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	Policy Title	Definition of AAOS Membership Categories
	Department/Office	Governance, Legal, Membership
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

Pursuant to the American Association of Orthopaedic Surgeons Bylaws, Section 2.1, Uniform and Reciprocal Fellowship and Association Membership, “All Fellows and Members of the Academy shall be considered Fellows and Members of the same classification of the Association; and Section 2.2, Categories of Membership, “There shall be seven (7) categories of membership in the Association: Active Fellows, Emeritus Fellows, Candidate Members, International Members, Affiliates, Allied Members and Honorary Members. Only Active Fellows shall have the right to vote on matters before the Fellowship. The Association shall manage membership application process and eligibility criteria in accordance with policies and procedures adopted by the Board of Directors from time to time. Such policies and procedures shall be publicly available.”

The Membership Eligibility and Member Rights are included as an Association Bylaws Exhibit.

2. Purpose

This document defines the AAOS Membership Categories.

3. Scope

The Policy applies to all AAOS Membership Categories.

4. Definitions

AAOS – Applies to both the Academy and the Association.

Academy – American Academy of Orthopaedic Surgeons

Association – American Association of Orthopaedic Surgeons

Chief Governance Officer – Responsibility and oversight of governance activities of the AAOS.

Governance – AAOS Governance Department.

Legal – AAOS Office of General Counsel

Membership Council – Responsibility to identify, anticipate, and articulate members' needs and provide oversight and support for the development of strategies to ensure a personalized and seamless member experience, as well as support improvements in the acquisition, engagement, and retention of members; recommend membership categories as needed.

Policies and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally, and in alignment with its mission and bylaws.

5. Definition of AAOS Membership Categories

a. Fellows

Fellows shall consist of three (3) classifications: Active, Inactive and Emeritus.

Active Fellow

Certified by the American Board of Orthopaedic Surgery (ABOS), the American Osteopathic Board of Orthopaedic Surgery (AOBOS), or the Royal College of Physicians and Surgeons of Canada (RCPSC) and has been accepted as a Fellow of the AAOS after completing the application process and approved by the board; practices in the United States or Canada, maintains a full, unrestricted, and unlimited license in the United States or Canada and continues as an Active Fellow.

Emeritus Fellow

Is an Active Fellow in good standing for at least twenty-five (25) years consecutively; and is completely retired from the practice of clinical medicine.

Inactive Fellow

An Active Fellow who has requested inactive status because, due to an incapacity/disability, they are unable to practice clinical medicine for a period of more than six (6) months.

b. Candidate Members

Candidate Members shall consist of four (4) classifications: Orthopaedic Surgeons, Resident, Medical Student, and Inactive.

Candidate Members – Orthopaedic Surgeon

Is a physician who has successfully completed an Accreditation Council of Graduate Medical Education (ACGME), American Osteopathic Association, or Canadian-approved orthopaedic residency or subsequent fellowship; has intention to apply for Active Fellowship within five (5) years of completing orthopaedic residency or subsequent fellowship program; or gives evidence of full-time medical service in the federal government which does not require licensure.

Candidate Members – Resident

Has commenced the study of orthopaedics; and is a physician enrolled in an Accreditation Council of Graduate Medical Education, American Osteopathic Association, or Royal College of Physicians and Surgeons of Canada approved orthopaedic residency program or who has successfully completed such an orthopaedic residency and is in a US or Canadian fellowship program.

Candidate Members – Medical Student

Is enrolled in a medical school accredited by the Liaison Committee on Medical Education, the American Osteopathic Association, the Association of Faculties of Medicine of Canada, or the World Federation for Medical Education; and have an interest in pursuing a career in orthopaedics.

Candidate Members - Inactive

Is incapacitated for a period in excess of six (6) months; and is unable to engage in the practice of medicine or to assume duties of a medically-oriented nature because of incapacity.

c. **International Members**

International Members shall consist of three (3) classifications: Orthopaedic Surgeon, Resident and Emeritus.

International Members – Orthopaedic Surgeon

Is an orthopaedic surgeon practicing outside the United States or Canada; is a member in good standing in one of the national orthopaedic organizations of the country in which the individual practices, or, where no national orthopaedic organizations exists, proof of orthopaedic licensure; devotes his or her medical practice to orthopaedic surgery or is engaged in the teaching of orthopaedic surgery or research related to the musculoskeletal system; and maintain a full, unrestricted and unlimited license to practice medicine (or its equivalent) in the country in which he or she practices.

International Members – Resident

Is a physician residing outside of the United States or Canada who has commenced the study of orthopaedics; is enrolled in an orthopaedic residency program recognized by the national orthopaedic organization of the country in which the residency program is located or those who have successfully completed such an orthopaedic residency and are in a non-US or Canadian fellowship program.

International Members – Emeritus

Is an International Member in good standing for at least twenty-five (25) consecutive years; and is completely retired from the practice of clinical medicine.

d. **Affiliates**

Is an orthopaedic surgeon practicing in the United States or Canada who: has successfully completed an Accreditation Council of Graduate Medical Education (ACGME), American Osteopathic Association, or Canadian-approved orthopaedic

residency or subsequent fellowship and has not completed the board certification process within five (5) years of completing residency or fellowship; or has successfully completed the study of orthopaedics in an international orthopaedic residency program recognized by the national orthopaedic organization of the country in which the individual trained; and maintains a full, unrestricted and unlimited license to practice medicine in the United States or Canada or gives evidence of full-time medical service in the federal government which does not require licensure.

e. **Allied Members**

Allied Membership shall consist of three (3) classifications: Orthopaedic Team, Orthopaedic Research and Physician.

Allied Members – Orthopaedic Team

Is a licensed nurse, physician assistant, physical therapist, athletic trainer or practice administrator; is employed in the United States or Canada at a medical institution, academic medical center or a military facility or for the Veterans Affairs; is working in an orthopaedic setting under the supervision of a Fellow or Candidate Member; and is recommended by a Fellow or a Candidate Member who provides supervision for the individual.

Allied Members – Orthopaedic Research

Holds a doctorate degree or its equivalent; engages in research or basic science related to orthopaedic surgery at a medical institution, academic medical center or a military facility or for the Veterans Affairs; and has demonstrated achievement in research and education related to orthopaedic surgery.

Allied Member – Physician

Is a distinguished physician who is not an orthopaedic surgeon; holds the degrees of M.D. or D.O.; and engages in activities, interests and contributions related to orthopaedic surgery.

f. **Honorary Members**

The status of Honorary Member may be conferred upon an individual by two thirds (2/3rds) vote of the Board of Directors present and voting.

6. Right to Modify Policies and Procedures

These Procedures may be modified at any time with a simple majority vote of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

Version History

Date	Author	Revisions
3/1/2026	Governance/Legal	Board approval.

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This document was written and produced by:

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American Association of Orthopaedic Surgeons
9400 West Higgins Road
Rosemont, Illinois 60018-4976

	AAOS Policy and Procedures	
	Policy Title	Removal of AAOS Member With or Without Cause
	Department	Governance and Legal
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

Pursuant to the American Association of Orthopaedic Surgeons Bylaws, Section 2.4, “A member may be removed, with or without cause, at any time by a vote of a majority of the Board of Directors.”

2. Purpose

This document outlines the Policy and Procedures under which a Member may be removed from membership in AAOS, with or without cause. The Procedures are intended to be transparent and provide a Member who is the named subject of the Member Conduct Report with appropriate due process.

3. Scope

This Policy applies Member conduct that the subject of a Member Conduct Report and that is not governed by other requirements of the AAOS Bylaws, such as matters considered under the PCP, Association Bylaws Article 3, Non-SOP Review, or non-payment of dues.

Additionally, the Policy applies to any BOD Vote to remove a Member Without Cause. The Policy applies to every category of AAOS membership: Fellows, Candidates, Residents, Medical Students, International, Affiliate, Allied and Honorary Members. This Policy does not apply to a Member Conduct Report concerning a member of the BOD.

4. Definitions

AAOS – American Academy of Orthopaedic Surgeons and/or American Association of Orthopaedic Surgeons

BOD – AAOS Board of Directors

CEO – AAOS Chief Executive Officer

Committee on Ethics and Outside Interests – CEOI is charged with reviewing Member Conduct Reports concerning an AAOS Member and making recommendations to the BOD on the Removal of a Member.

Council – refers to the subject-matter governance units responsible for the major AAOS activities: Advocacy Council, Education Council, Membership Council and the Research and Quality Council.

Final Report – The Final Report will consist of the Member Conduct Report, the Investigative Report, the Subject's Response and written statements to the CEOI and the BOD, the CEOI's Report, and the results of the BOD's Vote.

For Cause Removal – Removal of a Member by a two-thirds (2/3rds) Vote of the BOD following Investigation and review of a Member Conduct Report under the terms of this Policy.

Governance – AAOS Governance Department.

Investigation – Steps taken by AAOS Governance and Legal staff to investigate a Member Conduct Report, including compiling documentation and data, interviewing witnesses, research as needed.

Investigation Report – Report prepared by AAOS summarizing the Member Conduct Report and results of the Investigation.

Legal – AAOS Office of General Counsel

Member – AAOS Member in any membership category that is the subject of a Member Conduct Report or subject to BOD consideration of Removal with or without cause, i.e. Fellows, Candidates, Residents, Medical Students, International, Affiliate, Allied and Honorary Members.

Member Conduct Report – A written submission describing concerning actions, unacceptable behaviors, or other conduct by a Member that may not be fully addressed under the PCP or Non-SOP Review.

Non-SOP Review – The AAOS Policy on Non-Standards of Professionalism Review (Non-SOP Review) is the process to review and address the membership status of members with professional or personal matters that may be inconsistent with the requirements of the AAOS Bylaws or policies. Non-SOP Reviews are administered by the PCP and address issues that are related to, but are not limited to, state medical licensure actions, limitations on license to dispense narcotics, felony conviction or entry of a plea of guilty or no contest to felony count(s), or failure to comply with other Association requirements.

Policy and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally and in alignment with its mission and bylaws.

President – AAOS President

Professional Compliance Program – PCP refers to the AAOS Professional Compliance Program, Non-SOP Review and the affiliated Association Bylaws and Grievance Procedures.

Removal – Removal, also referred to Expulsion under the Association Bylaws, causes a Member to be removed from the rolls of the Association. A Removed Member is not entitled to any of the benefits of AAOS membership.

Response – Subject’s response to a Member Conduct Report and Investigation Report.

Standards of Professionalism or SOPs – AAOS Mandatory Standards of Professionalism (“SOPs”) include the six SOPs adopted by the AAOS Fellowship: Advertising by Orthopaedic Surgeons, Providing Musculoskeletal Services to Patients, Professional Relationships, Orthopaedic Expert Opinion and Testimony, Orthopaedic Surgeon-Industry Relationships and Research and Academic Responsibilities. The SOPs are administered under the PCP.

Subject – AAOS Member about whom a Member Conduct Report has been submitted.

Vote – A two-thirds (2/3rds) Vote of the BOD required to Remove a Member. The BOD’s decision is final.

With Cause Removal – Removal of a Subject by two-thirds (2/3rds) Vote of the BOD following submission of a Member Conduct Report and Investigation and review by the CEOI and the BOD. The BOD’s decision is final.

Without Cause Removal – Removal of a Member by a two-thirds (2/3rds) Vote of the BOD without the submission of Member Conduct Report. The BOD’s decision is final.

5. Member Conduct Report

a. Submission of Member Conduct Report

Any AAOS member, AAOS staff or other individual(s) may submit a Member Conduct Report to the President, CEO, Chief Governance Officer or General Counsel. Without any limitations, a Member Conduct Report may address any Member conduct for which no other mechanism for review is provided under the AAOS Bylaws, policies or procedures.

Topics which may be addressed in a Member Conduct Report include – but are by no means limited to - the following:

- Violent or threatening behavior, with or without felony conviction
- Slander/libel against AAOS
- Initiation of litigation against the AAOS that has been found to be frivolous by a court of competent jurisdiction
- Material misuse of AAOS resources causing financial, reputation or other harm
- Any behavior or actions that are unprofessional, unethical and harmful to the AAOS or the orthopaedic profession

b. Anonymous Member Conduct Report

Individual(s) submitting a Member Conduct Report must identify themselves for the matter to proceed to an Investigation and Vote. At the discretion of the CEOI, the Investigation Report may protect the identity of the individual(s) submitting a Member Conduct Report, if warranted.

6. Member Rights and Obligations

The Subject of a Member Conduct Report have the:

- Right to timely communication from AAOS;
- Right to know who has filed the Member Conduct Report;
- Right to counsel;
- Right to respond to the Member Conduct Report;

- Right to know who will consider the matter and make recommendations;
- Right to appear before the CEOI and/or the BOD;
- Obligation to participate in the process in good faith;
- Obligation to adhere to the procedures outlined in this document; and
- Obligation to maintain confidentiality until the process is concluded.

7. Investigation Procedures

a. Receipt of Member Conduct Report

Upon receipt of a Member Conduct Report, the President and CEO will be immediately advised. No later than one (1) day after receipt, AAOS staff will initiate an Investigation. Additionally, the President will notify the BOD and CEOI that a Member Conduct Report has been received and is being handled pursuant to this Policy.

b. Notice to Member of Member Conduct Report

No later than five (5) business days after receipt, the Subject will be provided with a copy of the Member Conduct Report and these Procedures via email to the email that is on file in the members AAOS record. Once an Investigation has been initiated, no communication is permitted between the Subject and any member of the BOD or the CEOI. The Subject will be required to direct any communication on this matter to the Chief Governance Officer at malert@aaos.org.

c. Investigation of Member Conduct Report

The Governance and Legal staff will conduct a prompt and thorough Investigation, which may include but not be limited to:

- Compiling relevant documents, data and other materials
- Interviewing witnesses and the Subject
- Research, as appropriate

The Investigation Report is an objective summary of facts and does not provide any conclusions or recommendations.

d. Preparation of Investigation Report

No later than thirty (30) days after referral to AAOS staff, an Investigation Report will be prepared that objectively summarizes the Member Conduct Report, research, documentation and data compiled, and statements from witnesses and Subject. AAOS will provide the Subject with the Investigation Report within one (1) day following completion of the Report.

e. Confidentiality

AAOS will hold all aspects of the Member Conduct Report in confidence and only members of the BOD and CEOI will be notified that the Member Conduct Report has been filed.

f. Member Participation in AAOS Events

The President shall have the discretion to limit the Subject's access and privilege to participate in any AAOS meeting, event, activity, or program, pending the full resolution of the Member Conduct Report.

g. Subject's Response to Member Conduct Report and Investigation Report

No later than two (2) weeks after receipt of the Investigation Report, the Subject may submit a written Response with supporting documentation to malert@aaos.org. Any material submitted must follow HIPAA guidelines for de-identifying patient information. AAOS will follow the HIPAA guidelines as interpreted under the PCP Grievance Procedures.

8. Role of the CEOI

a. CEOI Review

Within three (3) days of completion of the Investigation Report, AAOS staff will distribute the Member Conduct Report, Investigation Report and Subject's Response to the CEOI and Subject. In its review, the CEOI may consider AAOS Policies, such as the AAOS Bylaws, AAOS policies, Standards of Professionalism, and these Procedures. The CEOI may consider a Subject's failure to respond to a Member Conduct Report when making its recommendation to BOD.

b. Subject's Right to Appear Before CEOI

Upon request, the Subject may appear before the CEOI for up for 15 minutes to address the Member Conduct Report, the Investigation and the Subject's Response. The CEOI may ask the Subject questions to clarify outstanding issues.

c. CEOI Findings – No Merit or Not Appropriate for Member Conduct Report

The CEOI will discuss the Member Conduct Report within two (2) weeks and determine whether it has merit or no merit. If the CEOI finds that the matter has no merit or cannot be addressed through this process, no CEOI report will be prepared.

- No Merit - If the CEOI finds the Member Conduct Report has no merit, the Member and the BOD will be notified and the matter will be closed. The individual(s) filing the Member Conduct Report will not receive notice of the CEOI's findings. AAOS will not retain the Member Conduct Report in its records. Even if the CEOI finds that there is no merit, if the individual(s) submitting the Member Conduct Report is an AAOS member, they will be advised of members' right to file a PCP grievance. Additional information about the PCP process can be obtained at professionalcompliance@aaos.org.
- Matter Subject to SOPs - If the CEOI determines that the conduct alleged in the Member Conduct Report may be the subject of a PCP Grievance under one or more SOP, the CEOI will notify the Subject and the BOD that the matter cannot be addressed through this process and is therefore closed. If the individual(s) submitting the Member Conduct Report is an AAOS member, they will be advised of members' right to file a PCP grievance. Additional information about the PCP process can be obtained at professionalcompliance@aaos.org.
- Matter Subject to Non-SOP Review - If the CEOI determines that the conduct alleged in the Member Conduct Report may be the subject of Non-SOP Review, the CEOI will notify the Subject and the BOD that the matter cannot be addressed through this process; and, while the Member Conduct Report will be closed, the Subject's conduct may be subject to review under other provisions of the Bylaws and AAOS policies and procedures. The CEOI will direct any Member Conduct Report raising potential Non-SOP matters to the Office of General Counsel for handling under the applicable procedures.

d. Referral to Subject Matter Council

During its consideration, the CEOI may determine that the Subject and the reported conduct is related to the Subject's involvement in an AAOS activity or as an AAOS volunteer. The CEOI shall be authorized to refer any such Member Conduct Report to the appropriate governance entity such as AAOS Councils (Education, Advocacy, Research and Quality, and Membership) for review and management under established policies and procedures.

If accepted by the Council for further management, the Member Conduct Report will be considered closed but will be retained in the Governance Department in compliance with the Governance policies and AAOS Document Maintenance and Retention Policy. The BOD will be notified that the Member Conduct Report has been referred to the

appropriate Council for management. The Council will be responsible for further communications with the Subject on the issues raised in the Member Conduct Report. If, after due consideration, the AAOS Council concludes that the matter cannot be appropriately addressed under its policies and procedures, the Council may recommend to the CEOI that the Member Conduct Report continue review under this Process.

e. CEOI Findings and Recommendation on Removal of Subject

No later than one (1) week after the CEOI meeting, or after a Council recommends that the Member Conduct Report be reassigned to the CEOI, the CEOI will prepare a written recommendation to the BOD on whether to Remove the Subject from the AAOS membership rolls.

9. Board of Directors' Role

The Association Bylaws provide that the BOD may Remove a Member with or without cause upon a simple majority vote. The BOD has voted to require a two-thirds (2/3rds) Vote of the BOD to Remove a Member under these Policies and Procedures.

a. Notice of BOD Meeting

Within one (1) week of receiving the CEOI's recommendation, AAOS will provide the Subject and the BOD with a copy of the CEOI recommendation and notice that a BOD meeting to consider and Vote on the CEOI recommendation will be scheduled for no later than two (2) weeks thereafter. The BOD and the Subject will be provided with the following materials: 1) the Member Conduct Report, 2) Investigation Report, 3) the Subject's Response, and 4) the CEOI's recommendation; and 5) these Procedures.

b. Subject's Appearance Before the BOD

Upon request, the Subject may appear before the BOD during their meeting to consider and Vote on the CEOI recommendation. The Subject's presentation will be limited to 15 minutes. In lieu of appearance, the Subject may submit a written statement of no more than two pages for BOD's consideration. The written statement must be submitted no later than two (2) days prior to the BOD's meeting.

c. BOD Meeting and Vote

After determining that a quorum is present at the BOD meeting, the President, or designee, will ask BOD members to identify any potential or perceived conflicts with the Subject. The Board Protocol will be used to mitigate any conflict or recuse the BOD member from the discussion and Vote. After considering the Member Conduct Report, Investigation Report, and the Subject's Response and presentation to the BOD, the BOD will Vote on the CEOI's recommendation. Upon a two-thirds (2/3rds) Vote of the

BOD members present, the Subject will be removed from the AAOS membership rolls For Cause. The decision of the BOD is final.

If the Vote has less than two-thirds (2/3rds) approval, the Member Conduct Report will be closed. The Subject will be notified, and the Subject's membership status will be unchanged. The individual(s) submitting the Member Conduct Report will not be notified of the outcome. The Final Report and the BOD's Vote will be recorded in the Governance Office in compliance with AAOS policies.

10. Confidentiality of Member Removal

If the BOD Votes to Remove the Subject from AAOS membership rolls, the Final Report, including the Member Conduct Report, Investigation Report, Subject's Response, CEO's Recommendation and the BOD's Vote, will be held in a confidential manner by the Governance Department in compliance with the AAOS Policy on Document Maintenance and Retention. AAOS will not publish or otherwise disclose that a Member Conduct Report was submitted or that the Subject was removed from the AAOS membership by BOD action, unless required by a court of competent jurisdiction.

11. Removal Without Cause

The Association Bylaws provide that the BOD may Remove a Member with or without cause upon a simple majority vote. The BOD has voted to require a two-thirds (2/3rds) Vote of the BOD to Remove a Member For Cause or Without Cause.

If the BOD, by two-thirds (2/3rds) majority, Votes to Remove a Member without Cause, the Member will be immediately notified of the Removal from the AAOS membership rolls and the matter will be deemed closed. The BOD's decision is final. The BOD will seek the advice of legal counsel prior to taking a Vote.

12. Right to Modify Policies and Procedures

These Procedures may be modified at any time with a simple majority vote of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

Version History

Date	Author	Revisions
3/1/2026	Governance/Legal	Board approval.

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	AAOS Policy and Procedure	
	Policy Title	Business Meeting / Official Notice
	Department/Office	Governance
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

Pursuant to the American Association of Orthopaedic Surgeons Bylaws, Article 4, and The American Academy of Orthopaedic Surgeons, Article 3, “An annual business meeting (“Annual Meeting”) of the members, which shall be the official meeting of the members as set forth in the Illinois General Not-for-Profit Corporation Act of 1986 (“the Act”), shall be held at such date and time as may be fixed by the Board of Directors and the members shall transact such business as may properly be brought before the meeting.”

2. Purpose

This document outlines the Policy and Procedures to provide official notice to the Fellowship when Annual Business Meetings are held.

3. Scope

The Policy applies to all AAOS membership categories. Voting rights are limited to Active Fellows.

4. Definitions

AAOS – applies to both the Academy and the Association.

Academy – American Academy of Orthopaedic Surgeons

Active Fellow – As defined in the AAOS Policy and Procedure – Definition of Membership Categories

Annual Business Meeting – A business meeting (“Annual Meeting”) of the members, which shall be the official meeting of the members as set forth in the Illinois General Not-for-Profit Corporation Act of 1986 (“the Act”), shall be held at such date and time as may be fixed by the Board of Directors and the members shall transact such business as may properly be brought before the meeting.

Association – American Association of Orthopaedic Surgeons

BOD – AAOS Board of Directors.

Business Meeting – Certain business to be handled in conjunction with the AAOS Annual Meeting, including transition of leadership, nominations to the AAOS Nominating Committee and consideration of AAOS Bylaws Amendments and AAOS Standards of Professionalism.

Business Meeting – Quorum - The business of the Fellowship may be conducted at meetings only when a quorum is present. A quorum shall consist of one hundred (100) Active Fellows present and eligible to vote.

Chief Governance Officer – Responsibility and oversight of governance activities of the AAOS.

Electronic Voting Platform – Third party vendor utilized to conduct secure votes and elections.

Governance – AAOS Governance Office.

Official Notice – Written notice given thirty (30) days in advance of the Annual Business Meeting, stating place, date, hour and business to be conducted.

Open Hearing – Forum to provide members an opportunity to hear information announced in the Official Notice and to speak on proposed business of the organization before a vote is taken; and to provide AAOS with feedback and input from members on the various business matters before the membership.

Policies and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally, and in alignment with its mission and bylaws.

Vote – Business Meeting – A quorum shall consist of one hundred (100) Active Fellows present and eligible to vote. Except as otherwise provided in this Policy, a majority of votes will constitute an action of the Fellowship at the Business Meeting.

5. Annual Business Meeting

a. Date, Time, Location

The Board shall fix the date, time and location of the Annual Business Meeting, which may include virtual or hybrid participation consistent with applicable law and AAOS bylaws.

b. Written Notice of Annual Business Meeting

- At least thirty (30) days before the date of the Annual Business Meeting, Chief Governance Officer will distribute communication to all AAOS members, with an

email address on file with the AAOS, stating the place, date and hour of the meeting, or the means to participate in remote/virtual meetings, if applicable.

- The Official Notice shall provide the business to be conducted such as proposed bylaws amendments, proposed Standards of Professionalism and nominations to the AAOS Nominating Committee.
- The Official Notice shall also provide information on the Open Hearing that will be conducted prior to the Annual Business Meeting to provide opportunity for Active Fellows to share feedback and solicit input from members on the various business matters before the membership.
- The Official Notice shall be posted on the Governance webpage (member login required).
- Failure of delivery due to outdated contact information shall not invalidate proper notice if sent in good faith to the address on file.

c. Open Hearing

- An open hearing shall be conducted prior to the Annual Business Meeting to present information outlined in the Official Notice, provide members an opportunity to comment, and allow leadership to receive feedback on business matters prior to voting.
- The Board shall determine the format and procedures for the Open Hearing.

d. Conduct of Business Meeting

- Presiding Officer – The AAOS President shall preside over the Annual Business Meeting.
- The President may appoint advisors as deemed necessary.
- Order of Business - The Board shall determine the order of business in advance of the meeting.

e. Business Meeting Agenda Topics

- The following topics may be presented during the Academy Business Meeting:
 - Treasurer's Report
 - Orthopaedic Research and Education Foundation Report
 - Other Business as may be determined by the Board
- The following topics may be presented during the Association Business Meeting:

- Political Action Committee of the American Association of Orthopaedic Surgeons Report
- Solicitation of nominations for the AAOS Nominating Committee (per AAOS Policy and Procedure – Appoint-Elect AAOS Nominating Committee Members
- Introduction of new Board Members
- Recognition of retiring Board Members
- President transition
- Other Business as may be determined by the Board

f. Quorum and Voting at Business Meeting

- Quorum – A quorum shall consist of one hundred (100) Active Fellows present and eligible to vote.
- Ballot Voting – If the Fellowship approves a motion for a ballot vote at a Business Meeting, such motion shall be implemented in accordance with whatever, writing, mechanical or electronic method the Board has previously approved.
- Voting rights at Business Meetings shall be exercised only by the Active Fellow. No proxy votes shall be allowed.
- Except as otherwise provided by the Bylaws or applicable law, a majority of votes cast shall constitute action of the Fellowship.

g. Business Meeting Reports

- Within one (1) week of the conclusion of the Annual Meeting, Chief Governance Officer shall prepare a report on the outcomes of any votes taken at Annual Business Meeting and distribute to the Fellowship as well as post on the Governance webpage (member login required).

6. Right to Modify Policies and Procedures

These Procedures may be modified at any time with a simple majority vote of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

Version History

Date	Author	Revisions
3/1/2026	Governance/Legal	Board approval.

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This document was written and produced by:

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	AAOS Policy and Procedure	
	Policy Title	Appoint Bylaws Committee
	Department/Office	Governance
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

Pursuant to the American Academy of Orthopaedic Surgeons Bylaws, Section 6.3, “The Bylaws Committee shall be a committee of the Board and shall review any Academy bylaws amendments proposed in accordance with Article 7 herein.” and the American Association of Orthopaedic Surgeons Bylaws, Section 7.3, The Bylaws Committee shall be a committee of the Board and shall review any Association bylaws and Standards of Professionalism amendments proposed in accordance with Article 9 herein.”

2. Purpose

This document outlines the Policy and Procedures to appoint the members of the Bylaws Committee.

3. Scope

The Policy applies to all Board Members and Active Fellows eligible for appointment to the Bylaws Committee.

4. Definitions

AAOS – applies to both the Academy and the Association.

Academy – American Academy of Orthopaedic Surgeons

Active Fellow – As defined in the AAOS Policy and Procedure – Definition of Membership Categories

Association – American Association of Orthopaedic Surgeons

BOC – Board of Councilors.

BOD – AAOS Board of Directors.

BOS – Board of Specialty Societies.

Bylaws Committee – A committee of the Board charged with review of any AAOS bylaws and Association Standards of Professionalism amendments proposed pursuant to the AAOS Bylaws.

Chief Governance Officer – Responsibility and oversight of governance activities of the AAOS.

Committee Appointment Program (CAP) – Online platform that allows AAOS members to view all AAOS Council and Committee openings and apply for positions of interest and eligibility.

Committee Appointment Program (CAP) Committee – Committee charged with oversight of the AAOS CAP Program, soliciting involvement of Fellows in AAOS volunteer structure and recommend appointments to various AAOS Committees and Councils.

Executive Committee of the Board of Directors (Executive Committee) – AAOS President, First Vice President, Second Vice President, Treasurer, BOC Chair, and BOS Chair.

Governance – AAOS Governance Office.

Governance Committee - A committee of the Board charged with monitoring and evaluating the AAOS's governance processes.

Officers – AAOS President, First Vice President, Second Vice President, and Treasurer.

Policies and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally, and in alignment with its mission and bylaws.

Vote – Board Members Appointed to the Bylaws Committee – Simple majority by members of the Executive Committee of the Board of Directors.

Vote – Non-Board Member Appointed to the Bylaws Committee – Simple majority vote by CAP Committee and Board.

5. Process to Appoint Bylaws Committee Members

a. Composition of Bylaws Committee

- Three (3) eligible Board Members (Active Fellows)
 - Past President to serve as Chair
 - One (1) of the three (3) eligible Board Members must be a BOC or BOS member.
- One (1) Public Board Member

- One (1) Non-Board Member (Active Fellow) (appointment through Committee Appointment Program)

b. Term of Bylaws Committee Members

- Bylaws Committee Chair – One (1) year term – concurrent with Past President term
- Board Members on Bylaws Committee – One (1) or two (2) year term (at least one Board Member will have a two-year term for continuity)
- Non-Board Member – Two (2) year term; eligible for two (2) year reappointment

c. Eligibility of Board Members to Serve on Bylaws Committee

- Eligible to serve: Chair-Elect and Secretary of the BOC and BOS, Member-at-Large Board Members and Public Board Members.
- Ineligible to serve: Members of the Executive Committee of the Board of Directors (President, First Vice President, Second Vice President, Treasurer, BOC Chair and BOS Chair).

d. Appointment Process for Board Members

- Executive Committee will be responsible for appointing the Board Members to the Bylaws Committee.
- Executive Committee will appoint the Past President to serve as the Bylaws Committee Chair.
- Within 14 days of the end of the AAOS Annual Meeting, AAOS will query eligible Board Members to solicit interest in serving on the Bylaws Committee and request brief statement of interest.
- Chief Governance Officer will compile materials for consideration by the Executive Committee.
- At the first monthly virtual meeting of the Executive Committee following the AAOS Annual Meeting, Executive Committee will review statements submitted by interested and eligible Board Members and select the number of appointees required to fill the open positions for Board Members on the Bylaws Committee. At least one (1) of the three appointees must be a current BOC or BOS Board member, and at least one (1) of the three appointees must be a Public Board Member. Executive Committee will also appoint Past President to serve as chair.
- Following the Executive Committee virtual meeting, the Board appointees will be announced to the Board.

e. Appointment Process for Non-Board Member (Active Fellow)

- The Non-Board Member of the Bylaws Committee will be appointed through the Committee Appointment Program and follow the current appointment cycle.
- Non-Board Member position will be posted in the CAP Program from March 1 – August 1.
- Governance will review applicants and confirm eligibility as Active Fellow.
- Governance will share applications with the Executive Committee for review and discussion during its August virtual meeting.
- Executive Committee by simple majority vote needed to make recommendation to CAP Committee.
- CAP Committee will consider recommendation from the Executive Committee to appoint (1) non-Board Member to the Bylaws Committee at its fall meeting (September/October).
- CAP Committee by simple majority vote needed to approve recommendation.
- CAP Committee report will be a consent agenda item for the fall (September/October) virtual Board Meeting.
- All applicants will be advised of their application status for the Non-Board Member position on the Bylaws Committee following Board approval (October/November).

6. Right to Modify Policies and Procedures

These Procedures may be modified at any time with a simple majority vote of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

Version History

Date	Author	Revisions
3/1/2026	Governance/Legal	Board approval.

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This document was written and produced by:
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Rosemont, Illinois 60018-4976

	AAOS Policy and Procedure	
	Policy Title	Appoint Governance Committee
	Department/Office	Governance
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

Pursuant to the American Academy of Orthopaedic Surgeons Bylaws, Section 6.4, and the American Association of Orthopaedic Surgeons Bylaws, Section 7.4, "The Governance Committee shall be a committee of the Board and shall monitor and evaluate the AAOS' governance processes."

2. Purpose

This document outlines the Policy and Procedures to appoint the members of the Governance Committee.

3. Scope

The Policy applies to all Board Members and Active Fellows eligible for appointment to the Governance Committee.

4. Definitions

AAOS – applies to both the Academy and the Association.

Academy – American Academy of Orthopaedic Surgeons

Active Fellow – As defined in the AAOS Policy and Procedure – Definition of Membership Categories.

Association – American Association of Orthopaedic Surgeons

BOC – Board of Councilors.

BOD – AAOS Board of Directors.

BOS – Board of Specialty Societies.

Chief Governance Officer – Responsibility and oversight of governance activities of the AAOS.

Committee Appointment Program (CAP) – Online platform that allows AAOS members to view all AAOS Council and Committee openings and apply for positions of interest and eligibility.

Committee Appointment Program (CAP) Committee – Committee charged with oversight of the AAOS CAP Program, soliciting involvement of Fellows in AAOS volunteer structure and recommend appointments to various AAOS Committees and Councils.

Governance – AAOS Governance Office.

Governance Committee - A committee of the Board charged with monitoring and evaluating the AAOS' governance processes.

Officers – AAOS President, First Vice President, Second Vice President, and Treasurer.

Policies and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally, and in alignment with its mission and bylaws.

Vote – Board Members Appointed to the Governance Committee – Simple majority vote by Officers.

Vote – Non-Board Members Appointed to the Governance Committee – Simple majority vote by CAP Committee and Board.

5. Process to Appoint Governance Committee Members

a. Composition of Governance Committee

- Seven (7) Voting Members; One (1) Non-Voting Member
- Minimum of four (4) eligible Board Members (Active Fellows)
 - At least one (1) of the four (4) eligible Board Members must be a BOC or BOS member
 - One (1) of the four (4) eligible Board Members will be appointed as chair
- One (1) Public Board Member
- Up to two (2) Non-Board Members (Active Fellows) (appointment through Committee Appointment Program)
- AAOS First Vice President (non-voting) and Liaison to the Executive Committee

b. Term of Governance Committee Members

- Governance Committee Chair – One (1) or two (2) year term – concurrent with Board term for continuity
- Board Members on Governance Committee – One (1) or two (2) year term for continuity
- First Vice President – One (1) year term – concurrent with position term
- Non-Board Member – Two (2) year term; eligible for two (2) year reappointment

c. Eligibility of Board Members to Serve on Governance Committee

- Eligible to serve: Chair, Chair-Elect and Secretary of the BOC and BOS, Member-at-Large Board Members and Public Board Members.
- Ineligible to serve: Officers (President, Second Vice President, Treasurer) and Past President.

d. Eligibility of Non-Board Members to Serve on the Governance Committee

- Must be an Active Fellow
- Interested in leadership, such as previous participant in AAOS Leadership Institute or former Leadership Fellows Program participant.

e. Appointment Process for Board Members

- Officers will be responsible for appointing the Board Members to the Governance Committee.
- Officers will appoint an eligible Board Member to serve as the Governance Committee Chair.
- Within fourteen (14) days of the end of the AAOS Annual Meeting, AAOS will query eligible Board Members, solicit interest in serving on the Governance Committee and request brief statement of interest.
- Chief Governance Officer will compile materials for consideration by the Officers.
- At the Officers' Retreat, the Officers will review statements submitted by interested and eligible Board Members and select the number of appointees required to fill the open positions for Board Members on the Governance Committee. At least one (1) of the four (4) appointees must be a current BOC or BOS Board member.

- Officers will appoint one (1) of the eligible Board Members to serve as chair.
- Officers will appoint one (1) Public Board Member to serve on the Governance Committee.
- Following the Officers' Retreat, the four (4) Board appointees, including the one to serve as chair, will be announced to the Board.

f. Appointment Process for Non-Board Members (Active Fellows)

- The Non-Board Members of the Governance Committee will be appointed through the Committee Appointment Program and follow the current appointment cycle.
- Non-Board Member positions will be posted in the CAP Program from March 1 – August 1.
- Governance will review applicants and confirm eligibility as Active Fellow.
- Governance will share applications with the Officers for review and discussion during a virtual meeting (August).
- Officers by simple majority vote needed to make recommendations to CAP Committee.
- CAP Committee will consider recommendations from the Officers to appoint up to two (2) non-Board Members to the Governance Committee at its fall meeting (September/October).
- CAP Committee by simple majority vote needed to approve recommendation.
- CAP Committee report will be a consent agenda item for the fall (September/October) virtual Board Meeting.
- All applicants will be advised of their application status for the Non-Board Member position on the Governance Committee following Board approval (October/November).

6. **Right to Modify Policies and Procedures**

These Procedures may be modified at any time with a simple majority vote of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

Version History

Date	Author	Revisions
3/1/2026	Governance/Legal	Board approval.

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	AAOS Policy and Procedure	
	Policy Title	Submission of Proposed Bylaws Amendments
	Department/Office	Governance and Legal
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

Pursuant to the American Association of Orthopaedic Surgeons Bylaws, Section 9.2.a, and the American Academy of Orthopaedic Surgeons Bylaws, Section 7.2.a, defines the submission of Association and Academy Items for consideration, including proposed changes to the Association and/or Academy Bylaws.

2. Purpose

This document outlines the Policy and Procedures to submit a proposed bylaws amendment and the process by which the item will be considered.

3. Scope

The Policy applies to all member categories of the AAOS.

4. Definitions

AAOS – applies to both the Academy and the Association.

Academy – American Academy of Orthopaedic Surgeons

Active Fellow – As defined in the AAOS Policy and Procedure – Definition of Membership Categories

Association – American Association of Orthopaedic Surgeons

Balloting – Annual process to vote on the business of the AAOS including the proposed bylaws amendments.

BOC – Board of Councilors.

BOD – AAOS Board of Directors.

BOS – Board of Specialty Societies.

AAOS Policy – Submission of
Proposed Bylaws Amendments

Business Meeting – Certain business to be handled in conjunction with the AAOS Annual Meeting, including transition of leadership, nominations to the AAOS Nominating Committee and consideration of AAOS Bylaws Amendments and AAOS Standards of Professionalism.

Bylaws Amendments – AAOS – Modifications to existing Bylaws, which are a set of written rules adopted by an organization to govern its internal operations and management.

Bylaws Committee – A committee of the Board charged with the review of proposed amendments to the Association and Academy bylaws duly submitted in accordance with Association Bylaws 9.2 and Academy Bylaws 7.2.

Chief Governance Officer – Responsibility and oversight of governance activities of the AAOS.

Electronic Election Platform – Third party vendor utilized to conduct secure votes and elections.

General Counsel – Office of General Counsel

Governance – AAOS Governance Office.

Governance Committee – A committee of the Board charged with monitoring and evaluating the AAOS's governance processes.

Official Notice – Written notice given to members thirty (30) days in advance of the Annual Business Meeting, stating place, date, hour and business to be conducted.

Open Hearing – Forum to provide members an opportunity to hear information announced in the Official Notice and to speak on proposed business of the organization before a vote is taken; and to provide AAOS with feedback and input from members on the various business matters before the membership.

Policies and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally, and in alignment with its mission and bylaws.

Vote – Proposed Bylaws Amendments – At least ten (10) percent of the Active Fellows must vote and of those voting, at least two-thirds (2/3rds) must vote in favor of the proposed bylaws amendment for it to be adopted.

5. Process to Submit/Consider Proposed Bylaws Amendments for the Association and Academy

a. Submission of Proposed Bylaws Amendments

- Proposed bylaws amendments must be submitted in writing by December 1 of the year before the Annual Meeting after which it will be considered and voted on.
- The proposed amendments may be submitted by two-thirds (2/3rds) vote of the Board of Directors; or by at least ten percent (10%) of the Active Fellows.
- A request to submit proposed bylaws amendments will be sent to all Active Fellows with an email address on file by the AAOS on October 1.
- The email communication will include a link to an electronic portal to complete the necessary information to submit the amendment for consideration, including:
 - Title of the amendment
 - Indication of Association or Academy (or both) bylaws amendment
 - Name of submitting entity (Board or at least ten percent (10%) of Active Fellows)
 - If submitted by ten percent (10%) of Active Fellows, a list of signatures verifying support is required to be submitted in the electronic portal
 - Redline and clean version of the proposed changes to the existing bylaws.
- Upon receipt of the electronic submission, Chief Governance Officer will verify that petitions meet the 10% Active Fellow requirement.
- If the verification requirements have not been met, the Chief Governance Officer will follow up with the appropriate entity that submitted the amendment.
- If the verification requirements have been met, the proposed bylaws amendment will continue to the consideration process.
- Proposed bylaws amendment will also be reviewed by General Counsel for legal compliance and any non-compliance matters will be shared with the Bylaws Committee.

b. Consideration of Proposed Bylaws Amendments – Bylaws Committee / Governance Committee

- Within ten (10) business days of submission and once verification is complete, the proposed bylaws amendment will be shared with the Bylaws Committee for review.
- The Bylaws Committee will meet virtually within one (1) week of receipt of the materials to discuss its initial review of the amendments and confirm that all requirements for the submission have been met.
- If the Bylaws Committee determines that requirements have not been met, a communication will be sent to the entity indicating specific language that will need to be rectified and resubmitted.

- If the Bylaws Committee determines that requirements have been met, the proposed amendment will be shared with the Governance Committee for review and comment to the Board.
- Within thirty (30) days of receiving completed materials, all comments from the Bylaws Committee and Governance Committee will be shared with the Board.
- At its January virtual meeting, the Board will be provided a summary of the proposed bylaws amendments, as well as comments from the Bylaws and Governance Committees.

6. Open Hearing at Annual Meeting

a. Distribution of Official Notice to Fellowship

- Thirty (30) days prior to the Business Meeting of the AAOS Annual Meeting, the Notice of the Annual Meeting Business Meeting (Notice) is distributed via email to the Fellowship and will include proposed bylaws amendments.
- The Notice will inform the Fellowship of all items to be considered, along with a date, time and location where Active Fellows may discuss the AAOS business at the Annual Meeting.
- The Notice will be available on the AAOS website under the Governance site, and Active Fellows will have opportunity to provide feedback on the proposed bylaws amendments. A link and email address will be provided on the website for comments.
- Chief Governance Officer will compile the comments and present to the Bylaws Committee in advance of the Open Hearing.

b. Open Hearing

- An Open Hearing shall be held in advance of the Business Meeting at the Annual Meeting.
- Based on the number of items for consideration, a schedule will be developed with the appropriate time allotted for each item of business.
- The Bylaws Committee Chair will present the proposed amendments for consideration.
- Active Fellows may present information or opinions on the business presented within the allotted time.

- The Bylaws Committee Chair will also present any feedback submitted from Active Fellows via the AAOS Governance website.

c. Open Comment Period

- Following the Open Hearing, Active Fellows will have a thirty (30) day open comment period to provide additional feedback on the proposed bylaws amendments. A link and email address will be provided on the website for comments.
- Within one (1) week of the conclusion Annual Meeting, an email communication will be distributed to Active Fellows to inform that the Open Comment Period is open.
- At the conclusion of the Open Comment Period, Chief Governance Officer will compile feedback submitted to share with the Bylaws Committee.

7. Bylaws Committee and Board Consideration of Proposed Bylaws Amendments

a. Bylaws Committee Meeting

- Within one (1) week of the conclusion of the Open Comment Period, the Bylaws Committee will meet virtually to consider feedback from the Open Hearing and any additional feedback from the Open Comment Period to prepare its recommendations, including any additional changes proposed to the bylaws amendments, for consideration by the Board.
- Immediately following the Bylaws Committee Meeting, Chief Governance Officer will prepare a report to the Board with an appropriate brief on each proposed bylaws amendments and a recommendation for consideration.

b. Board of Directors Meeting

- Within four (4) weeks of receipt of the Bylaws Committee Report, the Board will meet virtually to consider the Bylaws Committee report on the proposed bylaws amendments.
- The Board will consider the Bylaws Committee's report and make further modifications as needed. The Bylaws Amendment as approved by the Board shall be voted on by the Fellowship after the Annual Meeting.
- The Board will recommend for each proposed bylaws amendment to adopt or not adopt.

NOTE: Timing of the Board meeting must meet the requirements to open balloting on AAOS business within sixty (60) days of the end of the Annual Meeting.

8. Annual Balloting Timeline

a. Process for Annual Balloting

- The ballot must be opened no later than sixty (60) days after the Annual Meeting. Active Fellows will receive an email communication from the President with instructions on completing the electronic ballot, including the final recommendations of the Board on the proposed bylaws amendments. The email will contain a link for each voter to access their individualized ballot.
- Balloting will be conducted via a third-party online election platform.
- Active Fellows are required to vote on all matters on the ballot.
- Balloting is open for thirty (30) days, and weekly email reminders will be sent to those who have not yet voted while balloting is open.
- The Board has authority to extend balloting by thirty (30) days if the ten (10) percent threshold is not met.
- Within two (2) weeks of the ballot's close, results are validated and reports are prepared.
- At least ten (10) percent of the Active Fellows must vote and of those voting, at least two-thirds (2/3rds) must vote in favor of the proposed bylaws amendment for it to be adopted.
- Once all elections are verified, an email communication is distributed from the President to the Board and Active Fellows announcing the balloting outcome for each proposed bylaws amendment.
- Adopted amendments will be incorporated into the appropriate AAOS bylaws and implemented immediately.

9. Right to Modify Policies and Procedures

These Procedures may be modified at any time with a simple majority of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

Version History

Date	Author	Revisions
3/1/2026	Governance/Legal	Board approval.

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	AAOS Policy and Procedure	
	Policy Title	Submission of AAOS Advisory Opinions
	Department/Office	Governance and Legal
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

An AAOS Advisory Opinion represents a recommendation or request for a change in an internal or external policy or position or a new position to the AAOS Board of Directors (BOD). Advisory Opinions often create communication, awareness, and an opportunity for a public forum.

2. Purpose

This document outlines the Policy and Procedures to submit a proposed AAOS Advisory Opinion and the process by which the item will be considered.

3. Scope

The Policy applies to all member categories of the AAOS.

4. Definitions

AAOS – applies to both the Academy and the Association.

AAOS Advisory Opinion - A recommendation or request to the AAOS Board of Directors for policy change.

Academy – American Academy of Orthopaedic Surgeons.

Active Fellow – As defined in the AAOS Policy and Procedure – Definition of Membership. Categories

Association – American Association of Orthopaedic Surgeons.

BOC – Board of Councilors.

BOD – AAOS Board of Directors.

BOS – Board of Specialty Societies.

AAOS Policy – Submission of
Proposed Advisory Opinions

Chief Governance Officer – Responsibility and oversight of governance activities of the AAOS.

Combined National Orthopaedic Leadership Conference (NOLC) / Fall Meeting – AAOS leadership event for Board of Councilors and Board of Specialty Societies to conduct organizational business and engage in Capitol Hill Visits.

Committee – Group of AAOS volunteers appointed to perform a specific task for the AAOS; reports to the BOD or a Council.

Council – Volunteer structure reporting to the BOD; Advocacy, Education, Membership, Research and Quality.

General Counsel – Office of General Counsel.

Governance – AAOS Governance Office.

Joint BOC/BOS Open Hearing – Forum to provide members an opportunity to hear information about Proposed AAOS Advisory Opinions and to speak on the matter before a vote is taken by the BOC and BOS.

Policies and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally, and in alignment with its mission and bylaws.

Vote by Board of Directors – AAOS Advisory Opinion – A simple majority vote for the Advisory Opinion to be adopted.

5. Process to Submit/Consider AAOS Advisory Opinions for the Association and Academy

a. Submission of Proposed AAOS Advisory Opinions

- Proposed Advisory Opinions must be submitted in writing by August 1 before the Combined NOLC/Fall Meeting in which it will be considered and voted on by the BOC and BOS.
- The proposed Advisory Opinion may be submitted by any BOC representative or BOS representative with at least 30 Active Fellows, orthopaedic specialty society that is a member of the BOS, orthopaedic state society, or by at least thirty (30) Active Fellows.
- A request to submit proposed Advisory Opinions will be sent to the BOC and BOS by the AAOS on July 1.

- The email communication will include a link to an electronic portal to complete the necessary information to submit the amendment for consideration, including:
 - Title of the Advisory Opinion
 - Name of submitting entity (as noted above)
 - If submitted by thirty (30) Active Fellows, a list of signatures verifying support is required to be submitted in the electronic portal
 - Documentation of the Proposed Advisory Opinion
 - Pertinent background information
- Upon receipt of the electronic submission, Chief Governance Officer will verify that petitions meet the thirty (30) Active Fellow requirement, and will determine if the Advisory Opinion applies to the Academy, the Association, or both.
- If the verification requirements have not been met, the Chief Governance Officer will follow up with the appropriate sponsor that submitted the Advisory Opinion.
- If the verification requirements have been met, the Advisory Opinion will continue to the consideration process at the Combined NOLC/Fall Meeting as outlined by the BOC and BOS in its respective policy and procedure manuals.
- Proposed Advisory Opinions will also be reviewed by General Counsel for legal compliance and any non-compliance matters will be shared with the BOC and BOS.
- Within ten (10) business days of the August 1 submission due date and once verification is complete, the proposed Advisory Opinion and background materials will be sent to the BOC and BOS as part of the agenda materials for the Combined NOLC/Fall Meeting.

b. Consideration of Proposed Advisory Opinions – BOC / BOS

- The process to consider Advisory Opinions will be outlined separately in the respective BOC and BOS policy and procedure manuals.

c. Consideration of Proposed Advisory Opinions by the BOD

- If the Advisory Opinion is supported by either the BOC or BOS or both, it will be sent to the BOD for consideration at its December meeting.
- Following the Combined NOLC/Fall Meeting, the Governance Office will prepare the final report on the Advisory Opinions along with the recommendations as voted by the BOC and BOS.
- At its December meeting, the BOC and BOS recommendations on each Advisory Opinion will be presented to the BOD.

- The BOD may adopt, refer to relevant AAOS Council/Committee for further consideration, table or reject an AAOS Advisory Opinion by simple majority vote.

6. Implementation

- Within one (1) week of the December BOD Meeting where Advisory Opinions are considered by the BOD, communications will be distributed to all Advisory Opinion sponsors, the BOC and BOS to inform the status of the Advisory Opinion submitted.

a. Adopted Advisory Opinions

Advisory Opinions adopted by the BOD will be immediately implemented and added to the Advisory Opinion section of the Governance webpage.

b. Referred Advisory Opinions

- Within one (1) week of the December BOD Meeting, Governance Office will distribute communications to appropriate Councils or Committees in which Advisory Opinions were referred along with a timeline for reporting back to the BOD on the status of the Advisory Opinion.

c. Tabled Advisory Opinions

- If an Advisory Opinion is tabled, Governance Office will track the topic and determine the timeline for reconsideration of the Advisory Opinion by the BOD.

d. Rejected Advisory Opinions

- If the BOD rejects an Advisory Opinion, a communication will be sent to the sponsoring entity with details as to why the topic was rejected.

7. Update / Review of Advisory Opinions

a. Annual Review of Advisory Opinions

- At least annually, AAOS will provide the BOC and BOS with status updates for each Advisory Opinion.

b. Three (3) Year Review of Advisory Opinions

- All Advisory Opinions adopted by the BOD shall be reviewed by the BOC and BOS within three (3) years from the date of their adoption. The BOC and BOS will recommend to the BOD that the Advisory Opinion be retained, modified or sunset.

- At its December meeting, the BOC and BOS recommendations on each three (3) year review Advisory Opinion will be presented to the BOD for approval by simple majority vote.
- If an Advisory Opinion has been modified and approved by the BOD, the Governance Office will inform the Advisory Opinion sponsor of the modification.

8. Right to Modify Policies and Procedures

These Procedures may be modified at any time with a simple majority of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

Version History

Date	Author	Revisions
3/1/2026	Governance/Legal	Board approval.

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	AAOS Policy and Procedure	
	Policy Title	Appoint / Elect AAOS Nominating Committee Members
	Department/Office	Governance
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

Pursuant to the American Association of Orthopaedic Surgeons Bylaws, Section 8.1, “The Nominating Committee shall be constituted of eight (8) members: four (4) members appointed by the Board of Directors, including three (3) current members of the Board sitting on the Governance Committee and a former director, who shall serve as the Nominating Committee Chair; and four (4) Active Fellows elected by the Fellowship.”

2. Purpose

This document outlines the Policy and Procedures to appoint and elect the eight (8) Active Fellows to the Nominating Committee.

3. Scope

The Policy applies to all Active Fellows eligible for election to the Nominating Committee and the Board Members eligible for appointment to the Nominating Committee.

NOTE: Per the Association Bylaws, only Active Fellows are eligible to participate in the AAOS nominating process, including the making a nomination of another from the floor of the Business Meeting held during the Annual Meeting, or serving on the Nominating Committee by appointment or election.

4. Definitions

AAOS – applies to both the Academy and the Association.

Academy – American Academy of Orthopaedic Surgeons

Active Fellow – As defined in the AAOS Policy and Procedure – Definition of Membership Categories

Association – American Association of Orthopaedic Surgeons

Balloting – Annual process to vote on the business of the AAOS including the election of Active Fellows to serve on AAOS Nominating Committee.

BOC – Board of Councilors.

BOD – AAOS Board of Directors.

BOS – Board of Specialty Societies.

Business Meeting – Certain business to be handled in conjunction with the AAOS Annual Meeting, including transition of leadership, nominations to the AAOS Nominating Committee and consideration of AAOS Bylaws Amendments and AAOS Standards of Professionalism.

Chief Governance Officer – Responsibility and oversight of governance activities of the AAOS.

Electronic Election Platform – Third party vendor utilized to conduct secure votes and elections.

Governance – AAOS Governance Office.

Governance Committee – A committee of the Board charged with monitoring and evaluating the AAOS's governance processes.

Nominating Committee – A committee that shall accept nominations for and evaluate potential directors to serve on the BOD that satisfy the required competencies determined necessary to assist the AAOS to achieve its purposes.

Officers – AAOS President, First Vice President, Second Vice President, and Treasurer.

Official Notice – Written notice given thirty (30) days in advance of the Annual Business Meeting, stating place, date, hour and business to be conducted.

Policies and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally, and in alignment with its mission and bylaws.

Second Past President – Past President that concluded service following the Annual Meeting.

Vote – Active Fellows Elected to Nominating Committee – At least ten (10) percent of the Active Fellows must vote and those four (4) individuals who receive the greatest number of votes shall be considered elected.

5. Process to Appoint Board Members to AAOS Nominating Committee

a. Appointment of Nominating Committee Chair

- One (1) Former Director appointed by the Board to serve as Chair (will be Past President that most recently concluded Board service)

b. Composition of Board/Governance Committee Members on AAOS Nominating Committee

- Three (3) eligible Board Members (Active Fellows) currently serving on the AAOS Governance Committee (as appointed through the AAOS Policy to appoint Governance Committee Members) – one (1) of the three eligible Board Members must be a BOC or BOS member.

c. Eligibility of Board/Governance Committee Members

- Only Active Fellows serving as Board Members on the Governance Committee may serve.
- BOC, BOS and Member-at-Large Board Members are eligible to serve.
- Ineligible to serve: Public Board Members, and Officers (President, First Vice President, Second Vice President and Treasurer).
- At least one (1) Board/Governance Committee appointee is likely to serve two years for continuity, with term to run concurrently with Board/Governance Committee term.
- After serving as a Board/Governance Committee appointee, individuals will be ineligible to serve on Nominating Committee after Board service concludes.

d. Appointment Process for Board/Governance Committee) Members

- Officers will be responsible for appointing the Board/Governance Committee Members to the Nominating Committee.
- Within fourteen (14) days of the end of the AAOS Annual Meeting, AAOS will query eligible Board Members currently serving on the Governance Committee (separate policy to appoint Governance Committee Members) to solicit interest in serving on the Nominating Committee and request brief statement of interest.
- Chief Governance Officer will compile materials for consideration by the Officers.
- At the Officers' Retreat, the Officers will review statements submitted by interested and eligible Board/Governance Committee members and select three (3) for appointment to the Nominating Committee. At least one (1) of the three appointees

must be a current BOC or BOS Board member serving on the Governance Committee.

- The Officers will identify one (1) alternate appointee in the event that an appointed member becomes ineligible to serve.
- Following the Officers' Retreat, the three (3) Board appointees will be announced.

6. Process to Elect Active Fellows to AAOS Nominating Committee

a. Composition of Elected Active Fellows on AAOS Nominating Committee

- Four (4) eligible Active Fellows.

b. Eligibility of Active Fellows to be Elected to AAOS Nominating Committee

- Only Active Fellows who have not previously served on the Nominating Committee are eligible for nomination with the exception of having served due to Past President Service.
- Elected Active Fellows may serve only once with the exception of service as Past President, who may serve once as an elected Active Fellow in addition to their Past President service.
- Active Fellows that previously served on Nominating Committee during their term on the Board are ineligible to be elected.

c. Election Process

- Thirty (30) days prior to the Business Meeting of the AAOS Annual Meeting, the Notice of the Annual Meeting Business Meeting (Notice) is distributed via email to the Fellowship.
- The Notice will inform the Fellowship that Active Fellows will have the opportunity to nominate candidates to fill four (4) positions on the Nominating Committee.
- During the Association Business Meeting, the President facilitates the process by accepting nominations from the floor.
- The President will state:
 - Per the bylaws, only Active Fellows may serve on the Nominating Committee.
 - Ineligible to be elected: Current members of the Board of Directors and Active Fellows who have previously served on the Nominating Committee with the exception of a former Past President who may serve once as an elected member.

- Active Fellows who wish to place a name in nomination may line up before a microphone and will wait to be recognized.
 - Nominators are to provide their name, city and state and give the full name, city and state of the Active Fellow they wish to nominate.
 - Nominators may nominate more than one nominee; however, they are required to return to the end of the line at the microphone and be recognized after all other nominations have been made.
- The Chief Governance Officer will record the names of all Active Fellows nominated.
 - During the week following the Annual Meeting, the names placed in nomination will be verified for eligibility.
 - Within one week of the Business Meeting, ineligible nominees will receive an email communication indicating the reason for their ineligibility.
 - Within one week of the Business Meeting, eligible nominees will receive an email communication with a request to confirm acceptance of the nomination.
 - Nominees have one week to respond, confirming their willingness to serve.
 - Reminders will be sent to those who do not respond within seventy-two (72) hours.
 - Once the nomination is accepted, the nominee will be asked to provide profile information by a specific deadline, generally within two (2) weeks.
 - Reminders will be sent to those nominees who do not respond within seventy-two (72) hours.
 - No exceptions will be made for late submissions.
 - Within two (2) weeks after the deadline, the Governance Office will compile all profile information to be uploaded to the third-party online election platform.
 - The ballot must be finalized no later than sixty (60) days after the Annual Meeting. Active Fellows will receive an email communication from the President with instructions on completing the electronic ballot, including the election of the four (four) Active Fellows to the Nominating Committee. The email will contain a link for each voter to access their individualized ballot.
 - Active Fellows may vote for up to two (2) Active Fellows candidates from the list of eligible Active Fellows.

- Balloting is open for thirty (30) days, and weekly email reminders will be sent to those who have not yet voted while balloting is open.
- The Board has authority to extend balloting by thirty (30) days if the ten (10) percent threshold is not met.
- Within two (2) weeks of the ballot's close, results are validated and reports are prepared.
- At least ten (10) percent of the Active Fellows must vote, and those four (4) Active Fellows who receive the greatest number of votes shall be considered elected to the Nominating Committee.
- An alternate candidate (fifth (5th) greatest number of votes) will be identified in the event that an elected Active Fellow becomes ineligible to serve.
- Once all elections are verified, email communication is distributed from the Chief Governance Officer to all nominees informing them of their election status.
- Once all nominees are notified, an email communication is distributed to the Fellowship on behalf of the President announcing the Nominating Committee (both appointed and elected). An announcement is also published in Headline News.

6. Right to Modify Policies and Procedures

These Procedures may be modified at any time with a simple majority vote of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

Version History

Date	Author	Revisions
3/1/2026	Governance/Legal	Board approval.

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AAOS Policy – Appoint/Elect
 AAOS Nominating Committee
 Members

Rosemont, Illinois 60018-4976

	AAOS Policy and Procedure	
	Policy Title	Submission of Proposed Standards of Professionalism (SOPs)
	Department/Office	Governance and Legal
	Effective Date	
	Last Reviewed	
	Approved By	
	Approval Date	

1. Introduction

Pursuant to the American Association of Orthopaedic Surgeons Bylaws, Section 9.2.a, defines the submission of Association Items for consideration, including proposed changes to the Association Standards of Professionalism (SOPs).

2. Purpose

This document outlines the Policy and Procedures to submit a Proposed SOP Amendment and the process by which the item will be considered.

3. Scope

The Policy applies to all member categories of the AAOS.

4. Definitions

AAOS – applies to both the Academy and the Association.

Academy – American Academy of Orthopaedic Surgeons

Active Fellow – As defined in the AAOS Policy and Procedure – Definition of Membership Categories

Association – American Association of Orthopaedic Surgeons

Balloting – Annual process to vote on the business of the AAOS including the proposed Standards of Professionalism (SOP) amendments.

BOC – Board of Councilors.

BOD – AAOS Board of Directors.

BOS – Board of Specialty Societies.

Business Meeting – Certain business to be handled in conjunction with the AAOS Annual Meeting, including transition of leadership, nominations to the AAOS Nominating Committee and consideration of AAOS Bylaws Amendments and AAOS Standards of Professionalism.

Bylaws Amendments – AAOS – Modifications to existing Bylaws, which are a set of written rules adopted by an organization to govern its internal operations and management.

Bylaws Committee – A committee of the Board charged with the review of proposed amendments to the Association Standards of Professionalism (SOPs) and Association and Academy bylaws and duly submitted in accordance with Association Bylaws 9.2 and Academy Bylaws 7.2.

Chief Governance Officer – Responsibility and oversight of governance activities of the AAOS.

Committee on Professionalism – Oversee all aspects of the AAOS Professional Compliance Program and serves as the first level of review for grievances filed under the Professional Compliance Program.

Electronic Election Platform – Third party vendor utilized to conduct secure votes and elections.

General Counsel – Office of General Counsel

Governance – AAOS Governance Office.

Governance Committee – A committee of the Board charged with monitoring and evaluating the AAOS's governance processes.

Judiciary Committee – Serves as the second level of review for grievances filed under the AAOS Professional Compliance Program.

Official Notice – Written notice given to members thirty (30) days in advance of the Annual Business Meeting, stating place, date, hour and business to be conducted.

Open Hearing – Forum to provide members an opportunity to hear information announced in the Official Notice and to speak on proposed business of the organization before a vote is taken; and to provide AAOS with feedback and input from members on the various business matters before the membership.

Policies and/or Procedures – Formal guidelines that ensure the organization operates ethically, legally, and in alignment with its mission and bylaws.

Standards of Professionalism (SOPs) – Six minimum standards of acceptable conduct for orthopaedic surgeons on which a member may base a grievance against another member with the AAOS Professional Compliance Program.

Vote – Proposed SOP Amendments – At least ten (10) percent of the Active Fellows must vote and of those voting, at least two-thirds (2/3rds) must vote in favor of a new proposed SOP or the amendment an existing SOP for it to be adopted. For convenience, the new SOP proposals and proposals to amend existing SOPs will be referred to as Proposed SOP Amendments in this Policy.

5. Process to Submit/Consider Proposed Standards of Professionalism Amendments for the Association

a. Submission of Proposed SOP Amendments

- Proposed SOP Amendments must be submitted in writing by December 1 of the year before the Annual Meeting after which it will be considered and voted on.
- The Proposed SOP Amendments may be submitted by two-thirds (2/3rds) vote of the Board of Directors; or by at least ten percent (10%) of the Active Fellows.
- A request to submit Proposed SOP Amendments will be sent to all Active Fellows with an email address on file by the AAOS on October 1.
- The email communication will include a link to an electronic portal to complete the necessary information to submit the Proposed SOP Amendment for consideration, including:
 - Title of the Proposed SOP Amendment
 - Name of submitting entity (Board or at least ten percent (10%) of Active Fellows)
 - If submitted by ten percent (10%) of Active Fellows, a list of signatures verifying support is required to be submitted in the electronic portal
 - Redline and clean version of the proposed changes to the existing SOP; or the text of a new SOP being proposed.
- Upon receipt of the electronic submission, Chief Governance Officer will verify that petitions meet submissions requirements.
- If the verification requirements have not been met, the Chief Governance Officer will follow up with the appropriate entity that submitted the Proposed SOP Amendment.
- If the verification requirements have been met, the Proposed SOP Amendments will continue to the consideration process.
- Proposed SOP Amendment will also be reviewed by General Counsel for legal compliance and any legal issues will be shared with the Bylaws Committee.

b. Consideration of Proposed SOP Amendments – Bylaws Committee / Governance Committee

- Within ten (10) business days of submission and once verification is complete, the Proposed SOP Amendments will be shared with the Bylaws Committee for review.
- The Bylaws Committee will meet virtually within one (1) week of receipt of the materials to discuss its initial review of the Proposed SOP Amendments and confirm that all requirements for the submission have been met.
- If the Bylaws Committee determines that requirements have not been met, a communication will be sent to the submitting Active Fellows or the Board of Directors indicating any deficiencies that hinder the submission moving forward or need to be rectified before resubmission.
- If the Bylaws Committee determines that requirements have been met, the Proposed SOP Amendments will be shared with the Governance Committee, Committee on Professionalism and Judiciary Committee for review and comment to the Board.
- Within thirty (30) days of receiving completed materials, all comments from the Bylaws Committee, Governance Committee, Committee on Professionalism and Judiciary Committee will be summarized and shared with the Board.
- At its January virtual meeting, the Board will be discuss the Proposed SOP Amendments, and consider comments from the Bylaws Committee, Governance Committee, Committee on Professionalism and Judiciary Committee.

6. Open Hearing at Annual Meeting

a. Distribution of Official Notice to Fellowship

- Thirty (30) days prior to the Business Meeting of the AAOS Annual Meeting, the Notice of the Annual Meeting Business Meeting (Notice) is distributed via email to the Fellowship and will include Proposed SOP Amendments.
- The Notice will inform the Fellowship of all items to be considered, along with a date, time and location where Active Fellows may discuss the AAOS business at the Annual Meeting.
- The Notice will be available on the AAOS website under the Governance site, and Active Fellows will have opportunity to provide feedback on the Proposed SOP Amendments. A link and email address will be provided on the website for comments.

- Chief Governance Officer will compile the comments and present to the Bylaws Committee in advance of the Open Hearing.

b. Open Hearing

- An Open Hearing shall be held in advance of the Business Meeting at the Annual Meeting.
- Based on the number of items for consideration, a schedule will be developed with the appropriate time allotted for each item of business.
- The Bylaws Committee Chair will present the Proposed SOP Amendments for consideration.
- Active Fellows may present information or opinions on the business presented within the allotted time.
- The Bylaws Committee Chair will also present any feedback submitted from Active Fellows via the AAOS Governance website.

c. Open Comment Period

- Following the Open Hearing, Active Fellows will have a thirty (30) day open comment period to provide additional feedback on the Proposed SOP Amendments. A link and email address will be provided on the website for comments.
- Within one (1) week of the conclusion Annual Meeting, an email communication will be distributed to Active Fellows to inform that the Open Comment Period is open.
- At the conclusion of the Open Comment Period, Chief Governance Officer will compile feedback submitted to share with the Bylaws Committee.

7. Bylaws Committee and Board Consideration of Proposed SOP Amendments

a. Bylaws Committee Meeting

- Within one (1) week of the conclusion of the Open Comment Period, the Bylaws Committee will meet virtually to consider feedback from the Open Hearing and any additional feedback from the Open Comment Period to prepare its recommendations, including any additional changes proposed to the Proposed SOP Amendments, for consideration by the Board.
- Immediately following the Bylaws Committee Meeting, Chief Governance Officer will prepare a report to the Board with an appropriate brief on each Proposed SOP Amendments and a recommendation for consideration.

b. Board of Directors Meeting

- Within four (4) weeks of receipt of the Bylaws Committee Report, the Board will meet virtually to consider the Bylaws Committee report on the Proposed SOP Amendments.
- The Board will consider the Bylaws Committee's report and make further modifications as needed.
- The Board will recommend for each Proposed SOP Amendments to adopt or not adopt.

NOTE: Timing of the Board meeting must meet the requirements to open balloting on AAOS business within sixty (60) days of the end of the Annual Meeting.

8. **Annual Balloting Timeline**

a. Process for Annual Balloting

- The ballot must be opened no later than sixty (60) days after the Annual Meeting. Active Fellows will receive an email communication from the President with instructions on completing the electronic ballot, including the final recommendations of the Board on the Proposed SOP Amendments. The email will contain a link for each voter to access their individualized ballot.
- Balloting will be conducted via a third-party online election platform.
- Active Fellows are required to vote on all matters on the ballot.
- Balloting is open for thirty (30) days, and weekly email reminders will be sent to those who have not yet voted while balloting is open.
- The Board has authority to extend balloting by thirty (30) days if the ten (10) percent threshold is not met.
- Within two (2) weeks of the ballot's close, results are validated and reports are prepared.
- At least ten (10) percent of the Active Fellows must vote and of those voting, at least two-thirds (2/3rds) must vote in favor of the Proposed SOP Amendments for it to be adopted.

- Once all elections are verified, an email communication is distributed from the President to the Board and Active Fellows announcing the balloting outcome for each Proposed SOP Amendments.
- Adopted SOP Amendments will be incorporated into the appropriate AAOS SOPs and implemented immediately.

9. Right to Modify Policies and Procedures

These Procedures may be modified at any time with a simple majority of the BOD. Changes and modifications will be effective upon approval and will be posted online with other AAOS Policies and Procedures.

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