



AMERICAN ACADEMY OF
ORTHOPAEDIC SURGEONS

AMERICAN ASSOCIATION OF
ORTHOPAEDIC SURGEONS

BOARD OF SPECIALTY SOCIETIES

POLICIES AND PROCEDURES

Approved by:

BOS on May 2, 2009

AAOS Board of Directors on June 19, 2009

1.0 NAME

- 1.1 The organization was formed by a resolution of the Board of Directors of the American Academy of Orthopaedic Surgeons (AAOS) on the 17th day of November 1984 as the Council of Orthopaedic Musculoskeletal Specialty Societies (COMSS). In 2007, the Academy's fellowship approved a bylaws amendment changing the organization's name to the Board of Specialty Societies (BOS).
- 1.2 These rules and procedures shall be supplemented by the BOS Operations Manual, which shall be reviewed on an annual basis and amended by the BOS Executive Committee, as defined in Section 7.2, as necessary.

2.0 PURPOSE

- 2.1 The purpose of the BOS is to bring together the leaders of musculoskeletal specialty societies to address issues of mutual concern and to advise the Board of Directors of the American Academy of Orthopaedic Surgeons and the American Association of Orthopaedic Surgeons (AAOS) of issues which may include, but are not limited to, the format of the AAOS Annual Meeting, continuing medical education, advocacy, musculoskeletal research, graduate medical education, residency and fellowship issues, and other topics that might be identified by other AAOS organizational units and member specialty societies. The BOS also provides opportunities for shared leadership, shared governance, organizational benchmarking, collaborative program development, and communications among member organizations.

3.0 SPECIALTY SOCIETY DEFINITION

- 3.1 An orthopaedic specialty society is a professional organization dedicated to advancing scientific knowledge of the musculoskeletal system, improving care for patients with musculoskeletal disorders, providing education for musculoskeletal professionals, or some combination of these goals. Orthopaedic specialty societies focus on anatomic regions, diseases, or specific disciplines (such as research or education) within the broader field of orthopaedics, and have membership criteria based on interest or competence. Specialty societies are distinguished from orthopaedic shared interest groups, which are focused more narrowly on a single procedure or anatomic structure, or which limit membership by some shared demographic characteristic of the members such as an alma mater, a geographic region, ethnicity, or gender.

4.0 SPECIALTY SOCIETY MEMBERSHIP

- 4.1 Specialty societies must be elected to the BOS by current BOS member organizations after meeting the membership criteria and applying for membership using the prescribed membership application.
- 4.2 Specialty Society Membership Criteria:
 - 4.2a The specialty society shall be incorporated in the United States of America and have adopted bylaws; the society must be considered "in good standing" by the state in which the society is incorporated.
 - 4.2b The specialty society shall have had a regularly scheduled scientific program for at least five consecutive years, totaling at least 20 Category 1 CME-eligible hours of original presentations over that time.
 - 4.2c The specialty society shall have greater than 50% of its active members who are Fellows of the AAOS, or have a minimum number of 200 orthopaedic surgeons in the specialty society, but in no case have less than 100 members who are AAOS Fellows.

- 4.2d The specialty society shall be primarily involved in advancing scientific knowledge of the musculoskeletal system, improving care for patients with musculoskeletal disorders, providing education for musculoskeletal professionals, or some combination of these goals.
 - 4.2e The majority of the specialty society's members are ineligible for BOS representation through any one existing BOS member specialty society.
 - 4.2f The specialty society represents a recognized body of musculoskeletal knowledge. Evidence of recognition includes one or more of the following characteristics: established journal or journals (not necessarily sponsored by the specialty society) in the area; formal training programs in the specialty; or recognition of the specialty by the American Board of Medical Specialties (ABMS). Evidence of broad basis includes focus beyond a single anatomic structure, procedure, device, or practice concentration. Evidence of differentiation includes relevance to or shared interest with more than one other existing musculoskeletal subspecialty.
- 4.3 Membership Application Procedure:
- 4.3a A specialty society interested in BOS membership shall send documentation of how it meets the membership criteria using the prescribed membership application and submitting it to the BOS Secretary prior to the BOS business meeting at the AAOS Annual Meeting. The Executive Committee shall review the application. Applicants that meet the criteria in Section 4.2 (Specialty Society Membership Criteria) shall be presented to the BOS at its business meeting during the AAOS National Orthopaedic Leadership Conference. The BOS shall vote on the applicant's membership request at the BOS business meeting during the AAOS Fall Meeting.
 - 4.3b Election to the BOS shall be by majority vote of the member organizations present.
 - 4.3c Should an organization's membership application be approved, the BOS will notify the organization within thirty (30) days of the vote by written correspondence. The applicant shall obtain BOS member status at the beginning of the next calendar year.
 - 4.3d Should an application be rejected, the BOS will notify the organization within thirty (30) days of the vote by written correspondence and shall outline the reasons for the denial. The applicant has recourse by reapplying for BOS membership no earlier than two (2) years after the rejection decision. The reapplication must be submitted using the prescribed membership application and must address the reasons for the previous rejection as outlined in the BOS Operations Manual.
- 4.4 Maintenance of BOS Membership:
- 4.4a A member organization shall maintain its membership consistent with BOS member eligibility.
 - 4.4b A member organization shall be required to have representation at all BOS meetings.
 - 4.4c A member organization shall have one of its representatives within the society's presidential line.

- 4.4d Membership eligibility shall be reviewed biennially through a "BOS Organization Review" as outlined in the BOS Operations Manual. Each member organization shall receive a written acknowledgement within thirty (30) days of the completed review.
- 4.5 Membership Probation and Termination
- 4.5a If membership criteria and maintenance deficiencies are identified during the BOS Organization Review, the member organization shall be notified of the deficiencies within thirty (30) days of the completed review by written correspondence.
- 4.5b Should a member organization be deficient, the member organization shall be granted a two (2) year probationary period, with full member organization privileges, to take corrective actions to meet the membership eligibility and maintenance criteria.
- 4.5c If a member organization is found to be ineligible for continuing BOS membership through the BOS Organization Review, and eligibility and maintenance criteria have not been met during the probationary period, the BOS may terminate the organization's membership by a majority vote of the BOS organizations present at the BOS business meeting during the AAOS Annual Meeting.
- 4.5d A membership organization that is either placed on membership probation or terminated may appeal the BOS decision in concert with the actions outlined in the BOS Operations Manual.
- 4.5e Should a member organization's membership be terminated, the organization shall follow the membership application process as described in Section 4.3.
- 4.6 Withdrawal
A member specialty society may withdraw from the BOS upon written request to the BOS Secretary. Such withdrawal shall be effective as of the date of the succeeding BOS business meeting following receipt of notice.
- 4.7 Representatives
There shall be a minimum of one representative and a maximum of six representatives appointed from each BOS member organization. At minimum, a member of a society's presidential line shall be required to be a representative, and he/she, or his/her designee, shall be the sole voting representative for that member organization. The remaining five representatives shall be the society's executive director, if any, and those individuals that the society has appointed to BOS communications, education, health policy, and/or research committees. Each representative shall serve one three-year term and shall be eligible for one additional three-year term. The term may be extended if the representative is a member of the Executive Committee of the BOS.
- 4.7a Dual Representation
A representative, with the exception of a presidential line representative, may represent more than one member organization if he/she is appointed by their respective member organizations using the prescribed membership appointment form. An individual serving as a presidential line representative shall only represent one member organization during his/her tenure.
- 4.7b Attendance
Attendance at BOS meetings is essential for the BOS to carry out its assigned functions and to be a benefit to member organizations. If a representative is

unable to attend an assigned meeting, he/she shall be required to notify the BOS Secretary and provide the reason(s) for the planned absence. Representatives who fail to attend two consecutive assigned meetings without adequate notice are not eligible for any BOS office or for reappointment as a BOS representative.

4.7c Other Assigned Duties

Representatives may be appointed to serve on BOS committees and task forces. If these appointments are accepted, representatives shall be expected to attend and participate in these meetings. Failure to attend and participate shall result in the representative's removal from the committee or task force as outlined in the BOS Operations Manual.

4.8 Membership Roster Update

BOS membership will be updated three times a year: February 1, April 15, and August 31.

5.0 OFFICERS

5.1 The officers of the BOS shall be Fellows of the AAOS. The BOS will elect its own officers, which shall be a Chair, Chair-Elect, and Secretary, at its fall business meeting. Each officer shall be elected for a one-year term except the Secretary, who may succeed him/herself for an additional one-year term.

5.2 The Chair-Elect shall succeed to the office of Chair immediately upon expiration of the term of office of the Chair or in the event of death, inability, or refusal to act. In the event the Chair-Elect succeeds the office of Chair by reason other than natural succession, the Chair-Elect shall serve the remaining unfulfilled term of the replaced Chair and serve additionally his/her own one-year term of office.

6.0 DUTIES OF THE OFFICERS

6.1 Chair

6.1a Shall preside at all meetings of the BOS and of the Executive Committee.

6.1b Shall serve on the AAOS Board of Directors, the AAOS Executive Committee, the AAOS Committee Appointment Program Committee, the AAOS Unity Review Group, and the Political Action Committee of the American Association of Orthopaedic Surgeons.

6.1c Shall report to the AAOS Board of Directors all activities of the BOS and shall keep the BOS members apprised of AAOS deliberations and activities relevant to the orthopaedic community.

6.1d Shall appoint, with the approval of the Executive Committee, committee chairs if terms are expiring or vacancies exist, any member to a vacancy in an ad hoc committee, and suggest to the AAOS Committee Appointment Program Committee members for service or liaison service on AAOS Committees.

6.1e Shall appoint unfilled Executive Committee vacancies.

6.1f Shall be responsible for construction of the agenda for meetings, with the assistance of the BOS Chair-elect, Secretary, and AAOS staff in a timely manner.

6.1g Shall serve as an ex-officio member of all special and standing committees of the BOS.

- 6.2 Chair-Elect
- 6.2a Shall assist the Chair in the performance of the Chair's duties and shall substitute for the Chair when he/she is unable to attend to those duties. He/she shall automatically succeed the Chair at the conclusion of the AAOS Annual Meeting.
- 6.2b Shall serve on the AAOS Board of Directors and shall keep the BOS members apprised of AAOS deliberations and activities relevant to the orthopaedic community.
- 6.2c Shall serve on the Political Action Committee of the American Association of Orthopaedic Surgeons.
- 6.3 Secretary
- 6.3a Shall prepare the minutes of all meetings of the BOS and its Executive Committee and shall file a copy with the AAOS office for distribution to the BOS and to the Board of Directors of the AAOS.
- 6.3b Shall afford each BOS member organization an opportunity to add items to the agenda and circulate appropriate background material to them.
- 6.3c Shall serve on the AAOS Board of Directors and shall keep the BOS members apprised of AAOS deliberations and activities relevant to the orthopaedic community.
- 6.4 Immediate Past Chair
- 6.4a Shall serve as the chair of the BOS Nominating Committee.
- 6.5 Newly-Elected Officers
- 6.5a Shall take their offices at the conclusion of the BOS business meeting during the AAOS Annual Meeting.
- 6.5b When a BOS representative becomes a member of the BOS Executive Committee, that individual will be asked to resign as a BOS representative of his/her specialty society, thus giving the society the ability to appoint a new BOS representative.

7.0 COMMITTEES

- 7.1 Committee Structure
- The BOS shall have eight standing committees and three joint committees with the Board of Councilors (BOC).
- 7.1a The eight standing committees are:
- Executive Committee;
 - Nominating Committee;
 - Communications Committee;
 - Education Committee;
 - Health Policy Committee;
 - Research Committee;
 - Match Oversight Committee; and the
 - Executive Director Forum.
- 7.1b The three joint committees with the BOC are:
- BOC/BOS Bylaws Review Committee;
 - BOC/BOS Professionalism Committee; and the
 - BOC/BOS Resolutions Committee.

- 7.1c The Chair, with the approval of the majority of the Executive Committee, may create ad hoc committees as necessary. The Chair has the right to determine the ad hoc committees' charges and timelines and has the right to appoint all ad hoc committee members.
- 7.2 Executive Committee
 - 7.2a The Executive Committee shall be comprised of the Chair, Chair-Elect, Secretary, and the Immediate Past Chair. The Executive Committee shall meet regularly between BOS meetings to administer the affairs of the BOS.
 - 7.2b Members of the Executive Committee shall not have voting privileges during any BOS business meeting, with the exception of the BOS Chair who shall break any tie vote.
- 7.3 Nominating Committee

The Nominating Committee shall be chaired by the Immediate Past Chair, and shall be comprised of two additional BOS representatives who are not officers. The two members will be elected by nomination from the floor during the BOS business meeting at the AAOS National Orthopaedic Leadership Conference. No member may serve two consecutive terms on the Nominating Committee.

 - 7.3a The Nominating Committee is responsible for selecting at least one nominee for Chair-Elect and one or more nominees for Secretary.
 - 7.3b The Committee Chair is to present the candidates for the positions of Chair-Elect and Secretary during the BOS business meeting at the AAOS Fall Meeting. Other candidates for these positions may be nominated from the floor. The officers shall be selected by a majority vote of the BOS member organizations present.
 - 7.3c The Committee shall follow the processes outlined in the BOS Operations Manual with regards to the identification and recommendation of candidates and shall exercise due diligence and transparency throughout the nomination selection process.
- 7.4 BOS Communications Committee
 - 7.4a This committee shall consist of a Chair and Vice Chair appointed by the BOS Chair, and one representative appointed from each BOS member organization.
 - 7.4b The Chair and Vice Chair shall serve for one year, and are eligible for two additional one-year appointments provided he/she remains a BOS representative. Members shall serve through the end of their term on the BOS.
 - 7.4bi The Chair shall preside at all Communications Committee meetings and serve as the BOS liaison to the AAOS Communications Cabinet and shall attend all Cabinet meetings. The Chair shall execute all duties delegated to him/her by the Executive Committee.
 - 7.4bii The Vice Chair shall preside at all Communications Committee meetings in the event the Chair cannot facilitate a meeting and shall execute all duties delegated to him/her by the Chair or the Executive Committee. He/she shall succeed to the position of Chair if the Chair is unable or unqualified to serve. Should the Vice Chair fill the position of Chair for any reason, he/she may complete the balance of Chair's term.

- 7.4c Charges of the Committee shall be determined by the BOS Executive Committee and reviewed annually by the Committee Chair and the Executive Committee.
- 7.5 BOS Education Committee
 - 7.5a This committee shall consist of a Chair and Vice Chair appointed by the BOS Chair, and one representative appointed from each BOS member organization.
 - 7.5b The Chair and Vice Chair shall serve for one year, and are eligible for two additional one-year appointments provided he/she remains a BOS representative. Members shall serve through the end of their term on the BOS.
 - 7.5bi The Chair shall preside at all Education Committee meetings and serve as the BOS liaison to the AAOS Council on Education and shall attend all Council meetings. The Chair shall execute all duties delegated to him/her by the Executive Committee.
 - 7.5bii The Vice Chair shall preside at all Education Committee meetings in the event the Chair cannot facilitate a meeting and shall execute all duties delegated to him/her by the Chair or the Executive Committee. He/she shall succeed to the position of Chair if the Chair is unable or unqualified to serve. Should the Vice Chair fill the position of Chair for any reason, he/she may complete the balance of Chair's term.
 - 7.5c Charges of the Committee shall be determined by the BOS Executive Committee and reviewed annually by the Committee Chair and the Executive Committee.
- 7.6 BOS Health Policy Committee
 - 7.6a This committee shall consist of a Chair and Vice Chair appointed by the BOS Chair, and one representative appointed from each BOS member organization.
 - 7.6b The Chair and Vice Chair shall serve for one year, and are eligible for two additional one-year appointments provided he/she remains a BOS Representative. Members shall serve through the end of their term on the BOS.
 - 7.6bi The Chair shall preside at all Health Policy Committee meetings and serve as the BOS liaison to the AAOS Council on Advocacy and shall attend all Council meetings. The Chair shall execute all duties delegated to him/her by the Executive Committee.
 - 7.6bii The Vice Chair shall preside at all Health Policy Committee meetings in the event the Chair cannot facilitate a meeting and shall execute all duties delegated to him/her by the Chair or the Executive Committee. He/she shall succeed to the position of Chair if the Chair is unable or unqualified to serve. Should the Vice Chair fill the position of Chair for any reason, he/she may complete the balance of Chair's term.
 - 7.6c. Charges of the Committee shall be determined by the BOS Executive Committee and reviewed annually by the Committee Chair and the Executive Committee.
- 7.7 BOS Research Committee
 - 7.7a This committee shall consist of a Chair and Vice Chair appointed by the BOS Chair, and one representative appointed from each BOS organization.
 - 7.7b The Chair and Vice Chair shall serve for one year, and are eligible for two additional one-year appointments provided he/she remains a BOS Representative. Members shall serve through the end of their term on the BOS.

- 7.7bi The Chair shall preside at all Research Committee meetings and serve as the BOS liaison to the AAOS Council on Research, Quality Assessment, and Technology and shall attend all Council meetings. The Chair shall execute all duties delegated to him/her by the Executive Committee.
- 7.7bii The Vice Chair shall preside at all Research Committee meetings in the event the Chair cannot facilitate a meeting and shall execute all duties delegated to him/her by the Chair or the Executive Committee. He/ she shall succeed to the position of Chair if the Chair is unable or unqualified to serve. Should the Vice Chair fill the position of Chair for any reason, he/she may complete the balance of Chair's term.
- 7.7c Charges of the Committee shall be determined by the BOS Executive Committee and reviewed annually by the Committee Chair and Executive Committee.
- 7.8 BOS Match Oversight Committee
 - 7.8a This committee shall consist of a Chair and Vice Chair elected from within the committee membership by a majority vote of the members, and one representative appointed from each of the orthopaedic match programs.
 - 7.8b The Chair and Vice Chair shall serve one three-year term. Members shall serve a maximum of two three-year terms.
 - 7.8c. Charges of the Committee shall be determined by the BOS Executive Committee and reviewed annually by the Committee Chair and the Executive Committee.
- 7.9 BOS Executive Director Forum
 - 7.9a This forum shall consist of a Chair and Vice Chair elected from within the Forum membership by a majority vote of Forum members. The Chair shall not be the executive director of the organization from which the BOS Chair or BOS Chair-Elect are members. The Forum members shall be the executive directors of each BOS member organization.
 - 7.9b The Chair and Vice Chair shall serve for one year, and are eligible for two additional one-year appointments provided he/she remains a BOS representative. Members shall serve through the end of their term on the BOS.
 - 7.9bi The Chair shall preside at all Forum meetings and serve as the BOS liaison to the Executive Committee. The Chair shall execute all duties delegated to him/her by the Executive Committee.
 - 7.9bii The Vice Chair shall preside at all Forum meetings in the event the Chair cannot facilitate a meeting and shall execute all duties delegated to him/her by the Chair or the Executive Committee. He/ she shall succeed to the position of Chair if the Chair is unable or unqualified to serve. Should the Vice Chair fill the position of Chair for any reason, he/she may complete the balance of Chair's term.
 - 7.9c Charges of the Forum shall be determined by the BOS Executive Committee and reviewed annually by the Forum Chair and the Executive Committee.
- 7.10 BOC/BOS Bylaws Review Committee
 - 7.10a This committee shall consist of a Chair and members appointed by the BOC Chair-Elect and the BOS Chair-Elect.

- 7.10b The Chair shall serve for two years and all BOS committee members shall serve until the end of their second year on the BOS with an option to continue through the end of their third year if they so desire.
- 7.10c Charges of the Committee shall be outlined in the AAOS Bylaws and referenced in the BOS Operations Manual.
- 7.11 BOC/BOS Professionalism Committee
 - 7.11a This committee shall consist of a Chair and members appointed by the BOC Chair-Elect and the BOS Chair-Elect.
 - 7.11b The Chair shall serve for two years and all BOS committee members shall serve until the end of their second year on the BOS with an option to continue through the end of their third year.
 - 7.11c Charges of the Committee shall be outlined in the AAOS Bylaws and referenced in the BOS Operations Manual
- 7.12 BOC/BOS Resolutions Committee
 - 7.12a This committee shall consist of a Chair and members appointed by the BOC Chair-Elect and the BOS Chair-Elect.
 - 7.12b The Chair shall serve for two years and all BOS committee members shall serve through the end of their term on the BOS.
 - 7.12c Charges of the Committee shall be outlined in the AAOS Bylaws and referenced in the BOS Operations Manual

8.0 MEETINGS

- 8.1 There shall be three BOS business meetings each year. One meeting will take place at the AAOS Annual Meeting. The second meeting shall take place at the AAOS National Orthopaedic Leadership Conference and the third meeting shall take place at the AAOS Fall Meeting. The Executive Committee shall determine the meeting dates for each BOS committee.
- 8.2 Quorum at Business Meetings

BOS business may be conducted at business meetings only when a quorum is present. A quorum shall consist of those BOS member organizations present and eligible to vote, but in no event shall a quorum consist of less than fifty percent (50%) of the BOS member organizations. If a quorum is not present, voting shall be done by conference call; a majority vote of the BOS member organizations shall be required.
- 8.3 The BOS member presidential line representatives shall be expected to attend all three meetings, and are responsible for organizing the BOS representatives from their societies for voting purposes on BOS issues, and BOC/BOS Advisory Opinions, AAOS resolutions, amendments to bylaws, and Standards of Professionalism being considered.
- 8.4 Representatives to the BOS committees shall be expected to participate in their respective meetings when they are scheduled. Participation in conferences calls may be necessary to carry out BOS committee responsibilities.

8.5 Executive director representatives shall be expected to attend at least two business meetings including the BOS business meeting at the AAOS Annual Meeting,

9.0 REIMBURSEMENT OF BOS EXPENSES

9.1 Representatives shall be eligible for expense reimbursement in accordance with the AAOS Travel Policy and the BOS Operations Manual in effect at the date of travel. Expenses shall be submitted within 60 days of the meeting in order to be reimbursed.

10.0 RULES OF ORDER

10.1 All BOS meetings and proceedings shall be conducted according to standard parliamentary procedures that provide for adequate notice and a fair opportunity for debate. The presiding officers may be guided by, but not bound by, the most recent edition of Robert's *"Rules of Order."*

11.0 AMENDMENT

11.1 Any proposed amendments to these Policies and Procedures must be submitted to the BOS Executive Committee at least ninety (90) days prior to any BOS business meeting. The Executive Committee shall review the proposed amendment and then place it on the agenda of the next BOS business meeting for consideration and approval by all voting BOS representatives present. At the meeting, BOS representatives will discuss the proposed amendment after which it must be approved by a two-thirds (2/3) vote. To be adopted, the AAOS Board of Directors must approve these BOS Policies and Procedures.