



## **Bucks County Medical Society Operating Guidelines**

Operating Guidelines Purpose: These Operating Guidelines complement the Bucks County Medical Society Bylaws, but are not themselves bylaws.

**Bucks County Medical Society Board of Directors (Board) Leadership:** The Board shall help ensure that the voices of physicians are heard from each region, Lower, Central, and Upper Bucks County. While physicians across Bucks County may share concerns, in each region there are hospital medical staffs that have unique issues. To provide balanced regional representation, the offices of President, President Elect, and Vice President shall be filled by a physician from a hospital medical staff in Upper, Central, and Lower Bucks County in rotation. For example, in the first year of a 3-year cycle, the President shall be from a hospital medical staff in Upper Bucks County, the President Elect shall be from a hospital medical staff in Central Bucks County, and the Vice President shall be from a hospital medical staff in Lower Bucks County. In the second year of the cycle, the President shall be from a hospital medical staff in Central Bucks County, the President Elect shall be from a hospital medical staff in Lower Bucks County, and the Vice President shall be from a hospital medical staff in Upper Bucks County. In the third year of the cycle, the President shall be from a hospital medical staff in Lower Bucks County, the President Elect shall be from a hospital medical staff in Upper Bucks County, and the Vice President shall be from a hospital medical staff in Central Bucks County.

**Directors:** To help ensure retention of the expertise acquired by physicians who have served as President, upon conclusion of a physician's term as President the physician shall be offered a position as Director on the Board.

**Hospital Medical Staff Representatives:** As provided in the bylaws, each hospital medical staff representative shall have a voting seat on the Board. The Board experience helps to prepare the representative for potential executive Board leadership.

**Treasurer:** The Treasurer shall have had service as a prior member of the Board. The prior Board experience will enable the Treasurer to better understand Bucks County Medical Society fiduciary stewardship. The 3-year term is renewable subject to a vote of the Bucks County Medical Society membership.

**Secretary:** The Secretary shall have had prior service as a member of the Board. The prior Board experience will enable the Secretary to understand Bucks County Medical Society history, operations, and stewardship. The 3-year term is renewable subject to a vote of the Bucks County Medical Society membership.

**Delegation:** The Bucks County Medical Society delegation to the Pennsylvania Medical Society House of Delegates shall

be comprised of physicians who demonstrate a commitment to represent Bucks County Medical Society physicians. An example of this qualification includes but is not limited to service as a member of the Board. The delegation shall include the Board Secretary who shall serve as the chair of the delegation.

**Board meetings:** Regularly scheduled meetings of the Bucks County Medical Society Board are open to all members in good standing to attend. The meeting schedule is posted on the Bucks County Medical Society website. Board and Executive Committee conference calls shall be held as needed. Minutes of Board and Executive Committee in-person and conference call meetings shall be shared with Bucks County Medical Society members and posted on the website.

**Committees:** To provide focused attention on tasks, the Bucks County Medical Society shall have committees.

- The Bylaws Committee shall be chaired by the Secretary and be advisory to the Board. The Bylaws Committee shall review the bylaws and suggest amendments to the Board, which upon approval shall be considered by the membership for approval.
- The Finance Committee shall be chaired by the Treasurer and be advisory to the Board. The Finance Committee shall help prepare the budget, review requests that come to the Bucks County Medical Society from organizations within the county that seek funding and make recommendations to the Board.
- The Magazine Committee shall help solicit, prepare, and edit material for the magazine published for Bucks and Montgomery County Medical Society members.
- The Membership Committee shall identify opportunities for member recruitment, review retention records, and organize outreach to prospective members.
- The Nominating Committee shall seek candidates who are diverse.

**Liaisons:** When the President, President-Elect, or Vice-President are unable to represent the Bucks County Medical Society, the Bucks County Medical Society President or Board shall make an appointment for liaison if indicated. Each year, at the start of the term, the President and Board shall select any liaisons for that year, subject to majority approval by the Board.

**Conflict of Interest and Listing Leadership Position in Communications:** If a Board member has a conflict of interest on a matter before the Board, the Board member shall declare the conflict of interest during Board deliberations on the matter and recuse him or herself from a vote on the matter. A physician shall not use their position in the Bucks County Medical Society in communications unless the specific content of the communication has been pre-approved by the Board. This pertains to a position as Board member, liaison, member of the delegation to the Pennsylvania Medical Society House, or other role that directly or indirectly mentions the Bucks County Medical Society. This includes communications through electronic or hard copy mail, any media or byline, or other vehicle. To ensure that this policy is acknowledged, each leader of the Bucks County Medical Society shall sign a Conflict-of-Interest attestation form each year, at the beginning of the calendar year or midyear if the term commences after the start of the calendar year, that will be kept on file at the Bucks County Medical Society Office.

**Amendment:** The Operating Guidelines may be amended at any regular meeting of the Board by a two-thirds vote of the Board members present, provided that the proposed amendment has been disseminated with notice of at least fifteen (15) days in advance. These Guidelines should be reviewed at least annually by the Board and provided to the membership.

Created: April 2019

Amended: July 2021