter abbreviation, please*)
4. Email Address (*used to resolve name conflicts only*)
5. ASPS Member ID, if available

Assembly of Member Sections

Preface

Each Special Interest Group ("SIG") or Forum approved by the ASPS Board of Directors shall be recognized as a participant in the Assembly of Member Sections.

Each entity within the Assembly of Member Sections may have up to five voting delegates. Those members of the Assembly 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. Name of submitter* FN _____ LN _____
2. Full Name of SIG or Forum* _____
3. Name of the SIG or Forum Steering Committee Chair* (FN) _____ (LN) _____
4. Steering Committee Chair's email address* _____
5. Name of the SIG or Forum Staff Liaison* (FN) _____ (LN) _____
6. Staff Liaison's email address* _____
7. Number of members in the SIG or Forum* _____

Applicant SIGs and Forums interested in a seat on the Assembly 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. Last Name
4. State/Province
5. Email Address

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

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

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

Eligible candidates must meet the following criteria:

- For the Assembly of State and Regional Societies, and the Assembly of National and Specialty Societies: Active Society member in good standing
- For the Assembly of Member Sections: Active or International 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.
- The ASPS President, PSF President, ASPS President-Elect, PSF President-Elect, Immediate Past ASPS President, and Immediate Past PSF President (the “Presidential Line”), Board Vice Presidents, Trustees, and Conflict of Interest Committee are ineligible to serve as Assembly Leaders.
- Former ASPS/PSF Presidential Line members and Board Vice Presidents are not eligible to serve as Chair of any Assembly.
- 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: _____

