

 House of Delegates

Procedure Manual

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ASRT House of Delegates Procedure Manual

Purpose

The following procedures and guidelines supplement the ASRT Bylaws and help delegates handle the business of the House. References to the ASRT Bylaws or parliamentary procedures are made to clarify and provide more information

Definition of Practice

With regard to medical imaging and radiation therapy, practice is defined as the following: Individuals practicing in medical imaging and radiation therapy shall maintain primary certification by an ASRT-recognized organization or hold an unrestricted state license in medical imaging or radiation therapy, and be employed in one or more of the following activities:

- A. Administering ionizing or nonionizing radiation for diagnostic imaging or treatment.
- B. Planning for the use of ionizing or nonionizing radiation for diagnostic imaging or treatment.
- C. Managing individuals who administer ionizing or nonionizing radiation.
- D. Educating or otherwise preparing individuals or institutions to administer ionizing or nonionizing radiation.
- E. Conducting research or providing support, administrative or consultative services to facilities, organizations or individuals who administer ionizing or nonionizing radiation.

Certifications Recognized by ASRT

- A. Primary
Primary certifications are those recognized as primary certifications as stated in the ASRT Practice Standards for Medical Imaging and Radiation Therapy. A minimum of one recognized primary certification is required to qualify for active membership in the ASRT.
- B. Postprimary
Postprimary certifications are those recognized as postprimary certifications as stated in the ASRT Practice Standards for Medical Imaging and Radiation Therapy.

House of Delegates

- A. Definition
The House of Delegates is the legislative body of the ASRT. Delegates are those chapter and affiliate representatives who have been elected or appointed in accordance with ASRT Bylaws.
- B. Composition
The House of Delegates shall be composed of the speaker and vice speaker, two delegates from each affiliate and four delegates from each chapter. Of the potential 168 delegates, 108 are affiliate delegates and 60 are chapter delegates.
- C. Responsibilities of the House of Delegates

The House establishes professional standards of practice. The delegates should consider their primary duty to be that of representing the medical imaging and radiation therapy profession, including the affiliate or chapter, **without regard to individual or personal interest**. Delegates actively participate in reviewing and revising practice standards and take action on all issues addressing professional practice.

1. The House of Delegates shall:
 - a. Meet annually to debate and vote on main motions forwarded by the Commission.
 - b. Approve the ASRT Bylaws, position statements and the Practice Standards for Medical Imaging and Radiation Therapy, as needed.
 - c. Elect the speaker and vice speaker of the House.
 - d. Adopt clinical practice and educational standards.
 - e. Present recommendations to the Board of Directors. The Board of Directors shall report to the House regarding recommendations no later than the next annual meeting of the House of Delegates.

2. All delegates shall:
 - a. Complete chapter candidate and affiliate delegate information forms, including all documents required for verification of meeting qualifications as outlined in the ASRT Bylaws (*Reference Article V, Sections 2 and 3 of the ASRT Bylaws*).
 - b. Accept their positions by completing all ASRT policy forms by the communicated deadline.
 - c. Upon delegate consent, allow email to be published on contact lists for ASRT members to use as a resource.
 - d. Respond in a timely manner to all communications from the ASRT and the chapter or affiliate they represent.
 - e. Perform tasks assigned by the chapter chair or affiliate board.
 - f. Consult with members of their affiliate, discipline or specialty in all voting matters, but the decision of the delegate shall be final.
 - g. Be familiar with the mission, vision, strategic plan, policies and procedures of the ASRT and make decisions based on current policy.
 - h. Attend the ASRT Annual Governance and House of Delegates Meeting.
 - i. Communicate issues and concerns identified by chapter and affiliate members to the chapter chair or speaker of the House, and identify:
 - 1) Issues pertinent to the chapter and affiliate.
 - 2) Individuals with expertise.
 - 3) Critical issues confronting the medical imaging and radiation therapy profession.
 - 4) Faculty and educational topics of interest as requested.
 - j. Disseminate information through the ASRT Communities to chapter and affiliate members from the chapter, House and ASRT.
 - k. Network with other delegates and affiliate and chapter members.
 - l. Recruit new members and nominate qualified candidates for the election..
 - m. Participate in the evaluation process of the practice standards as requested.
 - n. Participate as a meeting partner for the Student Leadership Development Program participants.

3. Additionally, chapter delegates shall:
 - a. Provide the following services and functions in the ASRT Communities corresponding to the chapters they represent:
 - 1) Populate their profiles in the ASRT Communities to include photo and email contact.

- 2) Respond to posts following the Community Code of Conduct.
- 3) Respond to posts as requested by the ASRT staff moderator.
- 4) Provide suggestions for content and documents to upload to their Communities.
- 5) Initiate personal contact with Community members to generate interest, seek out potential content contributions and understand what is of particular value to the applicable Community.

Motions

(Reference Article XI of the ASRT Bylaws)

A. Submission of Motions

1. House business is presented in motion format. Main motions, those that will introduce business before the House, may be submitted to the Commission via the vice speaker of the House by the following individuals or groups:
 - a. Main motions submitted by individual delegates must be seconded by another delegate.
 - b. Main motions submitted on behalf of chapters must be adopted by a majority of the chapter delegates.
 - c. Main motions submitted on behalf of affiliates must be adopted by the affiliate's board of directors.
 - d. Main motions submitted on behalf of the ASRT Board of Directors, Commission and committees must be adopted by a majority of the submitting group.
2. Each main motion submitted to the vice speaker of the House by the first business day of February deadline shall be submitted through the volunteer management system electronic form and clearly indicate the title, action, maker, seconder and a brief rationale.
3. Only the "Motion" section of motions is voted on and reported in the House of Delegates minutes.
4. During House of Delegates business meetings, all credentialed delegates may make late motions. Late motions shall meet the requirements for main motions. Other motions (including motions to amend and refer) shall be governed by Robert's Rules of Order and this manual. All late motions shall be signed by the maker and seconder.
5. Delegates wishing to submit late motions should seek the guidance of the ASRT parliamentarian and the speaker and vice speaker of the House to ensure the motions meet requirements.

B. Processing Motions at the House of Delegates

1. The delegate is recognized by the speaker.
2. The delegate makes the motion and submits the motion to the speaker. The motion requires a second.
3. The speaker states the motion, opening the question to debate.
4. The maker of the motion has the privilege of speaking first to the motion.
5. After debate is finished, the speaker takes the vote and announces the result.

C. Discussion of Motions

1. The Commission holds an open forum for delegates and members to provide an opportunity for a complete discussion of motions.
2. During House business meetings, all credentialed delegates may speak on any motion.
3. At the second business meeting of the House, the Commission chair delivers a report, and the House of Delegates takes action on each motion.

D. Consent Calendar

A consent calendar is a group of main motions that are acted upon in a block, without debate. A consent calendar is used to increase efficiency of the House. The House of Delegates will not vote on adopting the consent calendar.

1. All main motions received by the first business day of February shall be placed on the consent calendar.
2. The consent calendar shall be posted 45 days before the House of Delegates meeting.
3. All main motions shall be discussed in either the Bylaws or Commission Open Forums.
4. During the second business meeting of the House, any member of the House of Delegates has the right to request that an item on the consent calendar be pulled and placed in the regular House of Delegates agenda for debate and voting. There shall be no discussion to pull a motion from the consent calendar.
5. To pull a main motion from the consent calendar, a delegate shall do the following:
 - a. Wait to be recognized by the speaker. State name and delegate status. Request to have the main motion number removed from the consent calendar.
 - b. Delegates may also give the motion number to the chair of the Commission for inclusion on the list that the Commission will pull from the consent calendar.
6. After the motions have been pulled from the consent calendar for discussion, they will be listed on the screen at the meeting.
7. The speaker of the House will state that the remaining motions on the consent calendar are adopted.
8. Items removed from the consent calendar will be debated and voted on following the adoption of the consent calendar.

E. Amending

Amending is the process that allows delegates to modify or perfect a pending motion so that, when adopted, it represents the will of the majority. An amendment must be germane to the motion that it amends.

1. To *insert* or *add*:
 - a. To *insert words*, or, if they are placed at the end of the sentence or passage being amended, to *add words*.
 - b. To *insert a paragraph*, or, if it is placed at the end, to *add a paragraph*.
2. To *strike out*:
 - a. To *strike out words*.
 - b. To *strike out a paragraph*.
3. An indivisible combination of processes:
 - a. To *strike out and insert* (which applies to words).
 - b. To *substitute*; that is, in effect, to strike out a paragraph, or the entire text of a resolution or main motion, and insert another. (Note that *substitute* is a technical parliamentary term that is not applied to anything less than a complete paragraph of one or more sentences, so that this term is not applicable to 3a.)

F. Amending by Substitute

1. Main motion is made.
2. Substitute amendment is proposed (a primary amendment).
3. Original motion is perfected by amendments (secondary only and only one at a time).
4. Substitute amendment is perfected by amendment (secondary only and only one at a time).
5. Debate may go into the relative merits of each of the proposals.
6. Original motion, as amended, if amended, and the substitute motion, as amended, if amended, are both read, and the speaker then states: "The question is on the substitute for the

main motion. All those in favor of amending the main motion by considering in its place the substitute motion, say aye; those opposed say no.”

- a. If the motion to substitute is lost, the pending (original) motion is open to further amendments.
 - b. If the motion to substitute is adopted, the substitute motion becomes the amended motion and can only further be amended by adding. The original motion has been replaced.
7. The amended pending motion must now be put to vote. (At this point in the voting process, a decision has been made only as to the choice between the two motions.)
- a. The speaker reports and says: “The ayes have it and the motion to substitute is adopted. The question is now on the motion that ... (reading the substitute motion, as amended).”
 - or**
 - b. The speaker reports and says: “The no’s have it and the motion to substitute is lost. The question is now on the motion ... (reading the original motion, as amended).”

G. Voting

1. Voting methods include electronic voting, voice, show of hands, rising, counted, ballot and general consent.
2. Voting results include:
 - a. Majority – more than half the votes cast.
 - b. Plurality – largest number of votes to be given any candidate or proposition when three or more choices are possible.
 - c. Two-thirds – two-thirds of the votes cast.
 - d. Three-fourths – three-fourths of the votes cast.
 - e. Tie – same number for and against.
 - f. General consent – no stated opposition.

H. Bylaws

(Reference Article XIV of the ASRT Bylaws)

1. The Committee on Bylaws shall evaluate all other changes to the ASRT Bylaws, outside of main motions submitted by the first business day of February, on a four-year schedule.
2. The Commission shall refer proposed bylaw amendments received by the first business day of February to the Committee on Bylaws.
3. Notice of proposed amendments to the ASRT Bylaws shall be provided to all members.
4. A motion to amend the ASRT Bylaws requires a two-thirds vote, but any amendments to the proposed amendment require only a majority vote.
5. Discussion on each proposed amendment shall be germane and an amendment to the amendment shall be within the scope of notice. If in order, the amendment may be considered by paragraph (discussion and amendment may be done individually; final vote will be on the entire proposed amendment).
6. A revision of the ASRT Bylaws shall be considered paragraph by paragraph, and the vote taken after all sections have been perfected.
7. Adopted amendments shall become effective immediately following the close of the annual House of Delegates meeting unless the adopted amendment states other implementation dates.

Credentials

- A. Credentialed delegates are those individuals who meet the qualifications for their respective positions and complete all requirements prior to the beginning of the Annual Governance and House of Delegates Meeting.

- B. ASRT staff shall verify credentials of all delegates prior to the beginning of the House.
- C. All delegates shall have credentials verified prior to each business meeting of the House.
- D. For in-person meetings, all delegates shall show photo identification for credentialing at first check in prior to being seated as a voting delegate.
- E. ASRT staff shall verify the arrival and departure time of delegates arriving late to or leaving early from business meetings of the House.
- F. ASRT staff will provide an electronic voting mechanism to credentialed delegates prior to each business meeting of the House.
- G. If credentialed delegates are issued an electronic voting device, it shall be returned at the conclusion of each business meeting of the House.
- H. The vice speaker shall present the credentials report to the House of Delegates.

Delegate Funding

- A. The ASRT may provide funding to each active affiliate and chapter delegate to attend the Annual Governance and House of Delegates Meeting that includes:
 - 1. Travel and lodging as approved by the Board of Directors.
 - 2. A per diem rate equal to the Internal Revenue Service's allowance for business travel within the United States.
- B. Affiliates must submit a minimum of two qualified affiliate delegate names to the ASRT by the last business day of January to be eligible for delegate funding.
- C. To obtain funding, delegates (affiliate and chapter) shall:
 - 1. Complete all mandatory chapter delegate and House of Delegates orientations (see X. Mandatory Delegate Orientations).
 - 2. Make airline reservations through ASRT's official travel website no later than 30 days prior to the date published for the first delegate check in.
 - a. Delegates shall be responsible for any fees and difference in fare incurred for changing airline reservations after initially confirmed.
 - b. Delegates may drive to annual governance meeting. Mileage reimbursement will be the lesser of IRS mileage rate for round trip mileage, as calculated by shortest route on Google Maps, or cost of least expensive airline ticket purchased 30 days prior to date published for the first delegate check in.
 - 3. Attend all mandatory delegate events at the meeting. Delegates must be on time and remain through the completion of all meetings to receive funding.

The mandatory events for attendance are:

- a. ASRT Update.
- b. Commission and Bylaws Open Forum.
- c. Chapter meeting of the chapter they represent. For affiliate delegates, the chapter meeting of their choice.
- d. ASRT open forum(s) held during the Annual Governance and House of Delegates Meeting.
- e. Speaker and vice speaker election open forum.

- f. Delegate orientation for all delegates prior to the current seating of the House.
 - g. First business meeting of the House of Delegates.
 - h. Second business meeting of the House of Delegates.
 Online postmeeting delegate report — complete and submit report to the ASRT Governance and Affiliate Relations Department within 60 days of the conclusion of the annual governance meeting. ASRT staff shall post the delegate reports to the appropriate chapter delegate Communities.
- D. Alternate delegates filling the vacancy of delegate positions and credentialed prior to the start of the annual governance meeting shall be funded in the same manner as other delegates.
- E. Delegates not meeting all requirements for obtaining funding shall reimburse prepaid airfare and hotel expenses incurred by ASRT.

Duties of the Speaker

(Reference Article V, Section 12, of the ASRT Bylaws)

Duties of the Vice Speaker

(Reference Article V, Section 12, of the ASRT Bylaws)

Mandatory Delegate Orientations

- A. A mandatory chapter delegate orientation for chapter and alternate chapter delegates shall take place the summer following their election. The orientation will include a review of duties and responsibilities, an overview of the process for submitting main motions, how to maximize their roles as chapter or alternate chapter delegates and information about the governance process.
- B. A mandatory House of Delegates orientation for chapter and affiliate delegates and alternate delegates shall take place prior to the annual governance meeting. The orientation may cover how to maximize participation and involvement, parliamentary procedure and current items regarding the House of Delegates structure and operation.
- C. A mandatory chapter chair orientation will be held prior to the current seating of the annual governance meeting. The orientation may review responsibilities as chapter chair, review of meeting agenda and how to maximize participation and involvement during chapter meetings.

Delegate Absences and Vacancies

(Reference Article V, Section 7, of the ASRT Bylaws)

- A. **Absence:** Delegates who are unable to attend the annual House of Delegates meeting but can fulfill the rest of their duties must notify the ASRT and the speaker of the House and the alternate delegate as soon as possible. The speaker of the House shall inform the designated alternate delegate of the absence and request them to fill the open seat for the duration of the annual governance meeting. Absent delegates shall be permitted to serve the remainder of their terms. When alternate delegates are seated, they are seated until the completion of the annual governance meeting.
- B. **Vacancy:** Delegates who are unable to continue their duties at any time before or after the House of Delegates meeting must notify the ASRT, the speaker of the House and the alternate delegate as soon as possible. The speaker of the House shall inform the designated alternate delegate of the vacancy and request them to fill the open seat for the remainder of the delegate's

term. Delegates who fail to fulfill all their responsibilities may jeopardize the status of their chapters or affiliates. Delegates who are unable to complete all their responsibilities are highly encouraged to consider resigning so alternate delegates can be seated or appointed. When alternate delegates are seated, they are seated until the completion of the Annual Governance and House of Delegates Meeting and for the remainder of the delegate's term.

General Order of Business

(May be changed by the speaker when appropriate)

- A. First Business Meeting of the House
 - 1. Call to Order
 - 2. Opening Ceremony
 - 3. Introductions
 - 4. Delegate Orientation
 - 5. Credentials Report
 - 6. Adoption of ASRT House of Delegates Standing Rules
 - 7. Adoption of Agenda
 - 8. Memorial Resolution
 - 9. Courtesy Resolutions
 - 10. ASRT Annual Report (President)
 - 11. Determine Tie Vote from Election (if required)
 - 12. Awards
 - 13. Introduction of Late Main Motions
 - 14. Nominations for Speaker and Vice Speaker
 - 15. Announcements
 - 16. Adjournment

- B. Second Business Meeting of the House
 - 1. Call to Order
 - 2. Credentials Report
 - 3. Committee on Bylaws Report
 - 4. Consent Calendar
 - 5. Commission Report
 - 6. Unfinished Business
 - 7. New Business
 - a. Introduction of Late Main Motions
 - b. Courtesy Resolutions
 - c. Report of Election of Chapter Chair
 - 8. Election of Speaker and Vice Speaker
 - 9. Announcements
 - 10. Adjournment

Chapters

(Reference Article X, Section 2, of the ASRT Bylaws)

- A. Definition
 - Chapters are part of the governance function of the ASRT. Chapters provide members with an avenue to participate in practice- or specialty-specific initiatives and qualify as chapter representatives of the ASRT House of Delegates, the organization's governing body.

- B. Chapter Formation

1. Requests to form a chapter shall be submitted to the speaker of the House. Requests shall be submitted by the first business day in December to allow consideration by the Commission and Committee on Bylaws.
2. Applications for new chapters shall:
 - a. Demonstrate a valid need that cannot be met through any existing chapter.
 - b. Demonstrate a viable interest by collecting 100 signatures of registered technologists who are potential new chapter members. Signees shall be ASRT members. The ASRT Chapter Formation Signature Form shall be used. (Refer to Appendix H.)
 - c. Have a two-year probationary period.
 - d. Demonstrate a leadership interest and ability to fill chapter delegate seats to 100% capacity during the probationary period.
 - e. Delineate ways to promote chapter growth.
3. The ASRT office may assist with assembling supporting data.
4. At the discretion of the speaker, input on new chapter formations may be solicited from current chapter delegates.
5. Applications for new chapters shall be considered by the Commission and the Committee on Bylaws. If the Commission determines the documentation warrants forming a new chapter, the Commission shall submit a request to the Committee on Bylaws to include the chapter in the ASRT Bylaws.
6. A newly established chapter shall seat 100% of the chapter's delegates at the annual governance meeting the year immediately following establishment by the House.
 - a. A call for nominations for chapter delegates shall be published by the ASRT within two weeks of the close of the annual House of Delegates meeting. Submission of complete nomination forms must be received by the ASRT by the first business day of August immediately following chapter establishment by the House.
 - b. The speaker of the House shall appoint:
 - 1) A full slate of qualified individuals to serve as chapter delegates and two alternate delegates. Half of the individuals appointed as chapter delegates shall serve a one-year term and half shall serve a two-year term. The alternate delegates shall serve a one-year term.
 - 2) One of the qualified individuals as chapter chair.
 - 3) One of the qualified individuals as chapter vice chair.
7. The chapter shall be responsible for ensuring that full slates of qualified individuals are nominated and elected for the national election.

C. Chapter Fees and Participation

1. The chapter selected as the primary chapter of a member is included in the ASRT membership dues.
2. An enrollment fee of \$5 shall be charged annually for each additional chapter.
3. Chapter participation provides the member access to other health care professionals who share common goals and interests.
4. Members may enroll by selecting the chapter or chapters of their interest on their renewal or membership application forms. Members who do not select a chapter shall be assigned to the Radiography Chapter.

D. Chapter Delegates

1. All elected chapter delegates and alternate delegates shall comprise the chapter leadership and shall serve for the length of their term.
2. Chapter delegates shall:

- a. Act as a subject matter expert for the practice they are elected to represent.
- b. Be responsible to the ASRT Board of Directors and the House of Delegates.
- c. Carry out the charges of the ASRT Board of Directors.
- d. Provide information regarding chapter charges, chapter activities and concerns to the ASRT Board of Directors.
- e. Actively solicit qualified candidates for national chapter delegate election.
- f. Actively participate in monitoring the ASRT Community for the practice they are elected to represent.
- g. Participate in the review of the practice standards for their area of practice.
- h. Recruit new members and nominate qualified candidates for the election.

E. Election of Chapter Chair and Vice Chair to the House of Delegates

1. The elected chapter delegate with the highest vote count shall be the chapter chair the second year of delegate service.
2. The elected chapter delegate with the second highest vote count shall be the chapter vice chair the second year of delegate service.

F. Chapter Chair

Chapter chair shall:

1. Post a welcome message to the applicable Community at the beginning of their terms.
2. Assist staff in preparing agendas for chapter meeting, including items submitted by the Board of Directors, ASRT staff and members.
3. Attend mandatory chapter chair orientation.
4. Chair the chapter meeting.
5. Communicate chapter concerns to the Board of Directors and House of Delegates.
6. Assist staff in maintaining the records of chapter activities to pass to the chair's successor.
7. Assign chapter tasks for completion, as needed.
8. Request reports, as needed, from individuals involved in chapter activities.
9. Ensure that articles are prepared for ASRT publications as requested, such as chapter updates and articles related to technology.
10. Respond to ASRT staff in identifying relevant industry news.
11. Actively participate in the ASRT Communities for the practice area they are elected to represent.
 - a. Act as a leader for their Communities.
 - b. Encourage chapter delegates to routinely post in their respective Communities.

G. Chapter Vice Chair

Chapter vice chair shall:

1. Attend mandatory leadership orientation.
2. Assist their chair in accomplishing responsibilities.
3. Record notes at the chapter meeting and help develop chapter reports.
4. Perform tasks assigned by the chair.
5. Actively participate in the Community of the practice they are elected to represent.
6. Assume the role of chair when necessary.

H. Chapter Probation

1. A chapter shall be placed on probationary status when one or more of the following conditions occur:
 - a. Membership in the chapter falls below 100.

- b. The chapter fails to seat all delegates as identified in the ASRT Bylaws at all business meetings of the House of Delegates.
 - c. The majority of chapter delegates do not fulfill their responsibilities as defined in the ASRT House of Delegates Procedure Manual.
 - d. The chapter is not in compliance with the ASRT Bylaws or the ASRT House of Delegates Procedure Manual.
2. Probationary status of a chapter shall not exceed two consecutive years.
 - a. Probationary status shall begin at the close of the annual governance meeting and remain in effect until the close of the following year's annual governance meeting.
 - b. The ASRT shall work with the chapter to obtain compliance within that one-year time frame.
 - c. Probationary status does not affect the election, seating or funding of the chapter delegates.
 - d. A chapter on probation for more than two consecutive years shall be considered inactive.
 - e. Inactive chapters may seat delegates and the delegates shall receive funding from the ASRT (see VII. Delegate Funding).

I. Inactive Chapter Reinstatement

1. Requests to reinstate an inactive chapter shall be submitted to the speaker of the House by the first business day in January to allow consideration by the ASRT Board of Directors at its midyear Board meeting.
2. Requests for reinstating inactive chapters shall:
 - a. Demonstrate a valid need that cannot be met through any other existing chapter.
 - b. Demonstrate a leadership interest and ability to fill chapter delegate seats to 100% capacity during the probationary period.
 - c. Delineate ways to promote chapter growth.
3. The reinstated chapter shall be placed on a two-year probation beginning at the close of the annual governance meeting the year of reinstatement by the ASRT Board of Directors.
4. The reinstated chapter shall immediately be placed in inactive status if any of the following occur during the probationary period:
 - a. Membership in the chapter falls below 100.
 - b. The chapter fails to seat all delegates as identified in the ASRT Bylaws at all business meetings of the House of Delegates.
 - c. The majority of chapter delegates do not fulfill their responsibilities as defined in the ASRT House of Delegates Procedure Manual.

J. Chapter Dissolution

1. Chapter members shall be notified of the intent to dissolve the chapter.
2. The ASRT, via the speaker of the House, shall report the action to the House of Delegates at the annual governance meeting. The chapter is dissolved at the end of the second business meeting of the House of Delegates.
3. If a chapter wishes to disband, the chapter chair, with a majority vote of all the chapter members voting on the question to disband, shall submit the intent of dissolution to the speaker of the House.
4. If a chapter is dissolved, the chapter members may join the chapter of their choice.

Affiliate Organization Probationary Status

(Reference Article X of the ASRT Bylaws)

- A. An affiliate shall be placed on probationary status when one or more conditions occur:

1. An affiliate fails to seat all delegates at all business meetings of the House of Delegates. In this case, probationary status shall begin at the close of the annual governance meeting and remain in effect until the close of the following year's annual governance meeting.
 2. The affiliate is not in compliance with the ASRT Bylaws, the ASRT Affiliate Charter Agreement or the ASRT House of Delegates Procedure Manual. In this case, probationary status shall begin the day after the affiliate's stated compliance deadline and remain in effect for 12 months.
- B. Probationary status of an affiliate shall not exceed two consecutive years.
1. Two consecutive years is equal to 24 consecutive months.
 2. Probationary status for not seating delegates or noncompliance with ASRT Bylaws, ASRT Affiliate Charter Agreement or ASRT House of Delegates Procedure Manual shall be assessed concurrently.
 - a. In the event an affiliate is not able to meet the compliance deadline and affiliate delegate seating requirements, the probationary period shall begin with the first failure to comply and end 12 months after second failure to comply occurs.
 - b. Total number of months on probation shall be counted toward the 24 consecutive months' probation limit.
 3. The ASRT shall work with the affiliate to obtain compliance within the two-year time frame.
 4. Probationary status does not affect the seating or funding of the affiliate delegates (see VII. Delegate Funding).
 5. An affiliate on probationary status for more than two consecutive years shall be considered inactive.
 - a. Inactive affiliates that do not have a current ASRT Affiliate Charter Agreement shall not seat delegates.
 - b. Inactive affiliates shall lose all ASRT affiliate benefits, including free continuing education review and delegate funding.
 - c. Inactive affiliates shall not use the ASRT name or tax identification number.
 - d. Inactive affiliates that have a current ASRT Affiliate Charter Agreement may seat delegates, but the delegates shall not receive funding.
 6. An inactive affiliate may be reinstated to active status by:
 - a. Requesting reinstatement from the ASRT Board of Directors.
 - b. Providing proof of meeting compliance of all required sections in the ASRT Bylaws, the ASRT Affiliate Charter Agreement and the ASRT House of Delegates Procedure Manual.

Committees

- A. Appointments are made by the speaker of the House, who shall:
1. Appoint members to the Commission, Committee on Bylaws, Minutes Approval Committee and sergeants-at-arms.
 2. Recommend members to serve on the Practice Standards Council to the Board of Directors.
 3. Appoint other committees and committee members as deemed necessary.
- B. Appointment Process
1. Volunteers for appointment shall be solicited in the same manner as other volunteers.
 - a. ASRT member appointees shall be selected from ASRT members who have completed an ASRT volunteer form.
 - b. Appointees who serve as public members on committees shall be selected in a manner determined by the appointing authority.

2. The committee chair may provide recommendations for appointments as part of their midyear and end-year reports to the Board of Directors.
3. Committee members appointed to fill vacancies shall fill the remainder of the terms to which they are appointed.
 - a. If the position to be filled has two or more years remaining in the term at the time it is filled, it shall be considered a full term for the purposes of term limitations.
 - b. If the position to be filled has less than two years remaining in the term at the time it is filled, it shall not be considered a full term for the purposes of term limitations.
4. The speaker and Board of Directors, at their discretion, reserve the right to deviate from the criteria as they deem necessary to select the most qualified individuals to represent ASRT and its best interests.
5. The speaker, at their discretion, reserves the right to appoint a different number of committee members based on the needs of the ASRT.
6. Minimum Expectations for Appointees
 - a. The work of ASRT volunteer groups is essential to ASRT's ability to provide excellent service to members and to ensure that ASRT's positions, documents and operating procedures accurately represent the diverse practice of medical imaging and radiation therapy professionals. Appointments to ASRT volunteer groups are made with an effort to represent the diversity of practice and require active participation by all appointees.
 - b. Failure of appointees to ASRT volunteer groups to meet the following minimum expectations can result in an appointee being removed:
 - 1) Complete acceptance forms and documents within the requested time frame.
 - 2) Complete ASRT-provided orientation to the appointed volunteer group or groups.
 - 3) Attend and actively participate in a majority of all scheduled meetings of the appointed volunteer group.
 - 4) Respond to correspondence from ASRT staff and appointed volunteer group leadership in a timely manner.
 - 5) Complete assigned work within the requested time frame.

C. Committee Reports

1. Committees are required to submit reports as specified in the appendices and additional reports as requested.
2. If a committee recommends a main motion in a report, the motion should be submitted with evidentiary documentation. Recommended motions shall be reviewed by the Board of Directors and the Commission.

D. Nondelegate Funding to the Annual Governance Meeting

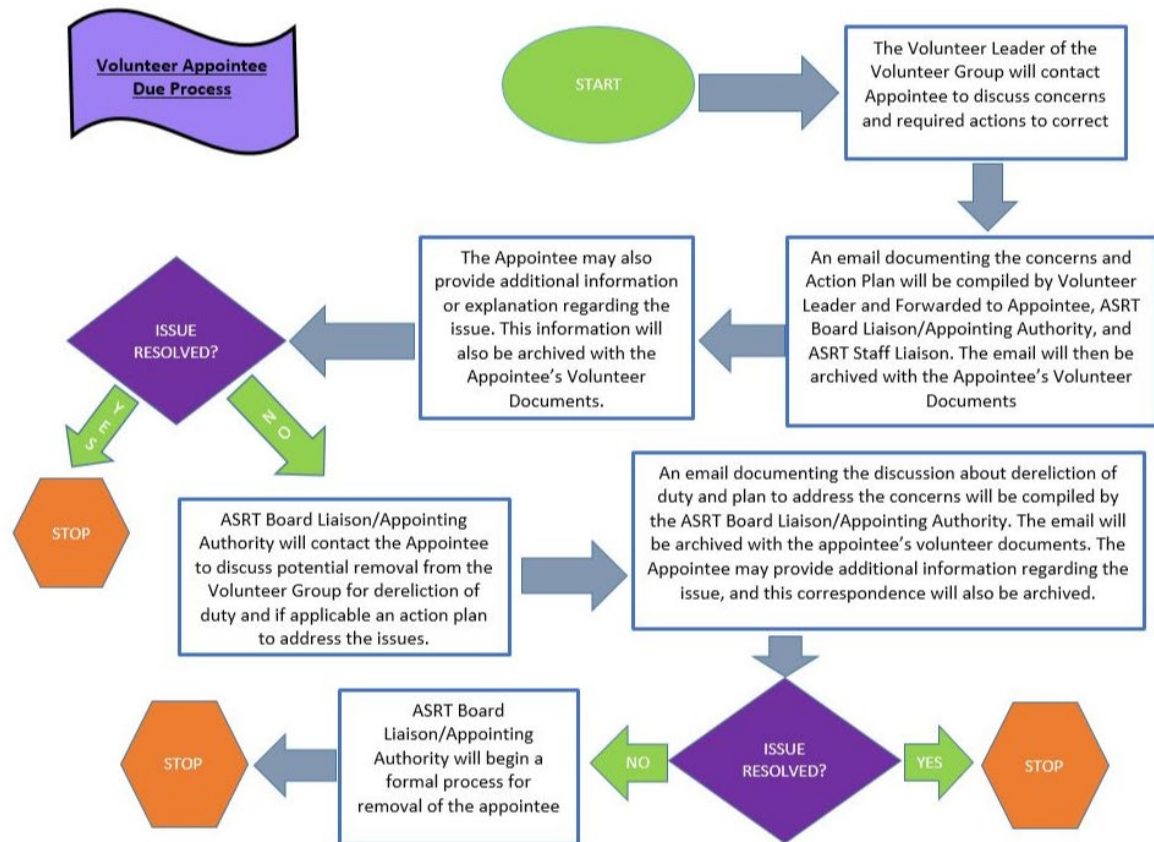
1. If committee chairs are requested to attend the annual governance meeting, they shall be required to abide by the delegate funding requirements to receive funding from the ASRT.
2. Sergeants-at-arms members shall be required to abide by the delegate funding requirements to receive funding from the ASRT.

E. Electronic Access

1. ASRT will provide committee members electronic access to shared committee files, extranets and online groups.
2. Committee members' electronic access shall be discontinued immediately upon term completion, resignation or removal from the committee.

F. Due Process for Addressing Concerns with Volunteer Appointees

1. When an issue arises, the leader of the group or appointing authority will contact the appointee to discuss the concerns and describe the required corrective actions. The leader will compile an email documenting the concerns and the action plan and forward it to the appointee, the ASRT Board liaison or appointing authority and ASRT staff liaison. The email will be archived in the appointee's volunteer documents. The appointee may provide additional information or explanation regarding the issue, and this correspondence will be archived in the appointee's volunteer documents.
2. If the issue is not resolved after step 1 outlined above, the ASRT Board liaison or appointing authority will contact the appointee to discuss potential removal from the volunteer group for dereliction of duty and, if applicable, an action plan to address the issues. The ASRT Board liaison or appointing authority will compile an email documenting the discussion about dereliction of duty and plan to address the concerns and forward the email to the appointee and ASRT staff liaison. The email will be archived in the appointee's volunteer documents. The appointee may provide additional information or explanation regarding the issue, and this correspondence will be archived in the appointee's volunteer documents.
3. If the issue is not resolved after step 2 outlined above, the ASRT Board liaison or appointing authority will begin a formal process for removal of the appointee.



G. Censure, Reprimand and Removal

An appointee may be censured, reprimanded or removed for cause. Sufficient cause includes a violation of the ASRT Bylaws, a violation of any lawful rule or practice duly adopted by the ASRT, dereliction of duty, conduct prejudicial to the interests of the ASRT or conduct detrimental to the ASRT. Such action may occur following completion of the due process procedure:

1. The Board of Directors must receive formal and specific charges in writing against the individual.

2. If the Board of Directors deems the charges to be sufficient, the person charged shall be advised, in writing, of the charges.
3. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the person charged at least 20 days before final action is taken.
4. The statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges will be considered.
5. The person charged shall have the opportunity to address the charges and be represented by counsel to present any defense against such charges before action is taken.
6. Censure or reprimand of an appointee shall be by majority vote of the entire Board of Directors.
7. Removal of an appointee shall be by three-fourths vote of the entire Board of Directors.

Appendices

Appendix A – Commission

| | |
|---------------------------------|--|
| Composition | Chair and six members |
| Frequency of Appointment | Annually |
| Term of Appointment | One year |
| Reports To | Board of Directors and House of Delegates |
| Reports Due | Final Report – 60 days prior to the beginning of the annual House of Delegates meeting |

A. Selection Criteria

Commission appointees shall:

1. Be an ASRT member.
2. Be a member of an ASRT affiliate or, if active military, a member of the ASRT Military Chapter.

Consideration shall be given to discipline or specialty and geographic representation.

B. Responsibilities

The Commission shall:

1. Receive main motions via the vice speaker of the House.
2. Divide and assign main motions to the Board, Commission and Committee on Bylaws.
3. Recommend disposition of main motions.
 - a. Main motions reviewed by the Commission shall be reported in the Commission report, at the Commission Open Forum and in a report presented at the annual governance meeting.
 - b. Main motions assigned to the Board shall be reported to the House of Delegates.
 - c. Main motions assigned to the Committee on Bylaws shall be reported in the Committee on Bylaws report, at the Bylaws Open Forum and in a report presented at the annual governance meeting.
4. Review current ASRT Position Statements for relevancy and propose motions to revise, as necessary.

C. Procedures

1. The Commission shall:
 - a. Meet to formulate the Commission report.
2. The Commission chair shall:
 - a. Be invited to attend the Practice Standards Council and Committee on Bylaws meeting.
 - b. Facilitate the Commission meeting and formulate the Commission report.
 - c. Attend the annual governance meeting.
 - d. Conduct the Commission Open Forum following the first business meeting of the House of Delegates.
 - e. Deliver the Commission report during the second business meeting of the House of Delegates.

Appendix B – Committee on Bylaws

| | |
|---------------------------------|--|
| Composition | Chair and six members |
| Frequency of Appointment | Annually |
| Term of Appointment | One year |
| Reports To | Board of Directors and House of Delegates |
| Reports Due | Final Report – 60 days prior to the beginning of the annual House of Delegates meeting |

A. Selection Criteria

Committee on Bylaws appointees shall:

1. Be an ASRT member.
2. Be a member of an ASRT affiliate or, if active military, a member of the ASRT Military Chapter.

Consideration shall be given to discipline or specialty and geographic representation.

B. Responsibilities

The Committee on Bylaws shall:

1. Review proposed bylaw amendments received by the first business day of February.
2. Request clarification from the maker of a proposed bylaw amendment when needed.
3. Review the ASRT Bylaws when charged by the speaker.
4. Submit a report of proposed amendments to the Board of Directors and House of Delegates.

C. Procedures

1. All main motions received by the first business day of February that require a bylaw amendment shall be sent to the chair of the Committee on Bylaws by the Commission.
2. The Committee on Bylaws shall evaluate all other changes to the ASRT Bylaws, outside of main motions submitted by the first business day of February, on a four-year schedule.
3. When pressing issues arise out of cycle, the Committee on Bylaws may bring forward any bylaw for consideration, with supporting evidentiary documentation.
4. The Committee on Bylaws chair shall:
 - a. Facilitate the Committee on Bylaws meeting and formulate the Committee on Bylaws report.
 - b. Attend the annual governance meeting.
 - c. Conduct the Bylaws Open Forum during the House of Delegates, following the first business meeting of the House.
 - d. Deliver the Committee on Bylaws report during the second business meeting of the House of Delegates.

Appendix C – House of Delegates Minutes Approval Committee

| | |
|---------------------------------|--|
| Composition | Speaker, vice speaker and four delegates from the meeting in which the minutes occurred The speaker from the meeting during which the minutes were taken shall serve as the chair |
| Frequency of Appointment | Annually (prior to the annual House of Delegates meeting) |
| Term of Appointment | One year |
| Reports To | Board of Directors and House of Delegates |
| Reports Due | Final Report – first business day of September |

A. Selection Criteria

House of Delegates Minutes Approval Committee appointees shall:

1. Be a member of the House of Delegates during which the minutes were taken.

B. Responsibilities

The House of Delegates Minutes Approval Committee shall:

1. Review and approve the minutes from the two business meetings of the annual House of Delegates meeting.

C. Procedures

1. House of Delegates Minutes Approval Committee shall:
 - a. Receive the minutes within one month of the completion of the annual House of Delegates meeting.
 - b. Review the minutes and send recommendations to the speaker of the House who presided over the meeting within two weeks after receiving the minutes. Staff will assist with the process of gathering recommendations.
2. The speaker of the House who presided over the meeting shall:
 - a. Ask the House of Delegates Minutes Approval Committee for final approval of the minutes within two weeks of receiving all responses from committee members.
 - b. Provide the approved minutes to ASRT staff for posting on the ASRT website.
3. The speaker of the House shall report out the committee's actions at the September Board of Directors meeting.

Appendix D – Practice Standards Council

| | |
|---------------------------------|---|
| Composition | The Board of Directors shall appoint the council comprised of 12 members. A chair and vice chair will be appointed annually from the members of the council. Members shall be from the medical imaging and radiation therapy profession. The speaker and vice speaker of the House shall be ex-officio members. |
| Frequency of Appointment | Annually prior to the annual House of Delegates meeting |
| Term of Appointment | Three years, limited to two consecutive terms |
| Reports To | Board of Directors and House of Delegates |
| Reports Due | First Quarter Progress Report – first business day of September Midyear Progress Report – first business day of January Final Report – first business day of June |

A. Selection Criteria

1. Practice Standards Council appointees shall:
 - a. Be an ASRT member.
 - b. Be a member of an ASRT affiliate or, if active military, a member of the ASRT Military Chapter.
 - c. Be a member of the chapter the council member is appointed to represent.
 - d. Be credentialed in the practice area the council member is appointed to represent.
 - e. Meet the qualifications for practicing in the area being represented as defined in the ASRT House of Delegates Procedure Manual.
2. Practice areas that shall be represented on the council include:
 - a. Bone densitometry
 - b. Cardiac-interventional and vascular-interventional
 - c. Computed tomography
 - d. Magnetic resonance
 - e. Mammography
 - f. Medical dosimetry
 - g. Nuclear medicine
 - h. Quality management
 - i. Radiation therapy
 - j. Radiography and limited x-ray machine operator
 - k. Radiologist assistant
 - l. Sonography
3. Appointment terms shall:
 - a. Begin and end at the close of the annual governance meeting.
 - b. Be staggered, to assure continuity, so that one-third of the council membership shall be appointed annually.
 - c. Follow a rotation cycle for evaluation of the specific scope of practice and practice standards criteria, as follows:
 - 1) Year one
 - Bone densitometry

- Mammography
 - Radiation therapy
 - Sonography
- 2) Year two
 - Computed tomography
 - Nuclear medicine
 - Quality management
 - Radiography and limited x-ray machine operator
 - 3) Year three
 - Cardiac-interventional and vascular-interventional
 - Magnetic resonance
 - Medical dosimetry
 - Radiologist assistant
4. Consideration shall be given to geographic representation and past ASRT delegate experience.

B. Responsibilities

1. The Practice Standards Council shall:
 - a. Develop and maintain the Practice Standards for Medical Imaging and Radiation Therapy in accordance with approved processes.
 - b. Propose revisions to the Practice Standards for Medical Imaging and Radiation Therapy based on evidentiary documentation.
 - c. Research and review practice issues and recommend action.
 - d. Be invited to author “Standards and Practices” columns for the *ASRT Scanner*.
 - e. Educate, support and promote values of practice standards to ASRT members and medical imaging and radiation therapy professionals in maintaining the highest standards and ethics.
2. The Practice Standards Council chair shall:
 - a. Be the communication liaison between council members, staff and the Board of Directors.
 - b. Approve council meeting agendas.
 - c. Facilitate Practice Standards Council meetings.
 - d. Assign tasks and deadlines to council members.
 - e. Submit the Practice Standards Council first quarter, midyear and final reports.
 - f. Approve a recommended motions report for the Commission.
 - g. Be invited to attend the Commission meeting.
 - h. Attend the annual governance meeting to present information to delegates as requested.
 - i. Disseminate information in a timely manner.
 - j. Attend subcommittee meetings as requested.
3. The Practice Standards Council vice chair shall:
 - a. Be prepared to step into the chair role if the chair is unable to perform duties.
 - b. Complete duties as assigned by the chair.
4. The Practice Standards Council members shall:
 - a. Attend all scheduled meetings.
 - b. Notify the chair in advance if unable to attend a scheduled meeting.
 - c. Complete duties as assigned by the chair.
 - d. Solicit input from the chapter delegates in their area of practice during evaluation of the Practice Standards.
 - e. Chair the subcommittee for the modality they were appointed to represent during the

revision of modality specific criteria in accordance with the rotation cycle.

C. Procedures

1. The Practice Standards Council shall:
 - a. Evaluate practice standards for relevancy to current practice annually.
 - b. Consider feedback from:
 - 1) Chapter members provided through the chapter delegates to the Practice Standards Council member for their area of practice.
 - 2) Public comment.
 - 3) The Office of Professional Practice on emerging issues affecting the profession.
 - c. Present revision recommendations with supporting evidentiary documentation.
2. Meetings

The council may meet onsite at the ASRT office in Albuquerque, New Mexico, at least once every governance year and virtually as often as necessary throughout the year.

 - a. Date and time of meetings shall be announced to the council members at least 10 days before the meeting unless extenuating circumstances prevent the early notification.
 - b. Agendas shall be provided to the council members prior to the meetings.
3. Practice Standards Evaluation Process

The Practice Standards Council shall:

 - a. Evaluate changes to the preface, introduction, education and certification, scope of practice, general criteria and advisory opinion statements, annually.
 - b. Evaluate changes to the glossary annually, ensuring that all terms are found in the practice standards and the definition is specific to medical imaging and radiation therapy practice.
 - c. Evaluate changes to specific scope of practice and practice standards criteria every third year, in accordance with the rotation cycle.
 - d. When pressing issues arise, the council may bring forward any component of the practice standards for evaluation at any time, to be considered at the next House of Delegates.

D. Practice Standards Council Subcommittees

1. The subcommittees are tasked with:
 - a. The initial creation of standards for the practice area.
 - b. Evaluating the specific scope of practice and practice standards criteria according to the rotation schedule and proposing revisions to practice standards when necessary.
 - c. Providing references for proposed changes in the form of evidentiary documentation.
 - d. Reviewing and commenting on House of Delegates motions relating to the practice area.
 - e. Researching and providing recommendations regarding practice issues and requests for Advisory Opinion Statements related to the practice area.
2. Practice Standards Council subcommittee members shall be selected as follows:
 - a. The delegate members representing the practice area shall be automatically appointed to the modality subcommittee the year the specific modality practice standards are up for review.
 - b. The delegate's term on the subcommittee shall be one year.
 - c. The council member with responsibility for each practice area may select an additional two to four practice area experts for appointment.
 - 1) Subcommittee appointees shall be members of both ASRT and their affiliate.

- 2) A subcommittee member's term shall be one year.
- 3) A subcommittee member may serve on more than one subcommittee at a time.
- 4) Subject matter experts may be appointed under each subcommittee for practice areas that require specific expertise as determined by the council member representing the practice area.

Appendix E – Sergeants-at-Arms

| | |
|---------------------------------|--|
| Composition | A chief sergeant-at-arms and four additional nondelegate members |
| Frequency of Appointment | Annually |
| Term of Appointment | One year |
| Reports To | Speaker of the House |
| Reports Due | Final Report – first business day of September |

A. Selection Criteria

The sergeants-at-arms shall:

1. Be an ASRT member.
2. Be a member of an ASRT affiliate or, if active military, a member of the ASRT Military Chapter.
3. Not be serving as a delegate currently.

B. Responsibilities

The sergeants-at-arms shall:

1. Attend the annual governance meeting.
2. Assist with set ups for the annual governance meeting.
3. Verify that all individuals are wearing an identification badge.
4. Verify that delegates are wearing a delegate ribbon.
5. Maintain order in the annual governance meeting.
6. Distribute handout materials.
7. Provide delegates with access to motion forms.
8. Deliver motions and any other communications from the floor to the speaker.
9. Escort nondelegate individuals onto the floor of the House when directed by the speaker or the House of Delegates.
10. Designate which individual is next in line to speak.
11. Time individuals at the microphone.
12. Assist with vote counts when requested.
13. Assist with attendance verification when requested.

C. Procedures

If a written ballot vote is needed:

1. Distribute and collect ballots.
2. The chief shall assign two sergeants-at-arms to count the ballots.
3. The chief shall assign one sergeant-at-arms to:
 - a. Escort the two sergeants-at-arms and ballots to and from the counting location.
 - b. Observe the counting.

Appendix F – Speaker and Vice Speaker Travel Commitments

| Meetings | Date | Speaker of the House | Vice Speaker of the House | Total Number of Days ^a |
|---|-------------------------|--------------------------------|---------------------------|-----------------------------------|
| BOARD MEETINGS | | | | |
| Annual Governance Meeting, including pre- and post-Board meetings | June | ✓ | ✓ | 8 |
| Board of Directors Orientation | July/August | Any newly elected Board member | | 4 |
| Fall Board of Directors Meeting | September | ✓ | ✓ | 4-5 |
| Board of Directors Development Meeting | January | ✓ | ✓ | 4 |
| Midyear Board of Directors | February | ✓ | ✓ | 4-5 |
| GOVERNANCE MEETINGS | | | | |
| Practice Standards Council | September or October*** | ✓ | ✓ | 4 |
| Commission and Bylaws Meetings | February or March*** | ✓ | ✓ | 4 |
| BOARD EDUCATION MEETINGS | | | | |
| As scheduled | Varies | ✓ | ✓ | 4 |
| EXTERNAL ORGANIZATION MEETINGS | | | | |
| Affiliate Conferences and Meetings ^b | All year | ✓ | ✓ | ~12 |

^a Includes travel days.

^b Average of three affiliate conferences or meetings per year per Board member.

*** In addition to the travel obligations listed above, the speaker and/or vice speaker may participate in delegate, Practice Standards Council, Bylaws Committee and Commission conference calls throughout the governance year.

Appendix G – ASRT National Office and Chapter Delegate Elections Campaign Policy

Policy:

It is the policy of the American Society of Radiologic Technologists to permit campaigning for ASRT national office or chapter delegate positions. Campaigning that includes disparaging or negative information about a candidate is prohibited.

Procedure:

1. ASRT members nominated for an ASRT national office or chapter delegate position will be provided a copy of the ASRT campaign policy and procedure with the candidate information forms.
2. All solicitations for nominations for ASRT national office or chapter delegate positions will include a link to the ASRT Campaign Policy and procedure on the ASRT website.
3. When a violation of this policy is identified, the following will apply:
 - a. The offending individual(s) and organization(s) will be contacted by the ASRT chair of the Board and asked to remove negative and/or disparaging campaign information.
 - 1) If the offending individual is a candidate, the individual will be disqualified from the election.
 - 2) If the offending organization is an ASRT affiliate, the affiliate will be sanctioned for 12 months following identification of the violation by losing the privilege of requesting review of continuing education material at no cost.
 - b. At the direction of the ASRT chair of the Board, a notification of disqualification or sanction and a description of the identified violation shall be sent by overnight mail from the ASRT office to the last recorded address of the candidate and, when applicable, to the organization or individual participating in inappropriate campaigning.
 - c. If a candidate wishes to appeal the disqualification or an affiliate wishes to appeal the sanction, the ASRT staff must be contacted within three business days of receipt of the notification. A conference call meeting of the ASRT Board of Directors will be scheduled within seven business days of receipt of the written appeal, to hear the appeal.
 - 1) The candidate and, when applicable, the organization or individual participating in inappropriate campaigning, shall be informed of the time and date of the conference call meeting, have the opportunity to participate in the conference call and be represented by counsel.
 - 2) The decision to uphold or to reverse the disqualification or sanctionary action shall be by three-fourths vote of the entire ASRT Board of Directors.



Appendix H – ASRT Chapter Formation Signature Form

Requests to form a chapter shall be submitted to the speaker of the House. Requests shall be submitted by the first business day in December to allow consideration by the Commission and the Committee on Bylaws. This form must be used to collect 100 signatures of registered technologists who are potential new chapter members. Signees shall be ASRT members.

POTENTIAL CHAPTER: _____

Signatures must be legible and accompanied by a date.

| | Signature | Date | | Signature | Date |
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| 3. | | | 28. | | |
| 4. | | | 29. | | |
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| 24. | | | 49. | | |
| 25. | | | 50. | | |

POTENTIAL CHAPTER: _____

Signatures must be legible and accompanied by a date.

| | Signature | Date | | Signature | Date |
|-----|------------------|-------------|------|------------------|-------------|
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| 74. | | | 99. | | |
| 75. | | | 100. | | |