

b. Committee/Subcommittee Liaison Members

Liaison members, of necessity, must be selected from ANS members who belong to both the appropriate ANS committee/subcommittee and the appropriate committee/subcommittee of the professionally related organization.

Liaison members shall inform the chairperson of these related organizations of their dual capacity. They shall act toward these related organizations as goodwill ambassadors keeping these organizations informed of ANS activities and intents.

Liaison members shall record the activities of these related organizations. Committee/subcommittee liaison members shall report to their own committee/subcommittee, which will, in turn, report directly or indirectly to the Executive Council.

c. Fellow Liaisons Members

Liaison members shall be selected by the President from the Fellows of the Society and shall be appointed by the President to related organizations and shall report directly to the Executive Council.

Eight liaison members shall be appointed to the *Otology & Neurotology* Board of Directors, four will come from ANS, one of which will be an ANS Council member. (See a.1.) The other four will be selected from the members of the American Otological Society. Each appointee shall serve a three-year term. These appointments shall be staggered, such that one appointment terminates, and a replacement is appointed on an annual basis.

3. STANDING COMMITTEES

a. The Standing Committees of the Society shall be the:

- 1) Audit Committee
- 2) Constitution and Bylaws Committee
- 3) Education Committee
- 4) Nominating Committee
- 5) Membership and Credentials Committee
- 6) Research Committee
- 7) Scientific Program Committee
- 8) Socio-Economic Affairs Committee
- 9) Fellowship Committee
- 10) Community Engagement and Workforce Development Committee
- 11) Early Career Committee

AD HOC COMMITTEES

- 12) Social Media Committee
- 13) Video Repository Committee

b. The Standing Committees shall report at least once a year to the Executive Council at the most proximal Council meeting prior to the annual Spring Business Meeting.

- c. The Committee reports shall be in the form of a written document and shall be distributed to the members of the Executive Council at least two weeks prior to the Council meeting.
- d. The Standing Committees shall develop their own policy and procedure guidelines, as necessary.
- e. Chairpersons of Standing Committees shall serve for a three-year term.
- f. Chairs of Standing Committees may be appointed to consecutive terms under extenuating circumstances. At the discretion of the President, a Chair may be reappointed to one additional three-year term when continuity of leadership is determined to be in the best interest of the Society and the effective operation of the Standing Committee.
- g. Tenure of Chairpersons
Standing Committee Chairpersons and Subcommittee Chairpersons shall, at the discretion of the President, serve for a period of three years. If many committees are created in any year, it may be necessary, in the interest of the Society continuity, to exceed this number. It should be noted that the President has the power to replace individual Chairpersons at any time, at shorter intervals, should he/she see fit to do so.
- h. Committee/Subcommittee Members
Members shall be appointed or re-appointed annually by the incoming President. Members shall serve three-year terms, but, at the discretion of the President, may continue to work with the same committee/subcommittee for a second term.
- i. The charges to the Standing Committees are as follows:

1) Audit Committee

- a) The Chairperson shall NOT be a member of the Council
- b) The Committee shall consist of three members
- c) The Committee shall audit/review the Society's accounting books, identify any discrepancies, and make recommendations to improve the Society's financial practices.
- d) The Committee shall monitor the Society's financial reports annually and report to the membership at the Spring Business meeting.

2) Constitution and Bylaws Committee

- a) The Committee shall periodically review the Bylaws and make recommendations to the Council, such that any changes approved by the Council may be voted on by the general membership at the Business meeting in the Fall or the Spring.
- b) Review the annual committee report at the Spring Council Meeting, such that it may be voted upon at the Fall or Spring General Business Meeting.

3) Education Committee

- a) The Education Committee is responsible for providing oversight and guidance for the ANS CME programs. This includes, but is not limited to, the annual Fall and Spring Educational Programs.
- b) The Chairs of the Research, Community Engagement and Workforce Development, Early Career, Socio-Economic Committees and Study Groups Sub-committee shall be non-voting members of the Education committee.
- c) The Director of the Education committee shall serve on the Executive Council and be an ex-officio member of the Scientific Program Committee.

4) Nominating Committee

- a) The Committee shall consist of the following:
 - 1) President
 - 2) Previous two (2) Past Presidents
- b) The Chairperson shall be the most senior Past President.
- c) The Executive Council shall determine a list of suitable candidates for each of the following positions:
 - 1) President-Elect
 - 2) Secretary-Treasurer
 - 3) One Member-at-large
 - 4) Education Director
 - 5) Chair of Community Engagement and Workforce Development Committee

The Nominating Committee will determine the final slate of Officers/Council Members.
- d) The Committee shall recommend changes in the definitions of the roles of the officers of the Society, and modifications in the charges to the committees of the Society. The final slate will be elected at the Fall General Business Meeting.
- e) The Chair of the Nominating Committee shall submit nominations to the general membership at the Fall Business Meeting. The Chair of the Nominating Committee will select someone to close the nominations. This person may not be a Council member.
- f) A vote will be taken at the Fall Business meeting to accept the slate of Officers as presented.
- g) The elected slate of Officers will be inducted at the Spring Business meeting, and their term will begin immediately following the conclusion of COSM.

5) Membership and Credentials Committee

- a) The Committee shall receive the applications for membership with supporting documents. The applications shall be circulated to the members of the Committee. The Committee shall review the candidate's qualifications for membership in the Society.
- b) The Committee shall report to the Executive Council on the complete applications pending before the Society with appropriate recommendations.
- c) The Executive Council shall have the sole right to reject the candidate's qualifications and the sole right to nominate for Membership. The review of the candidate by the Executive Council shall be done by mail, email or FAX. Their votes are to be returned to the Chairperson of the Membership and Credentials Committee.
- d) If any candidate receives a "No" vote from any member of the Committee, a tally of the votes and a written summary shall be forwarded to the Executive Council for review. The candidate shall be advised of the delay. The general membership shall not be advised of the delay. The Executive Council shall review each application and the majority vote of the Executive Council shall apply. Then, if a candidate is not accepted, he/she shall be notified that the application for membership has not been approved, and that the individual has the right to appeal within 3 months, and then to appear before the Executive Council.
- e) The Secretary-Treasurer shall announce the candidates for membership who have been approved by the Executive Council. This announcement to the eligible voting members shall be accompanied by an electronic ballot, which shall be returned to the Chairperson of the Membership and Credentials Committee for tallying.
- f) Any candidate vetoed by 8% of the voting members shall be ineligible for membership. Ineligible applicants may reapply the next calendar year.
- g) The Chairperson shall welcome new members at the Spring Business meeting.

6) Research Committee

- a) The Chairperson shall NOT be a member of the Council.
- b) The Committee shall review/score the ANS Research grant applications and make recommendations for funding to the Executive Council
- c) The Committee Chair shall be charged with preliminary review of any outside requests to survey the general membership. The Committee Chair will make recommendations to the Executive Council based on the relevancy of the survey to the mission of the Society.
- d) Through their liaison members, the Committee shall keep the Society apprised of the activities of the Association for Research in Otolaryngology (ARO) and the Research Committee of the Academy of Otolaryngology - Head & Neck Surgery (AAO-HNS).

7) Scientific Program Committee

- a) The Chairperson of the Committee shall be the current President of the Society and shall report to the Council and to the Education Committee.
- b) The Committee shall advise and assist the President, who serves as Program Chair, in the development of the Society's scientific programs. Scientific programs may be structured around a specific topic, in which case papers or presentations may be invited from qualified individuals, whether or not they are members of the Society. Alternatively, a general call for papers may be issued.
- c) The Committee shall review and score abstracts. Members of the Scientific Program Committee shall actively participate in program development and may be called upon to moderate scientific sessions, score poster presentations, or perform other duties in support of the scientific program.
- d) The Education Director shall be ex officio member of the committee.

8) Socio-Economic Affairs Committee

- a) The Committee shall identify and address the concerns of ANS members in the areas of practice matters, hospital relations, reimbursement problems, coding development, professional liability trends, certification and other related matters.
- b) The Committee shall monitor items with specific impact upon the Society.
- c) The Committee may be asked to publish Policy Statements in the Journals, *Otology & Neurotology* or *Otolaryngology Head & Neck Surgery*.

9) Fellowship Committee

- a) The Fellowship committee will monitor the status and practices of the ACGME approved Neurotology Fellowship Programs.
- b) The Fellowship committee will make recommendations to the Executive Council to present to the ABOHNS and ACGME/RRC regarding fellowship requirements, case volume, training duration and other elements of the training process.

10) Community Engagement and Workforce Development Committee

- a) Membership of the Committee shall be determined by the President and the Chair and should be representative of the total ANS membership.
- b) The Committee shall collect and continue to collect demographic data on leadership roles, panel participation and other educational activities, and membership.
- c) The Committee shall maintain a database of members' demographics and specialty interests that can be used to select panelists and leadership roles.

- d) The Committee shall improve communication to members about Community Engagement and Workforce Development issues via newsletters, focused seminars/panels at meetings, and ANS website.
- e) The Committee shall encourage and support topics relevant to underrepresented minorities, including availability of educational content that will benefit all members to increase cultural competence. Areas of pertinence include gender and racial inclusiveness issues, private vs. academic practice, implicit bias, and health disparities.
- f) The Chairperson shall be a member of the Executive Council.

11) Early Career Committee

- a) The Early Career Committee shall select its own Co-Chairs from among its members.
- b) The Co-Chairs shall serve for no more than three years.
- c) There will be a staggered start to their term of office to assure continuity of leadership.
- d) A Co-Chair of the Early Career Committee or their representative will have a seat on the Education committee.
- e) The Co-Chairs of the Early Career Committee will encourage and guide the education, participation, representation and communication of the Early Career amongst themselves and with the other members of the ANS.
- f) Membership of the ANS Early Career Committee shall consist of any interested neurotologist in his/her first 8 years of practice.
- g) The Committee shall maintain a forum within the ANS dedicated to issues of interest to members in their first 8 years of practice.
- h) The Committee shall provide a yearly or bi-annual forum to discuss issues particularly relevant to ANS Early Career .
- i) The Committee shall foster relationships among ANS Early Career and create opportunities for collaboration, mentorship and camaraderie.
- j) The Committee shall facilitate information and resource sharing among Early Career .
- k) The Committee will encourage and guide the education, participation, representation and communication of the Early Career amongst themselves and with the other members in the ANS.

4. STUDY GROUP SUB-COMMITTEE

- a) The Study Group Coordinators shall be responsible for developing and providing oversight of the educational content for the Study Group portion of the ANS Fall Meeting, generally held on the morning preceding the ANS Annual Fall Meeting. The Study Groups are not limited to that

portion of the Fall Meeting and may propose educational content for other meetings or educational offerings. Any additional educational programming shall be subject to the approval of the President. Each study group shall have two coordinators who direct, plan, and oversee the educational content of the study group.

- b) The term of the study group coordinators shall be four years unless compelling circumstances suggest a second four-year term at the discretion of the President and approval by the Executive Council. The study group coordinator terms will be offset by 2 years, to allow for staggering of study group coordinator terms to promote continuity.
- c) Applications for study group coordinator shall be reviewed by the Executive Council, who shall appoint the study group coordinators.
- d) A Study Group Sub-Committee shall be composed of the coordinators of the study groups, the President, the Education Director, the Chair of the Community Engagement and Workforce Development Committee.
- e) The current study groups include the Vestibular Study Group, the Facial Nerve Study Group, the Skull Base Tumor Study Group, and the William House Cochlear Implant Study Group.
- f) Study Group topics are determined by the Study Group Coordinators.
- g) Allocated length of time for presentation of the individual study groups shall be at the discretion of the Council after review of the annual meeting footprint.
- h) Additional study groups may be proposed and added through an application process to the Executive Council. Proposers of additional study groups must be Fellows of the ANS in good standing.

5. AD HOC COMMITTEES

- a) The President, with the approval of the Council, may appoint Ad Hoc Committees when appropriate.
- b) The Ad Hoc Committees shall report at least once a year in the form of a written document to the Executive Council, at the most proximal Council meeting prior to the Annual Spring Business Meeting.
- c) The Ad Hoc Committees shall develop their own Policy and Procedure guidelines, as necessary.
- d) Tenure: Ad Hoc Committee chairpersons and Subcommittee chairpersons shall, at the discretion of the President, serve a three-year term. If many committees are created in any year, it may be necessary, in the interest of Society continuity, for the President to limit or extend an individual Chairperson's term of appointment. It should be noted, of course, that the President has the power to replace individual chairpersons at any time, at shorter intervals, should he/she see fit to do so.
- e) Ad Hoc Committee/Subcommittee Members: Members shall be appointed or re-appointed annually by the incoming President. Members shall normally serve a three-year term, but, at the discretion of the President, may continue to work with the same committee/subcommittee on a Consultant basis.