



**BYLAWS
of the
CALIFORNIA SOCIETY
OF
ANESTHESIOLOGISTS (CSA)**

**A Corporation Chartered Under the Laws
of the State of California**

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ARTICLES OF INCORPORATION
of the
CALIFORNIA SOCIETY
OF
ANESTHESIOLOGISTS

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, have this day voluntarily associated ourselves together for the purpose of forming a non-profit corporation under Title I, Division II, Part I of the Corporation Code of the State of California:

And we do hereby certify:

ARTICLE 1 NAME

That the name of the corporation shall be the "CALIFORNIA SOCIETY OF ANESTHESIOLOGISTS"

ARTICLE 2 PURPOSE

- A. That the primary purpose for which said corporation is formed is to advance the Science and Art of Anesthesiology.
- B. The general purposes for which said corporation is formed are as follows:
 - 1. To stimulate interest and promote progress in the scientific, cultural and economic aspects of the specialty of anesthesiology.
 - 2. To seek for betterment of the individual member of this Society and to protect the member's interests within the structure of the Constitution and Bylaws of this corporation and that of the American Society of Anesthesiologists
 - 3. To uphold, adhere to and promote the aims, principles and purposes of the American Society of Anesthesiologists, as set forth in the Constitution of that organization.
 - 4. To do each and every thing necessary, suitable or proper for the accomplishment of any of the purposes or the attainment of any one or more of the objectives herein enumerated or conducive to or expedient for the protection and benefit of this corporation.

ARTICLE 3 PERPETUITY

That the existence of this corporation is to be perpetual.

ARTICLE 4 NON-PROFIT

That said corporation is one which does not contemplate the distribution of gains, profits or dividends to the members thereof nor does it contemplate pecuniary gain or profit to its members, and said corporation will not engage in any mercantile, commercial or mechanical business.

ARTICLE 5 LOCATION

That the principal office for the transaction of business of said corporation is to be located at such place within the State of California as the Board of Directors shall select.

ARTICLE 6 POWERS

The corporate powers of this corporation are vested in a board of directors known as the Executive Committee, consisting of not less than six (6) nor more than nine (9) members elected or appointed in the manner provided in the bylaws of the corporation, and that the names and addresses of the persons who are to act in the capacity of directors for the first six months or until their successors are elected and qualified are:

Douglass H. Batten, M.D., 1304 Medico-Dental Building, San Diego 1, California

Nevin H. Rupp, M.D., Veterans Administration Center, Los Angeles 25, California

Forrest E. Leffingwell, M.D., 645 Rockwood Road, Pasadena 2, California

William H. Cassels, M.D., 231 Tulane Road, San Mateo, California

Bruce M. Anderson, M.D., Samuel Merritt Hospital, Oakland 9, California

Robert W. Churchill, M.D., 1180 Montgomery Drive, Santa Rosa, California

ARTICLE 7 BYLAWS

That for the purpose of the government of this corporation its Constitution and Bylaws, taken together, shall be considered to be its Bylaws, and they shall provide, among other things:

1. The qualification of the members of the corporation, the different classes of membership if any, the property, voting and other rights, privileges and liabilities of each class of membership and the method of selection and expulsion of members, provided, however, that there shall be no voting by proxy, nor may votes be cumulated.

2. The officers, agents and servants of the corporation, their duties, compensation, the method of their election or appointment and their tenure of office.
3. The manner of levying and collecting dues and assessments and the method of their collection.
4. The manner of calling and conducting meetings of members and directors and the number of members or directors which constitute a quorum.
5. That there issue to each member a certificate of membership.

ARTICLE 8 AMENDMENTS

That the Bylaws of the corporation shall be adopted by the directors named in the Articles of Incorporation and may thereafter be amended or repealed in the manner provided in the Bylaws.

ARTICLE 9 INCORPORATION

That the corporation is formed to incorporate an unincorporated association, incorporated to wit: CALIFORNIA SOCIETY OF ANESTHESIOLOGISTS.

IN WITNESS WHEREOF, we have hereunto set our hands this 30th day of December, 1953.

DOUGLASS H. BATTEN, M.D.
By Douglass H. Batten, M.D., President

WILLIAM H. CASSELS, M.D.
By William H. Cassels, M.D., Secretary-Treasurer

**BYLAWS
of the
CALIFORNIA SOCIETY
OF
ANESTHESIOLOGISTS**

**A Corporation Chartered Under the Laws
of the State of California**

CHAPTER 1 NAME

This Society shall be known as the CALIFORNIA SOCIETY OF ANESTHESIOLOGISTS and is the recognized component society of The American Society of Anesthesiologists, existing by authority of The American Society of Anesthesiologists, through a charter granted May 10, 1948.

CHAPTER 2 PURPOSES

The purposes of this Society are:

To advance the science and art of anesthesiology and to stimulate interest and promote progress in the scientific, cultural and economic aspects of the specialty of anesthesiology;

To seek the betterment of the individual member of this Society, and to protect the member's interests within the structure of the Constitution and Bylaws of this corporation and of the American Society of Anesthesiologists; and

To uphold, adhere to and promote the aims, principles and purposes of the American Society of Anesthesiologists, as set forth in the Bylaws of that organization.

CHAPTER 3 MEMBERSHIP

3.01 Membership in this Society is a privilege and not a right and is contingent upon compliance with the requirements specified in these Bylaws.

Membership in any category of this society shall not be denied or abridged because of sex, color, creed, race, religion, disability, ethnic origin, national origin, sexual orientation, age, or any other reason unrelated to the requirements of these Bylaws.

3.02 CATEGORIES

The categories of membership in this Society are:

Honorary, Active, Affiliate, Resident, Retired, Life, and Student.

If an applicant is eligible for more than one category of membership, the Membership Committee shall consider the applicant for membership in the *most privileged* category.

3.03 REQUIREMENTS

The requirements for eligibility in the various categories of membership are:

3.031 Honorary A physician or other scientist who has attained exceptional eminence in anesthesiology or related fields, or who has made significant contributions to anesthesiology.

3.032 Active A doctor of medicine or osteopathy who is engaged in the practice of, or who is especially interested in the medical specialty of anesthesiology,

Whose location of principal professional activity is in the State of California,

Who has an unrestricted license to practice medicine in the State of California (except a member of the armed forces or an anesthesiologist employed by or affiliated with a U.S. Veterans Administration Hospital or Public Health Service Hospital who has an unrestricted license to practice medicine in a state, territory, possession or the District of Columbia of the United States of America); and

Who has successfully completed a training program in anesthesiology accredited by the Accreditation Council on Graduate Medical Education or equivalent organizations, or the American Osteopathic Association; and

Who satisfactorily completes the continuing education requirements of the Medical Board of California.

Rights and privileges per Section 3.131
Annual assessment per Section 3.21

3.033 Affiliate

3.0331 A dentist, scientist or physician interested in but not actively practicing anesthesiology.

3.0332 A physician who is in the full time service of the armed forces of the United States Government, Merchant Marine Service, The Veterans Administration, or United States Public Health Service, who does not desire or does not qualify for Active membership.

3.034 Resident A physician who is in full time training in the specialty of anesthesiology, or

Who is otherwise engaged in full time postgraduate medical training and who has a special interest in anesthesiology.

Eligibility for this category of membership ceases with the completion or discontinuance of the member's training.

3.035 Retired A physician who has been an Active or Affiliate member of this Society for ten cumulative years or more, and who has retired from the practice of anesthesiology or who has reached the age of 70 years.

The Board of Directors may, at its discretion, modify these requirements.

Retired membership of a physician under the age of 70 years, terminates upon resumption of remunerated professional activity in anesthesiology and the individual's previous status, Active or Affiliate, may be reinstated upon payment of appropriate dues.

3.036 Life Membership Retiring presidents may be granted Life membership by the House of Delegates at the conclusion of their respective terms of office as president, or any time thereafter.

3.037 Student A medical or osteopathic student who has expressed an interest in anesthesiology, and attends an LCME accredited medical school or school of osteopathy in California. Eligibility for this category of membership ceases upon completion or discontinuance of medical/osteopathic school. Simultaneous membership in the American Society of Anesthesiologists is not required.

3.04 STATUS UNCHANGED

There shall be no change in the status of any member of this Society in good standing at the time of the adoption of these Bylaws, or of any amendments to or changes of these Bylaws, solely by reason of their adoption, any provision in these Bylaws notwithstanding.

3.05 LOCATION OF PRINCIPAL PROFESSIONAL ACTIVITY

Unless otherwise described in these Bylaws, the term "location of principal professional activity" is defined as that place where the majority of the member's professional activities take place as distinguished from the member's place of residence or location of temporary or other professional pursuits.

In the event of uncertainty or dispute as to the location of principal professional activity, the matter shall be referred to the Membership Committee of this Society for ruling, and its decision shall be final.

3.06 ELECTION TO HONORARY MEMBERSHIP

Nominations for honorary membership shall be in writing and forwarded to the Membership Committee. Such nominations shall specifically set forth the qualifications of the candidate and be supported by the signature of three active members of this Society who are personally acquainted with the candidate.

Upon approval, the Committee on Membership shall submit the nomination, with its recommendations, to the House of Delegates. A two-thirds vote of the House of Delegates is necessary for election to honorary membership.

Members of this Society elected to honorary membership in The American Society of Anesthesiologists automatically become honorary members of this Society.

3.07 APPLICATIONS FOR MEMBERSHIP

Forms for application for membership may be obtained through the Central Office and on the CSA Web Site. All applications for membership shall be submitted in a form approved by this Society, and forwarded to the Central Office of this Society.

3.071 Special Requirements Each applicant for membership in this Society who is not then a member of The American Society of Anesthesiologists shall at the same time make application for such membership in The American Society of Anesthesiologists. The application submitted to this Society shall be forwarded to the appropriate office at the American Society of Anesthesiologists, accompanied by the application fee, if any. As a prerequisite to approval for membership in this Society, the applicant must be a member of The American Society of Anesthesiologists or be an applicant and be subsequently approved for membership in The American Society of Anesthesiologists.

3.072 Application Fee An application fee, in the amount determined by the Board of Directors, shall accompany the application form. Application fees are not refundable.

Applicants for Resident, Student or Retired category of membership shall not be required to pay an application fee.

3.08 ENDORSEMENT OF APPLICATIONS

Applications for membership in this Society shall be endorsed as follows:

3.082 Resident An application for Resident membership shall be endorsed by the director of the training program of the applicant.

3.083 Student An application for Student membership shall be endorsed by the Chair of the Department of Anesthesiology of an LCME accredited medical school or school of osteopathy.

3.084 Retired Applications for Retired membership shall be approved by the CSA Secretary.

3.09 PROCESSING APPLICATIONS FOR MEMBERSHIP

Applications for membership shall be forwarded to the Secretary of this Society with a statement of verification of compliance with the initial requirements for membership.

3.10 INITIAL PROCESSING OF APPLICATIONS

3.101 Upon receipt of an application, the Central Office shall verify the applicant's training, licensure and compliance with the other conditions of membership. Additional information may be requested from the applicant, where needed, in writing. Failure to comply with such a request within 60 days shall be deemed a withdrawal of the application and the applicant shall be so advised.

3.102 If the Central Office determines the applicant to be qualified for the category applied for, the applicant's application shall be approved and forwarded to the secretary for information. If the Central Office determines that the applicant is not qualified for the category applied for, applicant will be advised in writing, stating the reasons and shall be given a period of time of up to 90 days to correct or remove the basis for the lack of qualification. Failure to correct or remove the basis for the lack of qualification within the aforementioned time shall result in the application being rejected and the applicant shall be notified in writing by the Secretary of the Society. No appeal shall be available for rejection of an application under this section.

3.11 RE-APPLICATION

A re-application for membership may not be filed until one year has elapsed from the date of disapproval of a prior application.

3.12 CONSIDERATION FOR MEMBERSHIP

When an applicant has been approved for membership the individual's name shall be enrolled on the Official Roster of this Society in the appropriate category of membership, and verification of membership forwarded to the applicant upon receipt of the appropriate annual assessment.

If the Membership Committee disapproves the application for membership, it must immediately notify the applicant of such decision in writing, stating the ground(s) for disapproval.

3.13 RIGHTS AND PRIVILEGES

Members of this Society in good standing possess rights and privileges as follows:

3.131 Full Privileges Active members, Life members, Honorary members who have been previously Active members, are entitled to all rights and privileges of this Society.

3.132 Limited Privileges Affiliate, Resident, Student and Retired members are entitled to participate in the functions and activities of this Society, including membership on Standing and Special Committees, and the House of Delegates, but are not eligible for election to office and have no right to vote except at meetings of committees on which they serve, and the House of Delegates.

The House of Delegates of this Society is composed of the delegates, directors, resident delegates, and officers.

3.14 MAINTENANCE OF OTHER MEMBERSHIPS

Active and Resident members of this Society are required to maintain membership in the same category in the American Society of Anesthesiologists.

No person may maintain membership in more than one component society of The American Society of Anesthesiologists at the same time.

Active and Resident members of The American Society of Anesthesiologists shall apply for membership in this Society within one hundred eighty (180) days after transfer of their location of principal professional activity to the State of California.

3.16 SUSPENSION, EXPULSION

A member of this Society may be suspended or expelled for:

3.161 Causes

- (A) Expulsion from membership in the American Society of Anesthesiologists.
- (B) Revocation, restriction, or suspension of license or certificate to practice medicine by a regularly constituted state authority.
- (C) Failure to abide by the provisions of these Bylaws.

3.162 Notification If the Membership Committee suspends or expels a member of this Society, that member shall be immediately notified in writing by the Membership Committee of its action.

3.17 EFFECT OF SUSPENSION AND EXPULSION

Suspension or expulsion of a member of this Society affects membership status as follows:

3.171 Suspension The suspension of membership or the imposition of conditions or restrictions by the ASA shall cause exercise of the rights and privileges of membership in this Society to be suspended, conditioned or restricted on the same terms, so long as such action by the ASA remains in effect.

If such member is an officer, director, delegate, or member of any Committee or Division of this Society, the Board of Directors may, at its discretion, declare the position vacant.

3.172 Termination of Membership The termination of ASA membership shall automatically terminate membership in this Society.

Any position in this Society held by such member thereupon becomes vacant.

3.19 APPLICATION FOR REINSTATEMENT

A member of this Society who has been dropped or expelled from membership, may make application for reinstatement, provided:

- (A) An application is made in the same manner as provided in these Bylaws for an original application for membership; and
- (B) One year has elapsed since the date the member was dropped or expelled, or since rejection of prior application for reinstatement.

3.20 AMOUNT OF ANNUAL ASSESSMENT

The members of this Society shall be assessed annually as follows:

3.201 Active and Affiliate The amount of the annual assessment shall be determined by the Board of Directors, subject to approval of the House of Delegates.

3.202 Honorary, Resident, Student, Retired and Life Honorary, Resident, Student, Retired and Life members shall not be required to pay annual assessments.

3.203 New Members The initial assessment of dues for a new member shall be prorated on a monthly basis. Dues are prorated to include the month that membership is approved if the application is approved prior to the 15th of the month. Applications approved after the 15th of the month are prorated starting with the following month.

3.21 PAYMENT OF ANNUAL ASSESSMENT

Each member of this Society shall pay the annual assessment appropriate to the category of membership.

3.211 Dues Annual assessments are due and payable on July 1st of each year. Dues are delinquent on September 30. Any member transferring from another state where component dues have been paid shall be considered a CSA member for the balance of that dues year without further payment.

3.212 Non-Payment A delinquent member shall be notified of being dropped from membership in this Society unless payment of the annual assessment is received by October 1 or after receiving two dues notices and a final termination warning letter.

3.213 Reinstatement A member who is dropped from membership for non-payment of the annual assessment may be reinstated by the Board of Directors of this Society, in its discretion, upon payment of such unpaid assessments and any other assessments accruing thereafter, provided, however, that the Board may modify or waive the requirements for payment of the assessments in arrears.

Those members who are dropped from membership who do not apply for reinstatement before the end of the fiscal year in which they were dropped, shall be required to make application in the same manner as provided in these Bylaws for an original application.

3.22 Refunds Annual assessments which have been paid shall not be refunded, except that a retiring member upon approval of the Board of Directors, may have the unused portion of active dues returned on a prorated monthly basis.

Upon request from an active member called to active duty with the U.S. Armed services, a pro-rated credit may be applied to subsequent annual assessments to match the period of active duty time. During such period, the active member's dues will be reduced to match the dues for Affiliate membership. It is the responsibility of the member to notify CSA of the initiation and termination of the active duty period, otherwise such dues credit period shall automatically terminate after one year.

- 3.23** **Leave of Absence** The Board of Directors may, on recommendation of the Secretary, grant a leave of absence to an Active or Affiliate member who is seriously ill and cannot practice or who leaves practice temporarily for postgraduate study or other purpose approved by the Board.

Request for leave must be presented before the delinquency date, September 30th. During such leave the annual assessment shall be reduced or waived as established by the Board of Directors. No leave may exceed one year, but shall be subject to renewal. Those granted a leave of absence must pay the prorated annual assessment within thirty (30) days of resuming active practice.

If a leave of absence is requested after a member has paid dues or after the time period determined above, the Board of Directors may grant the leave without a refund in dues. (This would permit the member to also apply for a leave of absence from the American Society of Anesthesiologists.)

- 3.24** **Exemption** An Active member who has reached the age of seventy (70) years and who has been an Active member of the Society for a period of at least twenty (20) years may, upon application, be exempted from the payment of the annual assessment.

CHAPTER 4 OFFICERS

4.01 The officers of this Society shall be a President, a President-Elect, the Immediate Past President, Past President, a Secretary, a Treasurer, an Assistant Secretary, an Assistant Treasurer, a Speaker of the House of Delegates, a Vice Speaker of the House of Delegates, the Director and the Alternate Director from California of the American Society of Anesthesiologists.

4.02 REQUIREMENTS

No person shall be eligible for election as an officer of this Society unless that person has been a voting member in good standing of this Society for two years, and a voting member in good standing of the American Society of Anesthesiologists for five years prior to the election.

4.03 ELECTION

The officers shall be elected by the House of Delegates of this Society at a meeting held during the Annual Session, in the manner provided in these Bylaws.

4.04 TERMS OF OFFICE

The terms of office of the officers of this Society shall be as follows:

President From the close of the Annual Session of the House of Delegates at which the term as President-Elect is completed until the close of the next following Annual Session of the House of Delegates.

President-Elect From the close of the Annual Session of the House of Delegates when elected until the close of the next following Annual Session, at which time the President-Elect shall become President, unless otherwise voted by the House of Delegates.

The Immediate Past-President From the close of the Annual Session of the House of Delegates when the term of office as President is completed until the close of the next following Annual Session.

Past-President From the close of the Annual Session of the House of Delegates at which the term of office is completed as Immediate Past-President until the close of the next following Annual Session.

Secretary From the close of the Annual Session of the House of Delegates when elected until the close of the second following Annual Session.

Treasurer From the close of the Annual Session of the House of Delegates when elected until the close of the second following Annual Session.

Assistant Secretary From the close of the Annual Session of the House of Delegates when elected until the close of the second following Annual Session.

Assistant Treasurer From the close of the Annual Session of the House of Delegates when elected until the close of the second following Annual Session.

Speaker of the House From the close of the Annual Session of the House of Delegates when elected until the close of the following Annual Session.

Vice Speaker of the House From the close of the Annual Session of the House of Delegates when elected until the close of the following Annual Session.

Director and Alternate Director from California to the ASA Three years as specified in the Bylaws of the American Society of Anesthesiologists.

Provided, however, that the officers of this Society at the time of adoption of these Bylaws shall continue to serve until the close of the first meeting of the House of Delegates.

4.05 DUTIES OF OFFICERS

The officers of this Society are charged and entrusted as follows:

4.051 President The President shall: Endeavor efficiently to administer the affairs of this Society during the term of office;

Attempt in all ways possible to contribute to the welfare of the public through the medical specialty of anesthesiology, further the aims and activities of this Society to the fullest extent, and perform such other services as custom, necessity and parliamentary usage require;

Counsel with the officers, district directors, committee members and other individuals on matters pertaining to the improvements of this Society;

Shall appoint all non-elected committee members, committee chairs, and division members, in consultation with committee and division chairs, subject to approval by the Board of Directors;

Shall make other special appointments, including but not limited to representatives to the Centers for Medicare and Medicaid Services Carrier Advisory Committee for Northern and Southern California, and Liaison to the Guedel Memorial Anesthesia Center;

Serve as ex-officio member of all committees of this Society and Divisions;

Deliver a report to the House of Delegates at the close of the term of office; and

Perform such other duties as are provided in these Bylaws.

4.052 President-Elect The President-Elect shall: Become familiar with the business and needs of this Society;

Counsel with the President on matters affecting this Society;

Assist the President in the performance of duties;

Preside in the absence of the President at meetings of this Society where the President usually presides and serve as ex-officio member of all its committees and divisions.

Represent the President at other meetings and functions when requested by the President to do so; and

Otherwise be prepared to assume the leadership of this Society at the proper time.

4.053 Immediate Past-President The Immediate Past-President shall: Provide continuity between the preceding year and the current year;

Contribute personal knowledge and experience to the officials and members of this Society.

4.054 Past-President The Past-President shall: Contribute personal knowledge and experience to the officials and members of this Society.

4.055 Secretary The Secretary shall:

Serve as the official correspondent of this Society with the American Society of Anesthesiologists;

Maintain a current roster of all members of this Society classified according to categories of membership;

Forward appropriate forms to applicants for membership in this Society, and to active and resident members of the American Society of Anesthesiologists, who have transferred the location of their principal professional activity to the jurisdiction of this Society;

Request members of this Society who are in charge of training centers in the State of California to notify this officer promptly of:

- (A) The name of each resident in anesthesiology training,
- (B) The date each resident started training, and
- (C) The date each resident stopped training;

Notify each resident member of this Society, when notice of training termination has been received, that to maintain membership in the American Society of Anesthesiologists, application for change of category of membership in this Society is required within 90 days;

Certify all applicants who have been accepted for membership in this Society;

Notify the Executive Office of the American Society of Anesthesiologists of the name and category of membership of each new member accepted into this Society; the name and new category of each member of this Society whose status has changed; and the name and category of any member dropped from membership in this Society and the reasons for such action; and any change made in any elective office of this Society;

Forward to the Executive Office of the American Society of Anesthesiologists by January 15th of each year, a report showing as of December 31st of the preceding year:

- (A) The roster of membership classified as to categories of membership.
- (B) The names and categories of membership of all new members accepted by this Society during the preceding year,
- (C) All membership category changes occurring during the preceding year,
- (D) All terminations of membership in this Society during the preceding year, together with the reasons therefore, and
- (E) The names of the officers of this Society;

Forward to the Executive Office of the American Society of Anesthesiologists, at least 60 days prior to each annual session of that Society, a list of authorized delegates and alternate delegates who will represent this Society in the House of Delegates of the American Society of Anesthesiologists;

Notify each district director, on or before January 20th of each year, the number of delegates to which the district is entitled for that year;

Supervise and handle the secretarial material of this Society, and act as the corporate secretary in so far as the execution of official documents or institution of official actions may be required;

Serve as recording secretary of the Board of Directors and the House of Delegates of this Society;

Perform such other duties as are provided in these Bylaws.

4.056 Treasurer The Treasurer shall:

Act as the official custodian of all monies, securities and valuable papers of this Society as the Board of Directors may require, and supervise their deposit in banking institutions;

Be responsible for a detailed accounting of all receipts and disbursements of this Society;

Submit at each meeting of the Board of Directors and of the House of Delegates a report concerning the financial transactions of this Society, to include all Society funds and actions of the Treasurer; and

Perform such other duties as provided in these Bylaws.

4.057 Assistant Secretary The Assistant Secretary shall:

Assist the Secretary in the performance of the Secretary's duties; and

Perform the duties of the Secretary when the Secretary is unable to act.

4.058 Assistant Treasurer The Assistant Treasurer shall:

Assist the Treasurer in the performance of the Treasurer's duties; and

Perform the duties of the Treasurer when the Treasurer is unable to act.

4.059 Speaker of the House of Delegates The Speaker of the House of Delegates shall:

Preside at meetings of the House of Delegates of this Society;

Serve as official parliamentarian of this Society;

Serve as ex-officio member of the Bylaws Committee of this Society; and

Serve as an active member of the Executive Committee.

4.0591 Vice Speaker of the House of Delegates The Vice Speaker of the House of Delegates shall:

Assist the Speaker in the performance of the Speaker's duties; and

Perform the duties of the Speaker when requested by the Speaker, and when the Speaker is unable to act.

4.0592 ASA Director from California The Director from California of The American Society of Anesthesiologists, shall:

Counsel with the officers, directors, delegates and members of this Society on matters pertaining to the improvement of this Society;

Represent this Society on the Board of Directors and in the House of Delegates of The American Society of Anesthesiologists;

Submit a report at each session of the House of Delegates of this Society on all pertinent activities of The American Society of Anesthesiologists and its Board of Directors or House of Delegates which have taken place since the submission of the last such report.

Perform such other duties as are provided in these Bylaws.

4.0593 ASA Alternate Director from California The Alternate Director from California of the ASA shall:

Assist the Director in the performance of the Director's duties; and

Perform the duties of the Director when the Director is unable to act.

***4.06 VACANCIES**

If for any reason the incumbent in any elective or appointed office of this Society, including that of director or delegate, becomes unable or unwilling to perform the functions of the office, or is removed from office, or moves from the jurisdiction of the body where elected: Such office shall be declared vacant.

If an office becomes vacant due to election of the incumbent officer to a different office at the Annual Session of the House of Delegates, an election to fill the newly created vacancy shall occur at that same Annual Session.

Vacancies in office shall be filled in the following manner:

4.061 President The President-Elect shall immediately assume the office.

The President-Elect will also succeed himself/herself as President.

4.062 President-Elect The Speaker of the House of Delegates shall assume this added temporary responsibility until the next Annual Session of the House of Delegates, at which time the House of Delegates shall elect a President-Elect.

4.0621 Immediate Past-President In the event that the Immediate Past-President dies or is unable to serve, this office shall be filled by the person most recently serving as Immediate Past-President who is available to serve.

4.063 Secretary The Assistant Secretary shall immediately assume the duties of the office until the close of the next annual session.

4.0631 Assistant Secretary The President shall appoint a successor to fill the vacancy until the close of the next annual session.

4.064 Treasurer The Assistant Treasurer shall immediately assume the duties of the office until the close of the next annual session.

4.0641 Assistant Treasurer The President shall appoint a successor to fill the vacancy until the close of the next annual session.

4.065 Speaker of the House of Delegates The Vice-Speaker shall immediately assume the duties of the office until the close of the next annual session.

4.0651 Vice-Speaker of the House of Delegates The President shall appoint a successor to fill the vacancy until the close of the next annual session.

4.066 ASA Director from California The Alternate Director shall immediately assume the duties of the office for the unexpired term.

4.066.1 ASA Alternate Director from California The Board of Directors of the CSA shall, by election at their next meeting, fill the vacancy until the next Annual Session of the CSA House of Delegates, at which time a successor shall be elected for the unexpired term. Should the next meeting of the CSA Board of Directors not fall within the ASA required time period for filling this vacancy, the CSA President shall fill this office by appointment of a qualified individual until the next meeting of the CSA Board of Directors or House of Delegates, whichever occurs first, at which time an election will be held.

4.07 IMPEACHMENT

Any officer or other elected or appointed official of this Society may be impeached and removed from office for good cause.

4.071 Charges All charges of impeachment shall be in writing and directed to the Board of Directors of this Society.

All charges shall be in detail and signed by at least ten voting members of this Society, who agree in writing to substantiate their statements with documentary proof or to appear personally to substantiate said statements.

4.072 Notice The Secretary of the Board of Directors shall mail a copy of the charges of impeachment to the accused official and file a copy thereof with the Judicial Committee of this Society.

4.073 Investigation The Judicial Committee shall make such investigation and conduct such hearings as it deems advisable and appropriate, and shall afford the accused official the opportunity to present evidence and witnesses in behalf of the accused. Such official shall have the right to be represented by legal counsel if desired.

4.074 Recommendations The Judicial Committee shall report its recommendations to the Board of Directors within thirty days after receipt of a copy of the charges from the Secretary of the Board of Directors.

4.075 Hearing The Board of Directors has sole power to try all impeachment proceedings.

When the President is the accused official, the Speaker of the House of Delegates shall preside.

Within thirty days after receipt of the recommendations of the Judicial Committee, the Board of Directors shall set a time and place for a hearing on the charges of impeachment.

The Secretary of the Board of Directors shall give the accused official at least fifteen days notice of the date, time and place of the hearing.

At the hearing the accused official shall have the opportunity to speak, to present documents and witnesses, and may be represented by legal counsel.

Should the accused official fail to appear at the hearing, the Board of Directors may consider the matter on the basis of the charges, the report from the Judicial Committee, documentation, written statements of the official involved, and such other investigation as it deems necessary or proper.

4.076 Decision If three-fourths of the entire membership of the Board of Directors, by secret ballot finds that just and sufficient cause for impeachment has been presented, the charges shall be considered to have been sustained.

4.077 Effect If impeachment charges are sustained, any elective or appointive position held by the accused official in this Society shall thereupon become vacant; and

Disciplinary action may be taken in accordance with the provisions of Section 3.15 of these Bylaws.

CHAPTER 5 DIRECTOR DISTRICTS

5.01 The Districts of this Society shall be composed as follows:

- District 1. The counties of San Diego and Imperial.
- District 2. The counties of Mono, Inyo, Riverside and San Bernardino.
- District 3. Eastern portion of the City of Los Angeles, east of the 110 Freeway, generally north of the 105 Freeway, excluding Lynwood (District #12), and generally east of the 5 Freeway after it crosses the 110 Freeway, and east and south of the San Fernando Valley and the cities of eastern District #14, and specifically including the following cities and districts in Los Angeles County:
- South Gate, Downey, Bellflower, Norwalk, Santa Fe Springs, La Mirada, Whittier, Hacienda Heights, Rowland Heights, Diamond Bar, Walnut, Pomona, West Covina, La Puente, Pico Rivera, Montebello, Monterey Park, Rosemead, El Monte, South El Monte, Alhambra, San Gabriel, Temple City, Baldwin Park, Covina, Claremont, La Verne, San Dimas, Glendora, Azusa, Duarte, Monrovia, Arcadia, Sierra Madre, Pasadena, San Marino, South Pasadena, La Canada Flintridge, Altadena, Glendale, Montrose, Huntington Park, Maywood.
- District 4. The counties of San Mateo (except the cities of Daly City, Brisbane and South San Francisco), Santa Clara, Santa Cruz, San Benito and Monterey.
- District 5. The counties of Kern, Tulare, Kings, Fresno, Madera, Merced and Mariposa Tuolumne and Stanislaus.
- District 6. The county of San Francisco and North San Mateo County including the cities of Daly City, Brisbane and South San Francisco.
- District 7. The counties of Alameda and Contra Costa.
- District 8. The counties of Alpine, Amador, Sacramento, Placer, El Dorado, Nevada, Sierra, Yuba, Yolo, Sutter, San Joaquin, Calaveras, as well as the city of Fairfield and Travis Air Force Base.
- District 9. The counties of Marin, Solano (except the city of Fairfiled and Travis Air Force Base), Napa, Lake, Sonoma, Mendocino, Humbolt, Del Norte, Trinity, Siskiyou, Colusa, Glenn, Butte, Plumas, Tehema, Shasta, Lassen and Modoc.
- District 10. The counties of San Luis Obispo, Santa Barbara and Ventura.
- District 11. Western portion of the City of Los Angeles, south of the San Fernando Valley, and west of the 5 and 110 Freeways, and south of the 134 Freeway, and generally north of the 105 Freeway and Imperial Highway, except excluding Playa del Ray (District #12), and also specifically including the following cities and districts in Los Angeles County:
- Inglewood, Marina del Ray, Venice, Culver City, Beverly Hills, Santa Monica, Century City, Santa Monica, Pacific Palisades, Topanga, Malibu.
- District 12. Southern Los Angeles County, generally south of the 105 Freeway and Imperial Highway, including a portion of the City of Los Angeles south of the 105 Freeway and east of the 110 Freeway, Compton, Lynwood, Paramount, and excluding Bellflower, Norwalk, and La Mirada (all District #3), and specifically including the following cities and districts:

Playa del Ray, El Segundo, Hawthorne, Manhattan Beach, Lawndale, Gardena, Hermosa Beach, Redondo Beach, Torrance, Carson, Long Beach, Artesia, Cerritos, Hawaiian Gardens, Lakewood, Signal Hill, Wilmington, Harbor City, San Pedro, Rancho Palos Verdes, Lomita, Palos Verdes Peninsula.

District 13. The county of Orange.

District 14. The San Fernando Valley and Northern Los Angeles County, including the following cities and districts:

North Hollywood, Burbank, Studio City, Valley Village, Sherman Oaks, Van Nuys, Encino, Tarzana, Woodland Hills, Calabasas, Agoura Hills, Canoga Park, Winnetka, Reseda, Northridge, North Hills, Mission Hills, Panorama City, Pacoima, Sun Valley, La Crescenta, Tujunga, Sunland, San Fernando, Granada Hills, Chatsworth, Stevenson Ranch, Valencia, Santa Clarita, Newhall, Canyon Country, Sylmar, Pearblossom, Llano, Palmdale, Lancaster, Littlerock, Lake Hughes, Castaic, Acton, Valyermo.

District 15. Resident members, as defined in and subject to the provisions of Sections 3.034 and 3.082, of these Bylaws.

5.02 DISTRICT OFFICERS

Each district shall have a district director. Each district (with the exception of District 15) is also entitled to one delegate and one alternate delegate for each thirty (30) voting members, or fraction thereof, as shown by the official membership roster as of December 31st of the preceding year, to represent the district in the House of Delegates of this Society.

5.021 Requirements To be eligible for election as a district director, the nominee shall have been a voting member of the CSA for at least one year. To be eligible for election as a delegate or alternate delegate, the nominee shall be a voting member of this Society. Members of District 15 are exempt from these requirements.

5.022 Election of District Director, Delegates and Alternate Delegates

5.0221 A listing of those eligible for office in each district shall be sent by the CSA Secretary to each voting member in the district together with a listing of those offices to be filled. Nominations will be requested from this list for each of the vacant offices. Those nominated must have previously expressed a willingness to serve if elected.

All nominations must be submitted by a CSA member and seconded by another CSA member, both within that district. Eligible members may submit their own names as nominees. Electronic submission of nominations, their seconds and the willingness of the potential nominee to serve shall be verified by the CSA office. Should only one nomination be received from a district for any vacant office, such nomination would constitute election to that office and the vacancy declared filled.

In the election of the district director, if no candidate receives a majority of votes cast, a second election shall be held between the two candidates who receive the highest number of votes. In the event of a tie vote the Speaker of the House of Delegates or designee shall cast a vote to determine the election.

Those nominees for delegate/alternate delegate receiving a plurality of votes shall serve as delegate/alternate delegate, with the concurrence of the district director. Each member shall have a number of votes to cast equal to the number of vacant offices. Cumulative voting is prohibited. In the event of a tie vote the district director shall cast a vote to determine the election.

5.0222 The nomination ballot shall be recorded by the CSA secretary and the names of those nominated shall be placed upon an election ballot, which may be either mailed or electronically submitted, in accordance with procedures approved by the Board of Directors.

5.0223 Should any office not be filled by this nominating procedure, such office shall be filled by appointment of the Board of Directors on the recommendation of the district director.

If no such recommendation(s) be made by the district director, the Board of Directors shall fill the office by appointment at its next regularly scheduled meeting.

5.0224 No person may be a candidate for more than one office.

5.023 Terms of Office

5.0231 District Director The term of office of the district director shall be for three years and shall commence at the conclusion of the annual meeting following the director's election.

5.0232 Delegate The term of office shall be for three years and shall commence immediately following the delegate's election.

5.0233 Alternate Delegate The term of office shall be for three years.

5.024 Election of District Director, Delegates and Alternate Delegates for District 15

The procedure for the election of District 15 officers shall be the same as listed above for election of officers from geographic districts with the exception of the following:

5.0241 Nominees for district director, delegate, or alternate delegate from District 15 shall be residents in Anesthesiology, as defined in Sections 3.034 and 3.082. Residents elected to the office of district director, delegate, or alternate delegate must remain in training during their term of office and shall notify the CSA of any change in that status.

5.0242 One alternate delegate shall be elected each year from among the CA-1 class at each ACGME approved residency training program by separate nomination and election conducted among the residents of each program according to these bylaws. These elections should occur in May or June of the CA-1 year. The term of office for alternate delegates will start at the beginning of the CA-2 year and will last for one year.

5.0243 Alternate delegates will automatically become delegates at the start of their CA-3 year. The term of office for delegates shall be one year.

5.0244 The District Director shall be nominated and elected by the District 15 Delegates and Alternate Delegates from among the Alternate Delegates currently serving office. This election shall occur in the spring prior to the annual meeting and House of Delegates. The

term of office of the district director will be for one year and shall commence at the end of the annual meeting following the election.

5.03 DUTIES OF THE DISTRICT DIRECTORS

The director of each director district shall:

Serve on, and report to, the Board of Directors of this Society as the representative of the director district from where elected;

Serve as the official correspondent of the director district with this Society;

Maintain a current roster of all members of this Society in the director's district, classified according to the categories of membership;

Notify the secretary of this Society of:

Any change of location of principal professional activity of any member within the director's district, and

Forward to the secretary of this Society, at least thirty days prior to each annual session, a list of the authorized delegates and alternate delegates of the director district to the House of Delegates; and

Forward to the secretary of this Society, on or before January 10th of the year, a report showing as of December 31st of the preceding year:

- (A) A roster of membership of the director district, classified as to categories of membership, and
- (B) The officers of the director district. Make written report relating to the work and to the condition of the specialty of anesthesiology in the director's district at the annual meeting of the Board of Directors;

Attend all meetings of the Board of Directors and the House of Delegates during the term of office. In the event of an inability to attend any one of these meetings it shall be the director's responsibility to select a proxy from among the elected district delegates or alternate delegates, duly authorized to cast a ballot on all official business at such meeting. Should the director have three absences during his/her term of office and fail to send a delegate in his/her place, that position on the Board will be declared vacant and filled in accordance with Section 5.05 of these bylaws. The Board may make exceptions for extenuating circumstances.

Perform such other duties as are provided in these Bylaws.

5.04 VACANCIES

If for any reason the incumbent in the elective office of district director, district delegate or alternate delegate, becomes unable or unwilling to perform the functions of the office,

Or is removed from office,

Or moves from the jurisdiction of the body which elected the member to office:

Such office shall be declared vacant.

Vacancies in office shall be filled in the following manner:

5.041 District Director A special election shall be initiated within 30 days of the office being declared vacant to fill the unexpired term, unless a scheduled election is to be held within sixty (60) days of the vacancy.

5.042 District Delegate Appointment by the Board of Directors on the recommendation of the district director to fill the vacancy of the unexpired term, except District 15.

5.043 District Alternate Delegate Appointment by the Board of Directors on the recommendation of the district director to fill the unexpired term, except District 15.

5.044 District 15 Delegates and Alternate Delegates Vacancies occurring in District 15 may be filled by appointment of any qualified resident by the President, from the training program with the vacancy.

5.06 RE-EVALUATION OF DISTRICTS

A committee appointed by the president of this Society shall review the geographic area of each district at intervals not to exceed ten years, for consideration of redistricting.

CHAPTER 6 ANNUAL SESSIONS

6.01 TIME AND PLACE

This Society shall hold an annual session at such time and place as has been fixed by the Board of Directors at a previous annual session.

In the event of change of time or place, due notice shall be forwarded to the membership as early as possible, in any event not less than three weeks prior to the new date selected.

6.02 PROCEEDINGS

The scientific programs at annual sessions may consist of general meetings and sections as deemed advisable by the Educational Programs Division.

The program of each annual session shall include at least one business meeting of the House of Delegates, for election of officers, receipt of reports from officers, directors, delegates, committees, and other officials, and transaction of other business affairs of this Society.

At the request of the President and the Speaker of the House of Delegates a Reference Committee may be formed to hear business and resolutions and make recommendations on these items to the House of Delegates.

6.03 SPECIAL MEETINGS

Special meetings of this Society may be called by the President with the approval of the Board of Directors.

CHAPTER 7 HOUSE OF DELEGATES

7.01 COMPOSITION

The House of Delegates of this Society is composed of the delegates, resident delegates, directors and the officers.

7.02 PURPOSE

The House of Delegates is the primary legislative and governing body of this Society.

7.03 POWERS AND DUTIES

The House of Delegates is charged and entrusted with:

- (A) Transaction of all business of this Society not specifically otherwise provided.
- (B) The duty to make annual appropriations for the expenditures of this Society.
- (C) Power to transfer all or any part of monies accumulated to any fund.

The House of Delegates is the primary legislative and governing body of this Society. It shall exercise final authority over all matters except where final authority is specifically delegated elsewhere in these bylaws.

7.04 DELEGATES

The term "delegate" as used in these Bylaws is defined as a delegate, or alternate delegate seated in place of the Delegate, as the representative of that Director District in the House of Delegates of this Society.

7.041 Seating No delegate shall be seated in the House of Delegates until appropriate credentials have been approved by the Committee on Credentials.

7.042 Substitution A delegate shall serve without substitution at all meetings of the House of Delegates during the annual session, unless a substitution is consented to by the Committee on Credentials.

7.043 Resident Delegates Resident delegates shall be seated after approval of appropriate credentials by the Committee on Credentials, and shall serve for one (1) year.

7.05 MEETINGS

The House of Delegates shall meet during each annual session at the time and place established by the President, and it may recess from time to time, as it is necessary to complete its business.

7.051 Presiding Officer The Speaker of the House of Delegates is the presiding officer.

7.052 Quorum Fifty-one percent (51%) of the voting members of the House of Delegates shall constitute a quorum.

7.053 Votes Except as otherwise provided in these Bylaws, all questions shall be determined by affirmative vote of not less than a majority of those voting.

7.054 Voting Member *Except for District 15*, each delegate and voting board member in accordance with the provisions stated in Section 9.01 shall have one vote. The Director for District 15 shall have one vote, and Delegates to that District shall have one half vote.

7.055 Dual Membership Should a voting member of the House of Delegates be elected or ascend to another voting office in the House of Delegates, the member must choose the one voting office desired. The selection of one office shall constitute a vacancy in the other office. The District Director to the ASA shall be considered an exception and may hold a second voting office in the CSA House of Delegates but will be entitled in this circumstance to a single vote.

7.056 Order of Business The official order of business of meetings of the House of Delegates shall be as outlined in the Rules of Order of this Society.

7.057 Resolutions All resolutions presented to the House of Delegates must be made by a member in good standing of this Society and submitted in a timely manner according to the notice of the Annual Meeting.

7.058 Special Meetings Special meetings may be called by the President, with the approval of the Board of Directors.

Written notice of the time and place of a special meeting shall be mailed to each member of the House of Delegates at least thirty days prior to such meeting.

7.06 ELECTIONS

The officers of this Society shall be elected by the House of Delegates in the following manner:

***7.061 Nominations** Nominations for all officers may be made from the floor of the House of Delegates.

The Committee on Leadership Development and Nominations shall prepare a list of candidates for all offices becoming vacant at the close of the Annual Session of the House of Delegates.

7.062 Voting Election of officers shall be by secret ballot unless a single candidate is nominated, in which case the vote may be taken via voice.

7.063 Election A majority of the votes cast shall be necessary to elect. If on any ballot no nominee shall receive a majority of the votes cast, the candidate receiving the smallest number of votes shall be eliminated and the balloting shall proceed in that manner until a majority is obtained.

***7.07 PUBLICATION**

A summary of the proceedings of each session of the House of Delegates **will be made available to the membership.**

CHAPTER 8 **DIRECTOR AND DELEGATES OF THE AMERICAN SOCIETY OF ANESTHESIOLOGISTS**

8.01 **REQUIREMENTS**

Active or Life members of this society are eligible for election as a delegate or alternate delegate to the ASA.

8.015 **ELECTION**

The director and alternate director from California of The American Society of Anesthesiologists, and the delegates and alternates to the House of Delegates of The American Society of Anesthesiologists, to which this Society is entitled, shall be nominated and elected by the House of Delegates of this Society in the same manner as provided by these Bylaws for the election of officers of this Society.

8.02 **TERMS OF OFFICE**

The terms of office for the representatives of this Society in The American Society of Anesthesiologists shall be as follows:

8.021 Director and Alternate From the close of the annual session of the House of Delegates of The American Society of Anesthesiologists following election, until the close of the third following annual session of said House of Delegates.

8.022 Delegates Three years, commencing at the close of the annual CSA meeting at which they are elected.

8.023 Alternate Delegates One year, commencing at the close of the annual CSA meeting at which they are elected.

8.03 **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the representatives of this Society in The American Society of Anesthesiologists are as follows:

8.031 Director The director shall serve on the Board of Directors and in the House of Delegates of this Society as the representative from California of The American Society of Anesthesiologists.

Submit a report at each session of the House of Delegates of this Society on all pertinent activities of The American Society of Anesthesiologists, and its Board of Directors or House of Delegates which have taken place since the submission of the last such report.

Perform such other duties as provided in these Bylaws.

8.032 Delegates The delegates shall represent this Society in the House of Delegates of the American Society of Anesthesiologists, and are charged and entrusted as follows:

- (A) Whenever possible, to counsel with the officers and the Board of Directors of this Society on all matters pending in the House of Delegates of The American Society of Anesthesiologists, in the interest of making certain that actions taken by that body are in accord with the best interests and desires of this Society; and
- (B) To attend each meeting of the House of Delegates of The American Society of Anesthesiologists, or to make certain that this Society is represented thereat.

If a delegate does not attend such meeting without giving sufficient cause, or does not notify the secretary of this Society of a possible or impending absence from such meeting within a reasonable time, the office shall be declared vacant, and the member shall be ineligible for election to any office in this Society for the ensuing three years.

CHAPTER 9 BOARD OF DIRECTORS

9.01 COMPOSITION

The Board of Directors of this Society is composed of:

One director representing each director district; and the president, the president-elect, the immediate past president, the secretary, the assistant secretary, the treasurer, the assistant treasurer, the speaker of the house of delegates, the vice speaker of the house of delegates, the director of the ASA, the chair of the educational programs division, the chair of the legislative and practice affairs division, as voting members.

The past president, chair or co-chairs of the editorial board, the alternate director from California of the ASA, vice chairs of any divisions and any member conducting a peer review at the request of the Peer Review Committee, may serve without vote.

9.02 PURPOSE

The Board of Directors shall have the final authority in managing the business and financial affairs of this Society; and

In the interim between meetings of the House of Delegates, may act upon matters which would otherwise require special meetings of the House of Delegates.

9.03 GENERAL POWERS AND DUTIES

Except as otherwise specifically provided by these Bylaws, the Board of Directors is charged and entrusted as follows:

9.031 **General Powers** The Board of Directors shall have:

- (A) The power to acquire, manage, control and dispose of its property and to authorize all contracts on behalf of this Society;
- (B) The power to delegate such authority to the officers of this Society or to committees of the Board of Directors; and
- (C) Such other authority as prescribed for it in these Bylaws.

9.0312 Authority to make recommendations to the Joint Committee of the American Society of Anesthesiologists, the American Board of Anesthesiology, and the American Medical Association for candidates for election to the American Board of Anesthesiology.

9.032 **Budget** Prior to the Annual Session, the Board shall consider the proposed budget prepared by the Executive Committee and the treasurer's report on anticipated income and expenditures, and shall prepare a recommended budget for the next fiscal year, to be submitted to the House of Delegates.

9.033 **Annual Assessment** After consideration of the budget, the Board shall determine the amount of the annual assessment for the ensuing year.

9.034 Change in Budget The Board of Directors may, by a two-thirds vote of its entire voting membership, change the budget in the interval between meetings of the House of Delegates, subject to modification or revocation by the House of Delegates, and further subject to the limitations set forth in Section 13.02 of these bylaws.

9.035 Inspection and Audit The Board may inspect and audit any and all financial records and accounts of this Society at any time, and shall do so at intervals not to exceed 2 years.

9.036 Editorial Board The Board of Directors shall elect the Chair/Co-Chairs of the Editorial Board.

9.037 Impeachment Proceedings The Board has the sole power to try all impeachment proceedings.

9.038 Disciplinary Proceedings The Board has final authority concerning censure or suspension of a member of this Society.

9.039 Committees The Board may create committees from its membership,

Endow them with authority to act in the interim between meetings of the Board on specific matters which would ordinarily require special meetings of the Board, and

Augment such committees by appointment of additional members of this Society who are not members of the Board.

9.0310 Other Duties The Board shall perform such other duties as are:

Delegated to it by the House of Delegates;

Provided in these Bylaws; and

Usual and customary for the Board of Directors of a corporation and which are not in conflict with these Bylaws.

9.0311 Report All actions of the Board shall be reported to the House of Delegates at the annual session next succeeding such action; and

Such action by the Board is subject to modification or revocation by the House of Delegates upon affirmative vote of the majority of those voting;

Provided, however, that the rights of third parties without notice of this provision shall not be affected by such action of the House of Delegates.

9.04 MEETINGS

The Board of Directors shall meet at least twice a year.

9.041 Presiding Officer The president is the presiding officer of the Board of Directors, except as otherwise provided in these Bylaws.

9.042 Quorum Two-thirds of the voting members of the Board constitutes a quorum.

9.043 Voting Members Each member of the Board shall have one vote in accordance with the provisions stated in Section 9.01.

9.044 Notice Written notice of the time and place of each meeting of the Board shall be mailed to each member of the Board at least fifteen days prior to the proposed time of meeting, except for meetings held during Annual Sessions of this Society.

Provided, however, that this provision may be waived by unanimous written consent of the voting members of the Board.

9.045 Additional Meetings Other meetings may be called by the president, with the approval of the Executive Committee of the Board; and

Special meetings shall be called upon petition of five members of the Board.

9.05 EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall act in the interim between the meetings of the Board, upon specific matters which would ordinarily require special meetings of the Board.

9.051 Composition The Executive Committee is composed of:

The president, the immediate past president, the president-elect, the speaker of the house of delegates, the secretary, the treasurer and the district director from California of the ASA, the chair of the Educational Programs Division, and the chair of the Legislative and Practice Affairs Division.

9.052 Powers and Duties The Executive Committee functions to expedite, execute and administer the previous actions and directives of the Board of Directors; and it shall:

- (A) Prepare each year a budget of anticipated income and expenditures for the succeeding fiscal year of this Society. The fiscal year of this Society shall be from July 1st to June 30th.
- (B) Prior to each Annual Session, submit the proposed budget to the Board of Directors for its approval and submission to the House of Delegates; and
- (C) Monitor trends and developments relating to the role and function of the Society and formulate a written three-year plan for future areas of Society development, which plan shall be updated annually.
- (D) To review administrative decisions and functions by the executive staff on an annual basis.
- (E) Otherwise act only on matters requiring immediate decision while the Board is not in session.
The Executive Committee has no policymaking power and functions only under direction of the Board of Directors; and
Its actions are subject to review and approval by the Board of Directors.
- (F) To review administrative decisions and functions by the executive staff on an annual basis.

9.053 Meetings Meetings of the Executive Committee shall be held upon call of the president or any three members of the Committee;

The president is the presiding officer, and if absent, the president-elect shall preside; and

Four members of the Committee shall constitute a quorum.

Each member shall receive appropriate notice as to time and place of the meeting.

9.054 Reports The Executive Committee shall submit a detailed report of its activities at each meeting of the Board of Directors.

CHAPTER 10 EDITORIAL BOARD

10.01 COMPOSITION

The Editorial Board *shall be* composed of the Editor of the CSA Bulletin, the Editor of Electronic Media, the Webmaster, and such associate editors as the Editors may appoint.

10.02 DEFINITION OF EDITORIAL BOARD CHAIR

The Chair shall be held jointly by both Editors or by one or the other as determined by mutual consent.

In the event that either Editor position be held by two Co-Editors, they share all responsibilities and benefits; and further, if one Co-Editor does not fulfill the responsibilities of the position, the other Co-Editor shall be held fully accountable for these duties.

10.03 ELECTION

The Chair, Editors or Co-Editors, shall be nominated by the Executive Committee and elected by the CSA Board of Directors. The position of Webmaster shall be the responsibility of the Executive Director with the approval of the Executive Committee.

10.04 TERMS OF OFFICE

The terms of office of the Chair/Editor or Co-Chairs/Co-Editors is for two years, commencing at the close of the annual session of the House of Delegates at which the appointment is effective.

10.041 Vacancies Should any of these offices become vacant for any reason, the President shall appoint a successor to fill the vacancy until the next meeting of either the Board of Directors or the House of Delegates, at which time the appointment for the unexpired term may be ratified or a different appointment made.

10.05 CHAIR/EDITOR SERVICE ON BOARD OF DIRECTORS

If the Chair/Editor is occupied by more than one member, both shall serve on the Board of Directors at any one time, without vote.

10.06 POWERS AND DUTIES

The chair may appoint members of this Society to serve as associate editors to render editorial assistance in various districts.

The Editor of the *BULLETIN* of this Society, shall edit, and oversee the compilation, publication and distribution of the *BULLETIN*, and its business affairs. The Editor of Electronic Media shall edit and oversee the development, distribution and content of electronic communication of this Society.

The Editorial Board shall publish all important notices and pertinent information regarding this Society in the *BULLETIN* for the information of the membership.

The Editorial Board shall publish such other publications as authorized by the Board of Directors or the House of Delegates.

CHAPTER 11 COMMITTEES

11.01 COMPOSITION

The Standing and Special Committees of this Society shall be composed of members of this Society, appointed by the president, except as otherwise provided by these Bylaws.

11.02 TERMS OF OFFICE

The terms of office of the chair and members of Standing and Special Committees shall be for the term of office of the president appointing them, unless otherwise provided by these Bylaws. Members of Committees existing at the time of adoption of these Bylaws shall continue to serve until expiration of the terms for which they were originally appointed.

11.03 STANDING COMMITTEES

The Standing Committees continue from year to year.

The president shall announce the membership of the Standing Committees at the first Board of Directors meeting held after office installation. All Standing Committee appointments shall be confirmed by the Board of Directors.

The Standing Committees of this Society are:

11.031 The Committee on Bylaws.

Composition: Three voting members of this Society appointed by the President, at least one of whom was a Bylaws Committee member during the previous year, the Vice Speaker of the House of Delegates who shall chair the committee, and the Speaker of the House of Delegates who shall be an ex-officio member.

Duties: To recommend amendments to the Bylaws to ensure consistency with the actions of the policymaking bodies of this Society; and

To prepare amendments which it considers advisable to facilitate the work and best interests of this Society.

11.032 Committee on Membership.

Composition: All district directors, one of whom shall be the chair elected by the committee directly.

Duties: To conduct investigations of all applicants for active membership in this Society when the need requires and submit recommendations on such applicants to the Board of Directors;

To encourage qualified persons to apply for membership in this Society and to develop membership recruitment activities.

11.0321 Committee on Resident Representation

Composition: District 15 Director and Delegates, CSA President-Elect, and one member appointed by the President. Said appointee shall be a Delegate to both the CSA and ASA, with an interest in Resident and Medical student affairs. The Director of District 15 shall chair this committee.

Duties: To facilitate communications between and among the CSA and the residents in Anesthesia training programs in California; and

To enhance the participation of residents in CSA activities.

11.033 Committee on Professional and Public Communication

Composition: A chair appointed by the President, the Editorial Board Chair, the Chair of Electronic Media, a CSA staff liaison, and at least eight other members, three of whom shall be members of the CSA Board of Directors. The President shall attempt to achieve some geographic balance within the membership of this committee.

Duties:

1. To develop and maintain effective communication with the membership, with other medical specialties, the media (print, radio, television and electronic), with patients, and with the public to promote the medical specialty of anesthesiology and to educate the public on issues of importance to the CSA.
2. To establish and maintain effective electronic communications including the CSA listserver and the CSA website and appropriate linkages as well as other electronic media.
3. To provide media spokesperson training opportunities to officers, to elected and appointed CSA representatives, and to members, including the maintenance and updating of a media spokesperson list.
4. To facilitate the communications objectives of the CSA/ASA.

***11.035 Committee on Leadership Development and Nominations.**

Composition: The Committee will be composed of seven members. The CSA Immediate Past President shall serve as Chair. The remaining six members will be appointed to staggered terms. Each year two new members will be appointed to terms of three years, one will be a member of the Board of Directors and the other will be a CSA member of five years who is not serving on the Board. A committee member may only serve two consecutive full or partial terms.

Vacancy: If a member is unable to complete the entire three-year term the President shall appoint a replacement member of the appropriate category to finish the term of the vacated position.

Duties: To identify and develop future CSA leaders through individualized, annual

education and mentoring.

To meet at least three times per year in order to identify, interview and guide potential and current society leaders.

To produce a document listing potential candidates for elected leadership positions that looks forward at least five years.

To consider the maximum period of time that any incumbent should serve in an elected position as part of its mission to optimize the leadership of the Society.

To contact prospective nominees and obtain their consent to serve if elected.

To prepare a list of candidates for all offices becoming vacant at the close of the Annual Meeting. This list will be submitted to the Board of Directors at its last meeting prior to the Annual Meeting for approval and then will be distributed to all members of the House of Delegates prior to the Annual Meeting.

11.036 Committee on Distinguished Service Award.

Composition: The five past presidents immediately preceding the immediate past president, insofar as is possible. The junior member of the committee shall be chair.

Duties: To receive recommendations for the Distinguished Service Award of the California Society of Anesthesiologists.

Letters of recommendation are to be submitted directly to the chair of this committee by the district directors of the CSA at least ninety (90) days prior to the Annual Meeting of this Society. If no recommendation(s) by district directors are received by 90 days prior to the next Annual Meeting, the committee members may then, and only then, submit nomination(s) for consideration by the committee.

The Committee shall review the recommendations submitted, paying particular attention to members who have demonstrated outstanding and meritorious service to Anesthesiology and the CSA.

Selection of a candidate shall require a 4/5 vote of the full committee. The Committee need not make a selection each year. The Committee shall be limited to one nomination at each Annual Meeting. It shall make its nomination for the Distinguished Service Award directly to the House of Delegates at the Annual Meeting.

Two-thirds secret ballot of the seated members in the House of Delegates shall be required for approval of the Committee nomination.

In the event of the death or resignation of a member of this Committee, the president shall appoint a replacement to fill the unexpired term. If possible, a past president shall be appointed.

11.037 Committee on Peer Review.

Composition: The President shall appoint a chair and a vice chair. The Chair may appoint all other members of the committee.

Duties: To establish, maintain and update a peer review process under the auspices of the California Society of Anesthesiologists for all physician personnel administering anesthesia, and to provide for the conduct of peer reviews at the request of the Society in accordance with the procedures established for said reviews by this committee and approved by the Board of Directors.

11.038 Committee on Finance and Administration.

Composition: The Assistant Treasurer shall serve as the Chair. Members will include the Immediate Past President, Treasurer, Speaker and/or Vice Speaker of the House, *Bulletin* Editor, and six additional active members of the society appointed by the President who are knowledgeable about finance and administrative affairs.

The President may appoint additional members for a one-year term.

Duties:

- a. Review the annual budget submitted by the CSA Treasurer; forward the annual budget to the Board of Directors with a recommendation regarding approval.
- b. Review quarterly financial statements and year-end audit results.
- c. Review all contracts of the CSA that are longer than one year and/or obligate the organization to an expense greater than \$5,000 per year.
- d. Develop and revise the investment strategy for the CSA consistent with the goals and responsibilities of the society, recommend the strategy to the Board of Directors and oversee the investment activities of the CSA.
- e. Review personnel policies, administrative procedures and any changes to employee benefits; develop and refine employee compensation strategies and benefit packages.
- f. Report to the Executive Committee regarding all financial and administrative matters on a regular basis and whenever any irregularities are identified.

Term of office:

The term of office for the chair and designated officers of the society will be for one year.

The six (6) at large members of the committee will have terms of three years each: appointments will be staggered to ensure continuity. Two (2) members will initially be appointed to 1-year terms, two (2) members to 2-year terms and two (2) members to 3-year terms. At-large members can be reappointed to no more than two (2) additional terms of office to ensure broad representation of the membership in the activities of the committee.

11.04 SPECIAL COMMITTEES

The Special Committees of this Society are appointed by the president for specific purposes during the term of office. The incoming President may extend the term of the committee during the President's term of office.

Provided, however, that such committees may not be given assignments conflicting with or duplicating the functions of any standing committee.

11.05 **REPORTS**

Each committee of this Society shall report its activities in the following manner:

11.051 Annual Report A written report detailing its activities and recommendations, addressed to the House of Delegates and forwarded to the Secretary of this Society, in duplicate.

11.052 Interim Reports Such written reports as the Board of Directors or the House of Delegates may require.

11.053 Filing Annual reports shall be filed by the Chair of the committee not later than thirty days prior to the annual session.

CHAPTER 12 PARLIAMENTARY AUTHORITY

12.01 The latest edition of STURGIS' STANDARD CODE OF PARLIAMENTARY PROCEDURE shall govern questions of parliamentary procedure and order.

In no case shall that authority take precedence over or contravene the Articles of Incorporation, the Bylaws, or the Rules of Order of this Society.

CHAPTER 13 FUNDS AND EXPENDITURES

13.01 FUNDS

Funds of this Society are derived from the following sources:

13.011 Annual Assessments An annual per capita assessment for each category of membership, other than Honorary, Resident, Retired, or Life, shall be made in the amounts established in the manner provided in these Bylaws.

13.012 Special Assessments Additional funds may be raised by special assessments.

13.013 Other Sources Funds may be derived from voluntary contributions, bequests, income from publications of this Society, and any other source approved by the Board of Directors.

13.02 EXPENDITURES

Expenditures of funds of this Society shall be made in the following manner:

13.021 Authority Funds may be expended by the Board of Directors:

- (A) Within the limits of the annual budget approved by the House of Delegates; and
- (B) In accordance with the authorizations and within the limitations provided in these Bylaws.
- (C) The stipend of any officer of this Society shall neither be increased, nor decreased, during that officer's term of office.

13.022 Payment Checks issued by this Society must bear the signature of the Treasurer or President of this Society;

Provided, however, that the Board of Directors may authorize the establishment of special bank accounts and authorize persons who may sign checks drawn on those accounts.

13.03 BONDS

Such officers of this Society, and such other persons occupying positions of trust and confidence in this Society, as the Board of Directors shall direct, shall be bonded to the extent and in the amounts established by the Board; and

The cost thereof shall be paid by this Society.

13.04 LEGAL COUNSEL

Statements in these Bylaws referring to the privilege of a member to legal counsel means that such member may be represented by counsel at the member's own expense.

13.05 RIGHT OF INDEMNIFICATION

To the fullest extent permitted by law, this corporation shall indemnify its Directors, Officers, Division, Board, and Committee members, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporations, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in Section 9246(a) of the California Corporations Code.

13.051 Approval of Indemnity On written request to the Board of Directors any person seeking indemnification, the Board shall promptly determine whether the applicable standard of conduct set forth in Section 9246(b) or Section 9246(c) has been met, and, if so, the Board shall authorize indemnification. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding subject thereto shall be advanced by the corporation before final disposition of the proceeding, on receipt by the corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.

CHAPTER 14 REFERENDUM

14.00 Any matter which affects this Society may be referred to the voting members of the Society for a general vote.

14.01 REQUIREMENTS

Such matter shall be submitted to the voting members of this Society upon:

- (A) A two-thirds vote of the total membership of the Board of Directors;
- (B) A written request signed by eight members of the House of Delegates;
- (C) A written request signed by twenty-five voting members of this Society.

14.02 VOTING PROCEDURE

Voting on the matter shall proceed in the following manner:

14.021 Submission The secretary of this Society shall mail a ballot to the last-known address of each voting member of this Society, and

Provide therewith an envelope marked "Ballot" into which the marked ballot may be sealed, and a second envelope addressed to the Secretary, in which the ballot envelope may be returned.

14.022 Completion Voting shall be considered completed at midnight of the thirtieth day after the date of mailing the question for referendum.

14.023 Votes Necessary Ballots shall be counted by a committee of three voting members of this Society appointed by the president.

The vote shall be effective only if the members voting comprise a majority of all the voting members of this Society.

14.03 DETERMINATION

If the requirement of Section 14.023 has been met, the majority vote of the members voting shall determine the matter.

14.04 RESUBMISSION

No matter may be submitted to referendum which has been voted upon within the preceding year:

- (A) By the House of Delegates; or
- (B) By the Board of Directors; or
- (C) On referendum.

CHAPTER 15 EDUCATIONAL PROGRAMS DIVISION

15.01 SEPARATE DIVISION

The Educational Programs Division of the California Society of Anesthesiologists shall act solely in the area of providing continuing instruction and training of the anesthesiologist and allied personnel for the purpose of improving and developing their capabilities and for the instruction of the public on subjects related to anesthesiology beneficial to the public.

15.02 Composition The Educational Programs Division of the California Society of Anesthesiologists shall be composed of a chair and such members as the President may appoint, subject to the approval of the Board of Directors.

15.03 Election The chair of the Educational Programs Division of the California Society of Anesthesiologists shall be elected by the House of Delegates of this Society at a meeting held during the Annual Session, in the manner provided in these Bylaws.

15.04 Term of Office The term of office of the chair of the Educational Programs Division of the California Society of Anesthesiologists is for two (2) years, commencing at the close of the annual session of the House of Delegates in the year in which elected.

15.041 Vacancies Should this office become vacant for any reason, the President shall appoint a successor to fill the vacancy until the next meeting of either the Board of Directors or the House of Delegates, at which time the appointment for the unexpired term may be ratified or a different appointment made.

15.05 General Purpose and Duties The chair of the Educational Programs Division of the California Society of Anesthesiologists in conjunction with the Chief Executive Officer of the Society shall direct and facilitate educational programs, presentations and publicity designed to accomplish the purposes of the Educational Programs Division.

15.06 Accounting The Educational Programs Division of the California Society of Anesthesiologists shall maintain its accounting separate from the California Society of Anesthesiologists and shall report separately on income and expenditures to the Executive Committee and the treasurer of the Society.

15.07 Budget The chair of the Educational Programs Division of the California Society of Anesthesiologists shall prepare annually and present to the Board of Directors a proposed budget setting forth anticipated income and expenditures and said budget shall be subject to the approval of the Board of Directors.

15.08 Reports The Educational Programs Division of the California Society of Anesthesiologists shall submit a detailed report of its activities at each meeting of the Board of Directors of the Society.

CHAPTER 16 LEGISLATIVE AND PRACTICE AFFAIRS DIVISION

16.01 **SEPARATE DIVISION**

The Legislative and Practice Affairs Division shall be a separate division of the California Society of Anesthesiologists.

16.02 **Purpose** The Legislative and Practice Affairs Division shall act in the performance of the following functions:

1. Establish communication with governmental bodies, both legislative and regulatory in the area of regulation of the medical profession, and specifically anesthesiology;
2. Establish communication with other bodies, health delivery systems and third parties which have or will have a substantial impact upon the professional, medical and/or economic day to day practice of anesthesiology, as allowed by federal and state laws concerning such contacts and communications;
3. Through dialogue with the above mentioned parties, establish a voice in the formulation of new laws and the development of regulations enforcing both new and existing laws, and also to establish information exchanges and guidance as to the impact of such actions taken by governmental agencies and/or third parties upon the economic and day to day practice of the members of the Society;
4. Disseminate information to the members of the Society and other anesthesiologists when appropriate concerning the above activities through various publications, educational seminars and meetings, newsletters, bulletins and other forms of communication.

16.03 **Composition** The Legislative and Practice Affairs Division of the California Society of Anesthesiologists shall be composed of a chair, a vice-chair for legislative affairs, a vice-chair for practice management and additional members as the President may appoint, subject to the approval of the Board of Directors.

16.04 **Election** The chair and the vice-chairs of the Legislative and Practice Affairs Division of the California Society of Anesthesiologists shall be elected by the House of Delegates of this Society at a meeting held during the Annual Session, in the manner provided in these Bylaws.

16.05 **Term of Office** The term of office of the chair, and of the vice-chairs, of the Legislative and Practice Affairs Division of the California Society of Anesthesiologists is for two (2) years each, commencing at the close of the Annual Session of the House of Delegates in the year in which that member is elected.

16.051 **Vacancies** Should any of these offices become vacant for any reason, the President shall appoint a successor to fill the vacancy until the next meeting of either the Board of Directors or the House of Delegates, at which time the appointment for the unexpired term may be ratified or a different appointment made.

- 16.06 Duties of Chair and Vice-Chair** The chair and vice chairs of the Legislative and Practice Affairs Division of the California Society of Anesthesiologists in conjunction with the Chief Executive Officer of the Society, shall direct and facilitate programs, presentations, publications, publicity and appropriate contacts and interviews to accomplish the purposes of the Division as set forth in paragraph 16.02 above.
- 16.07 Accounting** The Legislative and Practice Affairs Division of the California Society of Anesthesiologists shall maintain its accounting separate from the Society and shall report separately on income and expenditures to the Executive Committee and Treasurer of the Society.
- 16.08 Budget** The chair of the Legislative and Practice Affairs Division of the California Society of Anesthesiologists shall prepare annually and present to the Board of Directors of the Society a proposed budget setting forth anticipated income and expenditures and said budget shall be subject to the approval of the Board of Directors.
- 16.09 Reports** The Legislative and Practice Affairs Division of the California Society of Anesthesiologists shall submit a detailed report of its activities at each regularly scheduled meeting of the Board of Directors of the Society.

CHAPTER 17 EXECUTIVE OFFICE

17.01 EXECUTIVE OFFICE

The Executive Office shall be maintained by the Society for the administration of its affairs.

17.02 Chief Executive Officer

The Chief Executive Officer shall be the general administrative officer and business manager of the Society.

17.03 Administrative Personnel

The employment and retention of administrative personnel shall be the responsibility of the Chief Executive Officer.

17.04 Oversight and Evaluation

The president shall maintain communication with the Chief Executive Officer and Executive Office, representing the Executive Committee and the Board of Directors in duties of guidance and oversight for the Society.

CHAPTER 18 DELEGATES TO THE CALIFORNIA MEDICAL ASSOCIATION

18.01 ELECTION

The delegate and alternate delegate to the Specialty Delegation of the California Medical Association shall be nominated by the Executive Committee and elected by the CSA Board of Directors.

18.02 TERMS OF OFFICE

The terms of office for the representatives of this Society to the California Medical Association shall be for three years, commencing at the close of the next annual CMA Meeting, until the close of the third following annual session of the CMA House of Delegates. In the event that one or both of these offices shall become vacant, the CSA Board of Directors shall elect replacements to fulfill the term or terms of the office declared vacant.

18.03 DUTIES AND RESPONSIBILITIES

The delegates and alternate delegates shall attend all meetings of the CMA House of Delegates, the CSA House of Delegates, and other such CMA or CSA meetings as deemed necessary by the CSA Executive Committee or CSA Board of Directors.

The delegates and alternate delegates are expected to attend all meetings of the CSA Board of Directors without vote if not currently elected members of the CSA Board.

The delegates and alternate delegates shall serve as liaison between the CSA and CMA, shall be CMA and CSA members in good standing, and shall represent to the CMA the official views of this Society.

CHAPTER 19 AMENDMENTS

These Bylaws may be amended only in the following manner:

19.01 HOUSE OF DELEGATES

The House of Delegates of this Society may amend these Bylaws by a two-thirds majority vote of the seated delegates at any annual session or any special session of the House of Delegates called for that purpose.

RULES OF ORDER FOR THE HOUSE OF DELEGATES

1.01 PURPOSE

These Rules of Order are set forth to govern the deliberations of the House of Delegates and its committees.

2.01 MEETINGS OF THE HOUSE OF DELEGATES

The House of Delegates shall meet as required by Section 7.05, Chapter VII of the Bylaws of this organization.

3.01 SUBSIDIARY COMMITTEES

Credentials Committee

Composition: The Credentials Committee shall consist of five active members of this Society, and shall include the assistant secretary as chair, a member of the Committee on Bylaws as selected by its chair, the vice-speaker of the House of Delegates, and two members selected by the speaker of the House of Delegates.

Duties: The Credentials Committee shall examine the credentials of all who seek admission to the House of Delegates, and rule on the seating of members and proposed substitutions for absentees. All those whose credentials are found to be in order shall be registered and seated as official members of the House of Delegates. Alternate delegates shall be seated to fill vacancies resulting from the absence of a delegate. Alternates shall be seated in the order of their appearance before the committee. Any person registered for the convention may be admitted to the visitors' gallery within the limits of space.

An appeal on any ruling of the Credentials Committee may be entered by the individual whose credentials are in question or by any voting member in the questioned member's behalf. Such motion to appeal must be entered immediately following the report of the Credentials Committee to the House that a quorum exists and a majority vote by the House will decide the issue.

The Credentials Committee shall designate one of its members as sergeant-at-arms to act under direction of the speaker to ensure that all members are properly seated and to carry out the will of the House in the preservation of order.

The Credentials Committee shall report to the House, when requested by the Speaker, on the following:

- (A) Total number of members of the House eligible to vote at this session.
- (B) Number of such members registered and officially seated.
- (C) Announcement of quorum.
- (D) Announcement of sergeant-at-arms.

Vacancies: In the event vacancies occur in the Credentials Committee, said vacancies shall be filled by appointment by the Speaker of the House of Delegates.

Reference Committees may be constituted at any session of the House of Delegates for the purpose of considering any items which the House desires to refer for further study. Such committees may be formed in any manner desired by the House.

4.01 ORDER OF BUSINESS

The Order of Business of the House of Delegates shall be:

- (A) Registration and seating of members of the House of Delegates. Non voting members shall be seated in a section apart and clearly separated from voting members.
- (B) Call to order by the president.
- (C) Institution of speaker as the presiding officer.
- (D) Report of the Credentials Committee.
- (E) Introductory remarks by speaker.
- (F) Introduction of minutes of last session of the House, by title.
- (G) Report of the president. This report may be presented in any form which the president elects.
- (H) Presentation of and remarks by the president-elect.
- (I) Report of the secretary.
- (J) Report of the interim actions of the Board of Directors. This report shall be presented in full unless it has been previously published and circulated to all members of the House of Delegates.
- (K) Report of the treasurer.
- (L) Report of the director from each director district.
- (M) Report of the American Society of Anesthesiologists director from California.
- (N) Reports of Standing Committees.
- (O) Reports of Special Committees.
- (P) Unfinished business.
- (Q) New business.
- (R) Election of officers.
- (S) Resumption of chair by the president.
- (T) Installation of the incoming president.
- (U) Adjournment by the president.

Each item of business shall be subject to full debate, amendment and any action which the House desires to take upon it, except that any item which has previously been accepted for a first reading may not be amended to any degree that materially alters the original intent of the item.

5.01 MOTIONS

Only members of the House of Delegates are privileged to make motions, except that the duly appointed chair of any committee may make motions pertaining to any matter which has been referred to and considered by that chair's committee, whether the chair be a member of the House or not. Any voting member of a committee may make motions incident to the introduction of and debate on minority reports.

All resolutions shall be submitted in writing.

The speaker may, at the speaker's discretion, direct that complicated motions or amendments be submitted in writing.

A motion to take any tabled motion from the table is in order during the same session at which it was tabled or during the next session, even if sessions are held no **more often** than annually. In this reference the term "session" shall be understood to include the total number of meetings which are held between the initial convening of the House of Delegates and its final adjournment.

6.01 DEBATE

Discussion and debate on any matter before the House shall be carried on according to standard parliamentary procedure as outlined in the official parliamentary authority of this Society.

Any voting or nonvoting member of the House of Delegates has the right to discussion of any matter before the House.

Any duly appointed member of a committee shall be accorded the privilege of discussing any matter which was considered and is being reported by that committee.

Any advisor or technical assistant shall be accorded the privilege of discussing any matter before the House, if invited by the speaker, or if such request is made by any member, provided, however, that this privilege may be denied such individual by a motion duly entered and passed by a majority of the voting members of the House.

The president shall be granted the floor without regard to the customary limitations of debate, insofar as this can be done without depriving any member's parliamentary rights, and further provided that the president shall be bound by the usual rules of parliamentary decorum, and shall be subject to any special rules to limit debate which are in effect at the time.

7.01 VOTING

Voting shall be carried on according to standard parliamentary procedure as outlined in the official parliamentary authority of this Society.

The method of voting shall be at the option of the speaker, except when the method is stipulated in the Bylaws of this Society or the House adopts a motion to vote in a specific way. The speaker shall state the method of voting when the question is put to vote.

If the speaker is in doubt as to the outcome of any vote, a retake of the vote by some method to indicate the exact number voting on each side, will take place. Likewise and under the same circumstances any voting member of the House may request a retake of the vote.

A vote offered by proxy or by mail shall not be considered valid except when so stipulated in the Bylaws.

The secretary may be instructed by the House to cast a single ballot on either side of a question, but a motion "to cast a unanimous ballot" shall not be in order.

If any election to office results in a tie vote the winner shall be determined by drawing lots.

8.01 APPEALS, CHALLENGES AND CLAIMS OF ILLEGALITY

An appeal, challenge or claim of illegality may be entered only by voting members of the House, except that an appeal from a decision of the Credentials Committee may be entered by the individual whose credentials are in question.

Appeals from a decision of the chair must be raised immediately after the decision is rendered and before other business has intervened.

Appeals from a decision of the Credentials Committee must be raised immediately following the announcement of a quorum and before other business has intervened.

All other appeals, challenges or claims of illegality must be raised at the same session at which the action under question occurred.

9.01 UNANIMOUS CONSENT

The House may, by unanimous consent, grant any motion, action, or request which is not in violation of any provision in the Articles of Incorporation or Bylaws of the California Society of Anesthesiologists, even if such action is adjudged to be out of order according to the official parliamentary authority of this Society, or these Rules or Order.

10.01 AMENDMENT AND SUSPENSION

These Rules of Order may be amended, or any provision thereof temporarily suspended by a two-thirds majority vote of the House of Delegates at any legal meeting of the House.

No provisions of these Rules of Order shall be effective and no amendment to nor suspension of the provisions thereof shall be permitted if such provision or action is in violation of the Articles of Incorporation or Bylaws of the California Society of Anesthesiologists, or the laws of the State of California.

11.01 PARLIAMENTARY AUTHORITY

The latest edition of Sturgis' Standard Code of Parliamentary Procedure shall govern all matters not covered by the Rules of Order or the Bylaws of this Society.

Those situations not so covered shall be decided by the Speaker, with the consent of the House of Delegates.