2025-2026

COUNCILOR HANDBOOK

For ACR Councilors & Alternate Councilors

COUNCILORS AND ALTERNATE COUNCILORS

Councilors and alternate councilors must be Members of the College. Associate members, members-in-training*, allied health members, honorary fellows, international members-in-training, international members and electronic access only international members cannot hold elective office in the ACR. Retired members have the right to hold office during their first six years following retirement. *Members-in-training are eligible to serve as Councilors and alternate councilors for the Resident and Fellow Section

DUTIES OF A COUNCILOR

The duties of councilors shall include attending and participating in the meetings of their local radiological organization and of the College, familiarizing themselves with activities and issues at the local and national level, acting as liaison between their local radiological organization and the College, and interpreting each to the other, contributing to both groups' ideas, guidance and advice, and stimulating preparation of resolutions of their local radiological organization for presentation to the Council.

COUNCILORS' TERM OF OFFICE

A Councilor's term of office is three (3) years, with the eligibility to serve one additional three (3) year term. A lapse of one year, after serving six (6) consecutive years, is mandatory before being re-elected for another term.

DUTIES OF THE ALTERNATE COUNCILOR

Alternate councilors shall aid the councilors in the performance of their duties and accompany the councilors to meetings of their local radiological organization of the College. The alternate councilor shall act for the councilor in the councilor's absence or in the event of the councilor's inability to act.

ALTERNATE COUNCILORS' TERM OF OFFICE

The term of office for an alternate councilor is one (1) year. An alternate councilor can serve successive years indefinitely.

DUTIES FOR THE ANNUAL MEETING

At the annual meeting of the Council (held in the spring), the councilor's primary duty is to represent his/her chapter/society and its respective members. To truly reflect the thinking of the chapter/society, one must be well informed, both in the consensus of your colleagues and the workings of the College. Every councilor is obliged, and the alternates are urged, to attend all sessions of the governance pathway in their entirety throughout the annual meeting. When more than one councilor from a chapter attends the meeting, a head of the delegation should be selected.

RESOURCES

- ACR Council – Info & Resources
- Policy Finder (Digest of Council Actions)
- ACR Bylaws
- Council Engage Community *(login required)*

ACR COUNCIL

The Council is the legislative (policymaking) body of the College. The Council acts upon recommendations, submitted as resolutions, presented during the annual meeting. In this way each ACR member—through their chapter and the Council—has a voice in the governing of the College as it establishes policy for all of radiology. The Council consists of a minimum of one councilor from each chapter and other subspecialty organizations determined by the Council.

1. Council Procedures

Before attending the meeting, you should familiarize yourself with the Procedures of the Council.

(reviewed and, if needed, updated annually).

2. Council Agenda and Meeting Materials

Councilors, alternate councilors, and chapter officers will be able to access all meeting materials for the Annual Meeting, including resolutions, via ACR DOCS (accessible via the ACR website). Materials for the meeting will be available approximately six weeks prior to the meeting. You may receive periodic updates from the Speaker and Vice Speaker via email, Council Town Hall meetings and/or the Council Community on Engage.

Pertinent meeting materials should be reviewed ***before*** attending the meeting so that all representatives will be prepared to participate in the proceedings of the Council.

3. Resolutions

Most of the business of the Council involves the discussion of recommendations that are presented in the form of resolutions. Resolutions are the basis of establishing initiatives and policy in the College. Resolutions may only be submitted and/or sponsored by one of the following:

- a chapter,
- an individual councilor,
- the Resident and Fellow Section,
- the Young and/or Early Career Professional Section,
- the Council Steering Committee, or
- the Board of Chancellors.

4. Structure of Resolutions

Each resolution must be submitted in writing and must clearly indicate the TITLE and the SPONSOR or SUBMITTER. The essential element of a resolution is presented in the “BE IT RESOLVED” paragraphs. The specific intent of the resolution should, therefore, be stated completely and clearly in the resolves. It may also carry with it introductory statements beginning with “WHEREAS.” These statements should clearly explain the rationale for the resolution and may be edited and developed by staff working with the CSC. All resolutions introduced in the Council must include a fiscal impact note. The fiscal note provides a general understanding of the financial implications of implementing a resolution. A brief video on how to write a resolution and how to submit via the online platform, is available here. A resolution

template is found at the end of this handbook.

5. **Submission of Resolutions**

   All resolutions must be reviewed by the Council Steering Committee and ACR Governance staff before the annual meeting. The deadline for resolutions is ninety (90) days prior to the meeting. **For 2026, the deadline to submit resolutions is Monday, February 2, 2026.**

   Any resolution received after the resolution deadline and at least 72 hours prior to the opening session of the Council will become a "Late Resolution" and must be considered by the Council Steering Committee to be emergent in nature to go forward to the Council. Late resolutions not approved by the Council Steering Committee, and resolutions introduced from the floor of the Council will require a two-thirds majority vote by the Council before they can be considered.

6. **Participating in the Council Meeting**

   As a registrant for the ACR Council meeting, you will receive pertinent information from the ACR registration team. Your credentials as a Councilor or Alternate Councilor will be provided based on information on file with ACR Governance and Member Services in advance of the meeting. To receive credentials, all Councilors and Alternate Councilors are required to have a current Disclosure of Interest (DOI) questionnaire on file with ACR. The form and policy can be accessed online via your ACR account; you will receive an invitation from ACR to complete the annual disclosure process.

7. **The Council Meeting**

   It cannot be stressed enough that your attendance during all sessions of the Council and the Reference Committee hearings (both virtual and in-person) is vital to the work of the Council. You may consult with your alternate in all voting matters, but the final decision is yours. When you are unable to attend a session of the Council, your alternate may assume your responsibilities and act as councilor for that Council session. **ONLY INDIVIDUALS APPROPRIATELY CREDENTIALED AS COUNCILORS MAY VOTE**.

   When you wish to speak at the hearings or in the Council plenary sessions, you should proceed to the nearest microphone. Upon being recognized by the presiding officer, you should state your name, the entity you represent, and whether you speak in favor of or against the resolution (in the open reference committee hearings) or in favor of or against the motion in the Council plenary session.

   In the official minutes of the Council, and the Policy Finder, only the "Resolved" section of a resolution is retained. The floor debate in the Council will, therefore, be limited to the "Resolved" sections. On occasions where appendices to a resolution contain certain detailed guidelines, rules or principles, it may be necessary to debate or amend this related material to bring it into conformity with the will of the Council.

8. **Orientation Program**
   There is a governance orientation program designed specifically for councilors and alternate councilors in advance of or during the annual meeting. This orientation is presented by the Council Vice-Speaker. Agenda items, relevant meeting materials, how to maximize participation and involvement in the Council, parliamentary procedure, etc., are explained and questions are answered regarding Council sessions including the Reference Committees. ***It is important that you attend this orientation (or, if presented virtually, that you review the material).***

9. **Voting**
   Only councilors are permitted to vote. The alternate councilor, who is assigned by the head of your chapter delegation, may vote only when you are absent from a session and the alternate councilor is wearing your "Councilor" ribbon. The Credentials Committee should be advised whenever this change becomes necessary.

10. **Elections**
    When elections are held all councilors or, in the absence of a councilor, properly credentialed alternate councilors, may vote. The candidates for contested elections address the Council prior to the opening of the polls. Candidates are also provided an opportunity to informally meet with attendees after their speeches are given. In addition, an election manual highlighting the candidates' credentials and intentions is provided in advance of the meeting. Election results are announced in a timely fashion following the election.

11. **Digest of Council Actions**
    When a motion is approved, it becomes policy of the American College of Radiology and is published in the *ACR Digest of Council Actions*. The *ACR Digest of Council Actions* is available on the ACR website via an Online Policy Finder. If you are not familiar with ACR policy, you should review this online resource as it contains a great deal of information which is of value to you and the members you represent.

12. **Council Steering Committee**
    The Council Steering Committee is a subset of the Council with primary responsibility to help direct the Council toward its goals and objectives and to represent the Council when it is not in session.

    The Council Steering Committee consists of the Speaker and Vice-Speaker, who are elected by the Council (and serve as members of the Board of Chancellors), and both elected and appointed Councilors. The Council Steering Committee meets jointly with the ACR Board of Chancellors and separately to conduct its official duties. Membership on this committee is through appointment by the Council Speaker or through election by the Council. The responsibilities of the Council Steering Committee include but are not limited to: (a) acting on behalf of the Council between Council meetings; (b) functioning as the Council liaison to the

Board of Chancellors, chapters, subspecialty societies, and selected government agencies and military branches; and (c) reviewing the proposed practice parameters and technical standards. The Council Steering Committee has also taken on additional responsibilities through the development of workgroups to represent you and the ACR membership. The Council Steering Committee also develops resolutions and recommends policy resolutions to the Council for consideration. You can find more information on the duties of the CSC online.

13. Board of Chancellors

The Board of Chancellors (BOC) is the executive body of the College. It has the authority and jurisdiction to conduct business and affairs in accordance with ACR Bylaws, articles of incorporation and applicable laws.

The BOC serves several functions:

- It supports the activities of the College and has the authority to act on behalf of the College in a broad range of activities.
- It carries out Council policy and goals, establishing commissions, committees, and task forces to guide and execute activities in areas designated by the Board. The Board recommends fundamental policy issues to the Council for adoption.
- It guides the finances of the College.
- Members on the BOC are also members of the American College of Radiology Foundation and the American College of Radiology Association, non-profit corporations affiliated with the ACR.
- The Speaker and Vice Speaker serve as members of the Board of Chancellors, Executive Committee, and Budget and Finance Committee.

SUMMARY

The foregoing has been an attempt to help you begin to prepare for the work of the Council. You are strongly advised to review the official Procedures of the Council in advance of the annual meeting. Only you, working with your alternate councilor and your chapter/society can decide
what role you as a councilor will take in your Council. The Council will be only as strong and effective as you and your colleagues make it. We congratulate you again on being elected a councilor. It is from individuals like yourself that the ACR draws its strength, and in doing so will continue to represent radiology well into the future.

If you have any questions or need additional assistance, please email csc@acr.org or call staff at (571) 639-6886.

Resolution Template

Provided to show components; all resolutions must be submitted online.

<<Title of Resolution>>

WHEREAS, this is where the explanation or reasoning behind the resolution should be placed, and

WHEREAS, you can have as many whereases as you need, and

WHEREAS, you can have as many whereases as you need, and

WHEREAS, you may need many whereases to communicate the need for this resolution; therefore,

BE IT RESOLVED,
that (this is what you feel should become policy of the ACR), and

BE IT FURTHER RESOLVED,
that (you may have as many "further resolved" paragraphs as necessary).

Sponsored by: One or more of the following –

- Individual Councilor
- Chapter
- Resident and Fellow Section
- Young and Early Career Professional Section
- Council Steering Committee
- Board of Chancellors

Fiscal Note

<<Title of Resolution>>

To support the <<Title of Resolution>>, the ACR would incur the following estimated costs:

Costs:

Line items $ (est)

Fiscal notes are developed in coordination with ACR staff and approved by the CSC.