

BYLAWS OF THE COLLEGE OF AMERICAN PATHOLOGISTS RESIDENTS FORUM (CAP-RF)

ADOPTED: 10/22/88 AMENDED: RF-F93, BOG-2/20/94; RF-F95; BOG-8/16/96; RF-S98, BOG-5/15/98; RF-F2001, BOG-11/16/2001; RF-F2005, BOG-3/2/2006 [F:RESFORUM/Bylaws 2010], AMENDED 2015, AMENDED RF-F23, RF-S24, BOG 8/10/2024

ARTICLE I – PURPOSE

The College of American Pathologists (CAP) Residents Forum provides representation of the Junior membership of the CAP to the CAP Board of Governors, the CAP House of Delegates, and the American Medical Association (AMA) Resident and Fellow Section through its duly appointed resident delegates. The Residents Forum provides pathology residents with a voice in organized pathology, promotes involvement of young leaders in College activities early in their careers, and establishes a network for pathology residents in the CAP.

The CAP Residents Forum addresses issues that reflect the needs and interests of CAP Junior Members. The Residents Forum considers reports of its officers and of any committees as deemed necessary. It refers its action to the Council that is designated to receive Residents Forum actions by the CAP Board of Governors.

ARTICLE II – MEMBERSHIP

Section 1: Requirement for Membership

(a) The Residents Forum will be composed of Junior Members of the CAP, including appointed delegates from states and Canadian provinces, the District of Columbia, United States Territories, and the United States military service. Each Delegate must be a CAP Junior Member in good standing in the program which the Delegate represents. As used in these Bylaws, the terms "program" or "eligible program" shall mean pathology training program that is accredited by the Accreditation Council for Graduate Medical Education (ACGME) or the Royal College of Physicians and Surgeons of Canada (RCPSC).

(b) The terms of all Delegates selected from any eligible program will be two years. Delegates will be eligible for re-appointment at the discretion of their program. If a Delegate moves from the program which he or she represents, that seat will become vacant.

(c) Upon vacancy due to a Delegate's death, change to another specialty, resignation from the CAP, or transfer to another residency training, the residency program director will appoint a successor from that program to complete the unexpired term. Such appointed Delegate(s) will serve only the remaining portion of that term, but will be eligible for re-election or re-appointment.

Section 2: Selection of Delegates

(a) The selection of Delegates will be made by the residency program director of each eligible program subject to the rules of apportionment given in Section 3.

Section 3: Apportionment

(a) In June of each calendar year, the Chief Executive Officer of the CAP or designee will conduct a census of the number of Junior Members in each pathology training program that is accredited by the ACGME or RCPSC. The results of this census will be reported to the Residents Forum.

(b) Based on the annual census, each ACGME/RCPSC-accredited pathology training program containing Junior Members will be awarded a Delegate or Delegates. Each such training program will be represented by one (1) Delegate for each ten (10) Junior Members or fraction thereof in the program (1-10 Junior Members = 1 Delegate, 11-20 Junior Members = 2 Delegates, 21-30 Junior Members = 3 Delegates, etc.).

Section 4: Reapportionment

Reapportionment of the Delegates will reflect the outcome of the annual census. Reapportionment of membership will not deny to any Delegate, appointed to a term of office, the right to complete that term.

Section 5: Credentialing of Delegates

(a) Credentialing of Delegates shall be the responsibility of the Secretary of the Residents Forum. The Secretary will resolve any disputes regarding the seating of Delegates. Decisions of the Secretary will be final unless reversed by a two-thirds (2/3) vote of the full Residents Forum.

(b) The Secretary will report the list of credentialed Delegates to the Chair as early as possible the day of the Residents Forum meeting.

(c) If there are Delegate seats unfilled from any residency program at the time of the Residents Forum meeting, CAP Junior Members in good standing who are in attendance at the Residents Forum from that program may be temporarily credentialed as Delegates by the Secretary for the duration of the meeting, subject to approval by the Residents Forum Executive Committee.

(d) Only credentialed Delegates may vote on matters brought before the Residents Forum.

ARTICLE III - OFFICERS

Section 1: The Officers of the Residents Forum will be the Chair, Vice Chair, Secretary, and Immediate Past Chair.

Section 2: Chair

(a) The principal officer of the Residents Forum will be the Chair, who will preside at meetings, maintain order and decorum, and appoint action groups of the Residents Forum as set forth in these Bylaws.

(b) The Chair will keep CAP Junior Members, the Board of Governors, and the Council that is designated by the CAP Board of Governors informed of the activities of the Residents Forum on an ongoing basis, as appropriate.

(c) The Chair will have the right to vote only in the case of a tie.

Section 3: Vice Chair

The Vice Chair shall be an officer of the Residents Forum will act as the principal officer of the Residents Forum in the absence of the Chair. The Vice Chair will assist in the duties of the Chair.

Section 4: Secretary

(a) The Secretary shall be an officer of the Residents Forum and will maintain and verify the list of Delegates and members of Residents Forum work groups. The Secretary will conduct outreach efforts to fill Delegate positions in collaboration with other Residents Forum Executive Committee members. At the Spring and Fall Residents Forum meetings, the Secretary will oversee the verification of Delegate proxy voters and the collection and distribution of meeting notes to the Residents Forum attendees.

(b) The Secretary shall assume the duties and responsibilities of the Chair until the elections if both the Chair and Vice chair offices are vacant.

Section 5: Immediate Past Chair

- (a) The Immediate Past Chair will provide support to the Chair by assisting with work groups and offering advice and counsel as needed.
- (b) The Immediate Past Chair will serve as the Chair of the Residents Forum Executive Committee Nominating Committee.

ARTICLE IV - RESIDENTS FORUM EXECUTIVE COMMITTEE

Section 1: Residents Forum Executive Committee

- (a) The Residents Forum Executive Committee will be composed of the officers of the Residents Forum, the Delegate and Alternate Delegate to the CAP House of Delegates, the Delegate and Alternate Delegate to the AMA Resident and Fellow Section, the Member- at-Large and the Digital Strategy Liaison.
- (b) The Residents Forum Chair will serve as Chair of this committee.
- (c) The Residents Forum Executive Committee will assist in preparing the agenda and in carrying out the activities of the Residents Forum. It will meet prior to the general meeting of the Residents Forum and may meet at any other time to conduct Residents Forum business at the call of the Chair.
- (d) Only CAP Junior Members in good standing may be elected or appointed as Residents Forum Executive Committee Members.

Section 2: Delegate and Alternate Delegate to the CAP House of Delegates

- (a) The Delegate and Alternate Delegate will attend all national meetings of the CAP House of Delegates. The Delegate will communicate and present resolutions adopted by the Residents Forum to the CAP House of Delegates when appropriate. The Delegate will inform the CAP House of Delegates about activities of the Residents Forum. The Delegate is limited to submitting resolutions adopted by the Residents Forum.
- (b) The Alternate Delegate will assume these responsibilities and duties if the Delegate is unable to do so.

Section 3: Delegate and Alternate Delegate to the American Medical Association Resident and Fellow Section

- (a) The Delegate and Alternate Delegate will attend the annual and interim meetings of the American Medical Association Resident and Fellow Section and will present any resolutions initiated by the CAP Residents Forum which have been approved by the CAP Board of Governors for transmission to the AMA Resident and Fellow Section. The Delegate will keep the CAP informed of any AMA-RFS activities through the appropriate channels.
- (b) The Alternate Delegate will assume these responsibilities and duties if the Delegate is unable to do so.

Section 4: Member-at-Large

The Member-at-Large will be responsible for assisting in recruitment of Junior Members and for facilitating awareness among Delegate and non-Delegate CAP Junior Members about the activities of the Residents Forum. The member-at-Large will facilitate communication between the Residents Forum and its Junior Members, serve as a liaison as assigned by the Chair of the Residents Forum, and will carry out other such duties as are assigned by the Chair and the RFEC.

Section 5: Digital Strategy Liaison

The Digital Strategy Liaison will support the use of digital and social media by the Residents Forum as a means of engaging with CAP Junior Members. The DSL will assist in the improvement and management of resident digital engagement and will carry out other such duties as are assigned by the Chair of the Residents Forum Executive Committee.

Section 6: Advisor(s)

The Residents Forum Executive Committee will have at least one advisor who will be a CAP Fellow, holding no vote. The Residents Forum Chair will recommend potential advisors for appointment by the CAP President.

ARTICLE V - TERM OF OFFICE

Section 1: Term of Office

- (a) Elections will take place at the fall Residents Forum meeting in the manner provided for in these Bylaws. A member of the Residents Forum Executive Committee will be eligible for re-election to one (1) additional term for the office they hold. Appointment to a partial term of office will not be considered part of the two-term limit.
- (b) The Residents Forum Executive Committee Chair will be elected to serve a one-year term as Chair, immediately followed by a second-year term as Immediate Past Chair.
- (c) The Vice Chair, Secretary, Member-at-Large, and Digital Strategy Liaison will be elected for a one-year term.
- (d) The Delegates to the CAP House of Delegates and AMA Resident and Fellow Section will be elected to serve two-year terms—the first year as Alternate Delegate and the second year as Delegate. No Junior Member elected as Delegate or Alternate Delegate to the AMA Resident and Fellow Section may serve until approved by the Board of Governors.

Section 2: Succession and Vacancies

- (a) If the Residents Forum Chair is unable to serve, the Vice Chair will assume the office, responsibilities, and duties of the Chair and serve for the remainder of the unexpired term. If any other member of the Residents Forum Executive Committee is unable to serve, a Residents Forum member will be appointed by the Residents Forum Chair to serve for the remainder of the unexpired term.
- (b) If the offices of the Residents Forum Chair and Vice Chair are simultaneously vacant, the Secretary of the Residents Forum will assume the office, duties, and responsibilities of the Chair. At the next meeting of the Residents Forum, the unexpired terms of the Chair and the Vice Chair will be filled by election.
- (c) In the event of the simultaneous vacancies of the offices of Chair, Vice Chair, and Secretary, the CAP President will appoint a temporary presiding officer from the remaining members of the Residents Forum Executive Committee to conduct the business of the Residents Forum until such vacancies are filled by election or special election as appropriate.

ARTICLE VI - ELECTIONS

Section 1: Method of Election

- (a) During the spring meeting of the Residents Forum, the Immediate Past Chair will appoint a Nominating Committee to serve until the following spring meeting, at which time a new Residents Forum Nominating Committee will be appointed. The Residents Forum Nominating Committee will be composed of the Residents Forum Immediate Past Chair and three or more CAP Junior Members in good standing (non-Residents Forum Executive Committee members) from different geographic areas not currently seeking election to the Residents Forum Executive Committee. If the Immediate Past Chair of the Residents Forum is unavailable, any Past Chair may serve in their stead. The Past Chair will be selected by the Chair of the Residents Forum or designee.
- (b) The Residents Forum Nominating Committee will nominate a candidate or candidates for each elected position of the Residents Forum Executive Committee.
- (c) At least sixty (60) days prior to the fall meeting, the Residents Forum Nominating Committee will send a list of nominees to the CAP Junior Membership.
- (d) Any CAP Junior Member in good standing who has not been nominated by the Residents Forum Nominating Committee may run for any available position by submitting to the Secretary of the Residents Forum, at least thirty (30) days prior to the fall meeting, a petition containing the signatures of at least fifteen (15) Delegates in good standing.
- (e) When there is more than one nominee for a position, voting will be by secret ballot and will be conducted at meetings

of the Residents Forum. To be elected, a candidate for any position must receive a plurality of votes cast by those members of the Residents Forum voting.

Section 2: Installation

(a) The term of office of those elected will begin at the adjournment of that Residents Forum at which they were elected.

(b) In the event of a special election, the terms of office of those elected will begin upon election and continue until the next regularly scheduled election.

Section 3: Special Elections

(a) A special election to elect a Residents Forum Chair and/or Vice Chair will be held at the next regularly scheduled Residents Forum meeting if one or both offices become vacant and if no regular election is scheduled before or at that meeting. The nominees for each office will be named by the Residents Forum Nominating Committee.

(b) Should vacancies in the offices of the Residents Forum Chair or Vice Chair occur between regularly scheduled meetings of the Residents Forum, notification of such special election will be in conformity with the provisions of these Bylaws. If such a vacancy should occur within sixty (60) days of the next regularly scheduled Residents Forum meeting, the requirement for sixty (60) days advance notice by the Forum Nominating Committee will be waived.

ARTICLE VII - PROCEDURE OF MEETINGS

Section 1: Meetings

(a) The Residents Forum will meet twice annually, once in conjunction with the College of American Pathologists Annual Meeting (the fall Residents Forum meeting) and once as determined by the Residents Forum Executive Committee (the spring Residents Forum meeting). Meetings of the Residents Forum will be open sessions.

(b) The Chair may call special meetings of the Residents Forum contingent upon funding.

Section 2: Registration

(a) Before attending any Residents Forum meeting, each delegate must register for each session and obtain the necessary meeting credentials from the CAP.

(b) If any position is not filled by a Delegate for two consecutive meetings, the Residents Forum Secretary or designee will declare the position vacant. The Residents Forum Chair or designee will fill the vacancy by appointing a CAP Junior Member in good standing from the same program.

Section 3: Order of Business

The official order of business and the rules of order of the Residents Forum will be published in the Residents Forum agenda book or via a designated digital platform prior to the Residents Forum meeting.

Section 4: Quorum

A quorum will consist of forty (40) credentialed Delegates present.

Section 5: Voting

(a) Unless otherwise specified in these Bylaws or the rules of order of the Residents Forum, all motions proposed for consideration by the Residents Forum will be determined by majority vote of those Delegates voting.

(b) If a Delegate is unable to attend (in-person or virtually) a Residents Forum meeting, they may designate a proxy from their program to vote in their stead, subject to approval by the Residents Forum secretary or designee, which must be communicated to the Secretary prior to the meeting.

Section 6: Disposition of Action

All resolutions, actions, and reports of the Residents Forum will be 1. Considered internal resolutions; 2. Presented to the Council designated by the CAP Board of Governors at the Council's next regularly scheduled meeting; or 3. Presented to the CAP Board of Governors at its next regularly scheduled meeting.

Section 7: Rules of Order

(a) The Residents Forum will be bound in its actions by these Bylaws of the CAP Residents Forum.

(b) The standard for parliamentary procedure accepted by the College of American Pathologists will govern the conduct of the meetings of the Residents Forum.

ARTICLE VIII - BUSINESS OF RESIDENTS FORUM MEETINGS

Section 1: Resolutions

Resolutions may be submitted by any CAP Junior Member in good standing and must be submitted by a date to be specified by the Residents Forum Chair. Resolutions received after this date will be designated as late resolutions. In order to be considered, late resolutions will require a two-thirds (2/3) majority vote of Delegates voting.

Section 2: Action Groups

(a) The Chair, upon review and recommendation by the Residents Forum Executive Committee, may appoint action groups composed of a Chair and at least two Residents Forum members.

(b) The number of action groups appointed will be sufficient to consider carefully all matters before the Residents Forum.

(c) Action groups will hold closed meetings, but they also will have the right to hold open forums in order to reach decisions on all matters under consideration. Recommendations will be based on a majority vote of the action group members.

(d) Action groups may request officers, governors, or staff members of the College of American Pathologists to appear and present such information as may be needed to formulate action group recommendations and reports.

Section 3: Other Action Groups

The Chair may appoint any special action groups as may be needed from time to time to conduct the business of the Residents Forum.

ARTICLE IX – AMENDMENTS

(a) These bylaws will be reviewed at least once annually by the Residents Forum Executive Committee.

(b) These Bylaws may be amended by a two-thirds (2/3) vote of Residents Forum Delegates voting. Proposed changes shall be sent to each Residents Forum Delegate at least thirty (30) days prior to the Residents Forum meeting at which they will be considered.

(c) All Bylaws amendments passed by the Residents Forum must be ratified by the College of American Pathologists Board of Governors.