



Committee Appointment Procedures

ASC Committees are created by resolution of the ASC Executive Board, by the President with the approval of the Board, or by resolution of the general membership. Committees created by other means are not recognized by the ASC. The ASC has “standing” committees or committees whose composition and purpose are delineated in the ASC Bylaws. Those committees are:

Budget and Finance Committee
Cytotechnology Program Review Committee
Ethics and Conduct Committee
Membership Committee
Nominating Committee
Scientific Program Committee

Ad Hoc Committees are also established to explore or evaluate specific issues and projects for the Executive Board. Upon completion of the task or with a final report to the Executive Board, the Board will determine the continuance of the committee.

Each committee (except when noted) should be composed of seven (7) members. Three (3) of the members should be Medical members, of whom at least one (1) will be appointed each year for a two-year term. Three (3) of the members should be Cytotechnologist Voting or Cytotechnologist members, of whom at least one (1) will be appointed each year for a two-year term. The President will appoint a chair and may either appoint committee members or may request the chair to do so. The term of the chair will be two years but may be extended to three years at the discretion of the President with the consent of the Executive Board. All committee chair appointments shall be approved by the Executive Board. No member shall serve as a member on the Committee for more than two (2) consecutive two-year terms with the option of serving a third term as Chair without a period of at least one term off the committee. No person shall be chair of more than one (1) committee and a member shall not concurrently serve on more than three (3) committees. The Chair serves as the committee secretary and is responsible for reporting to the Board and providing Minutes of meetings (including conference calls). Rotation of committee members takes place at the annual meeting each year.

The President-elect is notified before assuming the office of the Presidency to begin the process of appointing committee members. A full roster and supporting information is sent to the President-elect for his or her use in making those appointments.

The appointments and charges should be completed by late September, or sooner, in case some committees want to meet at the Annual Scientific Meeting.



Chair Appointments

It is recommended that an individual should serve at least one term as a member of the committee and having been an ASC member in good standing before being appointed Chair of the same committee. However, this may not be possible in all circumstances and for the sake of flexibility the requirement may be that of having served as a member of any ASC committee, particularly a related committee, before being considered as chair. This may be particularly relevant to ad hoc committees involving new technologies or new developments. In addition, the President-Elect may want to select Chairs who will contribute actively and mesh well with the existing committee rather than simply choose someone because he/she "sat" on a given committee. The President-elect should present a compelling reason for appointing a chair who has not served previously on an ASC committee.

- Appointment of any committee chair should be based on the candidate's ability to chair a specific committee and not on whether he/she is a MD or a CT.
- It is recommended that Executive Board members not be appointed as committee chairs or members, unless absolutely necessary.
- In order to maximize participation of the members in the society governance, it is recommended that one individual is not appointed to more than one committee, unless under exceptional circumstances.

In May/June, the President-Elect will receive the following information:

1. Committee Roster (Names highlighted to indicate the members who are rotating off the committee; and who may be reappointed for another term.)
2. Committee Charges
3. Committee Volunteers by Committee
4. Committee Volunteers by Members
5. Executive Board Nominees
6. ASC Bylaws



TIMELINE

May/June	President-elect is given Committee List
June	National Office to send Letters to Committee Chairs asking for their input/suggestions for committee appointments (optional)
July/August	President & Executive Director meet to appoint Committee Members/Chairs
August	Send letters to new appointees
September	Review Responses
September	Send letters to Committee Chairs w/ new Committee Members & Charges
October	Send letters to Chairs who are rotating off
November	Announce new appointees at ASC Business Meeting
December	Letters to all Committee Members & Chairs

Committee Chairs and members receive formal charges from the President. Committee Chairs are responsible for reporting to the Board and the membership about committee activities and accomplishments, holding regular meetings of their committees to attain the goals set by the Board, providing regular reports, budgets and Minutes from each committee meeting. A quorum (a simple majority) of the committee must be present if a formal vote is required. Any committee business or projects, and any and all papers written as a result of a completed committee project are subject to Board approval before dissemination to the members or any other audience/organization. If the committee requires urgent review, the Officers are authorized to review and approve the proposal.

All committee travel on behalf of the ASC must be pre-approved by the President and/or Secretary-Treasurer. The committee member must comply with ASC travel policy and reimbursement guidelines to be reimbursed for travel. A report must also be submitted to the Board from the meeting attended on behalf of the ASC.

Any official committee correspondence disseminated outside of committee/board needs approval from National Office, officers, or designated board members.