

2018-2019

COUNCILOR HANDBOOK

For ACR Councilors & Alternate Councilors



COUNCILORS AND ALTERNATE COUNCILORS

The Council is the legislative (policy-making) body of the College. The Council acts upon recommendations, submitted as resolutions, presented during the annual meeting. In this way each ACR member—through their chapter and the Council—has a voice in the governing of the College as it establishes policy for all of radiology. The Council consists of a minimum of one councilor from each chapter and other subspecialty organizations determined by the Council.

Councilors and alternate councilors must be Members of the College. Please note that associate members, members-in-training, allied health members, honorary fellows, international members-in-training, international members and electronic access only international members cannot hold elective office in the ACR. Retired members have the right to hold office during their first six years following retirement.

COUNCILORS' TERM OF OFFICE

A Councilor's term of office is three (3) years, with the eligibility to serve one additional three (3) year term. A lapse of one year, after serving six (6) consecutive years, is mandatory before being re-elected for another term.

ALTERNATE COUNCILORS' TERM OF OFFICE

The term of office for an alternate councilor is one (1) year. An alternate councilor can serve successive years indefinitely.

DUTIES

At the [annual meeting](#) of the Council (held in the spring), the councilor's primary duty is to represent his/her chapter/society and its respective members. To truly reflect the thinking of the chapter/society, one must be well informed, both in the consensus of your colleagues and the workings of the College. Every councilor is obliged, and the alternates are urged, to attend all sessions of the governance pathway in their entirety throughout the annual meeting. When more than one councilor from a chapter attends the meeting, a head of the delegation should be selected.

COUNCILORS-AT-LARGE

Under Article V, Section 7 of the ACR bylaws the Speaker may appoint up to six (6) councilors-at-large for a one (1) year term. Councilors-at-large are eligible to be reappointed for not more than two additional one (1) year terms.

PHYSICS AND RADIATION ONCOLOGY COUNCILORS-AT-LARGE

Under Article V, Section 8, the Speaker will make appointments of councilors-at-large from lists furnished by the Council of Affiliated Regional Radiation Oncology Societies (CARROS) and the Chair of the Commission on Medical Physics. The number of appointments made will be based on the number needed to ensure that percent representation in the Council is consistent with their percent representation in the membership.

PREPARATIONS FOR THE ANNUAL MEETING

1. Council Procedures

Before attending the meeting, you should familiarize yourself with the [Procedures of the Council](#) (*subject to change for the 2019 meeting*).

2. Council Agenda and Meeting Materials

Councilors, alternate councilors, and chapter officers will be able to access all meeting materials for the Annual Meeting, including resolutions, prior to the time of the meeting on the [ACR website](#). Prior to arrival onsite, each registered attendee can download the resolutions from the Download Central feature in the ACR Governance section of the meeting website. Materials for the meeting will be available in early spring.

You may receive periodic updates from the Speaker and Vice Speaker in the form of the *Council News*, an electronic newsletter that contains information on CSC activities, the Council and the annual meeting and/or via the [Council Community on Engage](#).

Pertinent meeting materials should be reviewed before attending the meeting so that all representatives will be prepared to participate in the proceedings of the Council.

Any and all updates to the information above will be available online through the meeting website (<http://www.acr.org/Annual-Meeting>), and will be available prior to and during the meeting.

3. Resolutions

Most of the business of the Council involves the discussion of recommendations that are presented in the form of resolutions. Resolutions are the basis of establishing initiatives and policy in the College. These resolutions may only be submitted and/or sponsored by one of the following:

- a chapter,
- an individual councilor,
- the Council Steering Committee, or
- the Board of Chancellors.

You, as a councilor, have the right and opportunity to guide the College through the development and submission of resolutions.

4. Structure of Resolutions

Each resolution must be submitted in writing and must clearly indicate the TITLE and the SPONSOR or SUBMITTER. The essential element of a resolution is presented in the “BE IT RESOLVED” paragraphs. The specific intent of the resolution should, therefore, be stated completely and clearly in the resolves. It may also carry with it introductory statements beginning with “WHEREAS.” These statements should clearly explain the rationale for the resolution and may be edited and developed by staff working with the CSC. All resolutions introduced in the Council **must** include a fiscal impact note. The fiscal note provides a general understanding of the financial implications of implementing a resolution. Further guidance on how to write a resolution can be found in the governance section of the ACR website on the [Council Resources and Orientation Materials page](#) or accessed directly by clicking here: [How To Write a Resolution Document](#). A sample resolution is found at the end of this handbook.

5. Submission of Resolutions

All resolutions must be reviewed by the Council Steering Committee before the Annual Meeting. The deadline for resolutions is ninety (90) days prior to the Annual Meeting. **For 2019, the deadline to submit resolutions is Monday, February 18, 2019.**

Any resolution received after the resolution deadline and at least 72 hours prior to the opening session of the Council will become a “Late Resolution” and must be considered by the Council Steering Committee to be emergent in nature in order to go forward to the Council. Late resolutions, not approved by the Council Steering Committee, and resolutions introduced from the floor of the Council will require a two-thirds majority vote by the Council before they can be considered.

6. Upon Arrival at the Council Meeting

When you arrive at the meeting hotel, you will want to locate the ACR Registration Desk and check in for the meeting. You will receive information pertinent to the meeting at the ACR Registration Desk.

In an effort to streamline check-in, Councilors and Alternate Councilors will receive their Council Credentials in combination with registration materials at the ACR Registration desk. Based on information on file with the ACR Office of Governance and Member Engagement in advance of the meeting, your Councilor or Alternate Councilor ribbon will be included with your meeting badge. Receipt of this ribbon will indicate your credentials for the meeting and should be affixed to your delegate’s badge. The Councilor ribbon must be displayed when voting. In addition, all Councilors are required to have a current **Conflict of Interest** form on file with the ACR. The form can be accessed and updated [online](#) (ACR login and password required). The ACR Conflict of Interest Policy is available also [online](#).

Changes to delegates (i.e. Councilor Substitutions) should be made before the meeting when possible and submitted by your chapter/society president, secretary, or executive

director/secretary via the [online Councilor Substitution Form](#). Substitution forms will be on file at the Credentials Desk, and substitutions made on-site at the meeting must be filed with the Credentials Committee in order to modify Council Credentials. Please contact the Office of Chapter Engagement with any questions.

7. Discussion of Resolutions

The Speaker of the Council will assign each resolution to a Reference Committee. A Reference Committee is composed of four or more councilors appointed by the Speaker. Beginning Monday morning, the Reference Committees will hold open hearings on the resolutions and reports. *This is the time to express your views and those of your chapter/society.*

It is very important for you to note which Reference Committee has been assigned your resolution or a resolution of interest to you or your chapter/society to assure you attend that specific hearing. In the event that concurrent reference committee sessions are necessary, if more than one resolution is of interest to your chapter/society, another representative of the chapter/society should attend the other Reference Committee's discussions. *Councilors are encouraged to participate in the open Reference Committee discussions.*

All substantive comments and proposed amendments to practice parameters and technical standards must be submitted in person at the open Reference Committee hearing. Practice parameters and technical standards may not be substantively amended on the Council floor during the consideration of reference committee reports on Tuesday. Comments may be made in writing or through the electronic amendment process but all amendments irrespective of how they are submitted MUST be accompanied by oral testimony.

Following the hearings, the Reference Committee will, in closed session, develop its report for presentation to the Council. The Council will then consider the report and each resolution in the plenary session. Once the Reference Committee goes into closed session, further input from councilors, or anyone else, is not permitted unless requested by the Reference Committee. Nor will anyone but the Reference Committee members, Speaker, Vice Speaker, and assigned staff be permitted in the review room where the Reference Committee is in closed session.

8. The Council Meeting

It cannot be stressed enough that your attendance during all plenary sessions of the Council and the Reference Committee hearings is vital to the work of the Council. You may consult with your alternate in all voting matters, but the final decision is yours. When you are unable to attend a session of the Council, your alternate may assume your responsibilities and act as councilor for that Council session. **ONLY INDIVIDUALS WEARING THE APPROPRIATE COUNCILOR RIBBON MAY VOTE.**

When you wish to speak at the hearings or in the Council plenary sessions, you should proceed to the nearest microphone. Upon being recognized by the presiding officer, you should state your name, the chapter or subspecialty society you represent, and whether you speak in favor of or against the resolution (in the open reference committee hearings) or in favor of or against the motion in the Council session (held Tuesday afternoon).

In the official minutes of the Council, and the Digest of Council Actions, only the “Resolved” section of a resolution is printed. The floor debate in the Council will, therefore, be limited to the “Resolved” sections. On occasion where appendices to a resolution contain certain detailed guidelines, rules or principles, it may be necessary to debate or amend this related material to bring it into conformity with the will of the Council.

9. Orientation Program

There is a governance orientation breakfast designed specifically for councilors and alternate councilors during the annual meeting. The orientation will occur early in the meeting, prior to the Council convening for the first time. Breakfast will be served. This orientation is presented by the Council Vice-Speaker. Agenda items, relevant meeting materials, how to maximize participation and involvement in the Council, parliamentary procedure, etc., are explained and questions are answered regarding Council sessions including the Reference Committees. *It is important that you attend this breakfast.*

10. Voting

Only councilors are permitted to vote. The alternate councilor, who is assigned by the head of your chapter delegation, may vote only when you are absent from a session and the alternate councilor is wearing your “Councilor” ribbon. The Credentials Committee should be advised whenever this change becomes necessary.

11. Elections

When elections are held all councilors or, in the absence of a councilor, properly credentialed alternate councilors, may vote. The candidates for contested elections address the Council during the meeting, prior to the opening of the polls on Monday. Candidates are also provided an opportunity to informally meet with attendees after their speeches are given. In addition, an election manual highlighting the candidate’s credentials and intentions is provided in advance of the meeting. Election results are announced in a timely fashion following the election.

12. Digest of Council Actions

When a motion is approved, it becomes policy of the American College of Radiology and is published in the *ACR Digest of Council Actions*. The *ACR Digest of Council Actions* is available on the ACR website. If you are not familiar with the Digest, you should review it as it contains a great deal of information which is of value to you and the members you represent.

13. Council Steering Committee

The Council Steering Committee is a subset of the Council with primary responsibility to help direct the Council toward its goals and objectives and to represent the Council when it is not in session.

The Council Steering Committee consists of the Speaker and Vice-Speaker, who are elected by the Council (and serve as members of the Board of Chancellors), and both elected and appointed Councilors. The Council Steering Committee meets jointly with the ACR Board of Chancellors and separately to conduct its official duties. Membership on this committee is through appointment by the Council Speaker or through election by the Council. The responsibilities of the Council Steering Committee include, but are not limited to: (a) acting on behalf of the Council between Council meetings; (b) functioning as the Council liaison to the Board of Chancellors, chapters, and subspecialty societies; (c) serving as voting ex-officio members on College commissions; and (d) reviewing the proposed practice parameters and technical standards. The Council Steering Committee has also taken on additional responsibilities through the development of workgroups to represent you and the ACR membership. The Council Steering Committee also develops resolutions and recommends policy resolutions to the Council for consideration. You can find more information on the duties of the CSC [online](#).

14. Board of Chancellors

The Board of Chancellors (BOC) is the executive body of the College. It has the authority and jurisdiction to conduct business and affairs in accordance with ACR Bylaws, articles of incorporation and applicable laws.

The BOC serves several functions:

- It supports the activities of the College and has the authority to act on behalf of the College in a broad range of activities.
- It carries out Council policy and goals, establishing commissions, committees, and task forces to guide and execute activities in areas designated by the Board. The Board recommends fundamental policy issues to the Council for adoption.
- It guides the finances of the College.
- Members on the BOC are also members of the American College of Radiology Foundation and the American College of Radiology Association, non-profit corporations affiliated with the ACR.
- The Speaker and Vice Speaker serve as members of the Board of Chancellors, Executive Committee and Budget and Finance Committee.

SUMMARY

The foregoing has been an attempt to help you begin to prepare for the work of the Council. You are strongly advised to review the official [Procedures of the Council](#) in advance of the annual

meeting. Only you, working with your alternate councilor and your chapter/society can decide what role you as a councilor will take in your Council. The Council will be only as strong and effective as you and your colleagues make it. We congratulate you again on being elected a councilor from your chapter/society. It is from individuals like yourself that the ACR draws its strength, and in doing so will continue to represent radiology well into the future.

If you have any questions or need additional assistance, please call the ACR Office of Governance and Member Engagement at (800) 227-5463 ext. 4956 or 4998.

RESOLUTION NO. ____**

<<Title of Resolution>>

WHEREAS, this is where the explanation or reasoning behind the resolution should be placed, and

WHEREAS, you can have as many whereases as you need, and

WHEREAS, you can have as many whereases as you need, and

WHEREAS, you may need many whereases to communicate the need for this resolution; therefore,

BE IT RESOLVED, that (this is what you feel should become policy of the ACR), and

BE IT FURTHER RESOLVED, that (you may have as many "further resolved" paragraphs as necessary).

Sponsored by: (One of more of the following: Councilor, Chapter, Council Steering Committee, or Board of Chancellors)

Fiscal Note

<<Title of Resolution>>

To support the <<Title of Resolution>>, the ACR would incur the following estimated costs:

Costs:

Line items	\$ (est)
------------	----------