

Aerospace Medical Association

Fellows Group Organizational Structure

Fellows Group Leadership and Committees:

Chair of the Fellows Group – A Fellow, elected by the Fellows attending the annual Fellows Group meeting, who serves as the Fellows Group presiding officer, guides the Group’s activities, and presides over the Fellows Executive Committee.

Fellows Executive Committee – A Committee organized to assist in managing Fellows Group activities and to nominate Fellows to serve as Chairs of Fellows Committees for each class year. The Chair of the Fellows Evaluation Committee, the Chair of the Fellows Nominating Committee, the Chair of the Fellows Arrangements Committee, and the Chair of the Fellows Group are members of the Committee. A member of the Fellows Executive Committee represents the Fellows on Council. The Chair of the Fellows Group guides and presides over the Committee.

Fellows Evaluation Committee - A Committee organized to manage the tools used by the Fellows Nominating Committee to consider candidates for nomination and to perform an annual screening of Associate Fellows and other appropriate subsets of potential nominees. The refinement of an “automated points system” and continued support of the election process are objectives of the Committee. The Committee is formed by its Chair, who serves on the Fellows Executive Committee. The Committee is composed of Fellows and Associate Fellows.

Fellows Nominating Committee – A Committee organized to review the candidates for nomination to Fellow and to build the slate of nominees for each annual election of new Fellows. The Committee receives information and support from the Fellows Evaluation Committee. The Committee is formed by its Chair, who serves on the Fellows Executive Committee. The Committee is composed of Fellows.

Fellows Arrangements Committee - A Committee organized to arrange interesting and enjoyable activities for the attendees of the annual Fellows Group meetings and banquets. The Committee is formed by its Chair, who serves on the Fellows Executive Committee. The Committee is composed of Fellows.

Fellows Election Process Milestones

Meeting of the Fellows Group at the annual Aerospace Medical Association Meeting in the second calendar quarter (May):

Milestone #0 – The Chair of the Fellows Group presides over the final action of the election process for the current class year, which is a single affirmative vote by the Fellows Group on the slate of proposed nominees.

Milestone #1 - The Fellows Group votes to approve the nominees for Fellows Group Chair and Committee Chairs, who become the members of the new Fellows Executive Committee, for the next annual cycle of activities.

Milestone #2 – The newly elected Chairs of the Fellows Committees are charged to form their Committees according to due process.

Milestone #3 - The Fellows Group is charged to identify Fellows and Associate Fellows to serve on the Fellows Committees for the next class year.

Milestone #4 - The Chair of the Fellows Group provides the names of the Fellows Committee Chairs to the President of the Association in the spirit of proper recognition. Associate Fellow Committee members of the Fellows Evaluation Committee may be recommended by Association leaders.

Milestone #5 – The actions of the Fellows Group are announced at the Annual Business Meeting of the Association in the spirit of open communication.

Milestone #6 – The new Fellows are presented by the Chair of the Fellows Group and their election to Fellow is celebrated at the awards banquet of the Association.

During the third calendar quarter (July/August/September):

Milestone #7 - The Fellows Executive Committee meets via teleconference to review the roles of the Committees and to plan the tasks related to oversight of Fellows activities including the election process.

Milestone #8 - The Fellows Nominating Committee is formed to begin the process of considering candidates for nomination for election to Fellow for the next calendar year. The Committee Chair establishes contact with the Chair of the Associate Fellows Group and coordinates support needs with the Association staff.

Milestone #9 - The Fellows Evaluation Committee is formed to begin the review of the prior year election criteria and to make needed changes to the “automated points system” tool as it will be used for the next class year.

Milestone #10 - The Chair of the Fellows Group composes and sends the first communication outlining the sequence of Fellows election process actions. All involved are reminded that frequent and recurring verification of data from candidates is essential to ensure a fair and balanced election process.

Start of the fourth calendar quarter (October 1st):

Milestone #11 - The Fellows Evaluation Committee Chair reports to the Fellows Executive Committee on progress and provides a date certain regarding any changes in evaluation criteria, scoring, or technical improvements to the “automated points system” tool.

Milestone #12 - The Chair of the Fellows Group provides the Chair of the Fellows Nominating Committee guidance and a refined charge to the Committee.

During the fourth calendar quarter (October/November/December):

Milestone #13 – The Chair of the Fellows Group communicates with the Fellows requesting nominations for candidates for election to Fellow.

Milestone #14 – The Fellows Nominating Committee is provided with the names of candidates for nomination directly from Fellows, from the Associate Fellows Group, and from a screening process accomplished by the Fellows Evaluation Committee.

Milestone #15 – All candidates proposed to the Nominating Committee, including Associate Fellows and other well-qualified members, are invited to provide their own current professional information and confirm their desire to be elected.

Milestone #16 – Using the updated “automated points system” tool and current information on the candidates, the Fellows Nominating Committee begins to build the slate of nominees for election to Fellow.

Milestone #17 – The Fellows Arrangements Committee Chair working with the Committee and the Executive Director of the Association coordinates the planning of the activities related to the annual Fellows meeting and banquet.

Start of the first calendar quarter (January 1st):

Milestone #18 - The Fellows Evaluation Committee Chair provides a final report to the Fellows Executive Committee regarding any changes made in evaluation criteria, scoring, or technical improvements to the “automated points system” tool.

Milestone #19 - The Fellows Evaluation Committee reports to the Fellows Nominating Committee on the progress to date of its annual screening of Associate Fellows and other subsets of potential candidates for nomination. Associate Fellows and others found by screening to be good candidates for nomination are invited to confirm their interest in being elected and to update their professional information.

Milestone #20 – The Fellows Nominating Committee Chair provides a progress report to the Fellows Executive Committee on the candidates for nomination and recommends a date for release of the first class year slate of nominees for election to Fellow.

Milestone #21 – The Fellows Arrangements Committee Chair provides a progress report to the Fellows Executive Committee on the proposed activities for the attendees of the annual Fellows meeting and banquet.

During the first calendar quarter (January/February/March):

Milestone #22 – The Fellows Nominating Committee completes its review of the first round of candidates for nomination and provides the Chair of the Fellows Group with a first slate of nominees.

Milestone #23 - The Chair of the Fellows Group composes and sends a letter or message to the Fellows asking them to review the first slate of nominees, comment as appropriate on them, and recommend other potential candidates. Information on all nominees to include a biographical sketch and points score is sent as part of this communication to the Fellows.

Milestone #24 – The Fellows Nominating Committee reviews comments on the proposed nominees and adds new candidates for consideration in response to recommendations by Fellows. This pathway to the Nominating Committee remains open for an exceptionally well-qualified candidate, who is not an Associate Fellow, to be nominated for election to Fellow.

Milestone #25 – The Fellows Arrangements Committee Chair provides a final report to the Fellows Executive Committee and the Executive Director of the Association on the activities planned for annual Fellows meeting and banquet.

Start of the second calendar quarter (April 1st):

Milestone #26 – The Fellows Nominating Committee completes its review of all of the candidates that have been proposed and provides the Chair of the Fellows Group with a final slate of nominees.

Milestone #27 - The Chair of the Fellows Group composes and sends a letter or message to the Fellows asking them to review the final slate of nominees and to provide a proxy vote in favor of the slate if they can not attend the Fellows meeting. Information on all nominees to include a biographical sketch and points score is sent as part of this communication to the Fellows.

Meeting of the Fellows Group at the Annual Aerospace Medical Association Meeting:

Milestone #28 - The Chair of the Fellows Group presides over the annual meeting of Fellows and over the election of new Fellows at the meeting.

Milestone #29 - The Chair of the Fellows Nominating Committee presents the slate of nominees for election to Fellow.

Milestone #30 - The Chair of the Fellows Group asks for any final discussion of individual nominees in the spirit of ensuring that any final reservations about the nominees are expressed. The Fellows Group retains the right to amend the slate of nominees by addition or elimination during the annual meeting.

Milestone #31 - The Chair of the Fellows Nominating Committee presents a motion to approve the slate of nominees for Fellow, a second to the motion is accepted, and voting is accomplished following due process with attention to any proxy votes cast.

Election cycle begins again for the following class year.

Note: The proposed structure of new Fellows Committees and election process will have to supersede existing rules and procedures. It will be important to continue to make reference to the *Fellows Election Process Assumptions* document of March 18, 2007 in order to keep this election process reform action in proper context. Although I do not believe that Bylaws changes are needed, we must address that possibility.