

NAMSS Policies and Procedures

POLICY NAME: AMENDING NAMSS BYLAWS

Number: Governance 600.10

Effective Date:

POLICY STATEMENT:

All proposed amendments to the NAMSS Bylaws shall be referred to the Board of Directors for action as specified in Article 16 of the NAMSS Bylaws.

PURPOSE:

There shall be an organized process for amending the bylaws.

PROCEDURE:

1. Any current member of NAMSS may submit a proposed amendment and rationale of the NAMSS Bylaws to the Chair of the Bylaws Committee.
2. The Bylaws Committee shall review the proposal and conduct such research as is necessary to make a determination as to the merit of the proposal.
 - A. If the Bylaws Committee rejects the proposed amendment, the proposal as well as the rationale for rejecting the amendment shall be forwarded to the Board of Directors
 - B. If the Bylaws Committee approves the proposed amendment, the Bylaws Chair will electronically forward a copy of the proposed amended bylaws to the Board of Directors for review and approval. Background information to support approval of the amendment may also be forwarded
3. The Board of Directors shall vote upon the proposed amendment(s) at the next regular meeting or a conference call or a special meeting called for such purpose.
4. Upon approval by the Board of Directors, the proposed amendment shall be disseminated electronically and/or via US mail to the active members for vote. The Bylaws may be amended by a two-thirds vote of the ballots returned within the time specified by the Board of Directors.
5. Upon approval by the Active membership of NAMSS, the updated version of the NAMSS Bylaws shall be posted to the NAMSS website by the NAMSS Executive Office and a notice sent to all members that the revised text is now available.

Exceptions to the above process:

The Board of Directors shall have the power to adopt such amendments to the Bylaws as are, in the Board's judgment, technical or legal modifications or clarifications or renumbering, or amendments made necessary because of punctuation, spelling or other errors of grammar or expression. Such amendments shall be effective immediately.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
NAMSS Bylaws	Article 16
Pertinent documents or policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
	9/15/06	11/19/08
	8/22/07	

POLICY NAME: ASSESSING NAMSS BOARD, COMMITTEE, AND VOLUNTEER EFFECTIVENESS

Number: Governance 600.20
Effective Date:

POLICY STATEMENT:

NAMSS is committed to maintaining an effective organization and structure with qualified candidates in each volunteer position.

Internal assessment of the Board and committees is necessary to identify strengths and weaknesses of its organizational structure.

Volunteer performance assessments are necessary to ensure that volunteers have the characteristics and skill sets to carry out their specific responsibilities, to match the needs and requirements of NAMSS with their skills, knowledge and interests, and to provide for leadership development and recruitment.

PURPOSE:

To ensure that NAMSS has a process that allows for an annual assessment of the organizational structure and for performance assessments of volunteers serving as officers, board members, committee chairs and committee members.

PROCEDURE:

Performance assessments will be distributed to volunteers serving as officers, board members, committee chairs and committee members by the Executive Office. Volunteers will have a minimum of 2 weeks to complete the assessments and return to the Executive Office for compilation.

Originating Work Group and/or Committee	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	Assessment documents in operations manual
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
		11/19/08

POLICY NAME: NOMINATION AND ELECTION OF NAMSS OFFICERS AND BOARD MEMBERS

Number: Governance 600.30
Effective: 01-18-2013

Policy Statement:

National Association Medical Staff Services (NAMSS) officers and Board of Directors (Board) will be elected by the NAMSS membership in accordance with NAMSS Bylaws and under the guidance and direction of the Leadership Selection Committee.

Purpose:

To define procedures that will ensure that highly qualified individuals are elected to the Board in a fair process.

Notification of NAMSS Open Board Positions to NAMSS Members

Notification of open Board positions will be announced via NAMSS publications, NAMSS website and other electronic means. Board job descriptions shall be available on the NAMSS website for review by potential applicants. The Board may also be requested by the committee to solicit names of potential applicants for the open positions. The Executive Office will make available all relevant job descriptions and Leadership Selection Committee policies.

Eligibility

Officer:

- Current NAMSS Board members must complete their current term of office before assuming the duties of Secretary-Treasurer
- State Board members must complete their term in their respective state prior to assuming the duties of the Board. Applicants cannot hold dual positions on their State Board and the NAMSS Board simultaneously
- Must have previous experience as a NAMSS committee member, chair or vice chair and/or NAMSS Board member
- Must have completed the Candidate Application by published deadline
- Must be an active NAMSS member in good standing for the past five (5) years
- Must hold both current NAMSS certifications (CPMSM and CPCS) – **effective January 1, 2016**
- Must sign and adhere to the NAMSS Volunteer Leader Agreement
- Must abide by the NAMSS Principles of Leadership
- Must demonstrate a proven track record evidenced through input/recommendations from references (as detailed under “Application Process”) that address the NAMSS Principles of Leadership.

Director at Large:

- State Board Members must complete their term in their respective state prior to assuming the duties of Board. Applicants cannot hold dual positions on their State Board and the NAMSS Board simultaneously.

- Must have demonstrated experience on a NAMSS committee or State Association Board within the last five (5) years; Must have completed the Candidate Application by published deadline
- Must be an active NAMSS member in good standing for the past five years
- Must hold a current NAMSS certification (either CPMSM or CPCS)
- Must sign and adhere to the NAMSS Volunteer Leader Agreement
- Must demonstrate a proven track record evidenced through input/recommendations from references (as detailed under “Application Process”) that address the NAMSS Principles of Leadership.
- Must not have previously served as a Director at Large on the NAMSS Board within the past three (3) years.

Leadership Selection Committee members may not be a candidate for any of the open positions for the next 2 years, following year of service.

Application Process

Applicants must apply online via the electronic Candidate Application. Completed application packets shall contain the following:

- Signed NAMSS Volunteer Leader Agreement;
- Completed Candidate Application outlining experience, education, contributions to NAMSS and/or State Association(s), a candidate statement to be shared with the membership, a biosketch and consent to serve on the Board if elected;
- Electronic submission of color photo;
- Name of the individual that is responsible for the performance management process or higher who is able to attest to the applicants ability to commit to travel and time requirements; and
- Submission of two (2) peer references (suggested references include current or past NAMSS committee member and/or chair, current or past State Board member or committee chair, professional colleague, industry partners, legal counselor or other industry consultant). All individuals provided should be able to attest to the candidate’s ability to abide by the NAMSS Principles of Leadership, leadership skills, leadership style and overall professional experience and accomplishments. (Current NAMSS Board members and Leadership Selection Committee members cannot serve as peer references.) Individuals may only serve as a reference for one candidate. Candidates for either the DAL or Secretary-Treasurer positions may not serve as references for other candidates.

Applicants must provide all of the documents by the stated deadline in order for the Leadership Selection Committee to consider their application.

NAMSS will also request performance evaluations from state leadership (where state leadership experience is indicated) and/or a relevant NAMSS committee chairperson (where committee experience is indicated).

Application Evaluation Process

Applications completed by the stated deadline shall be evaluated and verified by the Executive Office or designee. The evaluation and verifications shall include the following:

- Verify applicant meets minimum eligibility requirements as listed under “Eligibility”
- Place candidates into scoring grid (quantitative data only)
- Review conflict of interest statement (as part of the NAMSS Volunteer Leader Agreement). Forward applicant’s conflict(s) of interest to Chair and Executive Director for evaluation. Clarification from the applicant may be requested and forwarded to the Leadership Selection Committee for discussion/evaluation; and
- Request performance evaluations from the individual that is responsible for the performance management process and two peer references. A maximum of three performance evaluations will be reviewed during the vetting process (current supervisor and two peer references). Any additional information that is received, unsolicited, will be excluded from the application process.
- Performance evaluation will also be obtained from state leadership (where state leadership experience is indicated), and/or relevant NAMSS committee chairperson (where committee experience is indicated)

Leadership Selection Committee Review of Applicants

The Leadership Selection Committee shall receive a listing and required information per above for each applicant for all open positions. The Chair shall assign, with NAMSS staff, applicants to committee members for evaluation of the application and interviewing of the candidate and reference(s). After review with Committee Chair or Committee, if warranted, Committee members may contact additional NAMSS peers, committee chairs or state leaders as applicable to gain a broader perspective on the applicant’s leadership abilities.

Committee members shall conduct applicant interviews (via phone, web or in-person). The Leadership Selection Committee may conduct face to face interviews (either in person or via electronic or telephonic means) as deemed necessary by the committee. The “Interview with Applicant” form shall be utilized in the interview. Committee members shall also conduct interviews with the applicant’s immediate supervisor and two peer references as listed on the Candidate Application. The “Interview with Reference” form shall be utilized in the interview. Each applicant shall be ranked in various categories including Education and Experience, Professional Experience, State Experience, NAMSS Experience, Candidate Interview, Peer References and adherence to the NAMSS Principles of Leadership.

Upon review of the applicant’s information, the Leadership Selection Committee may determine the applicant may be a candidate for an open position other than the position the applicant originally applied. The committee is required to seek approval by the applicant prior to placing the applicant on the slate for the different position.

The Leadership Selection Committee shall hold a special meeting for committee members to present their applicants for consideration of the open positions.

The Leadership Selection Committee shall determine the slate to be presented to the Executive Committee.

Final Review and Approval of NAMSS Slate of Open Positions

The Chair of the Leadership Selection Committee shall present the slate of candidates to the Executive Committee for information only. The Executive Committee does not have authority to approve or deny the slate. If additional information is requested by the Executive Committee, the Chair shall notify the Leadership Selection Committee within five (5) days and respond to the Executive Committee within the requested time frame. If no

additional information is requested, the Chair shall present the slate of candidates to the Board for review and approval of the slate. Current Board member(s) who are also applicants for the Secretary-Treasurer position will be excused during discussion of the slate.

The Board may approve or dismiss the slate but may not make recommendations on changing the slate. A joint meeting of the Board and Leadership Selection Committee may be held, at the Leadership Selection Committee's discretion, to address the reasons for non-approval of the slate. The Leadership Selection Committee shall hold a special meeting to re-discuss the slate and shall forward the committee's final recommendation to the Board. Within seven (7) days of the final approval of the slate of candidates the Leadership Selection Committee Chair or designee shall notify all applicants of his or her candidate status.

Due to the automatic advancement of current board officers, the positions of President-Elect, President and Immediate Past President shall be single candidates. (Secretary-Treasurer shall become President-Elect, President Elect shall become President, President shall become Immediate Past President). Two candidates shall be placed on the slate for each open Director at Large position and the Secretary-Treasurer position unless an action is determined under "Lack of Qualified Candidate(s) for Open Board Position(s)".

If a current Board member is completing a term of office due to resignation of an officer or director at large, the Board member may apply and shall be held to the same requirements of the application process/evaluation during the next nomination process.

Lack of Qualified Candidate(s) for Open Board Position(s)

In the event there is a lack of qualified applicants for an open position or there is only one applicant qualified to be a candidate, the following may be considered by the Leadership Selection Committee and Board:

- One candidate shall be sufficient to submit on the slate.
- Request a current Board member to continue on the Board for one (1) additional year
- Seek the Boards assistance in identifying additional candidates

NAMSS Ballot and Election Process

NAMSS members shall be notified thirty (30) days prior to the balloting process via electronic means. The ballot shall be available to active NAMSS members via a secured electronic process and members must submit their vote within the established deadline. The Executive Director will verify election results with the Leadership Selection Committee Chair. The number of votes received by each candidate will be kept confidential.

Election Results Communication Process

The Leadership Selection Committee Chair or designee shall notify the Executive Committee, Board and Leadership Selection Committee of the election results. The Chair or designee shall notify all candidates of his or her election status within five (5) business days upon confirmation of the election results via telephone. Additionally, written notification of the election results shall be sent to all candidates.

NAMSS members shall be notified of the election results within five (5) business days following candidate and Board notification of the election results via NAMSS website and

electronic communications. Applicants and candidates may be considered for NAMSS committees or other volunteer opportunities by the President-Elect.

Candidates will be allowed to apply for an open Board position for two consecutive years without being elected, after which they will be required to wait three years before re-applying.

Additional Documents:

For additional information on term limits and position descriptions, please refer to the following:

- Secretary-Treasurer Job Description
- Director at Large Job Description
- Interview with Candidate Form
- Interview with Reference Form
- Reference Evaluation Form
- Candidate Scoring Scale

Originating Work Group and/or Committee	Leadership Selection Committee	
Bylaws And Other References		
NAMSS Bylaws	Article 7, Sections 1-4 and Article 8, Sections 1-3	
Pertinent documents	Leadership Selection Committee Description; Nominee Application Packet; Candidate Scoring Grid; Reference Evaluation Form; Candidate Interview Questionnaire; Reference Interview Questionnaire	
Communication Methodology	E-Newsletter and special E-blast communications to the NAMSS membership, posting on the NAMSS Web Site	

Amended Date	Board Approval Date
12-13-07	12/3/2008
	10-28-09
1/18/2013	1/18/2013
3/16/2015	3/16/2015

POLICY STATEMENT:

NAMSS is committed to building an effective organization with qualified candidates in each volunteer position. The Board of Directors is responsible for developing systems to support the identification of qualified candidates. A specific process will be followed in the selection of volunteers.

PURPOSE:

To ensure that volunteers have the characteristics, qualifications, and skill sets to carry out their specific responsibilities and to match the needs and requirements of NAMSS with the skills, knowledge and interests of prospective volunteers.

PROCEDURE:

Volunteer Recruitment

Recruitment of volunteers is initiated on an as-needed basis. Methods may include, but are not limited to, the following:

1. NAMSS e-blasts to all members announcing volunteer opportunities.
2. Posting volunteer vacancies on the website.
3. Announcing opportunities at NAMSS conferences and other meetings.
4. Identification of current, qualified candidates through the volunteer evaluation process and committee chair's input as applicable.

Interested Candidates

Those interested in becoming a candidate for a volunteer opportunity should review the volunteer job description for the position in which they are interested and review the application process for that position. This information will be posted on the website or may be obtained by contacting the Executive Office. The Executive Office is responsible for ensuring that the application process for each position is clearly delineated. The candidate is responsible for completing the application including obtaining a letter of support from their employer within the designated timeframe (if applicable) and returning it to the Executive Office.

Selection Process

Volunteer positions are filled as follows, based on recommendations from the Executive Office:

1. NAMSS Board Member and Officer positions are elected by the NAMSS membership as prescribed by the policy on Nomination and Election of NAMSS Officers and Board Members. The slate of candidates for these positions is developed by the NAMSS Leadership Selection Committee, after consultation with the Executive Committee, approved by the NAMSS Board, and presented to the membership for a vote.
2. Certification Commission Member and Officer positions are elected according to the policies of the Certification Commission.

3. The appointment of committee chairs and vice chairs will be made by the President with the advice of current committee chairs and the consent of the Board of Directors. It is preferred that each committee chair have served on the committee prior to appointment as Chair.
4. Committee member positions are recommended by the appointed committee chair, in consultation with the NAMSS President-Elect.
5. Other volunteer assignments are appointed by the NAMSS President in consultation with the NAMSS Executive Committee.
6. External Liaison candidates are reviewed by the Industry & Government Relations Committee with specific consideration given to prior experience, interest in serving, and with preference given to those whom may already have an existing relationship with an external organization. The NAMSS Board of Directors will select liaisons based on recommendations made by the Industry & Government Relations Committee.

Originating Workgroup or Committee	Volunteer Development Committee March 2007
Bylaws And Other References	
NAMSS Bylaws	Article 10 Committees
Pertinent documents or policy/procedure	Committee Job Descriptions Committee Evaluation Forms Recruitment Brochure/Plan Application External Impact Action Plan Strategic Alliance Grid Employer Recommendation (2) Peer References Signed Conflict of Interest Form Volunteer tracking grid
Communication Methodology	E-blast, website, annual membership meeting, telephone as applicable

Amended Date	Bylaws Committee Review Date	Board Approval Date
2/06/08	7/25/07	01-17-07
		11/19/08

POLICY NAME: VOLUNTEER ORIENTATION

Number: Governance 600.50
Effective Date:

POLICY STATEMENT:

Orientation is an integral component to ensuring a successful partnership between the volunteer and NAMSS.

PURPOSE:

To provide procedures so that each NAMSS volunteer is oriented at the beginning of their volunteer opportunity / relationship as applicable to their general responsibilities and to their duties specific to committee work.

PROCEDURE:

General Orientation – Committee Members

Prior to the commencement of the volunteer’s term or within a reasonable timeframe, all volunteers (including incoming Board members) will be encouraged to participate in a general orientation. The NAMSS Executive Office will initiate the orientation process at the direction of the NAMSS Board. Orientation may be conducted by phone, and/or electronically and support materials will be distributed in advance by the NAMSS Executive Office.

Volunteers who are unable to participate in either general orientation or specific committee orientation are expected to review summations of each orientation and ask questions as appropriate of either the NAMSS Executive Office or their respective Committee Chair. Each volunteer will sign an attestation that they have participated in both general and committee orientation or have reviewed the necessary materials applicable to performing their assigned responsibilities.

Originating Workgroup or Committee	Volunteer Development Committee
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or policy/procedure	<ul style="list-style-type: none">• Board and committee organization chart• Staff organization chart• Strategic Plan• Bylaws/ Policies & Procedures• Committee Descriptions• Volunteer Job Descriptions• Assessment Policies and accompanying documents• Orientation Attestation Statement
Communication Methodology	E Mail, Conference Calls, on site meetings as applicable

Amended Date	Bylaws Committee Review Date	Board Approval Date
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11/2007	12/2007	