2026 Annual Council Meeting

PURPOSE

This document sets forth procedures governing the conduct of business during meetings of the Council of the American College of Radiology.

AUTHORITY

Article VII, Section 6 of the ACR Bylaws OFFICERS - SPEAKER AND VICE-SPEAKER OF THE COUNCIL provides that the Speaker give "general supervision to the conduct of the affairs of the Council…," and that "(I)n the speaker's absence, or at the discretion of the speaker the vice-speaker shall preside". These procedures have been developed with the intent of formalizing the Speaker's guidance regarding the conduct of the affairs of the Council.

INTRODUCTION OF BUSINESS

Both the Bylaws and tradition together govern a substantial portion of each session of the Council. Reports by the Chair of the Board, Chief Executive Officer, and others along with the information session are examples of routinely recurring items. It is the prerogative of the Speaker to permit as many of these as are appropriate in whatever manner most appropriate for the meeting venue (e.g., live in person vs. pre-recorded) without unduly intruding upon the time necessary for the Council to complete its regular business.

In general, business items (e.g. reports, resolutions, etc.) are available via ACR DOCS. Additions to the agenda may be arranged through the Council Steering Committee as late resolutions or by a two-thirds (2/3) vote of the Council as prescribed in the bylaws. Generally, the Speaker discourages unscheduled non-emergent presentations to conserve the time of the Council for its immediate deliberations.

The Council receives a copy of the draft minutes of the prior annual meeting and considers the draft minutes in general session.

REPORTS

Reports are routinely received as business of the Council when they come from the Board of Chancellors and certain officials/liaison representatives of the College. Reports are usually

referred to appropriate Reference Committees for review and recommendation. Most often they are simply filed, an action which does not require a vote by Council.

Fiscal Note: All reports introduced to the Council which implementation necessitates an expenditure of funds by the College must include a fiscal impact note. No report requiring new or additional funding will be considered by the Council without a fiscal impact note.

RESOLUTIONS

Business is introduced to the Council through the presentation of resolutions. Resolutions may be submitted by individual councilors, chapters, the RFS, the YPS, the Council Steering Committee or the Board of Chancellors.

- Resolutions must be submitted to the ACR Headquarters no later than ninety (90) days prior to the annual meeting at which they will be considered.

- Any resolutions received after the deadline, but at least seventy-two (72) hours before the opening Council session are considered late resolutions and will be reviewed by the Council Steering Committee before the opening Council session.

- The Council Steering Committee requires sponsors or submitters of late resolutions to provide information on the emergent nature of the resolution. If necessary, a proponent of a late resolution will be invited to meet with the Council Steering Committee and provide rationale for the emergent nature of the late resolution.

- The Council Steering Committee may elect to place the late resolutions on the agenda when deemed emergent. If the resolution is not deemed emergent by the Council Steering Committee and therefore not added to the agenda, the sponsor may submit the resolution directly to Council.

- Any late resolutions brought before the Council without prior consideration by the CSC or not deemed sufficiently emergent by the CSC shall require a two-thirds (2/3) vote by the Council for consideration.

- All proposed amendments to the ACR Bylaws must be received at the ACR Headquarters or proposed by the BOC at a meeting at least forty-five (45) days prior to the annual meeting as outlined in Article XII of the ACR Bylaws. Ideally, to allow legal staff and the Bylaws Committee the time to review a proposed Bylaws amendment, earlier submission is encouraged. Their review is helpful in making sure any Bylaws amendment is not in conflict with the remainder of the Bylaws. All proposed amendments must be sent to the entire ACR membership via email and posted online no later than thirty (30) days prior to the Annual Council Meeting. Any proposed bylaws amendment received after the specified deadlines but in time to allow the thirty (30) day notice to members as set forth above will be reviewed by the Bylaws Committee to determine whether it is sufficiently urgent to require immediate consideration by the Council at the annual meeting. The Committee may request sponsors to provide information on the urgent nature of the late proposed amendment. Bylaws amendments require an affirmative vote of two-thirds of the Councilors present and voting at the annual meeting. Late bylaws amendments require a two-

thirds (2/3) vote of the Council to be considered at that annual meeting and a four-fifths (4/5) vote for adoption.

- The submitter and/or sponsor shall be identified on each resolution.

- All councilors who submit a resolution must complete an electronic conflict of interest statement according to College policy.

Fiscal Note: 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.

The following guidelines **should** be used in the development of appropriate fiscal information:

- Resolutions requiring the expenditure of ACR funds should show a specific dollaramount and incorporate a three-year projection of expense of implementation where possible. The fiscal note should state whether the expenditure is one-time or would be a recurring expense.

- Resolutions that call for action for which a precise cost estimate cannot be determined should indicate that a substantial commitment of resources may be necessary for implementation.

- A fiscal note of "de minimis" denotes a one-time or annual expense of less than $10,000 for implementation.

When preparing resolutions, close attention should be given to the following:

- The title of the resolution should appropriately reflect the action for which it calls.

- Information contained in the resolution should be checked for accuracy. Inflammatory statements, those prohibited by law, or other language that reflects poorly upon the College will not be permitted.

- A resolution may carry with it a preamble, explaining the rationale for the resolution. This is usually accomplished by a series of "Whereas" paragraphs. It is not necessary for a resolution to have a preamble or "Whereas" when the full significance of the resolved portion seems apparent. If such introductory statements are supplied, they should identify the problem briefly, advise the Council as to the timeliness or urgency of the problem, the effect of the issue upon the College, and indicate if the action called for is contrary to, or will revise, current College policy.

- The essential element of a resolution is its portion expressed as one or more "Be It Resolved" paragraphs setting forth its specific intent.

- The "Be It Resolved" statements should stand alone and not refer back to thepreamble since the Council adopts only the "Be It Resolved" paragraphs and the "Whereas" paragraphs do not appear in the Minutes or Digest of Council Actions.

- Fiscal notes shall set forth the estimated cost, if any, of the policy, program or action proposed by a resolution.

- The submitter and/or sponsor shall be identified on each resolution.

An example form of a resolution is provided in Appendix A. Standard parliamentary procedure provides that an assembly, in adopting a resolution, formally adopts only the "Be It Resolved" paragraph. Therefore, the issue being presented before the Council must be stated in a free-standing "Be It Resolved" paragraph(s). The question that will ultimately be before the Council is the adoption or other disposition of a specific "Be It Resolved" or a series of "Be It Resolved" paragraphs. Adopting the resolutions does not imply the Council agrees with the preamble if one is contained, and only the language within the "Be It Resolved" paragraphs, absent the clause "Be It Resolved", is recorded in the Minutes or the Digest of Council Actions.

Early submission of resolutions permits the Speaker to confer with the submitters and/or sponsors regarding technical corrections. On occasion, resolutions submitted months in advance of the Council meeting may not be current, or may recommend actions that have already been accomplished, or may be otherwise inappropriate. Resolutions may simply reaffirm existing policy. If such resolutions are not withdrawn, the Council Steering Committee may recommend 'not adopt' or referral of such resolutions to the Board of Chancellors or Council Steering Committee and this recommendation will be noted on the resolution. The Council Steering Committee's reasons for a recommendation against adopting the resolution must be voiced during the Reference Committee open hearings. Ultimately, it is the Council that will decide whether to adopt or accept the recommendation of the Council Steering Committee and/or Reference Committee.

Honorary Resolution: Honorary resolutions are resolutions that by nature are intended to recognize an event or accomplishment (i.e. the 10th anniversary of a program, the centennial of a chapter, etc.). These resolutions are not ACR policy and as such, typically should not require debate nor appear as policy in the Digest of Council Actions.

Honorary resolutions are accepted to acknowledge anniversaries of ACR chapters at milestone years, beginning at 50 and subsequently recognized in no less than 25-year increments (i.e. 75, 100, etc.). Recognition of ACR programs may be recognized by honorary resolution not early than their 10-year anniversary. Honorary resolutions are not intended to recognize individuals as ACR has an established Awards and Honors Committee and ACR Fellowship for individual recognition.

Honorary resolutions are not assigned to a Reference Committee; instead, they are presented as a consent agenda and adopted with no discussion by majority vote. If multiple honorary resolutions are presented in a package and a member wishes to discuss one of them, they may extract that single resolution to be handled separately and the remaining resolutions are adopted by majority vote with no discussion.

Deferred Resolution: When a resolution may present a legal or operational problem for the College, the Speaker and/or staff will contact the sponsor or submitter and discuss the problem with the resolution as prepared. If the sponsor or submitter is able to remedy the situation, then the resolution will be distributed in a routine manner. However, if, for whatever reason, resolution of the legal or operational problem is not possible, the Speaker may designate that resolution as a "deferred" resolution. The Council Steering Committee will then be asked to consider the problem

and decide whether to allow or submit an alternative. In the meantime, the resolution will not be posted on the Annual Meeting website.

Presentation of Resolutions: At the appropriate time, the Speaker will call for the introduction of resolutions by Reference Committees. Resolutions that have complied with the deadline date established by the Council Steering Committee will be regarded as officially received. Opportunity will be given, however, for the presentation of such changes in any resolution as the submitter and/or sponsor may wish to make. Similar opportunity will exist for the withdrawal of any resolution by all submitters and/or sponsors without vote.

Late resolutions that are approved by the Council Steering Committee or by the Council under the procedures described above and, in the Bylaws, will be assigned by the Speaker to a Reference Committee and distributed to the Council.

REFERENCE COMMITTEES

Reference Committees are groups of at least four Councilors selected by the Speaker to conduct open hearings on the business of the College. Having heard discussion on the subject before it, the Committee, in a closed session, prepares a report with recommendations to the Council for disposition of its items of business. In its deliberations, the Reference Committee must weigh the balance of the open hearing testimony and other information provided. College staff is assigned to support the Reference Committee process. The chair of the Reference Committee is the presiding officer of the hearings regarding resolutions assigned to the Reference Committee at the pleasure of the Speaker or Vice Speaker. The Speaker or Vice Speaker may reassume presiding officer duties at their discretion.

Reference Committee hearings are open to all members of the College and guests. Any ACR member may address the Council during reference committee open hearing *informal debate*. At the discretion of the presiding officer, non-members and guests may be recognized or invited to address the Council. Prior to addressing the Council, all individuals must identify themselves by name and who they are representing and must disclose all relevant conflicts of interest on the specific question or issue before the Council. All Councilors, Alternate Councilors and members participating in Reference Committee hearings must comply with the Policy on Disclosure of Interest.

Equitable hearings are the responsibility of the presiding officer, and the presiding officer may establish the rules on the presentation of testimony with respect to limitations of time, repetitive statements and the like. **The use of recording devices, including cell phones, are not permitted without the permission of the Speaker.** Reference Committee members may ask questions to be sure that they understand the opinions being expressed, or may answer questions, if a member seeks clarification. It is the responsibility of the Committee to listen carefully and evaluate all the opinions presented so that it may provide the Council with a carefully considered recommendation.

The Reference Committee hearing is the proper forum for discussion of controversial items of business and Councilors should express opinions or present evidence for or against a resolution during the hearing.

Recommendations for amendment to resolutions must be given in oral testimony and submitted electronically. Oral testimony is required so that the assembly may voice support or lack of support for a change. Electronically submitted testimony is also required so that the Reference Committee has a clear and tangible record of what is being requested. Care should be exercised that the

electronically submitted and oral testimony matches for the Reference Committee to entertain a change to a resolution.

Following its open hearings, the Reference Committee will go into closed (executive) session for deliberation and construction of its report. It may invite into such closed session anyone whom it may wish to hear or question. Such individuals may inform the Reference Committee by phone or by joining the meeting, either in-person or virtually. However, as a general rule, the executive session of the Reference Committee is closed to members of the Council and thus no Councilor has a right to attend or address an executive session. It is the duty of the Reference Committee to consider the testimony it has received and act in a manner it feels reflects the will of Council expressed during the open hearings and not consider or receive any testimony other than that offered during open hearings.

REFERENCE COMMITTEE REPORTS

Reference Committee reports comprise the bulk of the official business of the Council. They need to be constructed swiftly and succinctly after completion of the hearings in order that they may be processed and made available to the Councilors before the beginning of the final Council session on Tuesday. The Council will be electronically notified as each Reference Committee report is posted on ACR DOCS for review.

The Speaker will typically grant Reference Committees wide latitude in their efforts to facilitate expression of the will of the majority of the Council on the issues before them and to give credence to the testimony they heard. They may amend resolutions, consolidate kindred resolutions by constructing substitutes, and they may recommend the usual parliamentary procedure for disposition of the business before them, such as adopt, adopt as amended, not adopt, or refer.

The Reference Committee may make the following recommendations on resolutions or reports:

1. Adopt
2. Adopt as amended
3. Not adopt
4. Refer (with or without instruction)

They may also recommend that a report, especially when the report encompasses no specific proposal for action, be filed as informational. This recommendation would be grouped in the Reference Committee Report as “file” and an affirmative vote of Council would result in the report being filed.

The Speaker or Vice Speaker is the presiding officer for Reference Committee reports. The Speaker and Vice Speaker receive the report from the Chair of the Reference Committee in closed session with Quality and Safety staff, Governance staff, and ACR legal counsel. In the case of collaborative resolutions, representatives of collaborative societies will have been contacted to be certain amendments to resolutions are acceptable to the societies they represent. When satisfied with the report, the Speaker and Vice Speaker give their approval for the report to be published to Council. Each item or resolution assigned to the Reference Committee is published and brought before the Council for disposition together with the Reference Committee recommendations via a consent calendar format. If a number of closely related items of business have been considered by the Reference Committee and the Committee has proposed a substitute resolution, the substitute resolution is the issue before the Council for discussion.

Resolutions and other items considered by a Reference Committee will be grouped at the end of the

Committee report and placed on the consent calendar. The Reference Committee may have up to four (4) groups of resolutions or items based on its recommendation(s). Prior to voting, the Speaker will allow time for any Councilor to request that a resolution or report be extracted from the consent calendar. All resolutions and other items **that are extracted will be considered separately after considering those remaining on the consent calendar**. The resolutions and other remaining items on the consent calendar will be voted up or down as a block. Therefore, after the opportunity hasbeen given to remove items from the consent calendar, the presiding officer will put the question to the Council on adoption of the consent calendar, which should be accomplished without further discussion. Adoption of the consent calendar approves the recommended action of the Reference Committee on all items remaining on the consent calendar.

Extractions

Extracted items will typically be discussed in order after the consent calendar is approved. The Councilor who called for extraction will be recognized first when that resolution is discussed. They may ask for an explanation for the Reference Committee's action before making a motion. No motions for substantive changes to practice parameters or technical standards other than to return to the original resolution if the Reference Committee recommended adopt as amended are in order. Unless the standing rules are modified otherwise, the presiding officer, alone or after conferring with the Reference Committee or legal staff, has the authority to determine whether a change is substantive. Grammatical corrections are an example of non- substantive changes that are typically allowed to practice parameters or technical standards.

Substantive changes are permissible to policy resolutions and proposed Bylaws amendments (but only if considered germane for the latter) during Reference Committee reports as allowed in the standing rules. Substantive changes are accomplished by motion to amend and require a second. A Councilor who wishes to alter a resolution advanced by a Reference Committee in their report to the Council must extract the resolution to allow discussion, amendment, or other motions for action different than that proposed by the Reference Committee. Amendments to Bylaws resolutions require a majority vote. Approval of Bylaws resolutions or a newly amended Bylaws resolution require a two-thirds vote of Council to become Bylaws of the College.

Councilors who have not taken advantage of Reference Committee hearings for the presentation of their viewpoints or the introduction of evidence will generally not be permitted to propose new substantive changes during consideration of final Reference Committee reports.

PARLIAMENTARY PROCEDURE IN THE COUNCIL

It is necessary in an assembly of over 500 councilors, alternate councilors, and others to insist that each individual speaking to an issue be recognized by the chair and be properly identified for the information of those present.

As noted in Article XV of the ACR Bylaws and in the absence of specific provisions to the contrary in the Bylaws of the College or in this manual of "Procedures of the Council" or in the standing rules as adopted by the Council, the Council shall be governed by the most current edition of the American Institute of Parliamentarians *Standard Code of Parliamentary Procedure.*

The Council uses the consent calendar format for the review of resolutions and other appropriate items. ACR practice parameters and technical standards go through a lengthy, open and vigorous review

process leading up to their presentation to the Council. In view of that open collaborative process, **substantive amendment of ACR practice parameters and technical standards resolutions is limited to open Reference Committee hearings only. Additionally, as was pointed out by the Task Force on the Name and Construct of ACR Standards the Council in formal session is by definition a political body, and substantive changes to scientific documents should not be debated by such an assembly.**

The Council may vote to:

- Adopt the resolution as submitted.
- Adopt the resolution as amended by the Reference Committee.
- Not adopt the resolution.
- Refer the resolution, indicating to which body the matter is referred and if a report back to the Council is desired at a definite time. (If the Council refers a resolution regarding an amended practice parameter, with the original language of the practice parameter having reached its five-year limit, then the original practice parameter shall have a one-year extension).
- Restore the resolution to the original language prior to the proposed amendment by the Reference Committee. The motion before Council would be to adopt the resolution as originally presented.
- Amend the resolution. As stated in the section "Extractions", substantive amendment to a Practice Parameter or Technical Standard is not allowed. Once a motion to amend has been made and seconded, amendments to the amendment are in order and places a new question before Council with each subsequent amendment, each question debated and dispensed with in stepwise fashion in reverse order of their introduction until a return to the original resolution or a newly amended resolution which then will be put before Council by the presiding officer as a request for a motion for action (refer, adopt, not adopt) on the current pending matter.

A few comments on other specific motions:

A. **The motion "to refer":** If it is desired that a matter be referred, it should be specifically indicated to which body the matter is referred, the BOC or CSC, and if a report back to the Council is desired at a definite time. Without such a directive, the matter of reporting back and its timing is up to the body receiving the referral. If the motion to **"refer"** is adopted, all pending or adopted amendments as well as the resolution are referred.

B. **The motion to "reconsider":** The motion to reconsider is a main motion. It is discussable only to the extent of considering whether the reconsideration is warranted. The substance of the original motion subject to reconsideration is not debatable. If a motion to **"reconsider"** is adopted, the resolution being reconsidered is placed before the Council again in the exact form in which it existed prior to the final vote that had been taken on it by the Council previously.

C. **The motion to "recall":** In order to undo a motion to refer which has been adopted by

the Council at the same session, it is necessary to use the motion to **"recall."** The motion to **"recall"** is similar to the motion to reconsider in terms of its intent, but since the original motion to refer is a secondary motion, a motion to "**recall**" is necessary. The motion to **"recall"** requires a second and is debatable, but debate is limited only to the reasons for and the propriety of **"recall."** The substance of the resolution being recalled is not debatable.

The motion to '**recall**' can only be made when no other motion is pending. It is not a subsidiary motion and is a restorative motion and therefore has the same rank as a main motion.

D. **The motion to "amend a previous action":** Not infrequently it becomes desirable on the basis of after-thought or further consideration to modify an action that has already been taken at *any previous meeting*. A motion to **"amend a previous action**" when made becomes a main motion subject to discussion and secondary motions. Alternatively to amend a previous action within the same meeting, a motion to "**reconsider**" is the appropriate tool.

E. **The motion to "close debate and vote immediately":** A motion to "**close debate and vote immediately**" is non- debatable and requires a two- thirds (2/3) affirmative vote to sustain such a motion. It is, in effect, a statement by the assembly that it has heard enough and wishes to vote on the matter at hand at once. It applies only to the immediately pending question and will be accepted by the presiding officer if in their opinion both sides have had an opportunity to speak. The Council must act without further debate on the immediate pending question and all pending questions in proper order of precedence. At this point, the main motion or newly amended main motion is now the subject of debate and motions for action or amendment other than the portion of the resolution on which debate has been closed by the vote immediately motion, is in order.
The presiding officer will not recognize the motion to "**close debate and vote immediately**" as being 'in order' if it is made by a Councilor at the conclusion of any discussion of the immediately pending question by that Councilor. It must be made as a separate motion from discussion and thus would require a Councilor to be recognized solely for the purpose of making a motion to "close debate and vote immediately" motion.

F. **"Withdrawal" of a resolution:** Occasionally the sponsor or submitter of a resolution becomes persuaded that their resolution is inappropriate, untimely, or no longer needed. At any time prior to the introduction of the resolution as the business of the Council, in other words, prior to the Reference Committee hearing, the sponsor(s) or submitter(s) may withdraw their resolution and it does not become the business of the Council. All sponsors or submitters must agree for a resolution to be withdrawn. After the Reference Committee commences the hearing, it becomes the business of the Council. At the time of the Reference Committee hearings, the sponsor or submitter may become persuaded that they would like to withdraw the resolution and may suggest to the Reference Committee that withdrawal would be preferable to other action. If the Reference Committee agrees, and the sponsor or submitter concurs,

it may recommend to the Council in the Reference Committee report on the matter that **"leave to withdraw"** be accorded by the Council. The chair, having confirmed approval by the sponsor or submitter, puts the question on granting **"leave to withdraw."** A majority vote in the affirmative by the Council accomplishes withdrawal.

G. **The motion to "postpone" or "defer consideration" of a question:** Deferment may take two forms: (1) **"Postpone Definitely"**, or (2) **"Postpone Temporarily"**.

1. A motion to **"postpone definitely"** is of higher rank than referral, and a lesser rank than limiting debate, and can be amended as to the definite time for consideration, with debate limited to brief discussion of the time or reason for postponement.

2. A motion to **"postpone temporarily"** is the same motion as to "table" and is the highest ranking subsidiary motion to be applied to a main motion, requires a majority vote, and can have no other motions applied to it. It can be applied to a motion even after it has been determined that debate on the motion has been terminated which would, in effect, temporarily postpone the vote on the main motion to which no other debate can be applied and allow the motion to be brought from the table for resumption of debate. When such debate is resumed, if the vote to terminate debate has been previously decided, it would simply require that the vote, at that time, be taken without further debate. In general, this motion is used when there is inability to formulate proper language in a timely fashion on the floor or when information requested is not immediately available to inform debate. This allows the principle discussants to arrive at suitable language for the resolution to bring back to the Council floor for debate, or allows information to be gathered and reported to Council, thus expediting or informing debate.

Appendix A

RESOLUTION NO. **
<<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: Councilor, Chapter, Council Steering Committee, or Board of Chancellors

****PLEASE NOTE:*** *Do not insert a number – numbers will be assigned*

Fiscal Note
<<Title of Resolution>>

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

Costs:
Line items $ (est)