



College Nominating Committee Manual

Updated July 2026

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Guidelines for College Nominating Committee

College Nominating Committee

- The College Nominating Committee (CNC) consists of 10 members.
 - 2 appointed by the chair of Board of Chancellors (BOC) from the BOC (single 2-year term)
 - 2 appointed by the council speaker from Council Steering Committee (CSC) (single 1-year term)
 - 6 elected by the council (single 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.

Roles and Responsibilities

College Nominating Committee (CNC) Chair

General Leadership

- Serve as the primary leader and coordinator of the CNC's activities.
- Provide strategic oversight of the nominating process to ensure transparency, equity, and alignment with ACR governance principles.
- Serve as the spokesperson for the CNC to ACR leadership, staff, and the Council when appropriate.

Committee Facilitation

- Develop agendas and preside over all CNC meetings and conference calls (typically 2–4 calls per year plus one final slate call).
- Ensure meetings are conducted in a timely, organized, and professional manner.
- Guide the committee through deliberations, including discussions of slotted, designated, and at-large positions.

Candidate Recruitment and Slate Development

- Oversee the call for nominations process and support outreach efforts by CNC members to chapter presidents, councilors, alternate councilors, and society leaders.
- Lead the evaluation and vetting of candidates for all elected positions: President, Vice President, Council Speaker and Vice-Speaker, Council Steering Committee, CNC, and Board of Chancellors vacancies.
- Ensure compliance with all eligibility requirements and avoid conflicts of interest (e.g., no CNC member may be nominated for a position).
- Ensure slates reflect geographic and practice diversity as appropriate.

Liaison Responsibilities

- Coordinate with the Council Speaker, Chair of the Board of Chancellors, and ACR Governance staff throughout the nomination cycle as appropriate.
- Consider input from the BOC Chair for slotted and designated BOC nominations while maintaining committee independence.

Oversight of Communications

- Oversee timely communication with all nominees regarding their status.
- Ensure that the CNC informs the ACR membership of final nominations at least 45 days prior to the ACR Annual Meeting.

Accountability and Compliance

- Ensure all CNC operations adhere to the ACR Electioneering Rules.
- Maintain the confidentiality and integrity of candidate discussions and selection processes.
- Guide the committee in upholding fairness, transparency, and nonpartisanship.

College Nominating Committee (CNC) Vice Chair

Support and Collaboration

- Actively support the Chair in all responsibilities and serve as a thought partner in guiding the CNC's work.
- Assist in agenda planning and coordination of committee meetings.

Succession and Readiness

- Preside over meetings or represent the CNC when the Chair is unavailable.
- Prepare to assume the Chair role if needed, including the following cycle if consistent with committee internal elections.

Operational Engagement

- Share in responsibilities related to candidate outreach, candidate review, and development of slates.
- Support adherence to the ACR Electioneering Rules and other governance rules.

Member Engagement

- Encourage participation and engagement from all CNC members.
- Help ensure balanced discussion and consensus-building during candidate deliberations.

College Nominating Committee (CNC) Staff

- Dedicated support staff is available for meeting support, background marketing, application monitoring and reporting.

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 held virtually following the ACR annual meeting; the meeting is scheduled within 30 days after the CNC staff receives the BOC and CSC appointments to the CNC. The first meeting is convened by the speaker of the Council, for the sole purpose of electing a chair and co-chair.
- The CNC meets virtually as needed to review information. A committee meeting is held

after the Call for Nominations application deadline, for the purpose of reviewing candidates and making recommendations for the slate.

BOC Chair

- The Chair of the BOC forwards their 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)
- Speaker of the Council (one 2-year term – candidates must have served a minimum of two years on the present or on a former CSC prior to election)
- Vice Speaker of the Council (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 (5 or more 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 (6 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. If 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 Chair of the BOC may invite RSNA, ARRS, ARS, and ASTRO through their governing Boards each to propose at least three (3) Members from such organizations who are also Members of the College. These names will be presented to the CNC which, after consultation with the Chair of the BOC, may select one (1) individual from each organization to serve on the BOC or may request a society submit additional Members for consideration. Should RSNA, ARRS, ARS, or ASTRO fail to propose individuals 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. At the end of such Chancellor's first term, RSNA, ARRS, ARS, and ASTRO may propose the same individual for a second three (3) year term on the BOC, subject to selection by the CNC as above. An officer of CAR will be proposed by CAR to the CNC and may be selected by the CNC to serve a single two (2) year term as a Chancellor.

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 the College, provide a recent photograph, current CV, and 2 letters of support from two current ACR members who are not members of the Board of Chancellors.
- 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 in uncontested elections have the option to give a 1-minute speech before Council.
- Candidates are asked to follow the ACR Electioneering Rules 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 Rules

Adopted by the Council Steering Committee, January 2026

1. Purpose

The purpose of this Electioneering Rules document is to promote a fair, equitable, and professional election process for all candidates for ACR elected office. This policy replaces prior versions and consolidates enforceable rules governing candidate behavior and election communications. Nonbinding norms or cultural guidance is moved to a separate document ("Guide for Caucus Leaders").

2. Definitions

- **Caucus:** A scheduled meeting of geographic, specialty, or interest groups convened for discussion among Councilors.
- **Caucus Organizer:** The individual(s) who prepare agendas, moderates, or convenes caucus meetings.
- **Candidate:** Any individual formally nominated for an ACR elected office.
- **Mass Distribution:** Any verbal or written communication sent beyond one-to-one interaction, including email blasts, group texts, listserv posts, social media postings, and other campaign paraphernalia.

3. Candidate Communication Opportunities

All candidates will have equitable communication opportunities. Current ACR policies and procedures provide the following 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, which includes relevant biographical information, and personal comments provided by the candidates.
- Candidate speeches 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 Annual Meeting.
- Candidates in contested elections are required to attend the annual ACR meeting as well as to give a 2-minute speech before Council. Should extenuating circumstances prevent a candidate from attending and making a live in-person speech, the candidate may remain on the ballot but forfeits the opportunity to address Council. In

these circumstances, the candidate must request to be excused by the CNC via email.*

- Candidates in uncontested elections have the option to give a 1-minute speech before Council.

4. Enforceable Rules (Binding on Candidates)

A. PROHIBITED ACTIVITIES

1. No mass campaign communications:

Candidates shall not distribute campaign materials (verbal or otherwise) via email lists, mass texts, social media posts, or other mass-distribution methods.

2. No promotional items:**

Buttons, stickers, pens, posters, signage, or similar materials are prohibited at the Annual Meeting or any ACR associated event.

3. No candidate statements in caucuses:

Candidates may be introduced by name and position sought only. They must not speak about their candidacy, even if invited.

4. No solicitation of endorsement:

Candidates may not solicit endorsements from ACR commissions, committees, sections, caucuses, or other ACR bodies.

B. PERMITTED ACTIVITIES

1. Candidates may attend their caucuses for which they officially belong (geographic/specialty, interest group, etc.) and any additional caucuses required for official ACR roles.
2. Attendance at other caucuses requires prior approval from the Speaker.
3. Candidates may identify themselves only for recognition; no candidacy discussion may occur.

C. RESPONSIBILITY FOR THIRD PARTY ACTIVITIES

Candidates will not be held responsible for independent actions of others unless they coordinated, encouraged, or failed to disavow activity under their direct control.

Effective Dates

These Electioneering Rules take effect upon submission of a member's application for candidacy to the College Nominating Committee (CNC) and remain in force until the official announcement of final election results at the ACR Council Meeting. Submission of an application constitutes entry into the ACR election process and triggers all binding provisions of these Rules.

5. Caucus Organizer Parameters

CAUCUS ORGANIZER DISCRETION

Caucus organizers have full discretion regarding:

- Whether to include any candidate-related discussion on their agenda.
- Whether to decline candidate discussion entirely.
- How to structure discussions, if included.

If caucus organizers include candidate-related discussion on their agenda, they are encouraged to make caucus attendees aware of the available ACR Election Manual for further reference.

NO PROMOTIONAL MATERIALS

6. Questions and Interpretations

Questions regarding these rules should be directed to the staff in Governance and Member Services (csc@acr.org) and the Speaker of the ACR Council.

7. Enforcement

A committee consisting of the Speaker, Vice Speaker and CNC Chair (with the CNC Vice Chair as a non-voting member) may determine:

- Whether a violation occurred.
- Whether a candidate shall be disqualified or removed from the ballot.

Enforcement applies only to binding rules in this document (*refer to section 4. A-C*)

8. Candidate Education and Acknowledgement

- Upon nomination acceptance, the candidate will receive this document via email and must sign a DocuSign Acknowledgement
- At Annual Meeting sign-in, candidates will again acknowledge the rules.

9. Review Cycle

These rules will be reviewed by the Council Steering Committee at a minimum of every three years, or as directed by the Speaker or Council.

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

**Rule adopted by the CSC in April 2025*

***Exceptions to promotional items are any officially sanctioned ACR items (e.g. Candidate Lapel Button or Candidate Ribbon)*

Qualifications and Time Commitment

Eligible Membership Categories:

Under ACR Bylaws ARTICLE II - Membership, Section 1 the following classes of membership are eligible to apply as specified below.

Members – Physicians who have been certified in a radiological discipline, including nuclear medicine, by the American Board of Radiology (ABR), the American Osteopathic Board of Radiology (AOBR), the American Board of Nuclear Medicine (ABNM), the Royal College of Physicians and Surgeons of Canada (the Royal College), or the Collège des médecins du Québec (CMQ) are eligible to become Members of the College.

Medical physicists who are certified or considered the equivalent of certified by the ABR are eligible to become Members of the College.

Fellows - A Member who is elected to be a Fellow may be appointed to Commissions, Committees, Task Forces and Work Groups, may hold elected office, and may be a Member of the BOC. An Associate Member who is elected to be a Fellow may be appointed to Commissions, Committees, Task Forces and Work Groups but cannot hold elected office or be a Member of the BOC.

Retired Member and Fellow - May be appointed to Commissions, Committees, Task Forces and Work Groups and may serve in elected College office only during the first six (6) years following the date of attaining Retired status. Notwithstanding the above, Retired Members and Retired Fellows cannot serve on the BOC.

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 of the Executive Committee of the BOC
- Be a member of the Board Nominating Committee
- May serve as a voting Member, if appointed, to Commissions, Committees, Task Forces, or Work Groups (except CNC, CSC, Ethics or Judiciary Committees)
- Deliver the presidential address at the ACR Annual Meeting
- Perform other duties as may be prescribed by the BOC or Executive Committee
- Attend approximately 4 BOC meetings a year – Spring (~ 5 days), Summer (~1 day; virtual), Fall (~ 6 days), Winter Retreat (~ 3 days Participate on conference calls (~6 per year)
- Participate on conference calls (~ 6 per year)
- Attend chapter meetings (~6 per year)
- Make society visits (~4 per year)
- Attend other meetings (~4 per year)

The Board Chair, with approval of the BOC, may also appoint the President as a voting Member of

the Budget and Finance Committee.

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 of the Executive Committee of the BOC
- Be a member of the Board Nominating Committee
- Be a member a voting Member, if appointed, to Commissions, Committees, Task Forces, or Work Groups. (CNC, CSC, Ethics, or Judiciary Committees)
- Perform such duties as may be prescribed from time to time by the BOC, Executive Committee or President.
- Attend approximately 4 BOC meetings a year – Spring (~ 5 days), Summer (~1 day; virtual), Fall (~ 6 days), Winter Retreat (~ 3 days)
- Participate on conference calls (~6 per year)
- Attend chapter meetings (~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. The Board Chair, with approval of the BOC, may also appoint the Vice President as a voting Member of the Budget and Finance Committee.

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 approximately 4 times a year –Spring ACR Annual Meeting (~ 5 days), Summer (~1 day; virtual), Fall (~ 6 days), Winter (~ 3 days).
- Participate on conference calls. (~2 a year)
- New BOC Member orientation (~2 days June/July)
- Participate on conference calls. (~ 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

Speaker of the Council

To be eligible to serve as a Speaker of the Council, 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, and Budget and Finance Committee (BFC)
- Serves as chair of the CNC to elect a chair and vice 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
- Meet approximately 4 times a year –Spring ACR Annual Meeting (~ 5 days), Summer (~1 day; virtual), Fall (~ 6 days), Winter (~ 3 days)
- New CSC and BOC member orientation (~2 days June/July)
- Participates on conference calls (~8 per year)
- Makes chapter visits as needed (~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

Vice Speaker of the Council

To be eligible to serve as a Vice Speaker of the Council, 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 of the Council 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, and Budget and Finance Committee (BFC)
- Meet approximately 4 times a year –Spring ACR Annual Meeting (~ 5 days), Summer (~1 day; virtual), Fall (~ 6 days), Winter (~ 3 days)
- Participates on conference calls (~8 per year)
- Makes chapter visits as needed (~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 (CSC)

The CSC consists of the Speaker of the Council, the Vice Speaker of the Council 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 of the Council 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 2027 they must be a Councilor until May 2029)
- 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 geographic 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 approximately 4 meetings a year –Spring (~ 5 days), Summer (~1 day; virtual), Fall Retreat

(~ 6 days) Winter (~ 3 days)

- New CSC Member orientation (~2 days June/July)
- Participate on conference calls (~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 (CNC)

The CNC consists of 10 members (6 elected by the Council, 2 from the BOC, 2 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 following the appointment of the BOC Chair and CSC Chair CNC Members, which is completed within 30 days after the 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, Speaker of the Council, Vice Speaker of the Council, 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 virtual meetings 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