OPERATING PROCEDURES

for the

Advanced Associate Council

of

The SNM Technologist Section
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OPERATING PROCEDURES
For The
Advanced Associate Council
of
THE SOCIETY OF NUCLEAR MEDICINE TECHNOLOGIST SECTION

I. MISSION
The mission of the Advanced Associate Council is to:
- Aid those who are interested in developing a Nuclear Medicine Advanced Associate program at their facility.
- Support the practice and policy needs of the NMAA and other areas of technologist advanced practice.
- Aid with activities associated with nurturing and growing the NMAA, including effecting the necessary culture change to allow this designation to function properly.

II. OBJECTIVES
A. Establish and maintain an organization of members with an interest in the advancement of the NMAA.
B. Distribute a newsletter to the membership at least twice a year.
C. Maintain an updated website under the auspices of the society.
D. Support the SNM/SNMTS Government Regulations committees.
E. Work with the SNM/SNMTS Scientific Program committees to ensure CE activities are available at the SNM Annual Meeting and/or the SNM Mid-Winter Meeting.
F. Be a source of information about the status of the NMAA profession.
G. Develop a speakers bureau for NMAA/advanced practice issues.
H. Submit an annual business plan and budget outlining planned activities for the subsequent 12 months to the SNM Board of Directors.

III. MEMBERSHIP
Membership is limited to members of the society as defined in Article V of the Bylaws of the Society. Membership in this council may be attained by indicating the desire to join during the annual renewal of SNM membership or by filing application with the AAC secretary.

IV. DUES
Dues for membership in the council will be determined by the AAC Board of Directors. Dues are payable on October 1 of each year. AAC leadership will be notified by the society when council dues are delinquent. The rights and privileges of membership—including voting, holding of office, committee membership, and participation in meetings—are suspended during the period of delinquency. Rights and privileges will be reinstated upon payment of delinquent dues within the year.
V. OFFICERS

A. Officers
The officers of the council are the president, vice president, secretary/treasurer, and immediate past president.

B. Term
The term of office of the president shall be two years and he/she cannot succeed him/herself; the president ascends to this office after serving as vice president. The term of office of the vice president shall be two years, and he/she cannot succeed him/herself. The term of office of the secretary/treasurer shall be two years. The term of an officer shall commence with the conclusion of the annual business meeting of the council and terminate at the conclusion of the subsequent annual business meeting.

C. Vacancies
In the event of a vacancy in the office of president, the vice president shall assume the office of president for the unexpired term in addition to the elected term. In the event of a vacancy in the office of vice president, a special election will be held. In the event of a vacancy in the office of secretary/treasurer, the council’s board of directors shall appoint an individual until the next annual election. The individual filling the vacancy for the secretary/treasurer may subsequently run for election to that office for a full term.

D. Removal
Any person holding elective office under these operating procedures may be removed from office by a two-thirds affirmative vote of the full council board membership. The SNM Committee on Ethics chair will be notified of any intent to file formal charges against an office. Formal charges will be made and circulated to all members of the council board, and to the officer charged, at least 30 days before the meeting. The officer charged will have the right to personal appearance and defense before the council board at any regular or special meeting. The officer will also have the right to appeal the council board’s decision to SNM’s House of Delegates for final disposition.

E. Responsibilities
1. President
He or she
- presides at meetings of the AAC Board of Directors, the annual business meeting of the council and any special meetings that may be called.
- appoints members and chairpersons of all special committees, with the advice of the council board of directors.
- is an ex-officio member of all committees.
- represents the council’s interest at meetings of the society.
- acts in an emergency situation without a meeting of the board with the consent of the majority of the board of directors.
- is chairperson of the Program Committee and presides at all programs of the council.
- is responsible for providing reports to the SNM management and/or the SNM Board of Directors describing the activities of the council.
- is involved in the annual budgeting process of the council.
2. **Vice President**
   He or she
   - will assume the presidency at the conclusion of the term of the president.
   - will fill the immediate functions of the president in case of temporary or permanent absence or disability.
   - is chair of the Business Development Committee.

3. **Secretary/Treasurer**
   He or she
   - is responsible for the keeping of minutes, notification of meetings, and all functions ordinarily implied by his/her office.
   - serves as secretary to the AAC Board of Directors.
   - is responsible for drafting the annual business plan to be submitted to the society.
   - is responsible for the receipts, custody and disbursements of all funds and securities of the council.
   - acts as fiscal consultant to the AAC Board of Directors; makes reports in writing and orally of the monies received and expended, together with a detailed statement of the financial condition of the council at each business meeting of the council Board of Directors and of the council.
   - estimates the finances in support of the annual business plan submitted to the SNM.
   - is chair of the Membership and Finance committees.

VI. **BOARD OF DIRECTORS**

A. **Composition**
The AAC Board of Directors is composed of the following: 6 elected non-officer board members, the officers of the council, the immediate past-president and at least one SNM Board of Directors member appointed by the society’s president. Half of the council’s non-officer board members will be elected each year, resulting in a mixture of first-year and second-year board members. Any council member elected to the SNM House of Delegates or serving on the SNM Board of Directors will be an “ex-officio” member of the board without vote. Individuals representing other councils, committees of the society, other organizations, or other societies may be nominated by their respective organizations to serve as liaisons to the council, providing the council board approves the nomination. All approved liaison representatives will be invited to attend board and council meetings but shall have no vote unless they are board members.

B. **Term**
The term of office of an elected non-officer board member will be two years. The elected term of office of a board member may not aggregate more than four consecutive years and does not include his/her tenure as an appointed member of the board to fill a vacancy. His/her years as an officer shall not be counted in the aggregate of the years he/she may serve as an elected board member.

C. **Meetings of the Board**
The annual meeting of the board will be held in conjunction with the annual (summer) meeting of the SNM. An interim meeting of the board shall be held to focus on detailed plans
for carrying out the council’s objectives. The costs of travel, accommodations and/or communications related to board members attending the interim meeting shall be covered by the council and/or the society. In the event of an emergency, a special meeting of the board may be called by the president of the council.

D. Quorum
A quorum will consist of the majority of members on the board of directors.

E. Standing Rules
The board may adopt standing rules, without previous notice, by a two-thirds majority vote of members in attendance at a business meeting. At any meeting, these rules may be suspended by a two-thirds majority vote or may be amended or rescinded by a two-thirds vote. If notice of the proposed action is given at a preceding meeting or in the call for this meeting, the standing rules may be amended or rescinded by a majority vote.

F. Vacancies
The board may fill any permanent vacancy on the board by electing a member of the council to complete the unexpired term. The board will have the power to fill vacancies in any elective office for the period intervening until the next annual meeting.

G. Removal
Any person holding elective office under these operating procedures may be removed from office by a two-thirds vote of the entire council board of directors. Formal charges will be made and circulated to all members of the board and to the officer charged at least 30 days before the meeting. The officer charged will have the right to personal appearance and defense before the board at any regular or special meeting. The officer will also have the right to appeal the board’s decision to the SNM Board of Directors for final disposition.

H. Responsibilities
The board has general charge of the business affairs and the property of the council, determines the goals of the council, and may make rules and regulations as it deems necessary for the management and well-being of the council and for carrying out its objectives. The board may delegate to a committee any of its functions and powers upon terms specified in a resolution to the effect; adopted by a two-thirds vote of the members in attendance at a business meeting. The board may from time to time appoint ad hoc committees to develop specific goals and proposals. The board develops policy regarding professional issues affecting advanced practice.

VII. MEETINGS OF THE COUNCIL
The council membership will meet annually (i.e., annual business meeting) in conjunction with SNM’s Annual Meeting and at other times decided by the AAC Board of Directors or in accordance with these operating procedures. A quorum is not required to conduct business meetings that are informational in nature; however, if motions regarding council business are made and voted on at a meeting, a quorum of no less than ten percent of the members and two elected officers is required. If a quorum is not present, the motion(s) will be sent to the council membership for a vote by e-mail ballot at the earliest possible date. Presentation of scientific papers at the annual meeting of the council will be by invitation of the Program Committee. The AAC Program Committee will coordinate any council
programs with the chairperson of SNM’s Program Committee.

VIII. COMMITTEES

A. Standing Committees
The standing committees are composed of members from the council with the power to accomplish the functions specified in the operating procedures.

1. Composition
A standing committee will be composed of members of the council, unless otherwise specified. Standing committees consist of a minimum of three members from the council, including chair, unless otherwise stated. The chair of each standing committee selects members of the standing committee with approval of the board of directors. The president or his/her designee may be an “ex-officio” member of all committees except the Nominating Committee.

2. Term
The term of the office of the member is limited to two years, unless otherwise stated, and may be renewed for one further term.

3. Chair (unless otherwise specified)
The president is chair of the Program Committee. The vice president is chair of the Business Development and Education and Communications committees. The secretary/treasurer is chair of the Membership and Finance committees. The immediate past-president is chair of the Nominating Committee.

4. Committee Composition and Responsibilities

4.1 Program Committee
The AAC Program Committee consists of the president and at least two members of the council.

The duties of the Program Committee include
(a) selection and presentation of the council’s scientific program(s) at the SNM Annual Meeting;
(b) provision of guidance and assistance to special committees involved in the SNM Annual Meeting program(s); and
(c) cooperation with the Education and Communication Committee in regard to the publication and announcement of the program(s).

4.2 Education and Communications Committee
Under the aegis of SNM’s Publications Committee, the Communications Committee consists of the vice president, as editor, and at least two members of the council.

The duties of the Communications Committee include
(a) dissemination of at least two informational newsletters each year;
(b) mailing of information and ballot for elections of officers and board members;
(c) dissemination of information regarding council interests to council members and
(d) cooperation with the SNM Program Committee in publication of the annual program;
(e) management of the council’s listserv content;
(f) management of the council’s Web site content; and
(g) development and implementation of educational initiatives, including symposia, meetings, lectures and workshops.

4.2 Business Development Committee
The Business Development Committee consists of the vice-president and at least two members of the council.

The duties of the committee include
(a) updating/tracking the financial numbers and interests of the council’s membership for projection of future needs;
(b) drafting the annual business plan for the council’s president’s approval and subsequent submission to the society; and
(c) leading the discussions with respect to the future development of the council.

4.3 Finance Committee
The Finance Committee consists of the secretary/treasurer and at least two members of the council.

The duties of the Finance Committee include
(a) determining the budgetary needs of the council;
(b) preparing the council’s financial reports for distribution and presentation to the AAC Board of Directors; and
(c) maintaining the council’s financial records.

4.4 Nominating Committee
The Nominating Committee consists of the immediate past-president of the council, who will serve as chairperson, and at least two council members appointed by the president with approval of a majority of the council board of directors. The chair and members will serve for one year. The president is not a member.

The duties of the Nominating Committee include the following.
(a) Consider nominations for all offices of the council.
(b) Formulate a slate of candidates, numbering at least two times the number of each position available, for the offices of vice president-elect, secretary, and treasurer and the board of directors. This slate is to be circulated to the voting members for a mail ballot no fewer than 60 days before the council’s annual meeting, with the election to be completed under suitable supervision prior to the annual meeting. A place for write-in candidates will be provided for each position. Should a write-in candidate, on being notified of election to office, refuse to serve, the individual with the next highest number of votes will be deemed elected. One person will be elected to each office by a majority vote of the members.
(c) The Nominating Committee will include in its consideration for nomination any member of the council whose name is recommended by at least ten voting
members of the council. The Nominating Committee will submit the slate of candidates to the council board of directors for approval. The slate of candidates shall be approved by a majority vote of the board of directors.

4.5 Membership Committee
The Membership Committee consists of the secretary/treasurer and at least two members of the council.

The duties of the Membership Committee include
(a) supervision of the council’s membership roster;
(b) evaluation of benefits offered to members; and
(c) recruitment of new members.

B. Special Committees
Special committees may be authorized by the board in accordance with procedures specified in “standing rules.” The number of members, functions and duration of existence of such committees will be determined by the council board. The members and chair of these committees will be appointed annually by the president.

IX. REPRESENTATION TO THE HOUSE OF DELEGATES
The council’s board shall elect council members to serve as representatives to the SNM House of Delegates for a term of two years. The council shall have two representatives, one of which will be the immediate past president. If unable to serve, a new representative will be approved by the AAC’s Executive Committee. The terms of the two representatives will be staggered so that a first-year and a second-year representative are serving at any one time. Council delegates are limited to two consecutive terms as representatives to the HOD.

X. AMENDMENTS TO THE OPERATING PROCEDURES
Amendment of the council’s operating procedures will require approval by the council’s membership and by the Committee on Councils. The council board of directors shall determine whether the operating procedures need amending. If deemed necessary, the amendment will be voted on by the membership. Membership vote may be by postal or e-mail ballot or by vote at the annual business meeting. A majority vote of those members voting shall be required to adopt changes in the operating procedures. Proposed amendments for changes in the operating procedures shall be mailed to all members of the council not fewer than 30 days prior to the annual business meeting. The operating procedures of the council must be in keeping with general principles of SNM’s Bylaws. Any proposed changes to the council’s operating procedures that have been approved by the membership shall be sent to the SNM Committee on Councils for final approval. In an attempt to keep all councils’ operating procedures uniform, the Committee on Councils may request any council to adopt new changes in operating procedures that have been deemed appropriate for all councils.

XI. PARLIAMENTARY AUTHORITY
All questions of parliamentary procedure will be determined for all meetings of the council and the board by provisions of the operating procedures and “Robert’s Rules of Order” (newly revised). In the event of inconsistency in the foregoing, they shall take precedence in the order set forth.
XII. DISSOLUTION OF THE ADVANCED ASSOCIATE COUNCIL
In the event that the Advanced Associate Council ceases to exist, it is hereby resolved that all minutes, books, and paper documents will become the property of SNM for archival or disposal.
APPENDIX

SOCIETY OF NUCLEAR MEDICINE
STANDARD ADMINISTRATIVE PROCEDURES
FOR COUNCILS

MISSION

SNM recognizes the need for sub-specialty interests/expertise within the field of nuclear medicine. Councils provide the expertise, professional networking, and educational programs for nuclear medicine professionals in respective areas and serve as a resource for development and implementation of SNM policy.

Mission of Councils:
- Forum for members with like interests -Expertise in field to the membership-at-large
- Foster research and education in their area of interest
- Serve as a resource to SNM Leadership
- Provide outreach to other professionals and organizations

MEMBERSHIP

Council membership is voluntary. Society members are eligible for Council Membership. Membership dues for each Council are determined by each Council over and above regular Society Membership Dues and collected with the annual dues billing process of the Society.

ORGANIZATION

The Society shall have four (4) organizational categories: Chapters, Centers, Councils, and the Technologist Section. Each organizational component is an integral part of the Society with representation in the House of Delegates. Councils are not legally separate entities from the Society, and must act in accord with Society policies and procedures.

OPERATING PROCEDURES

Councils adhere to Society Bylaws and policies, while operating under their own Operating Procedures and budget process approved by the Society’s Board of Directors. The Operating Procedures of each Council shall be approved by the Society’s Committee on Councils. These Operating Procedures must be consistent with the Bylaws and policies of the Society.

COMMITTEE ON COUNCILS AND CENTERS

The House of Delegates has a standing Committee on Councils and Centers which serves as a component of the Society to coordinate in a comprehensive and cohesive manner all policies and programs of Councils and Centers with those of the Society.

The Presidents of each Council and Center serve Ex Officio with voting privileges on the Committee. The Committee on Councils and Centers will hold a meeting prior to, and/or meet at the Midwinter Meeting and the Annual Meeting of the Society, as circumstances warrant,
with reports to the House of Delegates after each Council meeting. The Associate Executive Director and the Manager will assist the Committee Chair in processing this report.

**REPRESENTATION IN THE HOUSE OF DELEGATES**

Each Council shall be entitled to two (2) Delegates to the House of Delegates, to be elected by the Council for a two (2)-year term. Council Delegates shall be limited to two (2) consecutive terms.

**POLICY DETERMINING PROCESS**

The Society’s Board of Directors is the policy-determining component of the Society, with the SNM Executive Committee entrusted with this responsibility between meetings of the Society’s Board. Policy issues which are of concern to one (1) or more Council should be in keeping with the policy of the Society and forwarded to the House of Delegates for review and ratification through the Committee on Councils Chair or the Council President, with the exception of manuscripts submitted to the JNM or the JNMT, as long as such manuscripts are simultaneously submitted to the Board of Directors.

Resolutions submitted to the House of Delegates by Councils or the Committee on Councils that have financial ramifications should be submitted first to the Committee on Finance for review.

**CONTINUING EDUCATION PROGRAMS**

Councils wishing to organize a program for the Mid-Winter Meeting of the Society must distribute information on their proposed program to the Committee on Councils prior to the committees meeting at the preceding year’s Mid-Winter Meeting. At that time, the Committee on Councils will decide the Councils that will organize the program of the next Mid-Winter Meeting.

At the June meeting, Council Presidents/representatives will meet with the Chair of Sub-Chairs of the Scientific Program Committee to provide input into the scientific program of the following meeting. The Councils will provide a list of potential sub-chairs and reviewers for use during the committee appointment process in appointing the Scientific Program Committee.

**ANNUAL BUDGET PLANNING PROCESS**

The Associate Executive Director is responsible for assisting the respective Council Treasurers, with the active assistance of the Manager, in processing the Council Budget in cooperation with the SNM Accounting Services Department, with notice and background material forwarded at the beginning of May each year.

The Council Treasurers are responsible for presenting a draft Council budget proposal for the forthcoming FY to the respective Council Board of Directors for review and approval at the respective Council Board Meetings held during the Annual Meeting of the Society.
Councillors may keep up to $20,000 of excess revenue generated in any given Fiscal Year. The Council Treasurers will submit a final Council budget to respective Council Executive Committees for their review and approval at the end of July each year.

Council Budgets are subsequently reviewed and approved by the Committee on Finance and the Board of Directors of the Society at the time the Society approves the budget for its forthcoming Fiscal Year [Fall Board Meeting].

Each Council is required to submit an annual business plan and budget to the Society’s Board of Directors in order to gain access to the resources of the Society. This business plan should include pertinent details of activities the Council plans to undertake during each fiscal year. A detailed budget must be included for financial support from the Society to be obtained. Councils should use the recommended business plan outline in the appendices to these procedures.

FINANCIAL REPORTING

The SNM Accounting Services Department processes quarterly Financial Statements of Activity for each Council which the Manager forwards to respective Council Treasurers and Presidents, once he/she and the Associate Executive Director have reviewed them.

Council Treasurers are responsible for reviewing Council Financial Statements of Activity with respective Council Presidents before any on-site Council Meeting, with questions which are issues of concern addressed to the Manager and/or the Associate Executive Director.

Council Treasurers are responsible for presenting a financial status report at each meeting of the Board of Directors for each respective Council.

AMENDMENTS TO COUNCIL OPERATING PROCEDURES

Each Council is responsible for maintaining its own Operating Procedures, which are in alignment with the Society Bylaws. Changes to a Council’s Operating Procedures shall be approved by the Committee of Councils. The Committee of Councils can request that a Council adopt changes to their Operating Procedures in order to remain in compliance with all other Councils.

The Manager is responsible for maintaining current and past editions of respective Council Operating Procedures in hard copy and on electronic file. Each file should include the current Council Operating Procedures, with a document date on each page indicating last date page was revised.

Any proposed changes and/or revisions to Council Operating Procedures should be approved by respective Council Board via telephone conference or electronic communication (e-mail or Web) prior to the Midwinter Meeting of the Society so that they can, in turn, be forwarded to respective council Membership for review and approval in accord with requirements of respective Council Operating Procedures.

The respective Council Secretaries and the Associate Executive Director are responsible for processing any approved changes and/or additions to Council Operating Procedures, and
forwarding those in a self-explanatory revision to the Manager for distribution to the Committee on Councils. The Committee on Councils will review and adopt or reject proposed changes. The outcome of Committee on Councils review will be forwarded in a written statement to the Council’s Board.

**ANNUAL ELECTION PROCESS**

The Manager is responsible for tracking terms of office for Council Officers and Board Members, informing the President and the Chairman of respective Council Nominating Committees of any pending vacancies at least four (4) weeks prior to Council Meetings held during the SNM Midwinter Meeting.

The Secretary for each Council with the active assistance of the Manager processes the annual election for each Council in the spring of each year, reporting to the Council Secretary, once the election results have been tabulated.

The Council Secretary is responsible for formally informing the respective Council Presidents of the results of Council elections immediately after receiving same.

**ROSTER: COUNCIL OFFICERS & BOARD OF DIRECTORS**

At the Society’s annual meeting Council Boards will determine Council Officers, including a Secretary, as well as Council Board Members for the following year. These people will be placed on the roster.

The Manager maintains rosters [Name, Address, Telephone, FAX, Email Address, Position and Term of Office] of Council Officers and Board Members for each Council. The Manager also maintains a roster of all Council Presidents on the IMIS System, which is kept on file in the SNM rosters, and updated as needed.

Immediately after the Annual Meeting, the Manager is responsible for distributing copies of Council Rosters to Board Members of each respective Council, along with a roster of all Council Presidents. The latter should also be forwarded to each SNM Board Member. The Manager is responsible for maintaining permanent file copies of Council Rosters for each year referenced above in respective permanent Council files.

**BOARD OF DIRECTOR MEETINGS**

Council Boards of Directors meet generally prior to or during the Annual Meeting of the Society. Council Business Meetings are held during the Annual meeting of the Society.

An interim meeting of the Council’s Board of Directors shall be held to focus on detailed plans for carrying out the Council’s objectives.

The cost of travel, accommodations and/or communications related to Council’s Board members attending the interim meeting shall be covered by the Council and/or the Society.

The Manager is responsible for assisting Council Presidents in meeting arrangements and agenda
preparation for each Council Board Meeting and each Council Business Meeting. The Manager will contact respective Council Presidents at least six (6) weeks in advance of any meeting using the memorandum format in the appendices to these procedures for this purpose.

The Manager is responsible for checking meeting arrangements and on-site requirements for each Council Meeting.

Council Secretaries are responsible for summary meeting minutes for each respective Council. Final drafts of meeting minutes should be submitted to the Manager in electronic file format for final review and editing, distribution and filing.

**Proposed SNM Council Meeting Agenda- SNM Midwinter Meeting**

1. Call to order
2. Approval of the meeting agenda
3. Approval of the minutes of the previous meeting of the (name)Council
4. Review of Council Financial Statements
5. Review of Annual Business Plan
6. Amendments to the Council Operating Procedures
7. Identification of vacancies on the Council Board of Directors (Officers and Members)
8. Proposed/pending approved Council Policy Statements
9. Proposed/pending Council Continuing Education programs and activities
10. Council Report to be presented at the Midwinter Meeting of the House of Delegates
11. Unfinished Business
12. New Business

**ADJOURNMENT**

**Proposed SNM Council Meeting Agenda- SNM Annual Meeting**

1. Call to order
2. Approval of the meeting agenda
3. Approval of the minutes of the previous meeting of the Council
4. Review of Council Financial Statements
5. Review of initial draft of proposed Council Budget for the forthcoming FY
6. Review of Annual Business Plan
7. Operating Procedures Report
8. Election Report
10. Proposed/pending Council Continuing Education programs and activities
11. Council Report to be presented at the Annual Meeting of the House of Delegates
12. Unfinished Business
13. New Business

**ADJOURNMENT**

**EDUCATIONAL PROGRAMS**

Assigned Council Members are responsible for respective Council educational and professional program development and management in conjunction with the SNM Education Department,
Marketing Department and the Meeting Services Department staff, predicated on program policies and schedules, approved Council Budget, etc.

**NEWSLETTERS AND WEBSITE**

Each Council is responsible for approving a work plan for any Council Newsletter prior to the beginning of each fiscal year, including identification of a Council Newsletter Editor/Manager, Review Protocol, Frequency, Budget, Editorial/Administrative/Management Services required, etc.

The Council Editor/Manager prepares the content for respective Council Newsletters.

The Associate Executive Director is responsible for reviewing final drafts before formatting and processing.

The Manager is responsible for distribution of newsletters (electronic and/or printed) to respective Council Membership

Each Council is also responsible for reviewing and maintaining information contained on its web pages on the SNM website. The Manager assists in this ongoing effort to effectively communicate the activities of each Council to its members, SNM members, and the public.

**ARCHIVES**

Council Secretaries and the Manager are responsible for maintaining separate files for each Council in at least the following areas:

1. Council Operating Guidelines
2. Rosters for Current and past Council Board of Directors and Officers
3. Council Meeting Agendas and Meeting Minutes Summaries
4. Election Results
5. Council Business Plans
6. Membership Dues and Reports
7. Current and past Newsletter
8. Current and past continuing education programs
9. Correspondence