

Memorandum

To: AAOS Resident Delegates
From: RA Executive Committee
CC: Resident Assembly
Date: March 20, 2020
Re: Changes to Resident Assembly Rules and Procedures

Dear Resident Delegates:

As the 2020 AAOS Annual Meeting has been canceled, we will hold our Resident Assembly Business Meeting virtually on Monday, April 20, 2020, at 7:00 PM CT/8:00 PM ET. As a Resident Delegate, part of your responsibility is to review and vote on the following changes to the Rules and Procedures.

If adopted, the proposed Rules would formalize a number of needed changes as outlined below.

With these changes, the Executive Committee has further clarified the voting privileges. Delegates will continue to vote on Advisory Opinions, (Article II, A. 2. b.) and changes to the Rules and Procedures (Article IX, B). The entire Resident Assembly present at the meeting will continue to vote on Members-at-Large (Article II, A. 2. a), and this has been extended International Resident Members (Article II, A. 2. d).

The Resident Assembly now recognizes AOBOS, and Royal College of Physicians of Surgeons of Canada certification, in accordance with AAOS' membership (Article I, A. 1)

References to the AAOS Emerging Professionals Committee or AAOS Membership and Leader Development Committee have been changed to the AAOS Membership Council in accordance with AAOS' current governance structure.

Within the Purpose (Article I, B, and, throughout the document), we have expanded the term resident to include fellows in training, and added reference to the AAOS' strategic plan.

The previously named Technology Committee has been renamed and repurposed as the Innovation Committee (Article I, D. 5 and throughout).

Memorandum

The Resident Member (Article II, A. 2. a) has an expanded definition, and we have added additional information on submitting advisory opinions and workgroup membership. The Resident Member's voting privileges are now clearly defined.

The Executive Committee has noted that by participating in a committee or workgroup, the Resident Member implies his/her consent to have their email made a part of a contact listserv, to only be used by the members of said listserv. The Resident Assembly will continue to follow the AAOS' Privacy Policy.

The Resident Delegate's voting responsibilities are clearly defined. (Article II, A. 2. b).

Medical Students can participate as members of subject matter committees or workgroups (Article II, A. 2. e).

The Residency Program will continue to select its Delegate. (Article II, A. 4). The application, which details the Delegate roles and responsibilities, is signed by the Program Director. The reasons why the Resident Assembly asks that the Residency Program manage the selection process is multi-faceted, and includes the following considerations:

- One of the Delegate's responsibilities is to attend the AAOS Annual Meeting, and funding for this is the Resident's, or Program's, responsibility.
- The Program Director knows who best to have participate, due to the responsibilities noted within the application.
- The Program is informed of the Delegate and role responsibilities.

The Delegate will now assist the Program Director in selecting a replacement (Article II, A. 5. k).

Procedural information, such as the responsibilities of the Committee Chairs and Vice-Chair, and selection of the Committee Chair, will be moved to a separate procedural document (Article IV, C & F; Article V, E-F).

In 2014, the AAOS only allowed for eighteen (18) committee positions for Residents. By allowing all Residents the opportunity to participate, whether as a Delegate, a Committee Member, or during the Resident Assembly Business Meeting, the path to leadership is open to all Residents.

AAOS

AMERICAN ACADEMY OF
ORTHOPAEDIC SURGEONS

AMERICAN ASSOCIATION OF
ORTHOPAEDIC SURGEONS

Resident Assembly

Rules ~~and~~ Procedures

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Resident Assembly

At the 2012 Annual Meeting of the American Academy of Orthopaedic Surgeons (AAOS), an assembly of orthopaedic residents in attendance recommended the creation of a Resident Assembly within the AAOS. The Resident Assembly is an advisory body to the AAOS on issues of importance to orthopaedic residents. In addition, the Resident Assembly is designed as a forum to allow orthopaedic residents to embrace their roles as patient advocates and life-long learners.

Article I: Resident Assembly

A. Name

1. There shall be an AAOS Resident Assembly ("Resident Assembly). The Resident Assembly shall represent all orthopaedic surgery residents who are pursuing ABOS, AOBOS and Royal College of Physicians and Surgeons of Canada certification in the United States and Canada.
2. The Resident Assembly shall have elected officers and leadership committees.
3. The Resident Assembly shall report to and coordinate with the AAOS Membership Council, AAOS Emerging Professionals Committee, AAOS Membership and Leadership Development Committee.

B. Purpose

The purpose of the Resident Assembly shall be to:

1. Serve as a representative, deliberative, and advisory body to the AAOS regarding matters of concern to orthopaedic residents and fellows in training;
2. Provide an advisory voice for orthopaedic residents and fellows in training within the AAOS and assist the decision-making bodies of the AAOS with topics pertaining to orthopaedic residents and fellows in training; ~~and education~~;
3. Enhance and maintain communications between the AAOS and orthopaedic residents and fellows in training; facilitate communication and the dissemination of AAOS policy within individual orthopaedic residency and fellowship programs;
4. Encourage increased opportunities for involvement and participation by orthopaedic residents and fellows in training in AAOS ~~educational and research~~ affairs;
- 4.5. Advance the AAOS strategic plan and initiatives; ~~and~~ ~~and~~
- 5.6. Consider and make recommendations regarding ~~the~~ AAOS issues as requested.

In each of the above activities, the Resident Assembly will foster greater orthopaedic resident and fellows in training involvement in the AAOS in the anticipation that this engagement will persist beyond the residency and fellowship training years.

C. Duties

The duties of the Resident Assembly shall be to:

1. Assist in the execution and implementation of AAOS initiatives;
- ~~4.~~
2. ~~Serve as a c~~Conduit for ~~the~~ AAOS to provide ~~information and resources to members and residency and fellowship programs and their trainees information and resources;~~
3. Identify and communicate ~~the~~ issues and concerns of orthopaedic residents to the AAOS;
4. Develop recommendations on AAOS policies, activities and programs upon request;
5. Facilitate orthopaedic resident ~~and fellows in training~~ involvement within the AAOS;
6. Develop Resident Assembly Advisory Opinions to be submitted to the AAOS ~~Candidate, Resident and Fellows Membership Council and Leader Development Committee;~~
7. Provide other advice, as requested and as appropriate, to the AAOS Board of Directors, Councils and Cabinets, Committees and Project Teams; ~~and~~
8. Evaluate on a regular basis the goals, objectives, structure and accomplishments of the Resident Assembly.

D. On-going Issues

The Resident Assembly will address a range of issues, through standing committees, ~~to be reviewed and approved by the AAOS Emerging Professionals Committee on an annual basis.~~ These issues will include the following aspects of orthopaedic residency ~~and fellowship~~ training:

1. Career Development: Provide information on building a career in orthopaedics, including fellowship and employment opportunities.
2. Education: Review existing educational resources ~~and~~ recommend new offerings; ~~as well as and~~ provide educational opportunities for residents.
- ~~3.~~ Research: Promote research opportunities and the use of AAOS quality tools.
- ~~3.~~
4. Health Policy: Address advocacy issues ~~that~~ impacting the field of orthopaedic surgery and orthopaedic residency training.
5. Technology Innovation: ~~Identify, develop, test or promote new technologies to facilitate resident productivity and, education or to and optimize healthcare delivery~~ Empower ~~the~~ AAOS to engage with residents and fellows in training in ~~the pursuit and refinement of new technologies to and to create and further educational opportunities.~~

~~5.~~

E. Administration and Funding

The Resident Assembly will be administered and funded by the AAOS. No member of the Resident Assembly may negotiate or finalize contracts in any business transaction, or act as an agent or spokesperson for ~~the~~ AAOS in accordance with AAOS policies.

Article II: Membership of the Resident Assembly

A. Membership

1. The Resident Assembly is comprised of all active orthopaedic residents and [fellows in training](#) ~~residents in fellowship~~ in good standing with their respective orthopaedic surgery residency or fellowship programs.
2. There will be five classes of membership in the Resident Assembly: Resident Member, Resident Delegate, Emeritus Member, International Member, and Medical Student Member.

- a. Resident Member - All orthopaedic residents and fellows [in training](#) currently enrolled in [an approved orthopaedic surgery](#) residency or fellowship program in the United States and Canada are automatically considered ~~to be~~ Resident Assembly Resident Members. ~~This category of membership is provided to both MD and DO trainees.~~

~~Resident Members~~ ~~s have access to Resident Assembly information and resources through the AAOS website.~~ Resident Members may propose new initiatives ~~or by submitting~~ Advisory Opinions for consideration by the Resident Assembly and its committees through [either](#) their respective orthopaedic residency program's Resident Delegate ~~or with 20 resident member signatures.~~

Throughout the year, Resident Members may participate in any of the standing Resident Assembly Subject Matter Committees ~~or workgroups.~~

~~Resident Members may attend the Resident Assembly Annual Meeting. Resident Members do not have voting privileges. All Resident members can vote on Members-at-Large on the Executive Committee, and with the exception of voting vote to elect the Chairs of Committees on which they sit. as well as At-Large Members of the Executive Committee.~~

[By participating in a standing committee or workgroup, the Resident Member implies his/her consent to have their e-mail made a part of a contact listserv for the Committee Chair and the Resident Assembly Executive Committee.](#)

- b. Resident Delegate - A Resident Delegate is a member appointed by his or her orthopaedic residency program at the discretion of its Program Director to represent that program and [his/her](#) fellow residents ~~at the Resident Assembly Annual Meeting.~~ Each orthopaedic residency program will have one vote on ~~any given issue~~ [Advisory Opinions, and other issues brought forth to the Resident Assembly](#), cast by its Resident Delegate ~~at the AAOS Annual Meeting.~~

Should the Resident Delegate be unable to attend ~~a meeting~~ a substitute may be appointed by the orthopaedic residency Program Director. Notifications of substitutions shall be submitted no less than 14 days prior to the meeting.

~~The individual orthopaedic residency program is responsible for funding the attendance of its Resident Delegate to the Resident Assembly Annual Meeting and confirming the Resident Delegate's understanding of his/her responsibilities.~~

- c. Emeritus Member -- An Emeritus Member is a practicing orthopaedic surgeon that

has served on an AAOS Resident Assembly Committee or on the AAOS Resident Assembly Executive Committee and wishes to be involved in the AAOS Resident Assembly as a mentor. ~~The Emeritus Member status is available for a maximum of five years after the completion of residency and fellowship training.~~

Emeritus AAOS Resident Assembly Members do not have voting privileges.

- d. ~~International Resident Member~~ - Any orthopaedic resident enrolled in an approved international residency program and interested in participating in the Resident Assembly ~~Annual Meeting~~ may do so as an International Member.

International Members ~~do not have voting privileges~~ can vote as a part of the Resident Assembly.

- e. ~~Medical Student Member~~ - Any medical student planning to apply to residency in orthopaedic surgery within the United States of America or Canada interested in participating in the ~~Annual Meeting of the~~ Resident Assembly may do so as a Medical Student Member.

Medical Student Members do not have voting privileges, but may participate as members of a standing committee or workgroup.

- ~~3.~~ 3. All Resident Assembly members shall have access to ~~the~~ Resident Assembly materials at prior to the Resident Assembly Annual Meeting.

~~3.~~

4. Selection of Resident Delegates

- a. Each orthopaedic residency program may identify one member to represent the respective program as its Resident Delegate. The selection of the Resident Delegate will be determined on a program-by-program basis, but must occur prior to the annual meeting. The term of the Resident Delegate will continue for a period of two years or graduation, whichever is sooner, until the resident's graduation from residency unless the resident or program chooses to end their term prior to this date.
- b. Each orthopaedic residency program shall establish its own procedures to select ~~its~~ the Resident Delegate; however, it is recommended that selection should involve other trainees. ~~The orthopaedic residency program director is responsible for notifying the AAOS of its chosen delegate~~ The orthopaedic residency program is responsible for notifying the AAOS of its chosen delegate and confirming the Resident Delegate's understanding of his/her responsibilities. The Resident Assembly Executive Committee will monitor term lengths, and notify delegates and participating programs of impending term expiration. .-
- c. The Resident Delegate and his ~~/or~~ her respective orthopaedic residency program are responsible for funding the Resident Delegate's travel to the Resident Assembly Annual Meeting.
- d. If a Resident Delegate becomes an Officer of the Resident Assembly, that individual shall be deemed to have resigned from his or her Resident Delegate position and his or her respective orthopaedic residency program shall appoint a new Resident ~~_~~Delegate to ~~attend and~~ participate in the Resident Assembly ~~Annual Meeting~~. If a program is unable to fund the travel of a second resident to the Resident Assembly business meeting, the new officer can serve the dual role as a

Resident Delegate for voting purposes at the Annual Meeting.

5. Responsibilities of the Resident Delegate

The Resident Delegate shall:

- a. Attend the Resident Assembly Annual Meeting at the AAOS Annual Meeting as the voting representative for his or her orthopaedic residency program;
- b. Encourage fellow residents to get involved in the AAOS;
- c. Identify one or more Resident Assembly Committees in which to participate during the duration of their term;
- d. Reply to Resident Assembly communication requests that which require votes or input on various issues and advisory opinions;
- e. Communicate about the Resident Assembly Annual Meeting as well as any additional conferences or meetings held throughout the year to their respective orthopaedic residency program;
- f. Receive and distribute correspondence and presentations from the Resident Assembly and AAOS to residents in their orthopaedic residency programs;
- g. Encourage other orthopaedic residents to complete any AAOS surveys;
- h. Be knowledgeable about this document and comply with all Resident Assembly Rules and Procedures.
- i. Submit Advisory Opinions and debate Advisory Opinions.
- j. Advise their Resident Assembly committee of any issues or concerns of their respective orthopaedic residency program.
- j-k. Assist their program director in selecting a replacement delegate upon term expiration to ensure continuous representation of their residency.

Article III: Resident Assembly Standing Committees

The Resident Assembly shall have seven standing committees: the Executive Committee, the Nominating Committee, and the five Subject Matter Committees (Article IV).

A. Executive Committee

1. The Executive Committee shall be the primary governing body of the Resident Assembly. All other Resident Assembly committees report to the Executive Committee. The Resident Assembly Executive Committee shall report to the AAOS Membership Council. Emerging Professionals Committee Membership and Leader Development Committee.
2. The Resident Assembly Executive Committee will be comprised of three officers (Chair, Vice-Chair, Past-Chair), five Subject Matter Committee Chairs, and two At-Large Members, selected in accordance with these Rules and Procedures.

3. ~~Election of~~ At-Large Members of the Executive Committee
 - a. Any Resident Delegate or a Resident Member who has served ~~one year or more~~ on a Resident Assembly committee may submit a nomination to serve as an At-Large Member of the Resident Assembly Executive Committee.
 - ~~b.~~ At-Large Members for the upcoming year will be elected by the Resident Assembly at the Resident Assembly Annual Meeting by a majority vote of ~~the~~ Resident Members and Resident Delegates in attendance.
 - ~~b.c.~~ At-Large Members of the Executive Committee serve as the liaison between Resident Delegates, Resident Members and the Executive Committee.
4. Election of Officers and Subject Matter Committee Chairs shall be in accordance with the provisions of Article V herein below.

B. Nominating Committee

1. The Nominating Committee shall be charged with selecting the Chair and Vice-Chair of the Resident Assembly by majority vote prior to the Annual Meeting.
2. The Nominating Committee shall be composed of the Chair of the ~~AAOS Emerging AAOS Membership Council and Leader Development Committee Professionals Committee~~ who will serve as Chair of the Nominating Committee, the Resident Assembly Chair, and one additional AAOS member appointed by the Chair of the AAOS ~~Emerging Professionals Membership Council and Leader Development Committee~~.
3. Eligible candidates for the Chair and Vice Chair positions must have ~~previously~~ served on the ~~previous year's~~ Executive Committee for at least one year, and must provide approval from their respective residency programs. The Nominating Committee selection will consider the involvement, contributions, and leadership qualities of each candidate.
4. The Nominating Committee will publicly announce its selection of the Chair and Vice-Chair during the AAOS Annual Meeting.
5. The Nominating Committee will also vet and narrow the pool of applications for Members At-Large prior to a vote by the Resident Assembly.
6. The Nominating Committee will meet as necessary to fulfill its duties set forth herein.

Article IV: Resident Assembly Subject Matter Committees

- A. The Resident Assembly will maintain a committee structure to address topics of interest to the AAOS and orthopaedic residents. This will include the following Subject Matter Committees: Career Development, Education, Research, Health Policy, and ~~Technology Innovation~~.
- B. Each committee will be led by a Committee Chair. The committees will report to the Resident Assembly Executive Committee.
- ~~C. Committee Chairs and Committee members may participate in AAOS activities within the~~

~~applicable subject matter areas on invitation from the AAOS.~~

~~D.C. Orthopaedic residents serving on AAOS committees, councils, and cabinets appointed through the Committee Appointment Program (CAP) process are strongly encouraged to participate in the AAOS Resident Assembly and Subject Matter Committees related to their CAP-appointment. All Resident Assembly Subject Matter Committee chairs shall communicate with their related CAP residents on a regular basis. CAP-appointed residents are allowed to also serve any role within the Resident Assembly, including Subject Matter Committee Chair.~~ strongly encouraged to participate in and to run for Chair of the equivalent Resident Assembly Committee. At the least, All Resident Assembly Subject Matter Committee chairs shall communicate with their related CAP residents on a regular basis. Likewise all CAP-appointed residents will be encouraged to participate in the respective Resident Assembly Committee on a regular basis.

~~At the discretion of the~~ The Chair of the Executive Committee may appoint workgroups to address time limited projects.

- ~~— petitions of a minimum of 10 Resident Delegates and at least one At-Large Member of the Executive Committee for the creation of a new Subject Matter or Special Interest Committee can be considered at the AAOS Annual Meeting or the AAOS Fall Meeting. The final establishment of a committee must be confirmed by a 2/3 vote of a quorum of the Executive Committee at those meetings.~~
- ~~— Requirements for a Committee include a description, rationale for its establishment, and a proposed Chair~~
- ~~— If established, the 10 nominating delegates are committing themselves to joining this Committee, which would entail their resignation from any other committee they are members of~~
- ~~— At the Chair's discretion, a Committee proposal can be converted into a "workgroup", which would not be considered a formal Committee but a sub-entity coordinated and Chaired by a current member of the Executive Committee~~

~~E.D.~~ Terms of Subject Matter Committee Members

- ~~1.~~ Resident Delegates or Resident Members may volunteer to serve as a voting member on any Resident Assembly Subject Matter Committee at any time throughout the year by notifying the Committee Chair Resident Assembly.
- ~~2.~~ Resident Delegates or Resident Members serving on a Resident Assembly Subject Matter Committee ~~may~~ will remain on the committee throughout their residency and fellowship. They can choose to remove themselves from the committee prior to the end of their training by contacting the committee chair or staff liaison Resident Assembly.
- ~~4.3.~~ Resident Delegates, Resident Members, Emeritus Members, International Members, and Medical Student Members are eligible welcome to attend Subject Matter Committee meetings in which they are not a voting member.

~~F.E.~~ Subject Matter Committee Chairs

- ~~1.~~ After serving one year on a Resident Assembly Subject Matter Committee, a Resident Member or Resident Delegate is eligible to serve as that committee's Chair position, for the following year.
- ~~—~~ Resident Delegates and all Resident Assembly Members ~~(even if they are not Resident Delegates)~~ may serve as members of a Resident Assembly Subject Matter Committee.

- ~~2. Current members of each Subject Matter Committee elect the incoming Committee Chair from among its own eligible Resident and Delegate Members. A majority of Resident Delegate and Resident Members present and voting determines the new Chair.~~
3. The Committee Chair position is a one-year term, subject to possible re-election for an additional one-year term.
4. Should a Committee Chair need to withdraw during the year, the vacancy will be posted on the AAOS website and another Committee member will be selected as Interim-Chair by the Executive Committee until the next Resident Assembly Annual Meeting.
5. If a Committee Chair is unable to attend a Committee meeting, the Committee Chair will delegate Committee Chair responsibilities to a Committee member.

F. Selection of Committee Chairs shall be in accordance with the Resident Assembly Policies and Procedures manual.

- ~~— Current members of each Subject Matter Committee elect the incoming Committee Chair from among its own eligible Resident and Delegate Members.~~
- ~~— To be eligible to vote, Resident and Delegate Members must have been a Member of the Subject Matter Committee by November 1st of the academic year (e.g. November 1st, 2018 for the 2019 election).~~
- ~~— The Committee Chair applications of all Committee Chair applicants will be shared via an email from the Committee Liaison to the Subject Matter Committee members at least one week prior to the Committee Chair Election.~~
- ~~— The current Committee Chair will hold a conference call for the selection of the new Committee Chair. This conference call will occur at least one week after the announcement of the new Resident Assembly Chair and Vice-Chair positions but prior to AAOS Annual Meeting.~~
- ~~— During the conference call, each applicant will be introduced by the current Committee Chair and will discuss his or her qualifications and goals for the position. At the discretion of the Committee Chair, other Subject Matter Committee issues may be addressed during the conference call as well.~~
- ~~— Scheduling of the conference call will prioritize availability of the Committee Chair applicants. In the event that an applicant is unable to attend the conference call, he or she may have a stand-in or the current Committee Chair read a speech on his or her behalf.~~
- ~~— An electronic survey will be distributed to the participants of the conference call at the conclusion of the call and will remain open for 48 hours. The applicant with the most votes will be selected as the incoming Committee Chair.~~
- ~~— If a Subject Matter Committee member is unable to attend the conference call, he or she may have another Resident Member from his or her residency program attend the~~

~~conference call on his or her behalf.~~

~~— The current Committee Chair and the incoming Committee Chair, if different people, will have a formal discussion prior to AAOS Annual Meeting to facilitate a smooth Subject Matter Committee transition.~~

~~5. In the event that there is only one applicant to the Committee Chair position, the Committee Chair application will still be shared with the Committee members via email but the conference call vote will be forgone.~~

Article V: Resident Assembly Officers

- A. The Resident Assembly Officers shall be the Chair, Vice-Chair, and Past Chair. The Chair and Vice-Chair will be selected by the Nominating Committee prior to the AAOS Annual Meeting.
- B. The term of office is one year, which shall commence at the conclusion of the AAOS Annual Meeting after approval by the Nominating Committee.
- C. A vacancy in the position of Vice-Chair or Chair will be filled by the Emerging Professionals Nominating Committee.
- D. Chair. The Chair shall preside over meetings of the Resident Assembly Annual Meeting and the Executive Committee without privilege of voting except to break a tie vote. The Chair of the Resident Assembly shall serve as the official voice of the Resident Assembly in communications with AAOS as well as the official liaison to other AAOS entities.
1. -In the absence of the Chair at a meeting of the Resident Assembly or Executive Committee, the Vice-Chair will fulfill these duties.
- E. Vice-Chair. The Vice-Chair will work with AAOS staff ~~to ensure~~to ensure that the Resident Assembly follows the rules set out herein. :
- ~~1. Agendas for all Resident Assembly meetings are prepared;~~
~~2. Proceedings of the Resident Assembly Annual Meeting are available to the Resident Assembly Resident Delegates and Resident Members;~~
~~3. All correspondence, communication, and record keeping of the Resident Assembly and Executive Committee, including maintaining these Rules and Procedures, are completed; and~~
~~4. Proper and fair appointments for positions within the Resident Assembly have occurred.~~
~~5. All Resident Assembly documents are accurate and kept up to date.~~
- F. Past Chair. The Past Chair will serve in an advisory role to assist in the transition with the new leadership of the Resident Assembly.
- ~~1. Act as Chair of a workgroup as needed;~~
~~2. Participate in Resident Assembly conference calls and Resident Assembly officer planning sessions; and~~
~~3. Assist and advise the Chair upon request.~~

Article VI: Resident Assembly at the AAOS Annual Meeting

- A. The Resident Assembly Annual Meeting shall occur during the AAOS Annual Meeting. The Resident Assembly provides a chance for orthopaedic surgery residents and fellows in training to meet to discuss issues, review previous efforts, and plan for the future of the Resident

Assembly. In addition, elections for At-Large members of the Executive Committee will be ~~determined~~occur for the upcoming year.

B. ~~Proposed Advisory Opinions.~~ Resident Delegates and Resident Members may submit proposed Advisory Opinions to the Vice-Chair for consideration at these meetings. An Advisory Opinion is a formal resolution from the Resident Assembly. ~~It is not a product of a systematic review, but rather results from deliberation and votes taken at the Resident Assembly Annual Meeting.~~

C. Voting and Dissemination

1. The Officers will oversee all voting, ~~including election of At-Large members of the Executive Committee and on Advisory Opinions~~ at the Resident Assembly Annual Meeting. ~~They will tally votes from Resident Members and Resident Delegates.~~

~~1.2.~~ In the event of a tie in a vote on Advisory Opinions, the Resident Assembly Chair will cast the deciding vote or, at his or her discretion, decide to table an Advisory Opinion for further review and consideration at a future meeting.

~~2.3.~~ A list of all Advisory Opinions adopted by the Resident Assembly will be compiled and submitted to the AAOS ~~Emerging Professionals Committee~~Membership and Leader Development Committee.

~~3.4.~~ Minutes of the Resident Assembly Annual Meeting will be prepared and distributed to the Executive Committee and Resident Delegates shortly after the Resident Assembly Annual Meeting for dissemination to interested parties.

Article VIII: Parliamentary Authority

All meetings of the Resident Assembly, ~~Executive Committee and Subject Matter Committees~~ shall be governed by standard parliamentary procedures that provide for adequate notice and a fair opportunity for debate. ~~The Presiding Officer may be guided by, but not bound by, the most current edition of Robert's "Rules of Order."~~

Article IX: Amendments

A. The Resident Assembly may find it necessary to recommend changes to these Rules ~~and Procedures~~ to better meet the Resident Assembly's purpose.

B. Changes to these Rules ~~and Procedures~~ may be proposed by the Executive Committee or any five (5) Resident Delegates no later than sixty (60) days prior to the Resident Assembly Annual Meeting. Notice of these proposed changes must be provided to all Resident Delegates at least thirty (30) days prior to the Resident Assembly Annual Meeting. A revision of these Rules and Procedures requires a two-thirds vote of those Resident Delegates present and voting at the Annual Meeting.

C. After being adopted by a two-thirds vote at the Annual Meeting of the Resident Assembly, the proposed Rules and Procedures must be approved by the ~~AAOS Emerging Professionals Committee~~; Membership Council and Leadership Development Committee; and AAOS Board of Directors in order to become effective.

~~Approved by the AAOS Board of Directors on September 15, 2017.~~

Approved by the ~~Resident Assembly~~Membership and Leader Development Committee on August 1,

2019

Approved by the Emerging Professionals Committee on April 10, 2019

Approved by the Resident Assembly Delegates on March 14, 2019
on March 16, 2017.

RESIDENT ASSEMBLY ORGANIZATION

Executive

5 Subject
Matter
Committee
Chairs

2 At-
Large
...

Officer

Past

Chair

AAOS

AMERICAN ACADEMY OF
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AMERICAN ASSOCIATION OF
ORTHOPAEDIC SURGEONS

Resident Assembly

Rules

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Article I: Resident Assembly

A. Name

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The purpose of the Resident Assembly shall be to:

1. Serve as a representative, deliberative, and advisory body to the AAOS regarding matters of concern to orthopaedic residents and fellows in training;
2. Provide an advisory voice for orthopaedic residents and fellows in training within the AAOS and assist the decision-making bodies of the AAOS with topics pertaining to orthopaedic residents and fellows in training;
3. Enhance and maintain communications between the AAOS and orthopaedic residents and fellows in training; facilitate communication and the dissemination of AAOS policy within individual orthopaedic residency and fellowship programs;
4. Encourage increased opportunities for involvement and participation by orthopaedic residents and fellows in training in AAOS affairs;
5. Advance the AAOS strategic plan and initiatives
6. Consider and make recommendations regarding AAOS issues as requested.
7. In each of the above activities, the Resident Assembly will foster greater

orthopaedic resident and fellow involvement in the AAOS in the anticipation that this engagement will persist beyond the training years.

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The duties of the Resident Assembly shall be to:

1. Assist in the execution and implementation of AAOS initiatives;
2. Serve as a conduit for the AAOS to provide information and resources to residency and fellowship programs and their trainees ;
3. Identify and communicate the issues and concerns of orthopaedic residents to the AAOS;
4. Develop recommendations on AAOS policies, activities and programs upon request;
5. Facilitate orthopaedic resident and fellow in training involvement within the AAOS;
6. Develop Resident Assembly Advisory Opinions to be submitted to the AAOS Membership Council;
7. Provide other advice, as requested and as appropriate, to the AAOS Board of Directors, Councils and Cabinets, Committees and Project Teams;
8. Evaluate on a regular basis the goals, objectives, structure and accomplishments of the Resident Assembly.

D. On-going Issues

The Resident Assembly will address a range of issues through standing committees. These issues will include the following aspects of orthopaedic residency and fellowship training:

1. Career Development: Provide information on building a career in orthopaedics, including fellowship and employment opportunities.
2. Education: Review existing educational resources and recommend new offerings; and provide educational opportunities for residents.
3. Research: Promote research opportunities and the use of AAOS quality tools.
4. Health Policy: Address advocacy issues that impact the field of orthopaedic surgery and orthopaedic residency training.

5. Innovation: Empower the AAOS to engage with residents and fellows in training in the pursuit and refinement of new technologies to create and further educational opportunities.

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Article II: Membership of the Resident Assembly

A. Membership

1. The Resident Assembly is comprised of all active orthopaedic residents and fellows in training in good standing with their respective orthopaedic surgery residency or fellowship programs.
2. There will be five classes of membership in the Resident Assembly: Resident Member, Resident Delegate, Emeritus Member, International Member, and Medical Student Member.
 - a. Resident Member - All orthopaedic residents and fellows in training currently enrolled in an orthopaedic surgery residency or fellowship program in the United States and Canada are automatically considered Resident Assembly Resident Members.

Resident Members may propose new initiatives by submitting Advisory Opinions for consideration by the Resident Assembly and its committees through either their respective orthopaedic residency program's Resident Delegate or with 20 resident member signatures.

Throughout the year, Resident Members may participate in any of the standing Resident Assembly Subject Matter Committees or workgroups.

Resident Members may attend the Resident Assembly Annual Meeting. Resident members can vote on Members-at-Large on the Executive Committee, and vote to elect the Chairs of Committees on which they sit.

By participating in a standing committee or workgroup, the Resident Member implies his/her consent to have their e-mail made a part of a contact listserv for the Committee Chair and the Resident Assembly Executive Committee.

- b. Resident Delegate - A Resident Delegate is a member appointed by his or her orthopaedic residency program at the discretion of its Program Director to represent that program and his/her fellow residents.

Each orthopaedic residency program will have one vote on Advisory Opinions, and other issues brought forth to the Resident Assembly, cast by its Resident Delegate at the AAOS Annual Meeting.

Should the Resident Delegate be unable to attend, a substitute may be appointed by the orthopaedic residency Program Director. Notifications of substitutions shall be submitted no less than 14 days prior to the meeting.

- c. Emeritus Member - An Emeritus Member is a practicing orthopaedic surgeon that has served on an AAOS Resident Assembly Committee or on the AAOS Resident Assembly Executive Committee and wishes to be involved in the AAOS Resident Assembly as a mentor.

Emeritus AAOS Resident Assembly Members do not have voting privileges.

- d. International Resident Member - Any orthopaedic resident enrolled in an approved international residency program and interested in participating in the Resident Assembly may do so as an International Member.

International Members can vote as a part of the Resident Assembly.

- e. Medical Student Member - Any medical student planning to apply to residency in orthopaedic surgery within the United States of America or Canada interested in participating in the Resident Assembly may do so as a Medical Student Member.

Medical Student Members do not have voting privileges, but may participate as members of a standing committee or workgroup

- 3. All Resident Assembly members shall have access to Resident Assembly materials prior to the Resident Assembly Annual Meeting.

4. Selection of Resident Delegates

- a. Each orthopaedic residency program may identify one member to represent the respective program as its Resident Delegate. The selection of the Resident Delegate will be determined on a program-by-program basis but must occur prior to the annual meeting. The

term of the Resident Delegate will continue for a period of two years or graduation, whichever is sooner, unless the resident or program chooses to end their term prior to this date.

- b. Each orthopaedic residency program shall establish its own procedures to select its Resident Delegate; however, it is recommended that selection should involve other trainees. The orthopaedic residency program is responsible for notifying the AAOS of its chosen delegate and confirming the Resident Delegate's understanding of his/her responsibilities. The Resident Assembly Executive Committee will monitor term lengths, and notify delegates and participating programs of impending term expiration.
- c. The Resident Delegate and his/her respective orthopaedic residency program are responsible for funding the Resident Delegate's travel to the Resident Assembly Annual Meeting.
- d. If a Resident Delegate becomes an Officer of the Resident Assembly, that individual shall be deemed to have resigned from his or her Resident Delegate position and his or her respective orthopaedic residency program shall appoint a new Resident Delegate to participate in the Resident Assembly. If a program is unable to fund the travel of a second resident to the Resident Assembly business meeting, the new officer can serve the dual role as a Resident Delegate for voting purposes at the Annual Meeting.

5. Responsibilities of the Resident Delegate

The Resident Delegate shall:

- a. Attend the Resident Assembly Annual Meeting at the AAOS Annual Meeting as the voting representative for his or her orthopaedic residency program;
- b. Encourage fellow residents to get involved in the AAOS;
- c. Identify one or more Resident Assembly Committees in which to participate during the duration of their term;
- d. Reply to Resident Assembly communication requests that require votes or input on various issues and advisory opinions;
- e. Communicate about the Resident Assembly Annual Meeting as well as any additional conferences or meetings held throughout the year to their respective orthopaedic residency program;
- f. Receive and distribute correspondence and presentations from the

Resident Assembly and AAOS to residents in their orthopaedic residency programs;

- g. Encourage other orthopaedic residents to complete any AAOS surveys;
- h. Be knowledgeable about this document and comply with all Resident Assembly Rules.
- i. Submit and debate Advisory Opinions.
- j. Advise their Resident Assembly committee of any issues or concerns of their respective orthopaedic residency program.
- k. Assist their program director in selecting a replacement delegate upon term expiration to ensure continuous representation of their residency.

Article III: Resident Assembly Standing Committees

The Resident Assembly shall have seven standing committees: the Executive Committee, the Nominating Committee, and the five Subject Matter Committees (Article IV).

A. Executive Committee

1. The Executive Committee shall be the primary governing body of the Resident Assembly. All other Resident Assembly committees report to the Executive Committee. The Resident Assembly Executive Committee shall report to the AAOS Membership Council.
2. The Resident Assembly Executive Committee will be comprised of three officers (Chair, Vice-Chair, Past-Chair), five Subject Matter Committee Chairs, and two At-Large Members, selected in accordance with these Rules.
3. At-Large Members of the Executive Committee
 - a. Any Resident Delegate or a Resident Member who has served on a Resident Assembly committee may submit a nomination to serve as an At-Large Member of the Resident Assembly Executive Committee.
 - b. At-Large Members for the upcoming year will be elected by the Resident Assembly at the Resident Assembly Annual Meeting by a majority vote of the Resident Members and Resident Delegates in attendance.
 - c. At-Large Members of the Executive Committee serve as the liaison between Resident Delegates, Resident Members and the Executive

Committee.

4. Election of Officers and Subject Matter Committee Chairs shall be in accordance with the provisions of Article V herein below.

B. Nominating Committee

1. The Nominating Committee shall be charged with selecting the Chair and Vice-Chair of the Resident Assembly by majority vote prior to the Annual Meeting.
2. The Nominating Committee shall be composed of the Chair of the AAOS Membership Council who will serve as Chair of the Nominating Committee, the Resident Assembly Chair, and one additional AAOS member appointed by the Chair of the AAOS Membership Council.
3. Eligible candidates for the Chair and Vice Chair positions must have previously served on the Executive Committee for at least one year, and must provide approval from their respective residency programs. The Nominating Committee will consider the involvement, contributions, and leadership qualities of each candidate.
4. The Nominating Committee will publicly announce its selection of the Chair and Vice-Chair during the AAOS Annual Meeting.
5. The Nominating Committee will also vet and narrow the pool of applications for Members At-Large prior to a vote by the Resident Assembly.
6. The Nominating Committee will meet as necessary to fulfill its duties set forth herein.

Article IV: Resident Assembly Subject Matter Committees

- A. The Resident Assembly will maintain a committee structure to address topics of interest to the AAOS and orthopaedic residents. This will include the following Subject Matter Committees: Career Development, Education, Research, Health Policy, and Innovation.
- B. Each committee will be led by a Committee Chair. The committees will report to the Resident Assembly Executive Committee.
- C. Orthopaedic residents serving on AAOS committees, councils, and cabinets appointed through the Committee Appointment Program (CAP) process are strongly encouraged to participate in the AAOS Resident Assembly and Subject

Matter Committees related to their CAP-appointment. All Resident Assembly Subject Matter Committee chairs shall communicate with their related CAP residents on a regular basis. CAP-appointed residents are allowed to also serve any role within the Resident Assembly, including Subject Matter Committee Chair.

D. The Chair of the Executive Committee may appoint workgroups to address time limited projects.

E. Terms of Subject Matter Committee Members

1. Resident Delegates or Resident Members may volunteer to serve as a voting member on any Resident Assembly Subject Matter Committee at any time throughout the year by notifying the Resident Assembly
2. Resident Delegates or Resident Members serving on a Resident Assembly Subject Matter Committee will remain on the committee throughout their residency and fellowship. They can choose to remove themselves from the committee prior to the end of their training by contacting the Resident Assembly.
3. Resident Delegates, Resident Members, Emeritus Members, International Members, and Medical Student Members are eligible to attend Subject Matter Committee meetings in which they are not a voting member.

F. Subject Matter Committee Chairs

1. After serving on a Resident Assembly Subject Matter Committee, a Resident Member or Resident Delegate is eligible to serve as that committee's Chair.

Resident Delegates and all Resident Assembly Members may serve as members of a Resident Assembly Subject Matter Committee.

2. The Committee Chair position is a one-year term, subject to possible re-election for an additional one-year term.
3. Should a Committee Chair need to withdraw during the year, another Committee member will be selected as Interim-Chair by the Executive Committee until the next Resident Assembly Annual Meeting.
4. If a Committee Chair is unable to attend a Committee meeting, the Committee Chair will delegate Committee Chair responsibilities to a Committee member.
5. Selection of Committee Chairs shall be in accordance with the Resident Assembly Policies and Procedures manual.

Article V: Resident Assembly Officers

- A. The Resident Assembly Officers shall be the Chair, Vice-Chair, and Past Chair. The Chair and Vice-Chair will be selected by the Nominating Committee prior to the AAOS Annual Meeting.
- B. The term of office is one year, which shall commence at the conclusion of the AAOS Annual Meeting after approval by the Nominating Committee.
- C. A vacancy in the position of Vice-Chair or Chair will be filled by the Nominating Committee.
- D. Chair. The Chair shall preside over meetings of the Resident Assembly Annual Meeting and the Executive Committee without privilege of voting except to break a tie vote. The Chair of the Resident Assembly shall serve as the official voice of the Resident Assembly in communications with AAOS as well as the official liaison to other AAOS entities.

In the absence of the Chair at a meeting of the Resident Assembly or Executive Committee, the Vice-Chair will fulfill these duties.

- E. Vice-Chair. The Vice-Chair will work with AAOS staff to ensure that the Resident Assembly follows the rules set out herein.
- F. Past Chair. The Past Chair will serve in an advisory role to assist in the transition with the new leadership of the Resident Assembly.

Article VI: Resident Assembly at the AAOS Annual Meeting

- A. The Resident Assembly Annual Meeting shall occur during the AAOS Annual Meeting. The Resident Assembly provides a chance for orthopaedic surgery residents and fellows in training to meet to discuss issues, review previous efforts, and plan for the future of the Resident Assembly. In addition, elections for At-Large members of the Executive Committee will occur for the upcoming year.
- B. Resident Delegates and Resident Members may submit proposed Advisory Opinions to the Vice-Chair for consideration at these meetings. An Advisory Opinion is a formal resolution from the Resident Assembly.
- C. Voting and Dissemination
 - 1. The Officers will oversee all voting at the Resident Assembly Annual Meeting.
 - 2. In the event of a tie in a vote on Advisory Opinions, the Resident Assembly Chair will cast the deciding vote or, at his or her discretion, decide to table an Advisory Opinion for further review and consideration at a future meeting.

3. A list of all Advisory Opinions adopted by the Resident Assembly will be compiled and submitted to the AAOS Membership Council.
4. Minutes of the Resident Assembly Annual Meeting will be prepared and distributed to the Executive Committee and Resident Delegates after the Resident Assembly Annual Meeting for dissemination to interested parties.

Article VII: Parliamentary Authority

All meetings of the Resident Assembly shall be governed by standard parliamentary procedures that provide for adequate notice and a fair opportunity for debate.

Article VIII: Amendments

- A. The Resident Assembly may find it necessary to recommend changes to these Rules to better meet the Resident Assembly's purpose.
- B. Changes to these Rules may be proposed by the Executive Committee or any five (5) Resident Delegates no later than sixty (60) days prior to the Resident Assembly Annual Meeting. Notice of these proposed changes must be provided to all Resident Delegates at least thirty (30) days prior to the Resident Assembly Annual Meeting. A revision of these Rules and Procedures requires a two-thirds vote of those Resident Delegates present and voting at the Annual Meeting.
- C. After being adopted by a two-thirds vote at the Annual Meeting of the Resident Assembly, the proposed Rules and Procedures must be approved by the Membership Council and AAOS Board of Directors in order to become effective.

Updated and submitted to the Resident Assembly in March, 2020.

Not approved by the Board of Directors on September 20, 2019

Approved by the Membership and Leader Development Committee on August 1, 2019

Approved by the Emerging Professionals Committee on April 10, 2019

Approved by the Resident Assembly Delegates on March 14, 2019

RESIDENT ASSEMBLY ORGANIZATION

Executive Committee Officers

