

Standard Rules of Operating Procedures



THE CONSORTIUM OF
MULTIPLE SCLEROSIS CENTERS

August 2013



Consortium of MS Centers

Standard Rules of Operating Procedures

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These rules govern the operations of the Consortium of Multiple Sclerosis Centers and support the bylaws. They may be amended by the majority vote of the Board of Governors.

I. MEMBERSHIP

A. Eligibility

Membership in the CMSC shall be limited to those organizations and individuals that meet the criteria established in the Bylaws of the Consortium of Multiple Sclerosis Centers.

B. Application

1. Application guidelines may be obtained from the CMSC administrative office.
2. Applications for membership may be submitted throughout the year.
 - a) A formal application along with information about the applicant's activities, professional staffing pattern, and interest in multiple sclerosis shall be submitted by the applicant.
 - b) A non-refundable application fee will be assessed to all applicants.
 - c) The completed application shall be submitted to the CMSC administrative office.
 - d) Upon the receipt of all application information, the CMSC office shall forward the completed membership application to the Chair of the Membership Committee.
 - e) The Membership Committee shall review the application for eligibility for membership and shall approve, reject, or ask for resubmission of the application with appropriate changes.
 - f) The Membership Committee shall forward the application with recommendation for final action by the Board of Governors.
 - g) The CMSC Office shall notify the applicant about the result of the review process.
 - h) Membership shall commence on the date of the letter of notification.
 - i) New members shall be provided a copy of the CMSC's Governance Manual which includes Bylaws, Terms of Reference, and SROPs of the organization.



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- j) The full membership roster will be updated via the online membership directory no more than annually. The CMSC web site will be updated with each acceptance of a new member(s).

C. Resignation and Termination

1. A member organization/individual shall notify, in writing, the intention to resign membership in the CMSC no later than 30 days prior to the end of the calendar year.
2. Should the calendar year have begun, the member shall be responsible for the dues for that year.
3. Any organization/individual that forfeits membership is not eligible for dues reimbursement.
4. A member failing to pay the required annual dues for two consecutive years at the January 1st due date, shall automatically forfeit membership on March 10th of the third calendar year.
5. A reminder notice will be sent to member organizations/individuals in early February of the first calendar year of missed dues and quarterly thereafter with a registered letter sent following the second year of missed dues. This is to avoid unnecessary forfeiture of membership.

D. Appeal process

1. Full, Associate or Individual members of the CMSC may submit an appeal or grievance to the CMSC regarding issues related to membership benefits, termination of membership, or any issue of concerns related to the CMSC.
2. The appeal or grievance must be forwarded to the CMSC administrative office or CMSC president and state the following:
 - a) Date
 - b) Name of appellant
 - c) Membership category and professional affiliation
 - d) Professional credentials
 - e) Contact address, phone and email information
 - f) Complete description of the nature of the appeal or grievance
 - g) Relevant supporting and historical documentation
3. Upon receipt of an appeal or grievance the President of the CMSC shall establish a Grievance Committee to consider the appeal or grievance and make a decision. Refer to the terms of reference for the grievance committee.



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4. At any time, the Grievance Committee may ask for or seek further information from the appellant or other relevant parties to ensure due diligence and a fully informed decision.
5. The decision of the Grievance Committee will be communicated to the appellant by the chair of the grievance committee within 15 business days of the decision being rendered.
6. The decision of the Grievance Committee will be final.

E. Voting

1. List of eligible voters will be retained at the CMSC administrative office.
2. Members may exercise their voting right:
 - a) at the Annual business meeting of the membership and
 - b) at special meetings of the membership.
3. Voting by the membership may occur in-person, mail or electronic by ballots.
4. Procedures for Voting:
 - a) the ballot containing the final slate of nominations shall be sent to the Directors of Full Member Centers, Associate Member Centers, VA MS Centers, and individual members of the CMSC for voting,
 - b) the ballot will be sent no later than 60 days prior to the annual meeting
 - c) the ballot shall contain names, credentials, and a brief biography of each candidate,
 - d) the ballots shall be returned no later than 15 business days before the annual meeting,
 - e) tally will be made by the Treasurer in conjunction with the nominating committee.
5. The results of voting shall be announced during the business meeting of the annual meeting.
6. In the event of a tie vote, a run-off election shall be held within thirty days of receipt of the final ballot.



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II. MEETINGS

A. Annual Meetings

The **Annual Meeting** shall include an education component, a business meeting for the CMSC membership, and separate meetings for the Board of Governors, standing committees, special interest groups, partners, and supporters.

Annual meeting sites and dates shall be determined at least two years in advance of the annual meeting by the CPE Committee in collaboration with the administrative office.

1. Program

The program content and presenters shall be determined by the CPE Committee and implemented by the CMSC administrative office in response to recommendations by the CMSC membership and attendees at previous meetings. A needs assessment will be conducted on a regular basis to determine the educational needs of the CMSC membership.

2. Fees

Fees for attendees shall be determined by the CMSC administrative office in consultation with the CPE Committee and will be based on the budget of the annual meeting.

3. Scholarships to attend the Annual Meeting

Scholarships may be available for eligible attendees pending available funds. Priority will be given to CMSC members. Those interested in receiving scholarships must submit an application either via postage mail, website or e-mail. The application is available through the CMSC website.

The Scholarship committee will review applications and based on the criteria for granting scholarships will make the final decision.

4. Submission of Abstracts

There shall be a preliminary Call for Abstracts to the membership. Notices will be posted on the CMSC website. Follow-up reminders of the deadline for the submission of abstracts will be sent.



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5. Abstract Selection

The Abstract Review committee shall review submissions and select abstracts for presentation in the platform and poster sessions. This shall be accomplished through an online abstract submission process; evaluation of abstracts by the abstract review team who are appointed by the Chair of the Abstract Review Committee; and final decisions made by the Co-Chairs upon completion of the evaluations.

The Chair shall assign abstracts to one of four categories. These are:

1. accepted platform presentations,
2. accepted poster presentations,
3. accepted works in progress presentations, and methods
4. rejected abstracts.

This evaluation and assignment process will be completed by no later than 70 days prior to the annual meeting.

6. Presenter registration

The first author or designate who will be giving the accepted presentation must register for the annual meeting no later than 60 days prior to the start of the annual meeting. If the first author or designate is not registered 60 days prior to the start of the annual meeting, the CMSC has the right to cancel the presentation and will notify the first author.

7. Presentation Awards

Presentations shall be judged by the Abstract Review team for awards. Awards shall be announced at the Business Meeting of the Membership. These include but are not limited to: a. the Labe Scheinberg Award for the best paper or poster presentation in neurorehabilitation, b. the research award for outstanding research and c. the education awards for best paper and poster in patient education. The Whitaker Prize for an emerging neuroscientist is juried by the Whitaker team which is an ad hoc group established during the annual meeting and is awarded following the Whitaker presentations. Funding for the Whitaker award will be provided by the Foundation of CMSC.

8. Exhibitors

There shall be exhibitors who produce products and/or services relevant to the mission of the CMSC.

Fees for exhibitors shall be determined by the administrative office of CMSC which shall implement these policies.



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9. Media Relations

Members of the press, media, government or others upon request shall be encouraged to audit CMSC meetings. Such individuals must notify CMSC administrative office no later than 4 weeks prior to the annual meeting

Press requests to register and attend CMSC meetings must be submitted to the CMSC administrative office prior to the scheduled meeting date.

Written materials relevant to CMSC meetings and produced and/or received by the CMSC administrative office shall be provided to all press registrants by the CMSC office.

Members of the press are excluded from CMSC Executive and Board of Governors meetings or sessions.

B. Business Meeting of the Membership

1. At each annual meeting, the membership shall receive an annual report from the Executive Committee, the committee chairs, project leaders, Chief Executive Officer, and other designees.
2. The presence of a quorum (1% of membership) and those that hold votes at the annual business meeting shall be established using the following process:
 - a) at the door of the room in which the business meeting is held, there will be a list of members eligible to vote
 - b) the administration of the 6 votes for full or associate members shall occur in one of the following ways:
 - i. the Director of the Center and/or designate may hold all the votes for the Center. This may be determined by the Center Director prior to the meeting or at the time of the meeting.
 - ii. should option 1 above not be exercised, the first 6 individuals from a Center will be provided with ballots to vote on behalf of that Center.
 - c) as members from full or associate member centers arrive for the business meeting they must indicate the center they represent; their name will be recorded and provided with a ballot.
 - d) as individual or student members arrive for the business meeting, their name will be recorded and provided with a ballot
 - e) to establish quorum, the number of ballots distributed will be counted to ensure that 1% of the membership is present to vote



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3. Agenda:

- a) Agenda items must be submitted to the CMSC office no later than 30 days prior to the business meeting. Agenda items shall bear the name of the submitting organization who will be expected to speak on the issue.
- b) Prior to a member placing an item on the agenda relating to a second member's activities, they must send a written notice to the second member with a copy to the executive committee 30 days prior to the business meeting.
- c) If more than one member is to address the same agenda item, it shall be their obligation to coordinate the presentation.
- d) At least 30 days prior to the annual meeting, the CMSC office shall mail to each member items necessary for the meeting. This shall include the agenda, materials related to election of officers, modification/amendment to bylaws, or any action, which requires approval or ratification by the membership.
- e) The President shall set the agenda and chair the meeting.

C. Board of Governors Meetings (using Roberts Rules of Order)

1. For each meeting written reports from each standing committee chair, heads of task forces, special project directors, and special interest groups will be submitted 3 weeks prior to the meeting and will be included in the agenda. The format for these reports is provided in Appendix A.
2. There shall be a report submitted by the CEO to each meeting of the Board of Governors. This report will include a summary of the activities of the Administrative office that had taken place in the period between meetings. The CEO's report shall include updated financial information, an update on CMSC programs, and other information related to the issues, growth and development of the CMSC.
3. President shall consider agenda items from non-members of the Board of Governors to be on the agenda.
4. President may invite others to attend meeting(s) based on expertise or to provide guidance on an issue.
5. The Treasurer shall provide a report of the financial status of the CMSC at each meeting. The year-end audited statements will be provided at the Spring meeting for the previous year. At the Fall meeting the budget for the upcoming year will be presented.



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6. At least two (2) weeks prior to the scheduled meeting, the CMSC administrative office shall send to each member of the Board of Governors a copy of the agenda with support materials for agenda items, reports, and CMSC reimbursement voucher.
7. With Board approval, and as time permits, late agenda items may be added during the meeting. The responsibility for duplication and distribution of support materials for late agenda items must be assumed by the person or person(s) submitting the late items.
8. The length of oral reports is at the discretion of the President but shall not typically exceed seven to ten minutes and are only required if supplemental information to the written report is necessary.
9. CEO is ex officio to the Board of Governors.

D. Executive Committee meetings

1. Meetings of the Executive Committee occur monthly or as required at the call of President. The meetings may be in-person or by teleconference.
2. There shall be a report from the CEO at each meeting of the Executive Committee. This report will include a summary of the activities of the Administrative office that had taken place in the period between meetings. The CEO's report shall include updated financial information, an update on CMSC programs, and other information related to the issues, growth and development of the CMSC.
3. President shall consider agenda items by non-members of the executive committee to be on the agenda.
4. President may invite others to attend meeting(s) based on expertise or to provide guidance on an issue.
5. CEO is ex officio to the Executive Committee

E. Standing Committees, Sub-committees and Special Projects Meetings

1. Standing committee, Sub-committees and special project meetings shall meet during the annual meeting and as needed throughout the year.
2. These may be in person meetings, via email, or via conference call.
3. Each group will submit an annual budget to the treasurer each year for activities proposed in the upcoming year.



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F. Special Interest Groups Meetings

1. Special Interest Groups (SIG) will be encouraged to hold their meeting during the annual meeting.

G. Forum for Collaboration

Members of the forum shall meet with the Board of Governors at the Annual Meeting and during the year as organized by the CMSC office and more frequently as required and as directed by the President and the Chair of the Finance Committee.

III. MINUTES

Minutes of all meetings are archived at the CMSC office and are available upon request.

A. Content of Minutes

The content of the Minutes will include:

1. A brief summary of discussion of agenda items.
2. The precise wording of motions.
3. The names of the persons who moved and seconded the motions.
4. The result of the vote of each motion. The result will be recorded as CARRIED or DEFEATED or TABLED.
5. Any action or directive required and the person or group who will be responsible for doing this.

B. Business Meetings of the Membership

1. Minutes of the business meeting of the membership will be recorded by the CMSC Secretary and transcribed within three weeks of the meeting as arranged with the CMSC administrative office.
2. The Secretary of the CMSC, with the assistance of the CMSC office, shall prepare the minutes and send them to the Board of Governors.
3. The minutes of the business meeting of the membership shall be posted on the CMSC website for membership review.
4. The minutes of the business meeting of the membership shall be approved at the next annual meeting.



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C. Board of Governors and Executive Committee Meetings

1. Minutes shall be drafted within 30 days of the meeting by the CMSC office.
2. Prior to distribution, the secretary shall approve the minutes.
3. Meeting minutes shall be posted in a password protected section of the CMSC website for review and the information of the Executive Committee and Board of Governors.
4. The CMSC office shall distribute the minutes to the previous Board of Governors meeting in the meeting package of the next meeting.

D. Committee and Task Force Reports

1. All standing committees, special projects and special interest groups shall send one copy of a report to the CMSC office within four weeks following a meeting or conference call.
2. The CMSC office shall copy and distribute one set of reports to the Executive Committee.

IV. STANDING COMMITTEES, SPECIAL PROJECTS, SPECIAL INTEREST GROUPS

1. Each standing committees, special projects and special interest groups has a terms of reference approved by the Board that outlines the organizational structure, accountability and roles and responsibilities.
2. The terms of reference shall be reviewed at least every 5 years or more frequently as required depending on the mandate.
3. New and revised terms of reference are sent to the Board of Governors for approval.
4. For policies and procedures for some activities of committees refer to Policies and Procedures section of this Governance Manual.



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V. ELECTION OF OFFICERS AND MEMBERS AT LARGE

A. Guiding Principles:

The officers and members at large shall reflect the multi-disciplinary membership of the CMSC. Specifically related to the President position, each successive term will be a rotation between a physician and a non-physician.

B. Procedures:

1. Ninety days before the Annual Meeting the membership shall receive a call for nominations for vacant posts on the Board of Governors.
2. Completed nomination materials for vacant offices must be submitted to the CMSC administrative office no later than 60 days before the annual meeting. (see Appendix B)
3. The Nominations and Elections committee shall review the candidates to ensure eligibility and shall select a slate of nominees from the roster of submissions.
4. A slate of nominees shall be presented to the membership thirty days prior to the meeting. It shall include the name, professional background, and statement of vision for proposed office by the nominee.
5. Each member shall vote by written ballot with the appropriate number of votes. There will be a space on the ballot for write-in candidates.
6. The Treasurer shall act as teller of the ballots with the assistance of the business manager of the CMSC. Votes shall be tallied by the treasurer and business manager. The President shall announce the final count of votes for each nominee.
7. The term of each officer shall commence at the conclusion at the annual meeting in the year they were elected.
8. In the event of a tie vote, a run-off election shall be held within thirty days of receipt of the final ballot.

C. Requirements and Competencies Of Members For Executive Position On The CMSC Board Of Governors:

1. Requirements of all officers of the CMSC
 - a. hold Active Membership in the CMSC for a minimum of the last 2 years;
 - b. have been involved in teaching, education or practice in MS for a minimum of 3 of the last 5 years



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- c. have served on the CMSC Board of Governors for at least one 3-year term
- d. served as chair of a standing committee or special interest group

A. Specific requirements for officers

President-Elect

- a. have demonstrated involvement in other leadership roles

Examples of this include:

- 1. professional activities (e.g. served one term as Board director for other organization)
 - 2. clinical activities (e.g. served as a clinical leader for a minimum of three years)
 - 3. education (e.g. served as educator, held an academic post, or actively involved in mentoring and training professionals for minimum of three years)
 - 4. research (e.g. served as principal investigator within a research team for a funded research project)
 - 5. administration (e.g. served as a department manager or director for a minimum of three years)
 - 6. policy (e.g. led the development/implementation/ evaluation of significant policy regarding an issue)
 - 7. community development (e.g. served as project manager for a significant community development initiative)
 - 8. advocacy (e.g. successfully lobbied for funding for a significant initiative)
- b. have demonstrated competencies necessary to carry out the roles and functions of the president-elect, president and past-president mandates

Competencies sought for the President-Elect include the ability to:

- a. understand the functions and responsibilities of the Board
- b. guide the work of the CMSC to meet the mission, vision and strategic priorities
- c. knowledge on a diversity of issues related to MS
- d. develop and lead teamwork to successfully identify and obtain goals
- e. embrace creativity and innovation to effectively influence change
- f. communicate effectively with different audiences to project a positive image of the work of the CMSC
- g. demonstrate flexibility to consider all viewpoints and seek consensus
- h. commit interest, energy and ideas to guide the work of the CMSC
- i. think strategically to lead with vision, integrity and ethical behavior
- j. utilize networks and contacts to promote the purposes of the CMSC



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Treasurer

- a. have demonstrated involvement in managing finances in other organization(s)

Examples of this include:

1. Budget development or oversight
2. Professional financial planning
3. Fiscal duties related to clinical care or research

- b. have demonstrated competencies necessary to carry out the roles and functions of the treasurer

1. understand the functions and responsibilities of the Board
2. guide the work of the CMSC to meet the mission, vision and strategic priorities
3. knowledge on a diversity of issues related to MS
4. develop and lead teamwork to successfully identify and obtain goals
5. embrace creativity and innovation to effectively influence change
6. communicate effectively with different audiences to project a positive image of the work of the CMSC
7. demonstrate flexibility to consider all viewpoints and seek consensus
8. commit interest, energy and ideas to guide the work of the CMSC

Secretary

- a. have demonstrated skills in communications.

Examples of this include:

1. Previous involvement in communications and data collection
2. Involvement in record keeping and establishment of comprehensive files.

- b. have demonstrated competencies necessary to carry out the roles and functions of the secretary

1. understand the functions and responsibilities of the Board
2. guide the work of the CMSC to meet the mission, vision and strategic priorities
3. knowledge on a diversity of issues related to MS
4. develop and lead teamwork to successfully identify and obtain goals
5. embrace creativity and innovation to effectively influence change
6. communicate effectively with different audiences to project a positive image of the work of the CMSC
7. demonstrate flexibility to consider all viewpoints and seek consensus
8. commit interest, energy and ideas to guide the work of the CMSC



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B. Suggested Requirements of all Members-at-Large (MAL's) of the CMSC

- a. hold CMSC Membership in the CMSC for a minimum of the last 3 years;
- b. have been involved in teaching, education or practice in MS for a minimum of 3 years
- c. have served the CMSC as a presenter, author, committee member, abstract reviewer, or in any capacity that supports the vision/mission of the CMSC
- d. have demonstrated competencies as described in the following;

In addition, demonstration of competencies necessary to carry out the roles and functions of the MAL's include:

1. understanding the functions and responsibilities of the Board
2. ability to guide the work of the CMSC to meet the mission, vision and strategic priorities
3. knowledge on a diversity of issues related to MS
4. willingness to consider other viewpoints and seek consensus
5. ability to commit interest, energy and ideas for the work of the Board
6. ability to think strategically
7. ability to demonstrate leadership
8. awareness of valuable networks and contacts within the MS community

VI. ORIENTATION OF BOARD OF GOVERNORS

A. Orientation Process

There shall be an orientation for new members of the CMSC Board at the annual meeting to become familiar with their new roles as well as to ensure a smooth transition with outgoing board members. This meeting shall consist of an overview of the history of the CMSC, rules of governance, and administrative structure. New board members shall be provided with appropriate documentation consisting of CMSC by-laws, SROP's, and other relevant documentation related to the roles and responsibilities of the Board of Governors contained in the Governance Manual.

B. Declaration of Conflict of Interest

All members of the CMSC Board of Governors must declare any and all conflict of interest they might during their term of office. The *Declaration of Conflict of Interest* form (see Appendix C) must be completed and signed and held at the CMSC national office by each member of the Board. All declarations must be filed with CMSC office by February 1.



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VII. FINANCES

A. Administrative

1. The fiscal year of the CMSC shall be January 1 through December 31.
2. An annual budget of estimated income and expenditures shall be prepared by the administrative office and Treasurer and approved by the Board of Governors for the fiscal year. The final budget will be presented to the Board of Governors for approval in the fall meeting of the preceding year.
3. The CEO shall authorize payment of bills by the Finance department. Bills that exceed \$50,000 must be reviewed and approved by the CFO prior to payment.
4. All funds raised shall be deposited in the CMSC general account and distributed to various projects, committees, and administrative function, as outlined in the budget, or approved by the Board.
5. Members and employees who have access to organization funds shall be bonded.
6. An audit shall be conducted at the completion of every fiscal year as designated by the Executive Committee. The audit is presented at the spring/summer Board of Governors meeting.

B. Membership Fees

1. Each member shall be required to pay annual dues as established by the Board of Governors.
2. Dues notices will be sent to all members in October and are payable no later than January 1st of each year.

C. Annual Meeting Fees

1. Registration fees are established by the Administrative office in consultation with the Executive Committee.
2. Registration fees for meetings are paid by members and non-members. Exhibitors who exceed their per person limit under their exhibit fees will also pay a registration fee.

D. Expenses Reimbursement

The Board of Governors shall be reimbursed as follows:

1. For travel/lodging/meals/registration to and from Board meetings and the Annual Meeting.
2. For expenses incurred in the execution of his/her duties.



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3. A CMSC reimbursement voucher (Appendix D) must be submitted and approved by the CEO before payment is received. Questionable items shall be referred to the Treasurer and/or President for resolution.

VIII. POSITION STATEMENTS

A. Guiding Principles

Position statements represent consensus among and between members of the CMSC regarding issues of health policy, advocacy, MS care and research, and/or the economics of chronic illnesses.

The CMSC may be asked to adopt position statements by members, and non-members. These may be presented for discussion at the Annual Meeting or during Board of Governors meetings.

B. Procedures for developing and approving position statements from within the CMSC:

1. Position statements are developed by member(s) of the CMSC who are knowledgeable about the topic of the position statement. This includes any controversies and consensus on the topic.
2. Once developed, position statements require approval by the Board of Governors.
3. Position statements are dated and reviewed every two years by the Executive Committee.

C. Endorsement of Position Statements from external organizations

1. External organizations wishing that the CMSC consider endorsing a position statement, may submit the position statement to the CMSC administrative office.
2. The position statement will be considered by the executive committee and if deemed appropriate will be forwarded to the Board of Governors for endorsement.
3. The President shall communicate the outcome of the endorsement decision to the submitting organization(s).

D. Approved and endorsed position statements will be posted on the CMSC web site.



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IX. ARCHIVES

The Archives shall be maintained and housed in the CMSC office. The CMSC office shall be responsible for:

- A. Keeping a permanent record of all CMSC minutes, documents, history, and any other records designated by the Board of Governors. These may include an annual record of elected officers, committees with chairs, members and activities, special projects with budgets and achievements, ad hoc committee letters and board actions, and records of external relations.

X. RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER (CEO)

- A. Implement policies and procedures of the CMSC under the direction of the Board of Governors.
- B. Be responsible for the day-to-day operations of the CMSC.
- C. In consultation with the CFO negotiate all contracts associated with the CMSC under the direction of and with a report to the Board of Governors.
- D. Manage the financial activities of the CMSC with oversight from the CFO and the Finance Committee.
- E. Provide all aspects of annual meeting management in collaboration with the Program Committee
- F. In collaboration with the Executive Committee interact with other professional organizations on behalf of the CMSC in cooperation/collaboration with members of the Board of Governors.
- G. Submit an annual self-study document with goals and accomplishments for the coming year and evaluation of past performance.
- H. Collaborate with selected members of the Board of Governors for an annual performance review (members to be selected by the President of the CMSC)
- I. Participate in all Board of Governors meetings and all meetings of the Executive Committee and other committees upon request of the committee chair or the President.
- J. Submit semi-annual reports to the Board of Governors at their meetings in the Fall and at the Annual Meeting.



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XI. RELATIONSHIPS WITH OUTSIDE ORGANIZATIONS

- A.** At times, as directed by the Board of Governors, the CMSC may collaborate with other organizations in activities related to education, research, advocacy, and clinical care.
- B.** At all times, the CMSC administrative office and Board of Governors must adhere to the vision, mission, and culture of the CMSC to preserve its multi-disciplinary and comprehensive focus in multiple sclerosis while at all times adhering to CMSC Bylaws.
- C.** Collaborative relationships should be documented as to the intent and responsibility for each organization and must be reviewed annually, at a minimum, related to the intent of the collaboration, benefits for each organization and desired outcome of the collaboration.



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Appendices

- a. Format for Reports for Board of Governors meetings
- b. Nomination Materials
- c. Declaration of Conflict of Interest form
- d. Reimbursement Voucher



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Appendix A Format for Reports for Board of Governors meetings



Name of Committee or Project:	
Committee Chair or Project Director:	
Date of Submission:	
Committee/Project Activities:	
Future Plans:	



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Appendix B Nomination Materials



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Appendix C

Declaration of Conflict of Interest form

Consortium of Multiple Sclerosis Centers (CMSC) Board of Governors' Disclosure of Financial Relationships

The Consortium of Multiple Sclerosis Centers requires Members of the Board of Governors, Project leaders, and other person(s) who are in a position to approve policies and procedures to disclose any significant financial relationships with relevant commercial entities. This information will be filed in the Administrative Offices of the CMSC and will be available for inspection upon request.

Name: _____

Position with CMSC: _____

I declare that neither I nor any member of my immediate family has had a financial arrangement (i.e., offering financial support or educational gift monies for, or related to, the content of any activity) or affiliation with any commercial interest (i.e., any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients) within the preceding 12 months.

Ⓒ Check here if you have no financial relationships to report. (Go to Certification below)

Otherwise, indicate by checking all relevant boxes below your current activities or those in the past 12 months that have had a significant financial interest or other relationship with commercial companies or other entities whose products or services have relevance to MS care and/or research and/or who have provided input or support to the CMSC and its programs.

Provide the name of the entity and the nature of the relationship on the line(s) where box(es) have been checked.

Ⓒ Full-time/part-time employee: _____

Ⓒ Consultant/formal advisory activities: _____

Ⓒ Stockholder: _____

Ⓒ Grant support: _____

Ⓒ Honoraria: _____

Ⓒ Development of educational materials: _____

Ⓒ Speaker: _____

Ⓒ Product royalty/licensing fees: _____

Ⓒ Other: _____

CERTIFICATION

I certify that the information I have provided is true and complete to the best of my knowledge. I understand that relevant financial relationships with any commercial company whose product/s have relevance to MS care and/or research and/or who have provided input or support to the CMSC and its programs.

Signature _____

Print Name _____

Date _____

