

**asrt**® House of Delegates

---

# Procedure Manual

---

2026

## Table of Contents

<b>ASRT House of Delegates Procedure Manual .....</b>	<b>1</b>
Purpose.....	1
Definition of Practice .....	1
Certifications Recognized by ASRT .....	1
House of Delegates .....	1
Motions .....	3
Credentials .....	6
Delegate Funding .....	6
Duties of the Speaker .....	7
Duties of the Vice Speaker.....	7
Candidacy for Speaker and Vice Speaker .....	7
Mandatory Delegate Orientations .....	7
Delegate Absences and Vacancies .....	7
General Order of Business .....	8
Chapters .....	8
Affiliate Organization Probationary Status.....	11
Committees .....	12
<b>Appendices.....</b>	<b>16</b>
Appendix A – ASRT Delegate Code of Professional Conduct .....	17
Appendix B – Commission .....	19
Appendix C – Committee on Bylaws.....	20
Appendix D – House of Delegates Minutes Approval Committee.....	21
Appendix E – Practice Standards Council.....	22
Appendix F – Sergeants-at-Arms .....	26
Appendix G – ASRT National Office and Chapter Delegate Elections Campaign Policy.....	27
Appendix H – ASRT Chapter Formation Signature Form .....	28

# 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

Regarding 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.
- 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. Comply with the ASRT Delegate Code of Professional Conduct (*Reference Appendix A*).
  - b. 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 3 and 4 of the ASRT Bylaws*).
  - c. Accept their positions by completing all ASRT policy forms by the communicated deadline.
  - d. Unless otherwise requested by the delegate, allow email address to be published on contact lists for ASRT members to use as a resource.
  - e. Respond in a timely manner to all communications from the ASRT and the chapter or affiliate they represent.
  - f. Perform tasks assigned by the chapter chair or affiliate board, respectively.
  - g. Consult with members of their affiliate, discipline or practice area in all voting matters, but the decision of the delegate shall be final.
  - h. Be familiar with the mission, vision, strategic framework, policies and procedures of the ASRT and make decisions based on current policy.
  - i. Attend the ASRT Annual Governance and House of Delegates Meeting.
  - j. 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
  - k. Actively participate in monitoring the ASRT Communities for the affiliate and practice area they are elected to represent.
  - l. Disseminate information through the ASRT Communities to chapter and affiliate members from the chapter, House and ASRT.
  - m. Network with other delegates and affiliate and chapter members.
  - n. Recruit new members and nominate qualified candidates for the election.
  - o. Participate in the evaluation process of the Practice Standards as requested.
  - p. Participate as a meeting partner for the Student to Leadership Development Program participants, if needed.

## **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 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 who wish 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 a hearing 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. Consent calendars may be used to increase efficiency of the House. The House of Delegates will not vote on adopting the consent calendar.

1. All main motions, including bylaws amendments, received by the first business day of February may be placed on a consent calendar.
2. The consent calendar shall be posted at least 45 days before the House of Delegates meeting.

3. All main motions shall be discussed in either the Bylaws Open Forum or Commission Hearing.
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 respective chair for inclusion on the list that the Commission or Committee on Bylaws will pull from their 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. The settled rule for amendments may be waived at the discretion of the speaker of the House of Delegates.

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 Substitution

1. Main motion is made.
2. Substitute amendment is proposed (a primary amendment).
3. Contrary to Robert's Rules of Order, a substitute motion will be treated the same as an amendment to strike and insert but applicable to an entire paragraph.
4. The substitute amendment will be perfected via secondary amendment.
5. The substitute amendment, as perfected either with or without amendment, will then be voted on and if adopted replace the main motion as the pending question. If it is not adopted, the pending main motion will remain as the pending question.
6. The speaker will report the vote in one of the following two ways.
  - 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)."

7. The motion in its original form or the substituted motion still must be voted on for final adoption.
8. According to the settled rule waiver listed above, at the discretion of the speaker, the motion may be further amended.

#### G. Caucuses

1. If the desired purpose of calling a caucus is to relax the rules of debate, a member must move to consider the business informally. If the desired purpose of a caucus is to instruct a portion of the body on how to vote, a member must move to recess. A delegate may request a caucus with other delegates and nondelegate attendees with the support of 10 delegates on any issue to be voted on, provided the request is made prior to the vote to be taken. The duration of the caucus shall be at the discretion of the speaker and shall be subject to the following rules:
2. Caucus rooms will be provided if available and practicable.
3. The proponents of a measure under consideration shall designate a caucus co-moderator. Opponents of the measure under consideration shall designate a caucus co-moderator.
4. If either co-moderator desires separate caucuses, they may declare so and each will caucus in a different location and not be subject to the division of time between proponents and opponents.
5. Time for discussion shall be divided equally among proponents and opponents with the co-moderators keeping time, with no delegate being allowed to speak more than 90 seconds, excluding the moderators.
6. One request for an extension of no more than 15 minutes may or may not be granted by the speaker.
7. No caucus may be called for a second time on the same main motion.

#### H. Voting

1. Voting methods include 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

#### I. Bylaws

*(Reference 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 the delegates at least 45 days prior to the beginning of the annual meeting of the House of Delegates.
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. 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. Verification of identification and credential status for members of the House of Delegates must be presented and available during all annual governance meeting activities and cannot be transferred. Delegates who arrive after the credentials report has been adopted are entitled to vote on any matters coming before the House.
- C. For in-person meetings, all delegates shall show photo identification for credentialing at registration prior to being seated as a voting delegate.
- D. Delegates may cast votes by any method as prescribed by the speaker. The speaker shall determine the best method for casting votes and may select different methods for different votes.
- E. 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
- 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 Mandatory Delegate Orientations).
  2. Make airline reservations through ASRT's official travel partner no later than 30 days prior to the date published for the first House of Delegates meeting.
    - 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 the annual governance meeting. Mileage reimbursement will be the lesser of IRS mileage rates 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 House of Delegates meeting.
  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. Bylaws Open Forum
    - c. Commission Hearing
    - d. Chapter meeting of the chapter they represent; for affiliate delegates, the chapter meeting of their choice
    - e. ASRT open forum(s) held during the Annual Governance and House of Delegates Meeting
    - f. Speaker and Vice Speaker Election Open Forum
    - g. Delegate orientation for all delegates prior to the current seating of the House

- h. First business meeting of the House of Delegates
  - i. Second business meeting of the House of Delegates
  - j. Online postmeeting delegate report - complete and submit the report to the ASRT Governance Department within 60 days of the conclusion of the annual governance meeting. Chapter delegates 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 who do not meet 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)*

### **Candidacy for Speaker and Vice Speaker**

- A. Delegates who intend to run for the position of speaker or vice speaker of the House are highly encouraged to announce their candidacy by posting their intent to run in the ASRT Affiliate, HOD and Advocacy communities' page at least 30 days prior to the first business meeting of the House.

### **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 and vice chair orientation will be held prior to the current seating of the annual governance meeting. The orientation may review responsibilities as chapter chair and vice chair, review of meeting agenda and how to maximize participation and involvement during chapter meetings.

### **Delegate Absences and Vacancies**

*(Reference Article V, Section 8 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 as soon as possible. The ASRT shall inform the speaker of the House and 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 as soon as possible. The ASRT shall inform the speaker of the House and 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. Credentials Report
  5. Delegate Orientation
  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. Recess
  
- B. Second Business Meeting of the House
  1. Call to Order
  2. Credentials Report
  3. Operational Motions Report
  4. Committee on Bylaws Report
  5. Consent Calendar
  6. Commission Report
  7. Unfinished Business
  8. New Business
    - a. Introduction of Late Main Motions
    - b. Courtesy Resolutions
    - c. Report of Election of Chapter Chair
  9. Election of Speaker and Vice Speaker
  10. Announcements
  11. Adjournment

## **Chapters**

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

- A. Definition
  1. Chapters are part of the governance function of the ASRT. Chapters provide members with an avenue to participate in practice area- or discipline-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 from potential new chapter members who would be eligible delegates for the chapter. 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 area 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 the review of the practice standards for their practice area.
  - g. Recruit new members and nominate qualified candidates for the election.
  - h. Engage regularly with chapter members to discuss items relevant to the chapter, gather feedback and ensure that the perspectives and concerns of the entire chapter are represented in delegate activities and communications.

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. Assist staff in preparing agendas for chapter meeting, including items submitted by the Board of Directors, ASRT staff and members.
2. Attend mandatory chapter chair orientation.
3. Chair the chapter meeting in accordance with the approved agenda.
4. Communicate chapter concerns to the Board of Directors and House of Delegates.
5. Assist staff in maintaining the records of chapter activities to pass to the chair's successor.
6. Assign chapter tasks for completion, as needed.
7. Request reports, as needed, from individuals involved in chapter activities.
8. Ensure that articles are prepared for ASRT publications as requested, such as chapter updates and articles related to technology.
9. Respond to ASRT staff in identifying relevant industry news.
10. Consult with chapter members to ensure their voting is representative of the chapter majority they are representing, and not an individual opinion.

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. Assume the role of chair when necessary.
6. Consult with chapter members to ensure their voting is representative of the chapter majority they are representing, and not an individual opinion.

H. Chapter Chair and Vice Chair Vacancies

Any vacancy in the chapter chair or chapter vice chair positions shall be filled from the pool of current delegates at the discretion of the speaker of the House through collaboration between ASRT staff and the current chapter representatives.

## I. 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 majority of chapter delegates do not fulfill their responsibilities as defined in the ASRT House of Delegates Procedure Manual.
  - c. 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 Delegate Funding).

## J. 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.

## K. 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 ASRT Bylaws)*

- A. An affiliate shall be placed on probationary status when 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 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 to meet the minimum expectations can result in a volunteer being removed from an ASRT volunteer group for dereliction of duty. The following are minimum expectations for volunteers appointed to ASRT volunteer groups:
    - 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 in addition to other 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

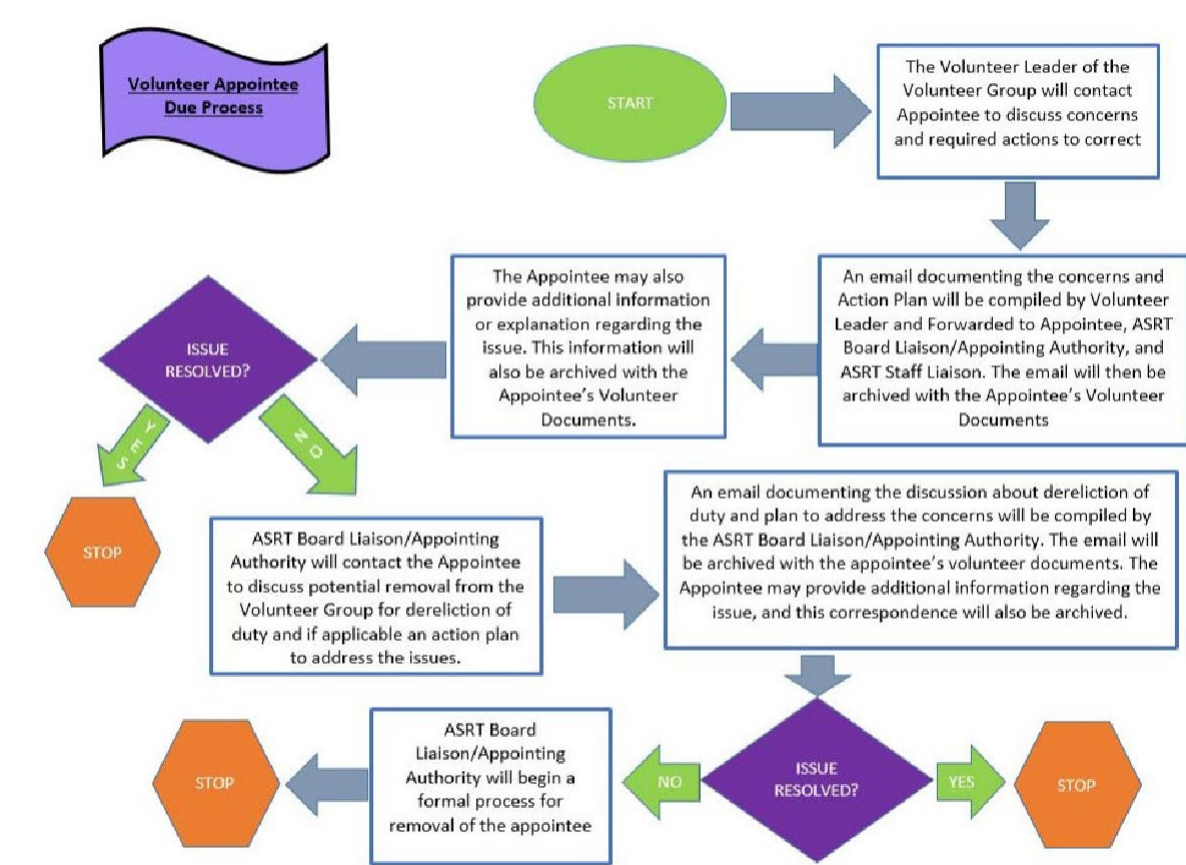
- 1. ASRT will provide committee members electronic access to shared committee files, extranets and online groups.
- 2. Committee members' electronic access shall be discontinued immediately upon term completion, resignation or removal from the committee.

#### 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 – ASRT Delegate Code of Professional Conduct

### Code of Professional Conduct

The ASRT Delegate Code of Professional Conduct is an expression of specific types of conduct that are either required or prohibited. The Delegate Code of Professional Conduct is binding on delegates of the ASRT, and violations may result in disciplinary action.

All ASRT staff, Board members and volunteers act with honesty, integrity and openness in all their dealings as representatives of the organization. ASRT promotes a working environment that values respect, fairness and integrity.

#### 1. Be inclusive.

We welcome and support people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

#### 2. Be considerate.

We all depend on each other to produce the best work we can as a body. Your decisions will affect patients and colleagues, and you should take those consequences into account when making decisions.

#### 3. Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to turn into personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

#### 4. Choose your words carefully.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes but is not limited to:

- a. Threats of violence
- b. Insubordination
- c. Discriminatory jokes and language
- d. Sharing sexually explicit or violent material via electronic devices or other means
- e. Personal insults, especially those using racist or sexist terms
- f. Unwelcome sexual attention
- g. Material that infringes the copyright of another person, including insufficient copyright attribution
- h. Material which defames, abuses or threatens others
- i. Material that advocates illegal activity or discusses illegal activities with the intent to commit them
- j. Material that contains vulgar, obscene or indecent language or images
- k. Advocating for or encouraging any of the above behavior

#### 5. Don't harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

## **6. Make differences into strengths.**

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes.

## **7. Integrity of and use of delegate contact information.**

We respect the privacy of each other's personal and contact information. The use of delegate contact information shall be for the business of the House only. We do not use a delegate's information for any reason beyond the business of the House without their permission. We do not allow:

- a. The unauthorized posting of personal information (such as name, address, phone number or email address)
- b. Advertising or other commercial solicitations
- c. Opinions of fictitious or unsolicited third parties

## **Disciplinary Action**

Disciplinary action can be a necessary and beneficial component to a healthy and productive environment.

Refer to Censure, Reprimand and Removal in the ASRT Bylaws.

## Appendix B – Commission

<b>Composition</b>	Chair and six members
<b>Frequency of Appointment</b>	Annually
<b>Term of Appointment</b>	One year
<b>Reports To</b>	Board of Directors and House of Delegates
<b>Reports Due</b>	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 practice area 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 Hearing 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 final Practice Standards Council and Committee on Bylaws meetings.
  - b. Facilitate the Commission meeting and formulate the Commission report.
  - c. Attend the annual governance meeting.
  - d. Conduct the Commission Hearing 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 C – Committee on Bylaws

<b>Composition</b>	Chair and six members
<b>Frequency of Appointment</b>	Annually
<b>Term of Appointment</b>	One year
<b>Reports To</b>	Board of Directors and House of Delegates
<b>Reports Due</b>	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 practice area 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 in accordance with the four-year review cycle or 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 D – House of Delegates Minutes Approval Committee

<b>Composition</b>	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.  The vice speaker from the meeting during which the minutes were taken shall serve as the vice chair.
<b>Frequency of Appointment</b>	Annually (prior to the annual House of Delegates meeting)
<b>Term of Appointment</b>	One year
<b>Reports To</b>	Board of Directors and House of Delegates
<b>Reports Due</b>	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 E – Practice Standards Council

<b>Composition</b>	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.
<b>Frequency of Appointment</b>	Annually prior to the annual House of Delegates meeting
<b>Term of Appointment</b>	Three years, limited to two consecutive terms
<b>Reports To</b>	Board of Directors and House of Delegates
<b>Reports Due</b>	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 discipline the Council member is appointed to represent.
  - e. Meet the qualifications for practicing in the discipline being represented as defined in the ASRT House of Delegates Procedure Manual.
2. Disciplines 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 ensure 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. Review current practice-related ASRT Position Statements for relevancy and propose motions to revise, as necessary.
  - e. Be invited to author Standards and Practices columns for the *ASRT Scanner*.
  - f. 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 as needed.
  - 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 meetings.
  - 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 discipline 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 discipline
    - 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, definitions, 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 proposed by the subcommittees 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 meeting.

#### D. Practice Standards Council Subcommittees

1. The subcommittees are tasked with:
  - a. The initial creation of standards for the discipline
  - b. Evaluating the education and certification section, 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 discipline
  - e. Researching and providing recommendations regarding practice issues and requests for advisory opinion statements related to the discipline

2. Practice Standards Council subcommittee members shall be selected as follows:
  - a. The delegate and alternate delegate members who represent the discipline shall be automatically appointed to the discipline subcommittee the year the specific discipline's 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 discipline may select an additional two to four discipline-specific 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 disciplines that require specific expertise as determined by the Council member representing the discipline.

## Appendix F – Sergeants-at-Arms

<b>Composition</b>	A chief sergeant-at-arms and four additional nondelegate members
<b>Frequency of Appointment</b>	Annually
<b>Term of Appointment</b>	One year
<b>Reports To</b>	Speaker of the House
<b>Reports Due</b>	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 setup 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. Assist with and maintain order in the chapter meetings.
7. Assist with and maintain order in caucuses.
8. Assist with and maintain order in the postconference Student to Leadership Development Program wrap-up event.
9. Distribute handout materials.
10. Provide delegates with access to motion forms.
11. Deliver motions and any other communications from the floor to the speaker.
12. Escort nondelegate individuals onto the floor of the House when directed by the speaker or the House of Delegates.
13. Designate which individual is next in line to speak.
14. Time individuals at the microphone.
15. Assist with vote counts when requested.
16. 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 sergeants-at-arms to count the ballots.
3. The chief shall assign one sergeant-at-arms to:
  - a. Escort the sergeants-at-arms and ballots to and from the counting location.
  - b. Observe the counting.

## 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. Campaigning and announcement of candidacy are strictly prohibited until the ballot profiles for the applicable election have been publicly posted to the ASRT website.

### 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 from potential new chapter members who would be eligible delegates for the chapter. Signees shall be ASRT members.

By signing this form, these ASRT members attest that they would be eligible delegates for the chapter and are interested in participating in this new chapter upon formation. Delegate eligibility requirements are in the ASRT Bylaws at [asrt.org/Bylaws](http://asrt.org/Bylaws).

**POTENTIAL CHAPTER:** \_\_\_\_\_

Signatures must be legible and accompanied by a date.

	Signature	Date		Signature	Date
1.			26.		
2.			27.		
3.			28.		
4.			29.		
5.			30.		
6.			31.		
7.			32.		
8.			33.		
9.			34.		
10.			35.		
11.			36.		
12.			37.		
13.			38.		
14.			39.		
15.			40.		
16.			41.		
17.			42.		
18.			43.		
19.			44.		
20.			45.		
21.			46.		
22.			47.		
23.			48.		
24.			49.		
25.			50.		

**POTENTIAL CHAPTER:** \_\_\_\_\_

Signatures must be legible and accompanied by a date.

	<b>Signature</b>	<b>Date</b>		<b>Signature</b>	<b>Date</b>
51.			76.		
52.			77.		
53.			78.		
54.			79.		
55.			80.		
56.			81.		
57.			82.		
58.			83.		
59.			84.		
60.			85.		
61.			86.		
62.			87.		
63.			88.		
64.			89.		
65.			90.		
66.			91.		
67.			92.		
68.			93.		
69.			94.		
70.			95.		
71.			96.		
72.			97.		
73.			98.		
74.			99.		
75.			100.		