Standing Rules

1. Standing Committees of the Ophthalmic Photographers’ Society

   A. Standing Committees of the OPS may be created by a majority vote of the BOD.

   B. The composition of any committee and requirements for membership on a committee shall be determined by the BOD. Once formed, a committee may suggest modifications to the scope of the committee. However, final approval of any changes is the responsibility of the BOD.

   C. Chairperson of each committee:

      1) Each chairperson shall be an active OPS member.

      2) Except as specified in the Bylaws, chairpersons of all committees will be nominated by the President, and subsequently approved by the BOD.

      3) Each chairperson shall serve the term prescribed in the Bylaws. Where no specific term is stated, each chairperson shall serve until the next general election.

      4) Where no specific restrictions apply, any individual may continue to serve as chairperson of committee, subject to the approval of the BOD.

   D. Members of Standing Committees

      1) Members of standing committees shall be active members and/or Honorary Life Members of the OPS.

      2) Members of standing committees shall be nominated/appointed by the chairperson of the respective standing committee, by the BOS, or by three (3) active members subject to BOD approval.

      3) Members of each standing committee shall serve for the duration of chairperson’s term, subject to annual re-approval by the BOD.

      4) Number: each committee membership shall be subject to the restrictions of the Bylaws. Where no specifications are outlined, a suggested limit on committee membership shall be determined by the BOD.

2. Special Committees

   A. Special committees may be appointed by the President or BOD as need arises to perform a specific function not outlined as the responsibility of a standing
committee. The committee’s responsibility as well as the date of expected report should be specified by the appointing authority.

B. Chairperson and members of a special committee will be appointed by the President.

C. A special committee shall file an annual report to the President for presentation at the Annual Business Meeting. The committee shall also submit special reports as deemed appropriate by the BOD.

D. The chairperson of the special committee shall be responsible for submitting annual and special reports, format to be designated by the BOD.

E. The chairperson of a special committee may be asked to present a report to the assembled BOD as well as a written report.

3. Committee Longevity

A. Standing committees, outlined in the Bylaws, shall continue to exist until and unless revised or dissolved according to the criteria outlined in Article XV of the Bylaws.

B. Special committees, those created by the BOD and/or President, shall continue to exist at the discretion of the BOD. If the BOD decides a committee is no longer necessary, the committee may be dissolved by a majority vote of the BOD.

4. Representatives to other organizations from the OPS

A. Representatives shall be appointed by the BOD or by the President subject to BOD approval. Tenure of a representative shall be for a period to be determined by the BOD.

B. A position or statement by an OPS representative shall not be deemed the position of the OPS unless it is reviewed, adopted, and approved by the BOD.

C. An OPS representative shall submit a written report whenever deemed appropriate by the BOD.

5. Eligibility Requirements for Committee Members and Representatives

A. All committee chairpersons, members and society representatives shall be active members or Honorary Life Members in good standing of the OPS.
B. Non-members with specific approval of the BOD may serve as consultants on committees or as representatives; however, these individuals may not vote on matters of administration, business or policy.

6. Annual Reports of Standing Committees, Special Committees and Representatives to Organizations

   A. Standing committees, special committees and representatives to organizations shall present an annual report at the annual business meeting, and submit a written report to the BOD for review, as requested.

   B. The chairperson of each committee shall be responsible for submitting all reports.

   C. All written reports shall conform to a standard format approved by the BOD (see suggested outline).

7. All committee chairpersons should keep itemized records of expenses to track hidden administration costs. (October 27, 1989).

8. Removal

   A. Any board members may be removed by a two-thirds majority vote of the BOD whenever, in their judgment, the best interests of the OPS would be served.

9. Meetings

   A. The annual meeting of the BOD shall be held in conjunction with the OPS annual Education Program.

   B. A mid-year meeting will be held at the discretion of the BOD (generally near the last weekend in January).

   C. Additional meetings of the BOD may be called by the OPS President or at the written request of the majority of BOD members.

10. Quorum and Voting

   A. At an official BOD meeting a simple majority of the members shall constitute a quorum for the transactions of any business.

   B. The OPS President may request BOD action by mail, e-mail, fax, etc. Any action taken by written ballot requires a majority vote of the BOD. The names of the BOD members voting by written ballot and their votes shall be reported to the BOD at its next meeting.
C. Protocol for E-mail votes: Following discussion or presentation of an issue via E-mail the President may call for a motion and a BOD member will present the motion by E-mail, followed by a second to the motion by E-mail. The President can arbitrarily designate which is the motion and which is the second should they occur simultaneously. Discussion by E-mail may then take place after which the President may call for a vote. The President may impose time limits for responding to discussion and voting. The votes are tallied, recorded by the secretary, and shall be binding. All of the E-mail correspondence will be E-mailed to the entire BO list and will be recorded as official minutes. This information will be designated as “Interim Board Actions”, included as a report at the next BOD meeting and will be subject to approval with the regular minutes.

11. JCAHPO Representatives:

A. JCAHPO commissioners as required by JCAHPO shall be appointed by the BOD.

B. JCAHPO Commissioners shall be responsible for submitting a written annual report. (10/27/1999)

12. Amendments/ Revisions

A. Theses Standing Rules may be amended or revised at any BOD meeting by the majority vote of the BOD.