



ASSOCIATION OF AMERICAN MEDICAL COLLEGES

SUITE 200, ONE DUPONT CIRCLE, N.W., WASHINGTON, D.C. 20036

January 25, 1974

TO: All Council of Academic Societies Representatives
FROM: August G. Swanson, M.D. *[Signature]*
SUBJECT: Change in CAS Rules and Regulations

The Administrative Board has proposed a change in the composition and length of term of members of the Administrative Board. It is proposed that the Administrative Board be increased from six to nine members and that the immediate Past-Chairman, as well as the Chairman and Chairman-Elect, be members of the Board. This will increase the total Board to 12 members and will eliminate the position of Secretary.

It is also recommended that the term of office of Board members be increased from two to three years. This change is recommended because the By-Laws of the AAMC provide for a three-year term for members of the Executive Council. The noncordance between Administrative Board terms of two years and Executive Council terms of three years has meant that individuals elected to the Executive Council during their terms of office on the Administrative Board continue to serve on the Executive Council after their Administrative Board terms have expired. The noncordance has been dealt with in the past by having these individuals serve ex officio on the Administrative Board while they continue on the Executive Council. This has meant that two individuals are serving ex officio on the Executive Council at all times and has in effect increased the size of the Executive Council from its authorized level of 9 to 11.

Because on occasions the Administrative Board members may be elected to the Executive Council part way through their terms on the Administrative Board, this problem of noncordance between Administrative Board tenure and Executive Council tenure will not be completely resolved, but will be improved. This will be particularly the case for the Chairman-Elect, who by the Rules & Regulations in Paragraph 3 of Section III, is automatically a CAS nominee for membership on the Executive Council. By virtue of including the immediate Past-Chairman as a member of the Administrative Board, the three-year term of this individual as Chairman-Elect, Chairman and immediate Past-Chairman, will be concordant with the three-year term of other members of the Board.

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The Office of Secretary has been eliminated because functionally those responsibilities are carried out by the full-time staff.

This announcement of a change in the Rules & Regulations is promulgated in advance of the Business Meeting agenda in order to meet the requirement of at least 30 days notice for a change in Rules and Regulations.

The following is the present CAS Rules & Regulations as adopted October 29, 1971.

Section III. Administrative Board

1. The Council of Academic Societies shall be governed by an Administrative Board which shall be composed of a Chairman, Chairman-Elect, a Secretary and six other representatives of member Academic Societies. Three of said six representatives shall be elected by written ballot at each annual meeting of the Council of Academic Societies, and each such representative shall serve for a term of two years or until his successor is elected and installed. Representatives to the Administrative Board may succeed themselves for two additional terms.

2. The Administrative Board shall meet at least twice each year at the time and place of the meetings of the Council of Academic Societies. The Administrative Board may meet at any other time and place upon call of the Chairman, provided ten (10) days written notice thereof has been given.

3. The Administrative Board shall recommend to the Nominating Committee of the Association nominees for positions on the Executive Council of the Association. The Chairman-Elect shall be one (1) nominee, and the remainder shall be chosen from members of the Administrative Board, chosen so as to present a balanced representation between societies primarily concerned with preclinical disciplines and societies primarily concerned with clinical disciplines.

Proposed change in CAS Rules & Regulations re size and terms
of Administrative Board

Section III. Administrative Board

1. The Council of Academic Societies shall be governed by an Administrative Board which shall be composed of a Chairman, Chairman-Elect, *immediate Past-Chairman* and 9 other members. Three of said 9 members shall be elected by written ballot at each annual meeting of the Council of Academic Societies, and each such member shall serve for a term of 3 years or until his successor is elected and installed. *Members elected to serve on the Executive Council of the Association shall continue to hold membership on the Administrative Board until their terms on the Executive Council expire.*

NOTE: The above was approved by the CAS Administrative Board on December 13, 1973.