

Advisory Board General Business Meeting – Order of Business

Purpose:

The Advisory Board General Business Meeting (Meeting) is the time to hold the Advisory Board elections and vote on proposed resolutions.

The AAD follows Alice Sturgis' "American Institute of Parliamentarians Standard Code of Parliamentary Procedure" in the conduct of all of its official meetings.

Expected Behavior:

- The Academy has a [Meeting Code of Conduct policy](#) for its business meetings. In addition to being linked here, copies will also be available onsite.
- Membership is reminded that they are expected to exhibit respectful, professional, and collegial behavior during all meetings, events, and activities. Attendees should exercise consideration and respect in their speech and actions, including while the Reference Committee makes its recommendations on the proposed resolutions to the Advisory Board. Members should be mindful of their surroundings and fellow participants.
- Harassment is unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive environment; unreasonably interferes with an individual's participation in meetings or proceedings of the Academy.
- Outbursts of any kind will not be allowed.
- Disruptors will be escorted from the meeting.

Ground rules:

- All members must check in and have their meeting badges scanned at the door to attend the General Business Meeting.
- No exhibitors or media will be allowed in the Meeting.
- Discussion that takes place during the Meeting should remain with the participants in the room.
- **It is important that the meeting be a safe environment for members to respectfully debate. Recording or posting to social media or texting** of the meeting information is not allowed.
- Authors or his/her designee must be present at the Meeting to address any questions about their resolution, as well as provide full disclosure of any relevant conflicts of interest of the author and/or any presenting designees.
- ***Should a resolution be pulled from the Consent Agenda, all testimony is for all the voting Advisory Board members to consider while voting on motions or resolutions and must address the resolution being voted on and not go beyond the scope of the resolution.***
- Preference will be given to Advisory Board members wishing to provide testimony.
- Every effort will be made to hear others that want to speak.
- All speakers must complete a testimony card and be recognized by the chair; exceptions will be made for AAD/A leadership and staff at the Chair's discretion.
- All speakers must disclose any conflicts of interest relevant to the topic.
- A time limit will be in place for members to present testimony.
- A timer will be used and be visible to the Advisory Board Executive Committee Chair and the member providing the testimony. If a member goes over the allotted time, their microphone will be shut off.
- Once a member has testified, at the discretion of the chair and if time permits, they must wait until everyone else who has submitted a testimony card is heard before being allowed to speak a second time.

- Since any member will be allowed to give testimony, we will suspend the rule allowing a member to yield time to another member.

Method of Execution:

Advisory Board Executive Committee Member Election

- Candidates for the open seats on the Advisory Board Executive Committee will be allowed two (2) minutes to speak.
- The Chair will direct the representatives to vote on a specific ballot. Ballots will be collected for tallying. (Representatives receive their ballot packet upon check in)
- Results will be announced at the end of the Advisory Board General Business Meeting.

Advisory Board Representative for the Nominating Committee Election

- Candidates for the open seat on the Nominating Committee will be allowed two (2) minutes to speak.
- The Chair will direct the representatives to vote on a specific ballot. Ballots will be collected for tallying. (Representatives receive their ballot packet upon check in)
- Results will be announced at the end of the Advisory Board General Business Meeting.

Presentations

- Andrew H. Weinstein, MD, FAAD – Single-Issue Coalition Presentation
- Cyndi J. Yag Howard, MD, FAAD – Separation from Medicare

Consideration of Resolutions

- Members will be asked to vote by consent agenda on the resolutions. At this time resolutions may be extracted by an Advisory Board Representative to make an amendment or debate?
- Extracted resolutions will be noted and voting on the balance of the consent agenda will take place via paper ballot.
 - If a resolution is extracted from the consent ballot, the Advisory Board Representative will go to the microphone, state their name and the society they represent and propose an amendment or make a comment (testimony).
 - Once the Advisory Board Representative has provided their testimony, other members which have completed a testimony card will be allowed one (1) minute to provide their testimony. A timer will be used and visible to the Advisory Board Chair and the member providing the testimony. If a member goes over the allotted time, their microphone will be shut off.
 - Once all comments have been heard, the Advisory Board Chair will call for a motion to approve the revised language and recommend to the Board of Directors that it adopt or adopt as amended.
 - The extracted resolution will be voted on via paper ballot.
 - This process will be repeated for each resolution which was pulled from the consent agenda.
 - Since there are three resolutions about the same topic, though different perspectives, speakers will be asked on which side of Resolution 003 they wish to provide their testimony.
 - If the Chair feels that no new testimony is being presented, testimony will be concluded.

Resolutions *adopted* or *adopted as amended* by a majority vote of the Advisory Board at the Advisory Board General Business Meeting shall be forwarded to the AAD/A Board of Directors for review and action in accordance with the AAD/A Bylaws and Administrative Regulations.