OMS FACULTY SECTION OPERATIONAL GUIDELINES

SECTION I
Name

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

SECTION II
Objectives

The objectives of the Section shall be the advancement of the art and science of oral and maxillofacial surgery with a primary focus on education and faculty by:
1. providing a forum for the interchange of ideas between educators and others with interests and/or expertise in education.
2. developing improved methods of predoctoral, postdoctoral residency, and fellowship education in Oral and Maxillofacial Surgery and related disciplines.
3. fostering clinical and laboratory research within the predoctoral, postdoctoral residency, and fellowship programs.
4. helping assure a continuing supply of outstanding faculty for predoctoral, postdoctoral residency, and fellowship programs in Oral and Maxillofacial Surgery, and
5. facilitating the exchange of information and ideas between educators, AAOMS leadership, The Oral and Maxillofacial Surgery Foundation and other Oral and Maxillofacial Surgeons by:
   a. evaluating decisions reached by CET and the AAOMS Board of Trustees,
   b. providing representation and recommendations to CET.

SECTION III
Membership

1. Active Member:
   An active member must be an Oral and Maxillofacial Surgeon who has a full-time faculty appointment in an accredited predoctoral, postdoctoral residency and/or fellowship training program in Oral and Maxillofacial Surgery, as verified by the Program Director or Department Chair, and who is a Fellow or Member of the American Association of Oral and Maxillofacial Surgeons.

2. Associate Member:
   An associate member may be:
   a. Any Oral and Maxillofacial Surgeon who is a Fellow or Member of the American Association of Oral and Maxillofacial Surgeons who has a part-time or volunteer appointment in Oral and Maxillofacial Surgery predoctoral, postdoctoral residency education and/or fellowship training as verified by the Program Director or Department Chair.
   b. Associate members shall not vote or hold office in the Section.

SECTION IV

Revised: December 1992; August 1994; January 1995; August 1995; February 1996; September 2000; September 2005; September 2011; September 2014; September 2015; Revised September 2016; May 2017
Officers

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

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

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

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

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

Secretary-Treasurer
The Secretary-Treasurer presides over all meetings of the Section and Section Executive Committee in the absence of the Chair and the Vice-Chair. He or she supervises all Section business meeting voting including assuring that those voting are eligible to do so. The Secretary-Treasurer is to receive all requests for membership, verify the accuracy of the information and forward a recommendation concerning membership requests to the Executive Committee for their consideration. The Secretary-Treasurer performs other activities assigned by the Chair.
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
chronological listing of relevant work experience, and a summary of any service, publications, or
other accomplishments related to educational leadership. These items will be available for
review by voting members. Should no written platforms for elected positions of the Section be
received 15 days prior to the annual meeting, the executive committee will nominate three (3)
active members of the Section, prior to the Section annual meeting. Nominations will be taken
from the floor if accompanied with the appropriate documentation required above. All
nominees must provide written acceptance of nomination in order to be included on the ballot.

C. The following is the sequence of business sessions during the Section educational and
business meetings:

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

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

D. Voting

Voting for all Officers will be by closed ballots.

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

SECTION VII
Executive Committee

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

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

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

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

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

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

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

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

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