



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

ARTICLE I – PURPOSE

The College of American Pathologists Residents Forum (CAP-RF) provides representation of the Junior membership of the College to the CAP House of Delegates, CAP Board of Governors, and the American Medical Association Resident and Fellow Section (AMA-RFS) through its duly appointed resident delegates. The College of American Pathologists 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 College.

The CAP-RF 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 CAP-RF actions by the CAP Board of Governors and/or to the CAP House of Delegates.

ARTICLE II - MEMBERSHIP

Section 1: Requirement for Membership

- (a) The Residents Forum will be composed of Delegates elected or appointed from the Junior Members of the College. Each Delegate must be a CAP Junior Member in good standing in the state which the Delegate represents. As used in these Bylaws, the terms "state" or "eligible state" shall mean state, district, U.S. military services, province, commonwealth or territory.
- (b) The terms of all Delegates selected from any eligible state will be two years. Delegates will be eligible for re-election or re-appointment. If a Delegate moves from the state 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 College, or transfer to a residency training program outside the state represented, the Residents Forum Chair will appoint a successor from that state 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 appropriate pathology society of each eligible state subject to the rules of apportionment given in Section 3.
- (b) If there is no formally organized or functioning pathology society in a state, the Residents Forum Chair will select, or cause to be selected, the appropriate number of Delegates from that state.
- (c) Twenty (20) CAP Junior Members in good standing in a state or a majority of CAP Junior Members in a state, whichever is less, may nominate Delegates from their state by submitting a petition bearing their signatures.

Section 3: Apportionment

- (a) In January of each calendar year, the Executive Vice President 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 Accreditation Council for Graduate Medical Education (ACGME). The results of this census will be reported to the Residents Forum.

(b) Based on the annual census, each state will be represented by Delegates from each of its ACGME-accredited pathology training programs containing Junior Members. 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, elected or 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 state at the time of the Residents Forum meeting, CAP Junior Members in good standing from that state may be credentialed as Delegates by the Secretary, subject to approval by the Residents Forum Executive Committee (FEC).

(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

The principal officer of the Residents Forum will be the Chair, who will preside at meetings, maintain order and decorum, and appoint committees of the Residents Forum as set forth in these Bylaws and inform CAP Junior Members of the activities of the Residents Forum.

The Chair will keep CAP Junior Members, the CAP Membership Committee, the Council that is designated by the CAP Board of Governors, and the CAP Board of Governors informed of the activities of the Residents Forum. The Chair will issue the official call for meetings.

The Chair will be responsible to see that all resolutions and actions of the Residents Forum are transmitted to the House of Delegates through the duly elected Resident Delegate.

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

Section 3: Vice Chair

The Vice Chair 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

The Secretary of the Residents Forum will record the minutes of Residents Forum meetings and maintain lists of Delegates and members of Residents Forum committees. The Secretary will maintain the file of meeting minutes and carry out other appropriate duties. Subject to provisions within these Bylaws, the Secretary will credential Delegates to the Residents Forum meeting. The Secretary will be responsible for directing the activities of the Residents Forum Credentials 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-RFS, 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.

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

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.

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

The Delegate and Alternate Delegate will attend the annual and interim meetings of the American Medical Association Resident and Fellow Section (AMA-RFS) 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-RFS. The Delegate will keep the CAP informed of any AMA-RFS activities through the appropriate channels.

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, will assist in communicating the activities of the Residents Forum to the Delegates, will facilitate communication between the College of American Pathologists and its Junior Members, 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 (DSL), in partnership with the CAP Digital Strategy team, will support the RF's use of digital and social media as a means of interfacing with residents. 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 and the RFEC.

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)** Only CAP Junior Members in good standing may be elected or appointed as Residents Forum Executive Committee members.
- (b)** The Residents Forum Chair, Vice Chair, Secretary, and Member-at-Large will be elected for a term of one year at the fall meeting of the Residents Forum and in the manner provided for in these Bylaws. An officer of the Residents Forum will be eligible for re-election to one (1) additional term for the office he or she holds. Appointment to a partial term of office will not be considered part of the two-year limit.
- (c)** At the fall Residents Forum meeting, a CAP Junior Member shall be elected to serve a two-year term as Residents Forum Delegate to the House of Delegates—the first year as Alternate Delegate and the second year as Delegate.
- (d)** At the fall Residents Forum meeting, a CAP Junior Member shall be elected to serve a two-year term as Residents Forum Delegate to the AMA-RFS—the first year as Alternate Delegate and the second year as Delegate. No Junior Member elected as Residents Forum Delegate or Alternate Delegate to the AMA-RFS may serve until approved by the CAP Board of Governors.
- (e)** At the fall Residents Forum meeting, a CAP Junior Member shall be elected to serve a two year term as Digital Strategy Liaison. Appointment to a partial term of office will not be considered part of the two-year limit.

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 officer of the Residents Forum 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. Vacancies occurring in the offices of the Delegate and/or Alternate Delegate to the CAP House of Delegates, the AMA-RFS, and the Digital Strategy Liaison will be filled by appointment of the Residents Forum Chair 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)** Only CAP Junior Members in good standing may be elected or appointed as Residents Forum Executive Committee members.
- (b)** During the spring meeting of the Residents Forum, the 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 Chair and three or more CAP Junior Members in good standing (non-Residents Forum Executive Committee members) from different geographic areas. If there is no Residents Forum Chair, or the Residents Forum Chair will be running for a Residents Forum office at the upcoming

election, the Immediate Past Chair will serve as chair of the Nominating Committee. If the Immediate Past Chair of the Residents Forum is unavailable, any Past Chair may serve in his or her stead. The Past Chair will be selected by the chair of the Council that is designated by the CAP Board of Governors.

(c) The Residents Forum Nominating Committee will nominate a candidate or candidates for each elected position of the Residents Forum Executive Committee.

(d) 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.

(e) 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) CAP Junior Members in good standing.

(f) 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 majority of votes cast by those members of the Residents Forum voting. There shall be no voting by proxy.

Section 2: Installation

(a) The term of office of those elected will begin at the adjournment of that CAP national meeting 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 or Vice Chair will be held at the next regularly scheduled Residents Forum meeting if 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 being registered at any session, each Delegate will present identification and be recognized by the Secretary or a duly appointed Credentials Committee member.

(b) When a Delegate is unable to attend a specified session, another Junior Member in good standing from the Delegate's state may be appointed by the Residents Forum Chair, subject to approval by the FEC, to substitute for that Delegate.

(c) If any position is not filled by a Delegate for two consecutive meetings, the Residents Forum Secretary or duly appointed representative will declare the position vacant. The Residents Forum Chair will fill the vacancy by appointing a

CAP Junior Member in good standing from the same state.

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.

Section 4: Quorum

A quorum will consist of fifteen (15) credentialed Delegates present.

Section 5: Vote

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. Proxy voting will not be permitted.

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 House of Delegates 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: Reference Committees

- (a) At each meeting of the Residents Forum, the Chair, upon review and recommendation by the Residents Forum Executive Committee, may appoint Reference Committees composed of a Chair and at least two Residents Forum members.
- (b) The number of committees appointed will be sufficient to consider carefully all matters before the Residents Forum.
- (c) Reference Committee reports will be in writing and made available to all Delegates of the Residents Forum.
- (d) Reference Committees will hold open hearings, but they also will have the right to hold closed meetings in order to reach decisions on all matters under consideration. Recommendations will be based on a majority vote of the Reference Committee.
- (e) Reference Committees 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 Reference Committee recommendations and reports.

(f) Minority Reference Committee reports may be submitted by a Reference Committee member to the Residents Forum, following the presentation of the majority report.

Section 3: Other Committees

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

ARTICLE IX - AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of Residents Forum Delegates voting. Proxy voting shall not be permitted. 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.

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