



# College Nominating Committee Manual

Updated August 2024

---

## Contents

Contents .....	2
Guidelines for College Nominating Committee .....	3
College Nominating Committee .....	3
Call for Candidates .....	3
CNC Meetings .....	3
BOC Chair .....	3
Elected Positions.....	3
Slotted Positions.....	4
Designated Nominees .....	4
At Large Nominees .....	4
Contested Elections.....	4
Uncontested Elected Positions.....	4
Selected Positions .....	5
Appointed Position.....	5
Candidates.....	5
Informing Candidates.....	5
Informing Membership .....	5
ACR Electioneering Policy.....	6
Qualifications & Time Commitment .....	8
President.....	8
Vice President .....	8
Board Positions .....	9
Board Members.....	9
Council Speaker .....	10
Council Vice Speaker .....	10
Council Steering Committee.....	11
College Nominating Committee .....	12
Intersociety Private Practice Representative.....	12

## Guidelines for College Nominating Committee

### College Nominating Committee

- The College Nominating Committee (CNC) consists of 9 members.
  - 2 appointed by the chair of Board of Chancellors (BOC) from the BOC
  - 1 appointed by the council speaker from Council Steering Committee (CSC)
  - 6 elected by the council for one 2-year term.
- A member of the CNC may not be a nominee for any of the positions.
- The BOC & CSC appointments to the CNC should be made within one month after the elections.

### Call for Candidates

- Letters are sent electronically to all councilors, alternate councilors, chapter presidents and members of the Intersociety Committee requesting candidates.
- The members of the CNC are asked to contact the chapter and society presidents to remind them of the call for nominations. A list, which is divided into regions and includes names of presidents and contact numbers, is provided to the CNC members.

### CNC Meetings

- The first meeting of the CNC is via conference call within 30 days after the ACR annual meeting and is convened by the speaker of the Council, for the sole purpose of electing a chair and co-chair.
- The CNC meets via conference calls as needed to review information. A meeting/call with the committee to review all candidates is held via conference call to make recommendations for the slate.

### BOC Chair

- The chair of the BOC forwards his/her recommendations to the CNC. This is typically completed by early fall.
- Board vacancies and society representatives to the BOC are to be considered with consultation from the chair of the BOC. The CNC will consider recommendations by the Chair of the BOC but should not be constrained by those recommendations.

### Elected Positions

The CNC considers nominations for the following elected positions:

- President (one-year term)
- Vice-president (one-year term)
- Council speaker (one 2-year term – candidates must have served a minimum of two years on the present or on a former CSC prior to election)

- Council vice-speaker (one 2-year term – candidates must have served a minimum of two years on the present or on a former CSC prior to election)
- CSC members (candidates, who must be councilors for the term in which they are running, will compete for four positions on the CSC, each for a two-year term. Candidates with only one year remaining as a councilor who win election or re-election shall serve their final year as a councilor-at-large. No member may serve more than six consecutive years on the CSC without a lapse of at least one year. Candidates must have attended at least one previous annual meeting as a councilor, alternate councilor, or chapter officer)
- CNC (5 or more candidates who must be a councilor or alternate councilor for the term in which they are running compete for three elected positions on the CNC, each for a two-year term. Members elected to the CNC by the Council cannot simultaneously serve on the CSC); and
- BOC vacancies

## Slotted Positions

Slotted positions on the BOC are considered for chairs of specialty and/or operational commissions. (It is appropriate for the CNC to choose the single best candidate among those with appropriate qualifications to fill slotted board seats.)

## Designated Nominees

The CNC proposes a nominee(s) with suitable qualifications to fill each vacant elected position on the BOC. In the event that the CNC proposes more than one candidate for consideration for a position, then such candidates will be termed “designated nominees.” Designated nominees seek election for a specific board responsibility.

## At Large Nominees

All other nominees are considered at-large nominees. Nominations from the floor are considered at-large. The number of at-large positions will equal the full number of Chancellors to be elected in that election less the number of separate classes of designated nominees.

## Contested Elections

Contested elections are not mandatory. However, for contested elected positions, the CNC narrows the slate by review of the information submitted.

## Uncontested Elected Positions

The CNC chooses a single nominee slate to the Council.

## Selected Positions

The American Radium Society, American Roentgen Ray Society, American Society for Radiation Oncology (ASTRO), and the Radiological Society of North America may be invited by the chair of the BOC to propose at least three candidates to serve on the BOC. The CNC, after consultation with the chair of the BOC, may select one representative from the three candidates for a 1 three-year renewable term. Should RSNA, ARRS, ARS or ASTRO fail to propose an individual considered to be acceptable members for the chancellorship allotted to it, such office will remain vacant until such members are proposed, and selection is made by the CNC. In addition, one chancellor may be selected as proposed by the Canadian Association of Radiologists (CAR) to serve a single term of two (2) years.

## Appointed Position

The CNC appoints a representative from private practice to the Intersociety Committee for a two-year term. A private practice representative is considered a physician who has a private office not affiliated with a hospital practice or who practices in a hospital without radiology residents. One representative is selected each year to ensure two private practice representatives to the ISC each year.

## Candidates

- Candidates are to fill out a questionnaire (online Candidate Information Form) describing nature of practice and position on issues important to College, provide a recent photograph, current CV, and 2 letters of support from an ACR member.
- Candidates who do not fill out the form are not considered.
- Candidates in contested elections are to make a two-minute presentation to the Council.
- Candidates are asked to follow the ACR Policy on Electioneering and not present at the caucuses. Campaigning is not to be conducted within proximity of the voting area.

## Informing Candidates

- Letters informing candidates of their proposed nomination are to be sent as soon as the slate is finalized. Nominators and supporters are to be copied on the letters.
- Thank you letters are to be sent to candidates not selected. Nominators and supporters are to be copied on the letters.

## Informing Membership

Membership is to be informed of the CNC recommendations at least forty-five (45) days prior to the Annual Meeting. This is traditionally done through a Bulletin article and through the posting of the ACR Election Manual on the ACR Annual Meeting website at least six weeks prior to the ACR Annual Meeting.

## ACR Electioneering Policy

Approved by the ACR Council Steering Committee (CSC), March 2023

**Background:** In 1997, the ACR Council approved the recommendations in the report of the Governance Committee. In one of its recommendations, the committee “strongly suggest(ed) that strict limits on electioneering be imposed.” In addition, the committee expressed concern that the election process itself could become a time-consuming distraction from other matters before the Council. In response, the earlier ACR policies and procedures documents discouraged campaigning but did not outright prohibit it.

In 2008, the ACR Council passed Resolution 41, directing the ACR CSC to develop and implement binding regulations for candidate communications, publish those regulations in the ACR Election Manual and communicate them directly to all candidates.

**Candidate Opportunities to Communicate Credentials and Views:** Current ACR policies and procedures provide the following equitable opportunities for candidates to communicate their credentials and views to the Council:

- Information about all candidates is detailed in a standardized manner in the ACR Election Manual, which is made available to all Councilors in advance of each ACR Annual Meeting. The Election Manual includes a photograph of each candidate, a standardized curriculum vitae with relevant biographical information and personal comments provided by the candidates.
- All candidates in contested elections have the opportunity to make a two-minute presentation to the ACR Council prior to the election. Presentations will be live for in-person meetings and pre-recorded for virtual meetings. If pre-recorded, presentations will be made available on demand prior to the ACR Annual Meeting.

**Rules Regarding Electioneering:** In response to ACR policy as passed by the Council, the CSC sets forth the following updated rules regarding electioneering:

1. Candidates are prohibited from mass distribution of campaign materials via traditional mail, email, phone or other electronic media promoting themselves or another candidate. Candidates who use social media to promote or even announce their candidacy, or the candidacy of another, will be considered in violation of these regulations. Candidates in compliance with the Electioneering Policy won't be disqualified for Electioneering Policy violations committed by others.
2. Candidates are prohibited from distributing campaign buttons, stickers, pens or any other election promotional items prior to or at the ACR Annual Meeting.
3. Candidates are prohibited from displaying or distributing campaign posters, balloons or other election promotional visual aids at the ACR Annual Meeting and at any other meeting or event where multiple ACR members are expected to be present.
4. Candidates may visit (in person or virtually) the geographic and specialty caucuses that they would normally attend because of their practice location or practice type. Candidates currently serving in leadership positions (e.g., Board of Chancellors (BOC) or the CSC) may be expected to visit certain

caucuses as a normal part of their duty (e.g., as assigned by the BOC Chair or Council Speaker). If a candidate has ACR business that is enhanced or needs attendance at other caucus meetings, they must petition the Speaker, who will discuss with the Vice Speaker and Chair of the CNC as needed, for permission to attend such caucus meetings, and if given permission, shall do so only in order to conduct such business and not discuss any items regarding their candidacy. Candidates should decline all other invitations to attend caucus meetings.

American College of Radiology

5. Caucus organizers, at their discretion, may introduce a candidate in attendance by name and the position they are running for, but should not otherwise discuss their candidacy.

Candidates may raise their hand or stand in a caucus meeting for visual identification, but should not otherwise discuss their candidacy, even if invited to do so by caucus organizers or other attendees.

6. Candidates failing to abide by these rules may be disqualified from participating in elections held during the affected ACR Annual Meeting. Specifically, any candidate who violates these rules may, at the discretion of a committee composed of 1) the Speaker, 2) the Vice Speaker, and 3) the Chair of the CNC, be declared ineligible for election in that year and have his or her name stricken from the ballot.

7. Non-candidates promoting candidates via mass distribution by traditional mail, email, phone call or other electronic media is strongly discouraged.

8. Any questions concerning the appropriateness of election activities should be directed to the ACR Office of Governance and Member Services at 571-639-6886 or [tbehbahani@acr.org](mailto:tbehbahani@acr.org).

## QUALIFICATIONS & TIME COMMITMENT

### PRESIDENT

This is an elected position. Traditionally, the outgoing chair of the Board of Chancellors (BOC) is elected to serve as president the next year. In alternate years, other current and/or past members who have served on the BOC are considered for this position. Normally this person is someone who has completed his/her sixth year on the BOC.

#### The president will:

- Be a member of the BOC.
- Be a member on the Executive Committee
- Act as ex-officio of all commissions and committees (except CNC, CSC and Judiciary Committee)
- Deliver the presidential address at the ACR Annual Meeting
- Perform other duties as may be prescribed by the BOC or Executive Committee
- Attend 3 BOC meetings a year – Spring (5 days) Fall (6 days), Winter Retreat (3 days)
- Participate on conference calls (approximately 6 per year)
- Attend chapter meetings (approximately 6 per year)
- Make society visits (approximately 4 per year)
- Attend other meetings (approximately 4 per year)

### VICE-PRESIDENT

This is an elected position. Traditionally a member rotating off the BOC after serving 5-6 years is recommended for this position.

#### The vice-president will:

- Be a member of the BOC.
- Be a member on the Executive Committee
- Be a member ex-officio of all commissions and committees (except CNC, CSC and Judiciary Committee)
- Perform such duties as may be prescribed from time to time by the BOC, Executive Committee or president.
- Attend 3 BOC meetings a year – Spring (5 days), Fall (6 days), Winter Retreat (3 days)
- Participate on conference calls (approximately 6 per year)
- Attend chapter meetings (approximately 4 per year)
- In the absence of the president or in the event of the president's inability or refusal to act, the vice-president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all of the restrictions of the president.



## BOARD POSITIONS

- The BOC is the executive body of the ACR and shall employ its powers for the diligent promotion of the purposes of the ACR and shall have authority and jurisdiction to conduct its business and affairs in accordance with applicable laws, its articles of incorporation and the bylaws.
- According to the ACR Bylaws, the Board shall consist of a number of chancellors, not to exceed 34 voting members.
- Contested elections for positions on the BOC are not mandatory. However, if there is more than one nominee for an elected position, and if that elected position would fill a vacant specialty or operational commission, then the College Nominating Committee (CNC) will designate specific candidates for that particular specialty or operational commission.
- A number of chancellors, not to exceed 15, are elected by the Council for a three-year renewable term.
- Up to nine members are appointed by the BOC and serve a one-year renewable term for a total of six years.
- Four societies (ARRS, ARS, ASTRO, and RSNA) are invited to have representation on the BOC. Each society may be asked to submit the names of 3 members (who must be members of the ACR), which are presented to the CNC who, after consultation with the chair of the BOC, selects one individual from each organization to serve on the Board for one three-year renewable term.
- In addition, one chancellor may be selected as proposed by the Canadian Association of Radiologists (CAR) to serve a single term of two (2) years.

## BOARD MEMBERS

- Must be practicing radiologists or radiological physicists who have been actively involved in the College and have leadership qualities beneficial in addressing the issues brought to the Board.
- Accept the duty of attending all sessions of the ACR Annual Meeting and its reference committees.
- Are responsible for implementing programs and activities, which accomplish policy goals, support activities of the College and have the authority to act on behalf of the College in a broad range of activities.
- Carry out Council policy and goals.
- Guide the finances of the College.
- Develop, review and approve annual reports covering the activities of the year from commissions, committees and task forces.
- Serve on commissions/committees and/or task forces as determined.
- Meet 3 times a year –Spring ACR Annual Meeting (5 days), Fall (6 days), Winter (3 days).
- Participate on conference calls. (Approximately 2 a year)
- Visit chapters.
- Attend commission & committee meetings and participate in their conference calls.

- Average of 6 hours per week not including meetings or conference calls
- Are asked to participate in RADPAC.

## COUNCIL SPEAKER

To be eligible to serve as a council speaker, the candidates must have served a minimum of two (2) years on the present or on a former Council Steering Committee (CSC) prior to election. The speaker is elected at the annual meeting for a single two-year term.

### The speaker:

- Serves as an officer of the ACR
- Serves as presiding officer at all Council and CSC meetings.
- arranges any supplemental programs that may be held in connection with the meetings of the Council.
- Supervises the conduct of the affairs of the Council.
- Votes only in the case of a tie.
- Is a voting member of the executive committee, BOC, & B&F
- Serves as chair of the CNC to elect a chair/co-chair.
- Assigns reports and resolutions to reference committees.
- Appoints members of the Credentials, Reference and Tellers Committees
- Appoints other work groups as deemed necessary for the proper functioning of the Council.
- Acts as ex-officio member of all CSC work groups
- Appoints councilors-at-large
- Attends at a minimum 3 meetings a year – Spring (5 days) Fall (6 days) Winter (3 days)
- Participates on conference calls (approximately 8 per year)
- Makes chapter visits as needed (approximately 3 per year)
- May serve as liaison to chapters, societies or commissions
- Participates in the development of Practice Parameters & Technical Standards as needed
- Average of 4 hours per week not including meetings or conference calls

## COUNCIL VICE-SPEAKER

To be eligible to serve as a council vice-speaker, the candidates must have served a minimum of two (2) years on the present or on a former CSC prior to election. The vice-speaker is elected at the annual meeting for a single two-year term.

### The vice-speaker:

- Serves as an officer of the ACR
- Serves as an ex-officio member of all CSC work groups
- Presides in speaker's absence or at the discretion of the speaker.
- Reviews the Digest of Council Actions
- Recommends to CSC actions on policies as part of the 10-year policy review
- Selects the Moreton Lecturer for the ACR Annual Meeting
- Is a voting member of executive committee, BOC & B&F

- Attends at a minimum 3 meetings a year - Spring (5 days) Fall Retreat (6 days) Winter (3 days)
- Participates on conference calls (approximately 8 per year)
- Makes chapter visits as needed (approximately 3 per year)
- May serve as liaison to chapters, societies, commissions
- Participates in the development of Practice Parameters & Technical Standards as needed
- Average of 4 hours per week not including meetings or conference calls

## COUNCIL STEERING COMMITTEE

The CSC consists of the speaker, vice-speaker and at least 15 but no more than 20 additional members of the Council. Eight members, who must have at least one year remaining as a councilor for the term for which they are nominated, are to be elected by the Council. At each annual meeting four members are to be elected from the candidates. Elected members of the CSC shall be eligible for re-nomination and re-election for a second 2-year term if they qualify. Councilors with only one year remaining as a councilor who win re-election can serve their final year as a councilor-at-large. The other members are appointed by the speaker and approved by the Council. Geographic distribution should be considered when recommending candidates/nominations. Nominees for election to the CSC should have attended at least one previous ACR annual meeting as a councilor, alternate councilor, or chapter officer.

### The CSC members:

- Must be a councilor for the term nominated (for election in May 2025 they must be a councilor until May 2027)
- Represent the Council between Council meetings
- Have primary responsibility for planning and evaluating the ACR Annual Council Meeting
- Serve as liaisons to chapters (may make chapter visits-approximately 3 per year), subspecialty organizations, government agencies and federal military branches represented in the Council, and ACR commissions.
- Are assigned to reference committees
- Are assigned as liaison to each regional or specialty caucus
- Should take an active role in debate of resolutions during reference committee sessions.
- Meet at a convenient time and site before each scheduled meeting of the Council in order to conduct business that may come before it.
- Attend 3 meetings a year –Spring (5 days), Fall Retreat (6 days) Winter (3 days)
- Participate on conference calls (approximately 6 per year)
- Participate in Capitol Hill visits.
- Are asked to participate in RADPAC
- Play a major role in the development and revision of the ACR’s Practice Parameters and Technical Standards.
  - Each parameter or standard that is expected to undergo field review is assigned to two CSC members to oversee the final phases of the review process.
  - An ad hoc committee, chaired by CSC members, is established to reconcile comments following field review.
  - Reconciliation work takes place October – December.

## COLLEGE NOMINATING COMMITTEE

The CNC consists of 9 members (6 elected by the Council, 2 from the BOC, 1 from the CSC), of which each year three are elected by the Council to serve one 2-year term. Members must be a councilor or alternate councilor for the term nominated. Members elected by the Council shall not simultaneously serve on the CSC. A member of the CNC may not be a nominee of the committee.

### CNC members:

- Meet via conference call to elect a chair/vice-chair for the CNC (meeting is chaired by Council speaker and held within 30 days following the ACR Annual Meeting)
- Meet via conference call no earlier than one month and no later than five months after elections held at ACR annual meeting.
- Send correspondence to chapter presidents, councilors, alternate councilors, society leaders seeking nominations.
- Take an active role in recruiting candidates through letters, phone calls, e-mail, and/or other appropriate means.
- Inform members by electronic notification of nominations for the offices of president, vice-president, Council speaker, Council vice-speaker, vacancies on the BOC, candidates for CSC, CNC and Intersociety Private Practice representatives.
- Propose nominee(s) with suitable qualifications to fill each vacant elected position on the BOC (in consultation with the chair of the BOC)
- Select one member of the ACR who is in private practice to attend the Intersociety Summer Conference for one 2-year term.
- Inform the membership at least 45 days before the ACR Annual Meeting of its nominations.
- Present nominations to the Council at its annual meeting
- Participate in 2-4 conference calls a year to review information on candidates and attend one meeting and/or conference call to recommend slate (lasts about 1 hour).

## INTERSOCIETY PRIVATE PRACTICE REPRESENTATIVE

The CNC selects one candidate each year to serve for one term consisting of 2 years on the Intersociety Committee. The candidate must be a physician who has a private office and/or who practices in a hospital without a radiology residency program.

### The Intersociety private practice representative:

- Attends the Intersociety Summer Conference
- Writes a report for the Council