

**American Board of Orofacial Pain
Bylaws**

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I. NAME

The name of the corporation shall be the American Board of Orofacial Pain. The lettered designation “ABOP” can be used to mean the same as the name of the corporation.

II. STATUS

The ABOP is organized and shall operate as a California Nonprofit Mutual Benefit Corporation.

III. PURPOSE

The purpose of the ABOP is to act as an association of licensed professionals in order to conduct certification examinations in the field of Orofacial Pain.

IV. MISSION STATEMENT

The mission of the American Board of Orofacial Pain is to assist the public by certifying that individuals who hold themselves out as “Diplomates of the American Board of Orofacial Pain” have passed a certifying examination and are subject to periodic recertification.

V. GOALS AND OBJECTIVES

The goals and objectives of the ABOP are:

1. To inform the public, through a list maintained at its central office, of individuals who are certified as Diplomates of the American Board of Orofacial Pain,
2. To determine whether candidates qualify to take certifying examinations under the stated requirements of the ABOP and the American Dental Association (ADA),
3. To create, maintain, and administer certifying examinations to evaluate the knowledge and experience of such candidates,
4. To issue certificates and award the status of “Diplomate, American Board of Orofacial Pain” to those candidates who are found to be qualified under the stated requirements of the American Board of Orofacial Pain and the American Dental Association,
5. To communicate to graduates and program directors of U.S. university-based or hospital-based Orofacial Pain advanced education programs, the scope and topic proportions on current ABOP examinations, changes in content and topic proportions on future examinations, changes in the types of tests administered, and information on new tests that may be offered by the ABOP,
6. To provide information to the public, professional organizations, healthcare agencies, and regulatory bodies about certification in Orofacial Pain.

VI. ELIGIBILITY

The Board of Directors may, from time to time, modify existing criteria or impose additional criteria for eligibility.

Written Exam

Dentists who have accrued at least 400 hours of continuing education in topics specifically related to orofacial pain and have practiced orofacial pain for at least two years are considered board eligible and may sit for the written portion of the ABOP certifying examination. Dentists enrolled in a full-time U.S. university or hospital-based residency program in orofacial pain, may be considered board eligible and apply to sit for the written exam upon formal conveyance by the program director to the ABOP that the dentist has successfully completed at least one year of the program. Dentists who have previously taken the written examination unsuccessfully may retake the examination.

Oral Exam

Board eligible dentists who have successfully passed the written exam are eligible to take the oral exam. Oral exam eligible candidates must take the oral exam no sooner than 1 year and no later than 5 years after passing the written exam.

CERTIFICATION

Board eligible dentists must pass both the written and oral examinations to receive the designation of Diplomate-elect. The entire examination process is supervised by and passing scores are statistically determined by an independent testing service. Upon receipt by the Executive Secretary of a signed agreement to abide by the ABOP Code of Conduct, future revisions of the Code of Conduct, and Guidelines for Disciplinary Action, the Board of Directors shall award to the Diplomate-elect the status of Diplomate of the American Board of Orofacial Pain. The Diplomate shall receive a certificate that bears the Diplomate's name, degree(s) conferred by a university, the ABOP seal, certification number and date of the certification. The Diplomate is then entitled to all rights designated by the ABOP.

Individuals who have been Diplomates in good standing for at least 10 years may, upon permanent disability or retirement, apply to the Board of Directors to be "Diplomate for Life of the American Board of Orofacial Pain."

VIII. THE BOARD OF DIRECTORS

General Powers of the Board of Directors

- (1) The ABOP shall be governed by its Board of Directors who shall have full authority to manage its affairs, including but not limited to the power to establish policies, rules, regulations, examination candidacy requirements, requirements for certification, recertification and other examinations within the scope of orofacial pain.
- (2) Decisions of the Board of Directors shall require a majority vote of the Board of Directors with the exception of the following, which will require a $\frac{3}{4}$ majority vote (currently 7 out of 9 votes): election of the Examination Council Chairperson, filling an unfilled position of President-elect or President, making changes to these Bylaws, impeaching a Diplomate, revising the examination blueprint, and rejecting a recommendation of the Examination Council. Should there be a need to fill the position of Immediate Past President the position must be filled by the next most recent past president.
- (3) The Board of Directors authorizes the President and Secretary to award a Diplomate certificate to a Diplomate-elect to hold himself or herself up as a "Diplomate of the American Board of Orofacial Pain" and permits use of such designation on letterhead, business cards, biographical information and prescriptions. The Board of Directors must approve the designation of "Diplomate of the American Board of Orofacial Pain" on other communications prior to its use. However, since Orofacial Pain is not currently an ADA approved specialty of dentistry, the Diplomates must abide by their own state laws regarding the designation of Diplomate status on stationary.
- (4) The Board of Directors may retain an accounting firm, a legal firm specializing in certification law, an independent testing service, an executive secretary, a parliamentarian, and other professionals as may be needed from time to time. The individuals and companies filling these positions, as well as the amount of compensation they are to receive, must be confirmed by the Board of Directors.
- (5) The Board of Directors shall write, update, administer, and govern a formal Code of Conduct and Guidelines for Disciplinary Action subject to restrictions imposed by law. Each Diplomate-elect shall be provided with a copy of the ABOP Code of Conduct and Guidelines for Disciplinary Action. Signed acceptance of the Code of Conduct and Guidelines for Disciplinary Action by the Diplomate-elect must be received by the Executive Secretary of the ABOP in order to receive full and official Diplomate status.
- (6) The Board of Directors shall determine fees to take certifying examinations and to renew certification.
- (7) The Board of Directors may maintain an insurance policy for the purpose of protecting officials of the Board of Directors from civil liability.

Composition, Tenure and Qualifications of the Board of Directors

- (1) The officers of the ABOP shall consist of the President, the Immediate-past President, the President-elect, the Secretary and the Treasurer.

- (2) There shall be an automatic rotation of offices from President-elect, to President and to Immediate Past President. In the event that the President-elect, or an other officer, cannot ascend to the next position, or chooses not to ascend, the Nominating Committee shall recommend a replacement to be confirmed by a 3/4 majority of the Board of Directors
- (3) The term of all offices of the ABOP will begin on June 1 and terminate on May 31. The term of office of the President, President Elect, and Immediate Past President shall be two years. The term of office of the Examination Council Chairperson and Vice Chairperson will be a minimum of two years and a maximum of 4 years. The term for the examination council chairperson and vice chairperson may be renewed once. The term of office of at-large Directors shall be four years with two at-large Directors rotating off of the Board of Directors every two years. At-large Directors may serve more than one term provided those terms do not run consecutively. Officials of the Board of Directors may not hold more than one office simultaneously.
- (4) The number of voting Directors shall be at least nine (and not more than 15). These Directors are the Immediate Past President, President, President-elect, and six at-large Directors. All voting Directors must be Diplomates of the ABOP.
- (5) Non-voting officials shall be the Examination Council Chair and Vice-Chair who must be Diplomates of the ABOP and one representative from selected organizations that the ABOP determines are dedicated to the field of orofacial pain and whose input would enhance the ABOP mission. These representatives may or may not be Diplomates. Representatives from other professional organizations serve a two-year term.
- (6) The Executive Secretary of the ABOP is not a formal member of the Board of Directors but attends the meetings, is responsible for the day-to-day business of the ABOP, and is available to officers for assistance in performing their responsibilities.

The Nominating Committee

The Nominating Committee shall be composed of the Immediate Past President, the President, and the President Elect. The Immediate Past President shall serve as chairperson. The committee is charged with nominating the Exam Council Chairperson, six at-large directors (two of whom will also be nominated as the Secretary and Treasurer of the Board of Directors), vacancies on the Board of Directors, and additional seats to the Board of Directors or Examination Council. A nominee will be confirmed by a 2/3 vote of the Nominating Committee. Should nominees of the Nominating Committee fail to be confirmed by a majority of the Board of Directors, additional nominations can be made by members of the Board of Directors.

General Powers and Responsibilities of Officers of the Board of Directors

1. President.

The President shall be the principal executive officer of the ABOP and shall in general supervise the affairs of the ABOP that include but are not limited to:

- (a) Representing the public and professional interests of the ABOP,
- (b) Writing and editing journal announcements for certification examinations,
- (c) Choosing journals and other formats in which examinations are to be publicized with the approval of the Board of Directors,
- (d) Setting the date and location of certifying examinations with approval of the Board of Directors
- (e) Presiding over the resolution of disputes between a potential candidate, or candidate, and the ABOP with approval of the Board of Directors,
- (f) Calling at least one annual Board of Directors' meeting to conduct the affairs of the ABOP,
- (g) Setting the agenda for the Board of Directors' meetings,
- (h) Setting the budget of the ABOP in consultation with the Treasurer and authorizing loans and payments of debts with the approval of the Board of Directors,
- (i) Conferring regularly with the Examination Council Chairperson,
- (j) Being an ex-officio member of all committees appointed by the Board of Directors and the Examination Council,
- (k) Appointing committees, and committee chairpersons, all of whom must be Diplomates of the ABOP, to perform tasks on behalf of the ABOP,
- (l) Selecting a time and method of updating the ABOP Blueprint with consultation of the Examination Council Chairperson, and the Independent testing service followed by the majority approval of the Board of Directors,
- (m) Interviewing candidates to fill the positions of Independent testing service and Executive Secretary, as needed, and present at least two choices to the Board of Directors for their consideration and approval.
- (n) Providing documentation necessary to show compliance with the American Dental Association rules and regulations,
- (o) Preside over the impeachment process in the event that the Immediate Past President is the subject of allegations or violations of the ABOP Code of Conduct.
- (p) Participating as a member of the nominating committee.

2. President-elect

In the absence of the President, or in the event of the President's inability to act, the President-elect shall perform the duties of the President. When so acting, the President-elect shall have all the powers of and be subject to all of the restrictions of the President. The President-elect shall perform additional duties assigned by the Board of Directors from time to time. The President-elect is a member of the nominating committee.

3. Immediate Past President

The Immediate Past President's responsibilities include but are not limited to:

- (a) Providing counsel to the President,
- (b) Presiding over meetings of the Nominating Committee,
- (c) Participating as a member of the nominating committee.
- (d) Contacting nominees to ensure that the nominee is willing to serve, if confirmed,
- (e) Presiding over allegations of violations of the ABOP Code of Conduct by a Diplomat,
- (f) Presiding over impeachment of an official of the Board of Directors, an official of the Examination Council, or a Diplomat for actions prejudicial to the best interests of the ABOP,
- (g) Reviewing and recommending to the Board of Directors updates to the Code of Conduct,
- (h) Performing additional duties assigned by the Board of Directors from time to time.

4. Secretary (also an at-large director)

The Secretary's responsibilities include but are not limited to:

- (a) Maintaining a historical record of the ABOP, including names and positions of all ABOP officials and their dates of tenure, and providing a yearly update of these records to the Executive Secretary of the ABOP,
- (b) Recording the proceedings of the Board of Directors meetings, maintaining records of the Examination Council meetings and committee meetings,
- (c) Maintaining records of the ABOP Blueprint and the means by which the Blueprint was determined,
- (d) Maintaining lists of candidates who have passed, failed, requested hand scoring of examinations, and those who are Board eligible,
- (e) Consulting with the President regularly,
- (f) Reporting yearly to the Board of Directors.
- (g) Perform additional duties assigned by the Board of Directors from time to time.

5. Treasurer (also an at-large director)

If required by the Board of Directors the Treasurer shall give a bond for the faithful discharge of his/her duties a sum and with surety, or sureties, as the Board of Directors may determine

The Treasurer shall have responsibility for:

- (a) Performing all duties incident to the office and other duties as from time to time may be assigned by the President or the Board of Directors,
- (b) Overseeing the management of bank accounts and investment accounts in consultation with the President the Board of Directors regarding changes in investment strategies,
- (c) Signing disbursement checks presented by the Executive Secretary, or alternately, signing and faxing an approval to the Executive Secretary to sign and disburse funds for specific amounts to specific parties. In the event that the Treasurer is unable to perform this function, the President-elect and President shall be authorized to institute the disbursement of funds,
- (d) Reviewing and signing tax documents prepared by the ABOP's accounting firm,
- (e) Conferring quarterly with the President,
- (f) Reporting yearly to the Board of Directors.
- (g) Perform additional duties assigned by the Board of Directors from time to time.

IX. THE EXAMINATION COUNCIL

General Powers of the Examination Council

- (1) The purpose of the Examination Council is to construct and recommend to the Board of Directors psychometrically valid examinations that test minimal competence of the scope and breadth of knowledge of an orofacial pain practitioner while faithfully adhering to the specifics of the entire ABOP examination blueprint, oversee examination administration, determine passing scores for each question on examinations, and generally facilitate the credentialing process,
- (2) Decisions relating to examination shall be approved by a majority of the Examination Council officials, provided the construction of the examination does not violate the ABOP examination blueprint and is made in accordance with the advice of the Independent Testing Service,

- (3) The Examination Council may write examination questions, solicit questions from experts in the field of orofacial pain, or, with approval of the Board of Directors, purchase questions from other certification organizations. If questions are purchased they must be purchased from certifying boards in the field of pain whose test construction standards and confidentiality standards are similar to those of the ABOP,
- (4) The Examination Council rates questions and sets the passing score for each examination according to guidelines set forth by the Independent Testing Service,
- (5) The Examination Council shall maintain a standing committee of no less than six Diplomates to administer oral examinations. The term of officials of this committee is five years beginning June 1 and ending May 31. Three officials of the Examination Council standing committee will rotate off the committee every five years and be replaced by three new officials. This process will allow continuity of the oral examination examiners,
- (6) The Examination Council publishes an annual Bulletin of Information that describes the types of examinations being given, the content and proportion of subject content of the examinations, and the date, place, and time of examinations. The Bulletin of Information shall also describe qualifications to become a candidate for the certifying examination, the ABOP Code of Conduct, Guidelines for Disciplinary Action, and other information deemed necessary by the Board of Directors. The Bulletin of Information must be published six (6) months in advance of the examination date.

Composition, Tenure and Qualifications of the Examination Council

- (1) The officials of the Examination Council include a Chairperson, a Vice-Chairperson and not less than 7 or more than 13 additional Examination Council officials. The geographic representation of the Examination Council should be consistent with the geographic distribution ratios of the Diplomates of the ABOP,
- (2) To protect the integrity of the examinations, all officials of the Examination Council must be Diplomates of the ABOP and must sign a confidentiality form provided by the Examination Council Chairperson,
- (3) The Examination Council Chairperson and Vice-Chairperson must have served on the Examination Council for at least one examination cycle before assuming these roles,
- (4) The Examination Council officials shall be nominated by the Examination Council Chairperson and confirmed by the Board of Directors. Once the Examination Council officials have been confirmed by the Board of Directors, the Examination Council Chairperson shall select one of the officials to serve as the Examination Council Vice-Chairperson,

The term of all Examination Council officials will be a minimum of two years and a maximum of 4 years. This term maybe renewed once.

- (5) The Examination Council Chairperson is the principal officer of the Examination Council and shall preside over all meetings of the Examination Council,
- (6) Examination Council officials are expected to contribute to examination construction as determined necessary by the Examination Council Chairperson and must attend in person at least one of at most 2 annual examination council meetings.

General Powers and Responsibilities of Officers of the Examination Council

1. Examination Council Chairperson

The Examination Council Chairperson shall be the principal officer of the Examination Council and shall in general supervise the affairs of the Examination Council that include but are not limited to:

- (a) Supervising the construction and administration of examinations given by the ABOP.
- (b) Appointing an official of the Examination Council to serve as Examination Council Vice-Chairperson.
- (c) Nominating officials of the Examination Council and securing signed confidentiality forms from each selected official,
- (d) Appointing committee(s) and committee chairperson(s) for a specific purpose and for a specific period of time, all of whom must be Diplomates of the ABOP, to assist the Examination Council Chairperson in carrying out the responsibilities of the Examination Council,
- (e) Serving as an ex-officio member of all Examination Council committees,
- (f) Updating the ABOP Examination Bulletin of Information annually, which must then be approved by the President of the ABOP. When policies of the ABOP are changed in the Bulletin of Information, approval must be obtained by a majority vote of the Board of Directors,

- (g) Publishing the Bulletin of Information at least six months in advance of each examination,
- (h) Setting the agenda for the Examination Council meetings, choosing the date, time and location of the meetings, and notifying the Independent Testing Service of the meetings to assure that a representative, if necessary, attends the meetings,
- (i) Assisting with documentation required by the Independent Testing Service to assure compliance with nationally accepted standards,
- (j) Assisting with documentation required by the American Dental Association,
- (k) Supervising the review, editing, addition and deletion of questions from the ABOP pool of questions with approval of the Examination Council officials,
- (l) Reviewing the examination, as presented by the Independent Testing Service to assure the quality and quantity of questions assigned to each category, discarding questions deemed inappropriate, selecting replacement questions from the pool of questions and submitting the final examination to the Examination Council for their editing and approval,
- (m) Editing and approving for recommendation to the Board of Directors the final draft of examinations providing changes are consistent with national testing standards and the ABOP blueprint,
- (n) Recommending to the Board of Directors the cut-off passing score, should there be a statistical variation,
- (o) Reviewing questioned or disputed items with the Independent Testing Service after the administration of each examination and making a final determination, with consultation from the President of the ABOP, as to which items, if any, will be deleted from scoring,
- (p) Periodically reviewing the Blueprint and recommending to the President of the ABOP whether an update is needed,
- (q) Reviewing and advising the President of the ABOP of financial needs of the Examination Council.

2. Examination Council Vice-Chairperson

In the absence of the Examination Council Chairperson, or in the event of the Chairperson's inability to act, the Vice-Chairperson shall perform the duties of the Chairperson. When so acting the Vice-Chairperson shall have all the powers of and be subject to all of the restrictions on the Chairperson. The Vice-Chairperson duties include but are not limited to:

- (a) Reviewing candidate's applications to take the certifying examination to assure that the candidate has met the requirements of the ABOP and the ADA to sit for the ABOP Certifying examination. If, in the event the Vice-Chairperson is uncertain whether a candidate meets the ABOP criteria to sit for the examination, the Vice-Chairperson will defer the decision to the Examination Chairperson and the Board of Directors,
- (b) Notifying the Executive Secretary of the candidate's qualifications to sit for the examination in order to facilitate completion of documentation required for appearing for the examination,
- (c) Answering inquiries relating to the eligibility of an applicant for a certifying examination,
- (d) Functioning as the test supervisor of examinations,
- (e) Recruiting assistant proctors to help in the administration of the examinations,
- (f) Assist the Examination Council Chairperson in ways that facilitate the Chairperson to carry out his/her responsibility,
- (g) Maintaining minutes of meetings of the Examination Council, and its committees, and reporting the minutes to the President and Secretary of the ABOP.