

1 **SECTION I**

2 **Name**

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4 The name of this section shall be the Oral and Maxillofacial Surgery Faculty Section (the
5 Section).

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7 **SECTION II**

8 **Objectives**

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10 The objectives of the Section shall be the advancement of the art and science of oral and
11 maxillofacial surgery with a primary focus on education and faculty by:

- 12 1. providing a forum for the interchange of ideas between educators and others with
13 interests and/or expertise in education.
- 14 2. developing improved methods of predoctoral, postdoctoral residency, and fellowship
15 education in Oral and Maxillofacial Surgery and related disciplines.
- 16 3. fostering clinical and laboratory research within the predoctoral, postdoctoral residency,
17 and fellowship programs.
- 18 4. helping assure a continuing supply of outstanding faculty for predoctoral,, postdoctoral
19 residency, and fellowship programs in Oral and Maxillofacial Surgery, and
- 20 5. facilitating the exchange of information and ideas between educators, AAOMS
21 leadership, The Oral and Maxillofacial Surgery Foundation and other Oral and
22 Maxillofacial Surgeons by:
 - 23 a. evaluating decisions reached by CET and the AAOMS Board of Trustees,
 - 24 b. providing representation and recommendations to CET.

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26 **SECTION III**

27 **Membership**

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29 1. Active Member:
30 An active member must be an Oral and Maxillofacial Surgeon who has a full-time faculty
31 appointment in an accredited predoctoral, postdoctoral residency and/or fellowship
32 training program in Oral and Maxillofacial Surgery, as verified by the Program Director
33 or Department Chair, and who is a Fellow or Member of the American Association of
34 Oral and Maxillofacial Surgeons.
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 - 36 2. Associate Member:
37 An associate member may be:
 - 38 a. Any Oral and Maxillofacial Surgeon who is a Fellow or Member of the American
39 Association of Oral and Maxillofacial Surgeons who has a part-time or volunteer
40 appointment in Oral and Maxillofacial Surgery predoctoral, postdoctoral residency
41 education and/or fellowship training as verified by the Program Director or
42 Department Chair.
 - 43 b. Associate members shall not vote or hold office in the Section.
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48 **SECTION IV**

49 **Officers**

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51 A. Election, Terms and Ascension

52 The elected Officers of the Section shall be a Chair, Vice-Chair, Secretary-Treasurer,
53 Program Planner, Assistant Program Planner, and Member at-Large. All elected Officers
54 shall be elected for one-year terms. All elected Officers shall automatically ascend to the
55 next highest office as the final act before adjournment of the annual Section business
56 meeting held in conjunction with the annual Fall meeting of the AAOMS. A new
57 Member-at-Large will be elected at the annual Section business meeting held in
58 conjunction with the annual Fall meeting of the AAOMS, and will assume office at the
59 adjournment of that meeting. All Officers must be affiliated with programs accredited by
60 the Commission on Dental Accreditation.

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62 The appointed Officers of the Section shall be the Predoctoral and Fellowship Officers.
63 The Predoctoral Officer shall be appointed by the Chair to the Executive Committee, for
64 up to two (2) consecutive three (3)-year terms, to represent Predoctoral OMS
65 Educators. In addition, a Fellowship Officer shall be appointed by the Chair to the
66 Executive Committee, for up to two (2) consecutive three-year terms, to represent
67 Fellowship Directors. Any appointee serving an uncompleted term may be reappointed
68 to only one additional three-year term.

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70 B. Duties of Officers: In addition to the duties listed below, the three Officers, Chair, Vice-
71 Chair, and Secretary-Treasurer, shall serve as representatives of the Section to CET. If
72 one or more of the above are ineligible, the next eligible Officer in order of ascension
73 shall serve as the representative of the Section to CET.

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75 Chair

76 The Chair sets the agenda, presides over all meetings of the Section and Section
77 Executive Committee, and sees that the rules of order and decorum are properly
78 enforced. He or she serves as the official voice of the Section whenever the Board of
79 Trustees or other AAOMS Committees requests an opinion from the Section, and to sign
80 the approved report of the proceedings of each meeting that are then forwarded to
81 CET. The Chair can establish ad hoc committees of the Section and appoint members of
82 those committees from the ranks of active and associate members of the Section.

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84 Vice-Chair

85 The Vice-Chair presides over all meetings of the Section and Section Executive
86 Committee in the absence of the Chair. The Vice-Chair performs other activities
87 assigned by the Chair.

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89 Secretary-Treasurer

90 The Secretary-Treasurer presides over all meetings of the Section and Section Executive
91 Committee in the absence of the Chair and the Vice-Chair. He or she supervises all
92 Section business meeting voting including assuring that those voting are eligible to do
93 so. The Secretary-Treasurer is to receive all requests for membership, verify the
94 accuracy of the information and forward a recommendation concerning membership
95 requests to the Executive Committee for their consideration. The Secretary-Treasurer
96 performs other activities assigned by the Chair.

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Program Planner

The Program Planner, together with the Assistant Program Planner and the Chair, plans and implements the program for the educational meeting of the Section. The Program Planner performs other activities assigned by the Chair.

Assistant Program Planner

The Assistant Program Planner, together with the Program Planner and the Chair, plans and implements the program for the educational meeting of the Section. He or she also serves to coordinate presentations done in conjunction with the Resident Organization of the AAOMS. The Assistant Program Planner performs other activities assigned by the Chair or Program Planner.

Member-at-Large

The Member-at-Large performs activities assigned by the Chair.

Predoctoral Officer

The Predoctoral Officer coordinates and enhances communication between the Section, the Predoctoral OMS Faculty and shall serve as a representative to CET.

Fellowship Officer

The Fellowship Officer coordinates and enhances communication between the Section and Fellowship Directors of the CODA accredited fellowship programs and shall not serve as a representative to CET.

Section V

Standing Rules of Procedure of the Section Delegates

- A. Registration: Delegate registration shall be conducted for at least thirty minutes prior to the first session of the Section meeting. A single delegate from each program will receive voting materials at registration.
- B. Visitors at the Section educational and business meetings: Anyone may attend the Section educational and business meetings.

SECTION VI

Voting

- A. Eligibility to Vote
Each full-time faculty, registered with the AAOMS, will be accorded one vote. No individual can cast more than one ballot.
- B. Nominations for Offices
The Secretary-Treasurer shall conduct any election. In the Secretary-Treasurer's absence, the Chair will conduct the elections. Nominations will be called for by the Secretary-Treasurer to come from active members of the Section. Nominations shall be submitted to AAOMS at least thirty (30) days prior to the Section meeting at the annual meeting. Each nominee shall provide a brief statement describing his or her interest in and qualifications for the position, a

OMS FACULTY SECTION OPERATIONAL GUIDELINES

145 chronological listing of relevant work experience, and a summary of any service, publications, or
146 other accomplishments related to educational leadership. These items will be available for
147 review by voting members. Should no written platforms for elected positions of the Section be
148 received 15 days prior to the annual meeting, the executive committee will nominate three (3)
149 active members of the Section, prior to the Section annual meeting. Nominations will be taken
150 from the floor if accompanied with the appropriate documentation required above. All
151 nominees must provide written acceptance of nomination in order to be included on the ballot.
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153 C. The following is the sequence of business sessions during the Section educational and
154 business meetings:

155 First Session: The first session is devoted to matters that will focus on predoctoral,
156 postdoctoral residency education and fellowship training. All faculty members are
157 encouraged to attend and participate in these hearings.

158 Second Session: The session is devoted to acting upon the reports of the reference
159 committees and the election and installation of the officers and trustees.
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161 D. Voting

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163 Voting for all Officers will be by closed ballots.

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165 Each voter or designee will be given a ballot and can vote for only one nominee for each
166 office being voted upon. The first candidate to receive a simple majority will be declared
167 the winner. In the event that no candidate receives a simple majority, the candidate
168 receiving the fewest votes will be eliminated from the ballot with this election process
169 being repeated until a simple majority is achieved.
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171 **SECTION VII**

172 **Executive Committee**

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174 This committee shall consist of the Officers of the Section. Its function is to meet prior to the
175 annual business meeting and at other times as may be necessary, for the consideration of
176 matters to be presented to the Section at large and to appoint committees.
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178 **STANDING RULES FOR THE FACULTY SECTION**

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180 **Rule I**

181 The Oral and Maxillofacial Surgery Faculty Section shall meet at least once each year. There
182 will be one meeting held in conjunction with the annual Fall meeting of the AAOMS and will
183 include the annual business meeting of the Section. In addition, a second meeting may
184 include an educational program held in conjunction with the annual Fall meeting of the
185 AAOMS or at a time and place determined by the Chair and the Executive Committee.

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187 **Rule II**

188 A quorum for all business, except amendments to these Guidelines, shall consist of those
189 qualified voting members present.

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191 **Rule III**

192 Standard Code of Parliamentary procedures will be used for issues not specifically governed
193 in these guidelines. A parliamentarian may be appointed by the Chair.

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195 **Rule IV**

196 All questions before the Section, except for amendments to these Guidelines, shall be
197 determined by majority vote.

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199 **Rule V**

200 The Faculty Section Executive Committee may distribute, at its discretion, an electronic
201 ballot on time sensitive matters. Adoption of a proposal will require a simple majority vote
202 of all eligible voters, except as noted within Rule VIII.

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204 **Rule VI**

205 The Chair shall deliver a state of oral and maxillofacial surgery education address at the
206 annual business meeting.

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208 **Rule VII**

209 It shall be the duty of the Chair to notify the members of the Section at least one month
210 prior to a meeting and to urge attendance of the members.

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212 **Rule VIII**

213 Proposed amendments to these Guidelines shall be submitted to the Executive Committee,
214 who will review and make recommendations concerning the amendment and will be
215 presented at the next scheduled meeting of the Section. The membership will be notified in
216 writing of the proposed amendment and of the Executive Committee's recommendation
217 before the next meeting. Adoption of a proposed amendment will require a two-thirds
218 affirmative vote of eligible voters, either by ballot at the business meeting or by electronic
219 ballot within thirty days of the meeting at which the amendment is presented.