

**BYLAWS**  
**OF THE**  
**COUNCIL ON PODIATRIC MEDICAL EDUCATION**

**CPME 900 – October 2015**

Council on Podiatric Medical Education  
9312 Old Georgetown Road  
Bethesda, Maryland 20814

## **BYLAWS OF THE COUNCIL ON PODIATRIC MEDICAL EDUCATION**

The contents of this document include the bylaws and the operating rules and procedures of the Council on Podiatric Medical Education (CPME). This document is provided all Council and committee members, and members of the community of interest, upon request, for the purpose of guiding and directing the conduct of affairs and activities of the Council and its related committees. This document complements other CPME publications that identify specific procedures, standards, requirements, and criteria used in the conduct of the accreditation, approval, and recognition processes. All members of the Council and its committees, and staff are expected to be knowledgeable of the bylaws procedures identified on the following pages.

**BYLAWS OF THE  
COUNCIL ON PODIATRIC MEDICAL EDUCATION**

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## **CHAPTER 1. NAME AND OFFICES**

### **Section 1. Name**

The name of this organization is the Council on Podiatric Medical Education, hereinafter referred to as the “Council” or “CPME.”

The logo of the Council shall identify the name of the Council or its initials. The logo shall appear on all Council publications and documents. The Council shall have letterhead on which the logo appears. The Council may change the form of the logo thereon at its discretion.

### **Section 2. Offices**

The office of the Council shall be located in the Washington, DC area. Arrangements may be made for the Council to utilize space provided by the American Podiatric Medical Association (hereinafter referred to as the “Association” or “APMA”) in exchange for accreditation services. The CPME and its committees shall be provided use of APMA headquarters for the purposes of holding meetings. The Council may have an office in other locations as the Council from time to time may determine.

## **CHAPTER 2. AUTHORITY AND PURPOSES**

### **Section 1. Name**

#### **A. Autonomy**

The Council shall be autonomous in conducting all aspects of its evaluation, accreditation, approval, and recognition functions, including but not limited to the establishment of bylaws, standards, requirements, and procedures; allocation of budget and expenditures; implementation of its own rules and procedures; selection of its own members, officers, committee members, evaluators, and consultants; and the administration of its own affairs on behalf of the APMA which are within its control.

#### **B. House of Delegates**

The House of Delegates is the legislative and governing body of the APMA. The House of Delegates designates the Council to act as the agency for the evaluation, accreditation, approval, and recognition of educational institutions, sponsors, programs, and specialty boards in the field of podiatric medicine. The Council shall provide a report annually to the House of Delegates.

#### **C. Memorandum of Agreement**

A Memorandum of Agreement between the American Podiatric Medical Association and the Council on Podiatric Medical Education shall set out provisions for the administrative and

financial support for the evaluation, accreditation, approval, and recognition services provided by the Council for the APMA. The agreement shall identify the obligations of the Council to APMA. The agreement shall be signed by the Council chair and APMA president and shall be subject to review upon the request of either party with a formal review and renewal required every five years.

#### **D. Council for Higher Education Accreditation**

The Council for Higher Education Accreditation (hereinafter referred to as “CHEA”) is an independent organization responsible for assuring the quality of postsecondary education through the process of voluntary, non-governmental accreditation. This responsibility is accomplished by CHEA through the establishment and implementation of criteria and provisions for the evaluation and recognition of accrediting agencies.

The Council shall pursue with due diligence continuing compliance with the provisions for recognition set forth by CHEA to the extent that compliance is within the control of CPME and to the extent that a recognition process continues to be available and applicable.

#### **E. United States Secretary of Education**

The eligibility of institutions of higher education for Federal student loan programs has been tied to the U.S. Secretary of Education's recognition of accrediting bodies since 1952. This 1952 legislation requires the Secretary to “publish a list of nationally recognized accrediting agencies and associations which he determines to be reliable authorities as to the quality of training offered by an educational institution.” The Council has appeared on the Secretary's list since 1952, enabling the colleges of podiatric medicine to be eligible for federal loan programs under Title IV of the Higher Education Act.

The Council shall pursue with due diligence continuing compliance with the requirements set forth by the U.S. Secretary of Education to the extent that compliance is within the control of CPME and to the extent that a recognition process continues to be available and applicable.

#### **F. Other Recognition**

The possibility exists that other recognition processes may be developed that may apply to specialized accreditation and the Council.

The Council shall pursue with due diligence recognition by any other appropriate external body that may be established to the extent that recognition is feasible, desirable, and necessary.

### **Section 2. Purposes**

#### **A. Accreditation**

The Council holds specific authority on behalf of APMA to accredit degree programs in and specifically related to podiatric medicine. Such authority shall be carried out in accordance with standards, requirements, and procedures adopted by the Council.

### **B. Approval**

The Council holds specific authority on behalf of APMA to approve podiatric medical postgraduate programs, fellowships, and sponsors of continuing education in podiatric medicine. Such authority shall be carried out in accordance with standards, requirements, and procedures adopted by the Council.

### **C. Recognition**

The Council holds specific authority on behalf of APMA to ensure that a process is in place to recognize specialty boards in podiatric medicine. Recognition of new specialty boards and continued recognition of existing specialty boards are assigned to the Joint Committee on the Recognition of Specialty Boards (hereinafter referred to as “JCRSB”). The process of recognition shall be carried out in accordance with criteria and procedures adopted by the Council.

### **D. Self-Study**

On a periodic basis, the Council shall conduct a self-study process to review its mission, goals, purposes, and objectives. The self-study shall involve all members of the Council and its staff. In preparation for the self-study, Council staff shall collect information from the Council's community of interest concerning the effectiveness of the Council.

The purposes of completing the self-study include:

- The study is conducted every five to six years by the Council as an effort to engage in ongoing improvement. Emphasis should be placed upon the management of the accreditation, approval, and recognition processes and upon problem solving.
- Data collection and analysis should enable the CPME community of interest to contribute to the process in useful ways.
- The process should include informed attempts to clarify CPME goals and objectives and to study the relevance and achievement of these goals and objectives.
- The process should focus on strengths and weaknesses and the identification of strategies for improvement.
- The process should be informed by all recent ad hoc committee deliberations.
- The key questions to be addressed are: What are we trying to achieve? Are we achieving it? If not, why not? What can we do about it?

The Council believes that the beginning of a good self-study calls for a foundation that includes the pre-identification of issues to be discussed (although issues may be raised at any point during

the self-study) and the collection of information (research data) from representative populations within the profession concerning the effectiveness of Council processes and the relevance of standards and requirements used in evaluating educational programs.

The issues are to include, but not be limited to, evaluator selection, training, performance, and remediation; CPME and committee member orientation and training, CPME and committee member performance and evaluation, the document review process, CPME mission statement and goals and implementation of the goals, financing of the Council, Council composition and size, CPME election process, and confidentiality/conflict of interest

The community of interest surveyed includes administrators and faculty of the colleges of podiatric medicine, specialty board governing boards, directors of fellowships and residencies, CPME volunteers (i.e., current and former CPME members, committee members, and evaluators), members of the podiatric practice community, students, young members, members of the APMA House of Delegates, members of the APMA Board of Trustees, and directors of continuing education sponsors.

## **CHAPTER 3. MEMBERSHIP**

### **Section 1. Number**

The Council shall consist of eleven members, including the officers, all of whom are elected by the Council.

### **Section 2. Representation**

The composition of the Council shall reflect the various perspectives of the community of interest as follows:

#### **A. At-Large**

The Council shall elect eight members who broadly represent the educational and practice communities within podiatric medicine.

#### **B. Public**

The Council shall elect two members of the public. As provided for in the U.S. Department of Education's Requirements for Recognition of Accrediting Agencies, a public member means a person who is not: (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or provisionally by the agency or has applied for accreditation, provisional accreditation, or candidate status; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) A spouse, parent, child, or sibling of an individual identified in (1) or (2) of this definition.



## **C. Postsecondary Education**

The Council shall elect one member from the postsecondary education community. This individual shall have no vested interest in or financial relationship to the podiatric medical profession.

## **CHAPTER 4. GOVERNANCE**

### **Section 1. House of Delegates**

Article 13.1 of the APMA Bylaws establishes the Council as an autonomous body. The APMA Bylaws are adopted by the APMA House of Delegates.

### **Section 2. Officers**

The officers shall be the chair and vice-chair of the Council. Officers are elected annually by the Council.

### **Section 3. Executive Committee**

The Council shall have an Executive Committee to provide leadership for the Council and to make decisions for the Council on administrative matters that are not specifically related to accreditation, approval, or recognition decisions or policy revisions.

### **Section 4. General Powers**

The Council shall have the powers designated by these Bylaws to conduct its affairs, carry on its operations, have offices and exercise its powers in any part of the United States or Canada; elect or appoint officers and agents of the Council, and define their duties and fix their compensation; make and alter policies, not inconsistent with these Bylaws or with applicable statutes for the administration and regulation of the affairs of the Council. Notwithstanding the above, the Council shall not engage in any business or other activity which is not in the furtherance of and exclusively for its mission, goals, purposes, and objectives, and which does not comply fully with applicable laws.

## **CHAPTER 5. COMMITTEES**

### **Section 1. Executive Committee**

#### **A. Representation**

The composition of the Executive Committee shall include the Council chair and vice-chair, chairs of the Accreditation Committee, Continuing Education Committee, and Residency Review

Committee (hereinafter referred to as “RRC”), and the Council director (as ex-officio without vote). Any past chair who remains on the Council after completing his/her term as chair (and who holds no appointment as a chair of a CPME committee) may be appointed to the Executive Committee at the discretion of the current chair. Chairs of ad hoc advisory committees, the Nominating Committee, the Joint Committee on the Recognition of Specialty Boards and other committees that may be established may be invited to attend meetings of the Executive Committee in order to give reports on the progress of their committees.

## **B. Length of Terms**

Terms have no time limitations.

## **C. Responsibilities**

As delegated by the Council, the Executive Committee shall be responsible for formulating proposed revisions in the bylaws and other operating rules and procedures, coordinating inter-committee affairs, evaluating staff, being involved in decisions to appoint and evaluate the CPME director (in consultation with the APMA executive director), and making recommendations for the consideration of the Council with respect to the identification of areas of need for candidates seeking election to the Council and other administrative matters that are not specifically related to accreditation, approval, or recognition decisions or policy revisions. The Executive Committee shall be responsible for evaluating the performance of all CPME committees, on-site evaluators, and consultants.

## **D. Procedures**

The Executive Committee shall follow the published rules and procedures for the conduct of meetings, conference calls, and mail ballots.

## **E. Governance**

The Executive Committee shall be accountable to the Council. The Council chair shall act as the chair of the Executive Committee and shall provide a report on the activities of the Committee at each meeting of the Council.

## **F. Meetings, Mail Ballots, and Conference Calls**

The Executive Committee shall have two official meetings a year, each of which shall be conducted prior to the biannual meetings of the Council. Additional meetings may be called when necessary by the chair or by a majority of Committee members. Between meetings, a mail ballot may be initiated by the chair of the Committee or by staff members. For substantive issues of great urgency that arise between meetings of the Committee, the chair of the Committee may initiate a conference call.

## **Section 2. Accreditation Committee**

### **A. Representation**

The composition of the Accreditation Committee shall include two representatives from CPME-accredited colleges of podiatric medicine (at least one of these representatives shall be a podiatric educator), one representative from the podiatric practice community, and at least two Council members (at least one shall be either a public member or postsecondary educator member of the Council). The members of the Committee are appointed by the Council chair and confirmed by the Council.

### **B. Length of Terms**

Terms for Council members have no time limitations. Terms for representatives from CPME-accredited colleges of podiatric medicine and the podiatric practice community shall extend for three years. Members of the Accreditation Committee who are not members of the Council shall be appointed to full terms, even in situations when the previously appointed member did not complete his/her full term, and be limited to serving no more than two consecutive terms.

### **C. Responsibilities**

As delegated by the Council, the Accreditation Committee shall be responsible for recommending to the Council candidacy of new and accreditation of existing colleges, programs, and schools leading to professional degrees in podiatric medicine. The Committee shall review evaluation reports, progress reports, and other information submitted by the institutions within its review area. The Committee may recommend to the Council minor or emergency modifications in policies, standards, requirements, and procedures and recommend to the responsible ad hoc advisory committee modification of policies, standards, requirements, and procedures relative to the areas of responsibility of the Accreditation Committee.

### **D. Procedures**

The Accreditation Committee shall follow the published rules and procedures for the conduct of meetings, conference calls, and mail ballots. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

### **E. Governance**

The Accreditation Committee shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Accreditation Committee. The chair of the Committee shall provide a report on the activities of the Committee at each meeting of the Council.

## **F. Meetings, Mail Ballots, and Conference Calls**

The Accreditation Committee shall have two official meetings a year, each of which shall be conducted prior to the biannual meetings of the Council. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, a mail ballot may be initiated by the chair of the Committee or by staff members.

For substantive issues of great urgency that arise between meetings of the Committee, a conference call may be initiated by the chair of the Committee with the approval of the Council chair or by the Council chair.

## **Section 3. Budget Planning Committee**

### **A. Representation**

The composition of the Budget Planning Committee shall be the members of the Executive Committee.

### **B. Length of Terms**

Terms have no time limitations.

### **C. Responsibilities**

As delegated by the Council, the Budget Planning Committee shall be responsible for preparing an annual budget for the operation of the Council and its committees. The annual budget shall be approved by the Council. The Committee shall periodically review the progress of the budget against projected revenue and expenses. The Committee also shall ensure that the Council maintains an effective multi-year financial plan and shall present the plan to the Council on an annual basis.

### **D. Procedures**

The Budget Planning Committee shall follow the published rules and procedures for the conduct of meetings, conference calls, and mail ballots.

### **E. Governance**

The Budget Planning Committee shall be accountable to the Council. The chair of the Budget Committee shall be the vice-chair of the Council who shall provide a report on the activities of the Committee at each meeting of the Council.

## **F. Meetings, Mail Ballots, and Conference Calls**

The Budget Planning Committee shall have two official meetings a year, each of which shall be conducted prior to the biannual meetings of the Council. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, a mail ballot may be initiated by the chair of the Committee or staff members.

For substantive issues of great urgency that arise between meetings of the Committee, a conference call may be initiated by the chair of the Committee with the approval of the Council chair or by the Council chair.

## **Section 4. Continuing Education Committee**

### **A. Representation**

The composition of the Continuing Education Committee shall include two representatives of approved providers of continuing education in podiatric medicine (selected by the Council), one representative from the podiatric practice community (selected by the Council), one representative from state boards for examination and licensure (the Council may request that the Federation of Podiatric Medical Boards recommend a potential representative), one representative from the American Society of Podiatric Executives (hereinafter referred to as "ASPE") and at least two Council members (one of whom should be a public member). ASPE shall be requested to provide a list of names from which the Council chair shall select an appointee for the Committee. The members of the Committee are appointed by the Council chair and confirmed by the Council.

### **B. Length of Terms**

Terms for Council members have no time limitations. Terms for representatives from approved providers of continuing education, the podiatric practice community, and the state licensing boards shall extend for three years. Members of the Continuing Education Committee who are not members of the Council shall be appointed to full terms even in situations when the previously appointed member did not complete his/her full term and be limited to serving no more than two consecutive terms.

### **C. Responsibilities**

As delegated by the Council, the Continuing Education Committee shall be responsible for recommending to the Council approval of providers of continuing education in podiatric medicine. The Committee shall review applications, petitions for continued approval, evaluation reports, progress reports, and other information submitted by the providers within its review area. The Committee may recommend to the Council minor or emergency modifications in policies, standards, requirements, and procedures and recommend to the responsible ad hoc advisory

committee modification of policies, standards, requirements, and procedures relative to the areas of responsibility of the Continuing Education Committee.

#### **D. Procedures**

The Continuing Education Committee shall follow the published rules and procedures for the conduct of meetings, conference calls, and mail ballots. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

#### **E. Governance**

The Continuing Education Committee shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Continuing Education Committee. The chair of the Committee shall provide a report on the activities of the Committee at each meeting of the Council.

#### **F. Meetings, Mail Ballots, and Conference Calls**

The Continuing Education Committee shall have two official meetings a year. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, a mail ballot may be initiated by the chair of the Committee or staff members. For substantive issues of great urgency that arise between meetings of the Committee, a conference call may be initiated by the chair of the Committee with the approval of the Council chair or by the Council chair.

### **Section 5. Joint Committee on the Recognition of Specialty Boards**

#### **A. Representation**

The composition of the Joint Committee on the Recognition of Specialty Boards shall include two representatives of the APMA House of Delegates to be elected by the House, one representative of the Council to be appointed by the Council, one representative of the American Board of Podiatric Medicine (hereinafter referred to as “ABPM”) to be appointed by ABPM, one representative of the American Board of Foot and Ankle Surgery (hereinafter referred to as “ABFAS”) to be appointed by ABFAS, one representative of the public to be selected by the Council and confirmed by the House, and one representative from the health care community (e.g., hospitals, managed care agencies, HMOs, etc.) to be selected by the Council and confirmed by the House.

The costs associated with attendance at meetings of the JCRSB by representatives from ABPM and ABFAS shall be paid by the respective organizations.

## **B. Length of Terms**

Members of the Joint Committee on the Recognition of Specialty Boards shall serve two-year terms. Members of the JCRSB shall be limited to serving no more than three full or partial terms.

## **C. Responsibilities**

The JCRSB shall be responsible for granting new and continuing recognition to specialty boards in podiatric medicine, formulating criteria and procedures for recognition of specialty boards subject to the final approval of the Council and in accordance with the broad policies for certification as adopted by the House of Delegates, and exploring areas of mutual cooperation to the benefit of the recognized boards, the podiatric medical profession, and the public.

## **D. Procedures**

The Joint Committee on the Recognition of Specialty Boards shall follow CPME's published rules and procedures for the conduct of meetings, conference calls, and mail ballots. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

## **E. Governance**

The JCRSB shall be accountable to the Council. The Committee shall be empowered to elect its own chair on an annual basis. The chair of the Committee shall be responsible for providing a report on the activities of the Committee at the meeting of the Council that follows the most recent Committee meeting. The Council may request that the chair of the Committee provide other reports to the Council as necessary.

## **F. Meetings, Mail Ballots, and Conference Calls**

The Joint Committee on the Recognition of Specialty Boards shall have one official meeting a year. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, a mail ballot may be initiated by the chair of the Committee or staff members.

For substantive issues of great urgency that arise between meetings of the Committee, a conference call may be initiated by the chair of the Committee with the approval of the Council chair or by the Council chair.

## **Section 6. Residency Review Committee**

### **A. Representation**

The composition of the Residency Review Committee shall include two representatives from each specialty area in which specialty residency training occurs to be recommended by the boards, one representative from the AACPM Council of Teaching Hospitals (hereinafter referred to as “COTH”) to be recommended by AACPM, one at-large representative to be selected by the Council, and at least two Council members. The specialty organizations and COTH each shall be requested to provide a list of names from which the Council chair shall select an appointee for the Committee. The members of the Committee are appointed by the Council chair and confirmed by the Council.

The costs associated with attendance at meetings of the RRC by representatives from the specialty organizations and COTH shall be paid by the respective organizations.

### **B. Length of Terms**

Terms for Council members have no time limitations. Terms for representatives from the specialty organizations, COTH, and the at-large residency training community shall extend for three years. Members of the Residency Review Committee who are not members of the Council shall be appointed to full terms even in situations when the previously appointed member did not complete his/her full term and be limited to serving no more than two terms.

### **C. Responsibilities**

As delegated by the Council, the Residency Review Committee shall be responsible for determining eligibility of applicant institutions for initial on-site evaluation of residencies, approval of resident transfers, and authorization of requests for additional fellowship and residency positions, and recommending to the Council approval of fellowship and residency programs. The Committee shall review applications, evaluation reports, applications for increases in positions, requests for transfers, progress reports, and other information submitted by the institutions within its review area. The Committee may recommend to the Council minor or emergency modifications in policies, standards, requirements, and procedures and recommend to the responsible ad hoc advisory committee modification of policies, standards, requirements, and procedures relative to the areas of responsibility of the Residency Review Committee.

### **D. Procedures**

The Residency Review Committee shall follow the published rules and procedures for the conduct of meetings, conference calls, and mail ballots. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

### **E. Governance**

The Residency Review Committee shall be accountable to the Council and to the recognized specialty boards. Although the Committee is the joint responsibility of various organizations, the Council and its staff shall administer the affairs of the Committee. Appropriate agreements and



financial compensation are arranged among the participating organizations for the appointment of specialty area representatives and administration of the Committee.

Subject to the approval of the Council, the Council chair shall appoint a chair of the Residency Review Committee. The chair of the Committee shall provide a report on the activities of the Committee at each meeting of the Council.

#### **F. Meetings, Mail Ballots, and Conference Calls**

The Residency Review Committee shall have either two or three official meetings a year. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, a mail ballot may be initiated by the chair of the Committee or staff members. For substantive issues of great urgency that arise between meetings of the Committee, a conference call may be initiated by the chair of the Committee with the approval of the Council chair or by the Council chair.

### **Section 7. Nominating Committee**

#### **A. Representation**

The composition of the Nominating Committee shall include two representatives from the APMA House of Delegates to be appointed by the APMA president, one representative from the American Association of Colleges of Podiatric Medicine appointed by AACPM, the chair and vice-chair of the Council, and a former member of the Council to be appointed by the Council chair and confirmed by the Council.

#### **B. Length of Terms**

Terms for all members of the Nominating Committee shall extend for one year. Members of the Nominating Committee shall be limited to serving no more than four consecutive terms.

#### **C. Responsibilities**

As delegated by the Council, the Nominating Committee shall be responsible for screening the nominees and developing a ballot of all qualified candidates for election to the Council. The Nominating Committee shall have the discretion to solicit potential candidates. The Nominating Committee shall transmit the ballot to the Council before the fall meeting of the Council.

#### **D. Procedures**

The Nominating Committee shall follow the published rules and procedures for the conduct of meetings, conference calls, and mail ballots. Decisions and actions within the purview of the Committee shall be made in conformance with published procedures for those functions.

## **E. Governance**

The Nominating Committee shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Nominating Committee. The chair of the Committee shall transmit a written report to the Council that identifies the candidates nominated for election.

## **F. Meetings, Mail Ballots, and Conference Calls**

The Nominating Committee shall have one official meeting or conference call a year, which shall be conducted prior to the fall meeting of the Council. Additional meetings may be called when necessary by the chair of the Committee subject to the approval of the Council chair.

Between meetings, a mail ballot may be initiated by the chair of the Committee or staff members. The Committee shall have the discretion to fulfill its responsibilities by conference call in lieu of a meeting. Conference calls may be initiated by the chair of the Committee with the approval of the Council chair or by the Council chair.

## **Section 8. Ad Hoc Advisory Committee for Review of Educational Policies and Procedures**

### **A. Representation**

The composition of the Ad Hoc Advisory Committee for Review of Educational Policies and Procedures shall be constituted in keeping with the planned major review of documents and publications scheduled on a six year cycle. Committee members shall represent the organizations within the community of interest relative to the area of activity for which documents and publications are scheduled for review.

The chair of the committee relative to the area of activity for which documents and publications are scheduled for review shall be an ex-officio member of the Ad Hoc Advisory Committee for Review of Educational Policies and Procedures. Committee members representing the organizations within the community of interest are appointed by the respective organizations. Other members of the Committee, as determined by the Council, are appointed by the Council chair and confirmed by the Council.

### **B. Length of Terms**

Terms are limited to the completion of the work of the Committee.

### **C. Responsibilities**

As delegated by the Council, the Ad Hoc Advisory Committee for Review of Educational Policies and Procedures shall be responsible for recommending to the Council any major revisions in CPME publications that relate to policies, standards, requirements, and procedures subject to final approval by the Council.

## **D. Procedures**

The Ad Hoc Advisory Committee for Review of Educational Policies and Procedures shall follow the published rules and procedures for the conduct of meetings, conference calls, and mail ballots.

## **E. Governance**

The Ad Hoc Advisory Committee for Review of Educational Policies and Procedures shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Ad Hoc Advisory Committee for Review of Educational Policies and Procedures. The chair of the Committee shall transmit a written or oral report to the Council, detailing the progress of the work of the Committee.

## **F. Meetings, Mail Ballots, and Conference Calls**

The Ad Hoc Advisory Committee for Review of Educational Policies and Procedures shall conduct meetings as necessary subject to the approval of the Council chair. The Committee shall have the discretion to fulfill its responsibilities by conference call(s) or mail ballots in lieu of meetings. Conference calls may be initiated by the chair of the Committee with the approval of the Council chair.

## **Section 9. Ad Hoc Committee for Appeals**

### **A. Representation**

The composition of the Ad Hoc Committee for Appeals shall be constituted in keeping with the specific procedures relative to the area of activities for which an adverse decision has been made. The Council has the prerogative of appointing, on an annual basis, a panel of individuals with varied expertise, from which the Council chair may select appropriate members to serve on the Committee when an appeal is filed. Alternatively, the Council chair may appoint the Committee on a case-by-case basis. The members of the Committee are appointed by the Council chair subject to approval by the institution for which the adverse action is proposed.

### **B. Length of Terms**

Terms are limited to the completion of the work of the Committee.

### **C. Responsibilities**

As delegated by the Council, the Ad Hoc Committee for Appeals shall be responsible for reviewing the facts surrounding the institution's contentions as well as the procedures used by the evaluating team, committee, and Council in reaching their respective conclusions. The Committee shall be empowered to review substantive matters based upon information that was reasonably available to the evaluating team, committee, or Council. The appeal committee also

shall be empowered to determine whether CPME procedures were followed in accordance with published CPME expectations. Following the appeal hearing, the Committee shall provide a written report to the Council or RRC, recommending either that the proposed adverse action be sustained or set aside, along with reasons for the recommendation.

#### **D. Procedures**

The Ad Hoc Committee for Appeals shall follow the published rules and procedures for the conduct of meetings, conference calls, and mail ballots. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

#### **E. Governance**

The Ad Hoc Committee for Appeals shall be accountable to the Council. The Council chair shall appoint a chair of the Ad Hoc Appeal Hearing Committee. The chair of the Committee shall prepare and transmit a written report to the Council or RRC, providing the actions or recommendations of the Committee.

#### **F. Meetings, Mail Ballots, and Conference Calls**

The Ad Hoc Appeal Hearing Committee shall conduct a hearing for the purpose of reviewing written and oral testimony concerning the proposed adverse action. Mail ballots may not be utilized in the conduct of appeal proceedings or deliberations.

A conference call may be conducted for the purpose of finalizing details prior to or following the hearing. A conference call may be initiated by the chair of the Committee with the approval of the Council chair.

### **Section 10. Collaborative Residency Evaluator Committee**

#### **A. Representation**

The composition of the Collaborative Residency Evaluator Committee (hereinafter referred to as “CREC”) shall include the director of the Council, the executive director of each of the specialty boards recognized by the Council, and two additional members from each organization represented appointed by the organization.

The expenses incurred by each Committee member as a result of participation in Committee meetings shall be reimbursed by each member’s sponsoring organization.

#### **B. Length of Terms**

Terms for Council, ABPM, and ABFAS staff have no time limitations. Additional members shall be limited to two-year terms; a Committee member may serve a maximum of three terms.

### **C. Responsibilities**

As agreed to by each participating organization, the Committee shall be autonomous in conducting all aspects of developing, implementing, and reviewing procedures to select, train, assess, remediate, and dismiss podiatric residency evaluators and team chairs. These functions include, but are not limited to, establishing bylaws and procedures; allocating budget and expenditures; implementing its own rules and procedures; and administering its own affairs.

### **D. Procedures**

Although the Committee is the joint responsibility of the three organizations, the Council and its staff shall administer the affairs of the Committee. The Committee shall follow CPME's published rules and procedures for the conduct of meetings, conference calls, and mail ballots. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

### **E. Governance**

The Collaborative Residency Evaluator Committee shall be an autonomous, collaborative effort of the two specialty Boards and the Council. The Committee shall have the powers designated by its Bylaws to conduct its affairs; carry on its operations; elect an officer and define his/her duties; and make and alter policies, not inconsistent with these Bylaws, or with applicable statutes, for the standardization of training of residency evaluators. Notwithstanding the above, the Committee shall not engage in any business or other activity that is not in the furtherance of and exclusively for its purpose, and which does not comply fully with applicable laws.

### **F. Meetings, Mail Ballots, and Conference Calls**

The Committee shall hold at least two regular meetings during each fiscal year at times determined by the Committee. The meetings are held to transact regular and special business. The Committee may establish regular meeting times.

Special meetings may be convened, upon written request of at least two-thirds of the members of the Committee. The call for a special meeting shall specify the purpose of the meeting. At least 15 business days' notice is required for a special meeting. No other business shall be conducted at such special meetings except by unanimous consent of the Committee. Whenever possible, special matters shall be deliberated by a conference call rather than a special meeting.

CPME staff shall notify each member of the Committee of any meeting scheduled. A similar notification is required for a telephone conference call. Materials related to meetings and conference calls shall be prepared and distributed in advance of the deliberations. A detailed agenda shall be prepared and distributed prior to the Committee meeting.

When issues of urgency arise between meetings of the Committee, a conference call may be conducted. A conference call may be initiated by four members of the Committee. The agenda

for a conference call shall be determined and approved by the Committee prior to the call. Additional agenda items may not be introduced at the time of the conference call without two-thirds majority approval of the Committee.

## **CHAPTER 6. NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE**

### **Section 1. Members**

#### **A. Areas of Need**

The Council shall assure that its membership reflects an appropriate representation from among the community of interest that it serves (such as college administrators and faculty, residency program directors, private practitioners, and others). Such representation is crucial to maintaining fairness and equity in the Council's accreditation and approval processes. Assurance of appropriate representation from affected communities of interest is required by both the Council for Higher Education Accreditation and the U.S. Secretary of Education of all accrediting bodies they recognize.

The Council must include at least one member from each of the following categories:

**Practitioner** - someone directly engaged in a significant manner in the practice of podiatric medicine.

**Educator** - someone currently or recently directly engaged in a significant manner in an academic capacity at an accredited college of podiatric medicine who may not be an academic dean.

**Academic** - someone currently or recently directly engaged in a significant manner in postsecondary education and/or research.

**Administrator** - someone currently or recently directly engaged in a significant manner in podiatric postsecondary program or institutional administration with no clinical responsibilities.

At its fall meeting, the Executive Committee of the Council shall review the qualifications and experience of its at-large members. Based upon this review, the Executive Committee shall formulate and transmit to the Council the broad areas of need and qualifications for Council positions to be elected in the following year. The areas of need shall be identified in the call for candidates published in the *APMA News*.

#### **B. Eligibility Criteria**

Notwithstanding the areas of need, the Council shall determine standing eligibility criteria. Individuals seeking election to at-large positions on the Council shall satisfy at least two of the following criteria:

- Have been active for a period of at least two years as a director of an approved podiatric residency or fellowship program.
- Have been active for a period of at least two years as an academic administrator or a full-time faculty member at an accredited college of podiatric medicine.
- Have demonstrated leadership within the profession or distinguished himself/herself as a practitioner.
- Have served actively on one of the Council's committees for a minimum of one full term.
- Have served on at least three CPME on-site evaluation teams to colleges of podiatric medicine, residency programs, fellowship programs, or continuing education programs.

Public members and the postsecondary educator must not have a significant relationship (either direct or indirect) with podiatric medical organizations or podiatric medical educational institutions. These individuals shall have no vested interest in or financial relationship to the podiatric medical profession.

### **C. Nomination Procedures**

In the winter, the Council shall publish an announcement in the *APMA News*, calling for candidates to submit qualifications in response to the eligibility criteria and the areas of need. A prospective candidate must submit his/her qualifications no later than June 15. The names of all candidates who respond by June 15 shall be transmitted to the Nominating Committee. The Committee may solicit additional candidates if deemed necessary.

The names and credentials of prospective candidates for public member and postsecondary educator positions may be submitted for the consideration of the Nominating Committee by Council members, representatives of the Council community of interest, or others.

The Nominating Committee shall review the qualifications of the candidates. The Nominating Committee shall have the independence and responsibility to develop a ballot based on its best judgment. The Committee shall forward a ballot of all qualified candidates to the Council at least 60 days prior to the fall meeting of the Council. At the time of the Council meeting, there shall be no nominations from the floor.

### **D. Elections**

Prior to elections, the Council may request that candidates be present for an interview. Elections for available Council positions shall be conducted at the fall meeting of the Council by closed written ballot. The CPME director shall administer the elections. Votes shall be counted in the presence of the Council. Valid ballots must contain one vote and only one vote for each available position. Council members may abstain from voting for any or all available positions.

A candidate shall be considered elected to the available position when he/she receives a majority vote of the Council (at least six votes). In a contested election involving more than two candidates, should no candidate receive a majority vote, the one (if only one) candidate receiving

the fewest votes shall be declared to be not elected and a second ballot will be conducted for the remaining candidates. If after two consecutive ballots involving a contested election, the Council is unable to elect a member, by majority vote, the Council may elect to suspend the election. If the Council is unable to elect a member for an available position or if the Nominating Committee fails to recommend at least one candidate for an available position, the position will remain vacant until the Nominating Committee can recommend at least one candidate the Council can accept. In this case, a special election shall be conducted by mail ballot vote of the Council.

### **E. Absentee Voting**

A written vote may be submitted directly to Council staff by a member who is unable to attend the meeting at which the election is to occur. The written vote must be received prior to the opening of the meeting.

### **F. Length of Terms**

Membership on the Council shall be limited to a maximum of three full three-year terms, with the exception of CPME chairs, who may serve a second year as chair after having completed three full terms. Terms shall be staggered to ensure that no more than approximately one-third of the members shall be elected each year. All terms of office begin at the close of the fall meeting.

### **G. Limitations on Members**

No member elected to the Council shall be, or during his/her term of office on the Council become, a member of the governing board of a college of podiatric medicine, or serve as a consultant to a college of podiatric medicine, residency, fellowship, sponsor of continuing education in podiatric medicine, specialty board, or other institution or organization within the jurisdiction of the Council. Upon obtaining such an appointment, the Council member shall be deemed to have forfeited his/her position on the Council. No member while serving on the Council shall hold office on or seek election to the APMA Board of Trustees.

### **H. Incapacitation or Dismissal**

Should a member be unable to fulfill his/her elected term of office, the CPME Executive Committee shall identify an individual for confirmation by the Council to serve on an interim basis until the next scheduled election at which time an election shall be conducted for the open position in keeping with the bylaws in this section.

## **Section 2. Officers**

### **A. Nomination Procedures**

Council members seeking election as chair or vice-chair may be self-nominated or nominated by another member of the Council. Nominations shall be made from the floor at the opening of the spring meeting of the Council.



## **B. Elections**

Chair and vice-chair elections shall be conducted as the last agenda item at the spring meeting of the Council. In contested elections, a private written ballot shall be utilized. The chair and vice-chair shall be elected by majority vote of Council members (at least six votes). In a contested election involving more than two candidates, should no candidate receive a majority vote, the one (if only one) candidate receiving the fewest votes shall be declared to be not elected and a second ballot will be conducted for the remaining candidates. In the event of a tie, voting is continued until a winner is determined.

## **C. Absentee Voting**

Absentee voting is available for the election of Council officers. A verbal or written vote may be submitted directly to the Council director by a member who is unable to attend the meeting at which the election is to occur. The vote must be received after nominations are made and prior to the election.

## **D. Length of Terms**

The terms of office for the chair and vice-chair extend for a one-year period. The chair and vice-chair each may be reelected by the Council to a second one-year term. Terms of office begin at the close of the fall meeting. During the interim period between the election and subsequent installation, elected officers are designated as chair elect and vice-chair elect.

## **E. Incapacitation**

Should the chair elect or vice-chair elect be unable to fulfill his/her designated appointment, a subsequent election shall be held at the time of the next scheduled CPME meeting. Should the chair be unable to complete his/her term of office because of resignation or permanent and/or significant incapacity, the vice-chair shall serve as acting chair until a subsequent election is held at the time of the next scheduled CPME meeting. Should the vice-chair be unable to complete his/her term of office because of resignation or permanent and/or significant incapacity, a new vice-chair shall be elected at the next scheduled CPME meeting.

# **CHAPTER 7. RESPONSIBILITIES OF MEMBERS AND OFFICERS**

## **Section 1. Council Members**

### **A. Duties**

Council members are expected to attend all CPME meetings and meetings of committees to which they are appointed. They are expected to respond to mail ballots and participate in conference calls as needed.

Council members may submit, with the approval of the chair, specific agenda items for discussion at any scheduled meeting of the Council. Council members may submit agenda items to the chairs of any CPME committee.

Each CPME member is encouraged to participate in college, fellowship, and residency on-site evaluations regardless of the area of need for which the member was elected.

## **B. Confidentiality**

The information concerning actions taken or under consideration about institutions, organizations, and individuals available to Council members is of a highly sensitive and confidential nature. Under no circumstances shall a Council member discuss the details of a particular institution, organization, or program with anyone.

The Council shall have grounds to pursue the removal from office of any member who fails to respect the confidentiality of information available about institutions, organizations, and individuals or about actions taken by the Council.

## **C. Conduct**

A Council member shall not initiate any official correspondence and shall forward immediately to the office of the CPME director any correspondence of an official nature that he/she receives. A Council member other than the chair or the vice-chair, acting as the designee for the chair, shall neither act nor speak on behalf of the Council, nor shall he/she make any commitments nor enter into any agreement on behalf of the Council, without authorization of the Council. A Council member shall conduct him/herself in a professional manner.

## **D. Recusals**

Council members are expected to recognize potential conflicts and remove themselves from deliberations concerning programs, institutions, and organizations with which a conflict of interest exists.

A Council member who is affiliated in an official capacity with, or who has financial interest in, or receives compensation from a college of podiatric medicine, residency, fellowship, certifying board, or provider of continuing education shall excuse him/herself from all deliberations when his/her institution, organization, or program is being considered.

A Council member shall abstain from discussion and voting on any matter pertaining to a program, institution, or organization for which he/she has served recently as an on-site evaluator.

## **E. Orientation**

Within the first 60-90 days after their election to the Council, new members shall be provided an orientation by CPME staff.

A formal “post-training” session provided by the Council chair, committee chair, and staff should become a part of the orientation process provided Council members a year after election. This training should be tailored to the Council member, including opportunities for professional growth (i.e., learning about the functions of other committees, deficiencies in the current position, and planning future role(s) with CPME) and provide opportunities for feedback from the individual.

## **Section 2. Committee Members**

### **A. Duties**

Committee members are expected to attend all meetings of committees to which they are appointed. They are expected to respond to mail ballots and participate in conference calls as needed. Committee members may submit, with the approval of the committee chair, specific agenda items for discussion at any scheduled meeting of the committee.

### **B. Confidentiality**

Committee members shall maintain the confidentiality of discussions, decisions, and actions about programs, institutions, and organizations that are within the committee's purview. The Council will have grounds to pursue the removal of any committee member who fails to respect the confidence of the aforementioned entities.

### **C. Conduct**

A committee member shall not initiate any official correspondence and shall forward immediately to the office of the Council director any correspondence of an official nature that he/she receives. A committee member shall neither act nor speak on behalf of the committee or Council, nor shall he/she make any commitments nor enter into any agreement on behalf of the committee or Council. A committee member shall conduct him/herself in a professional manner.

### **D. Recusals**

Committee members are expected to recognize potential conflicts and remove themselves from deliberations concerning programs, institutions, and organizations with which a conflict of interest exists.

A committee member who is affiliated in an official capacity with, or who has a financial interest in, or receives compensation from a college of podiatric medicine, residency program, fellowship program, certifying board, or sponsor of continuing education in podiatric medicine shall excuse him/herself from all deliberations when his/her institution, organization, or program is being considered. A committee member shall abstain from discussion and voting on any matter pertaining to a program, institution, or organization for which he/she has served recently as an on-site evaluator.

## **E. Orientation**

All new committee members shall receive an orientation from Council staff prior to attendance at their first meeting.

## **Section 3. Officers**

### **A. Chair**

The chair shall preside at all sessions of the Council and appoints, with the approval of the Council, committee chairs and committee members at such times as may be required and as allowed by these Bylaws. He/she designates, with the approval of the Council, liaison representatives to other organizations. The chair may vote on all Council matters.

Following consultation with staff, the CPME chair appoints evaluation teams to conduct on-site visits to colleges, residency programs, fellowship programs, and sponsors of continuing education. Whenever possible and appropriate, the vice-chair and the appropriate committee chair shall be consulted in developing appointments.

The chair shall attend all meetings of the APMA Board of Trustees and other meetings when invited and when appropriate. He/she also is an ex-officio member of all CPME committees, may attend any or all meetings of these committees, and may cast a vote in the case of a tie. The chair may attend workshops, panels, or other sessions sponsored and coordinated by CPME.

The chair may present an oral report to the House of Delegates at the Annual Meeting of APMA.

The chair may respond or direct response to inquiries on the basis of established Council policies and procedures and shall provide copies of all correspondence, memoranda, and significant communications to the director of the Council.

The chair performs such other duties as may be assigned by the Council.

### **B. Chair Elect**

The chair elect shall attend meetings of the Board of Trustees with the chair. The chair elect performs such duties as may be assigned by the chair.

### **C. Vice-Chair**

The vice-chair performs all functions and duties of the chair in the absence or inability of the chair to serve. The vice-chair shall attend meetings of the APMA Board of Trustees on behalf of the chair when the chair is unable to attend. The vice-chair may attend meetings of all CPME committees at the discretion of the Council chair. When feasible, the vice-chair is consulted in the appointment of committees and evaluation teams. The vice-chair performs such other duties as may be assigned by the chair.

## **D. Committee Chair**

The chairs of CPME committees shall lead and facilitate discussions and the formal business associated with their respective committees. Prior to meetings of the committees, chairs shall work with CPME staff members in developing agendas for the meetings. Chairs also shall assist staff in answering questions of institutional representatives and be available to help staff in rendering solutions to nonroutine problems related to their committee's functions.

Each committee chair submits at each regular meeting of the Council a report of his/her committee's activities and recommendations. The chair shall be prepared to present the recommendations or actions of his/her committee.

## **CHAPTER 8. REMOVAL FROM OFFICE**

### **Section 1. Removal of a Member of the Council**

#### **A. Grounds**

The Council may consider the removal of an individual member from the Council prior to completion of a term of office if said individual fails to fulfill his/her commitments and responsibilities or violates the rules of the Council. The grounds for dismissal shall be considered by the Executive Committee.

#### **B. Review and Dismissal Procedures**

The member under review shall be provided, in writing, a statement outlining the grounds for dismissal. After opportunity is provided for the member to address the grounds for dismissal, at his/her request either in writing or in person, the Executive Committee shall vote to recommend dismissal or vote to refuse to dismiss. If the Committee votes for dismissal, a recommendation is transmitted to the Council in writing. An action to dismiss a Council member requires a two-thirds majority vote of the Council. The Council member shall be informed immediately of a decision to dismiss.

#### **C. Appeal to Board of Inquiry**

The dismissed Council member may seek additional review in accordance with the provisions of Article 15 of the APMA Bylaws.

### **Section 2. Removal of a Committee Member**

#### **A. Grounds**

The Council may consider the removal of an individual, who serves on a Council committee but who is not a member of the Council, from committees prior to the completion of a term of office.

Such removal shall be based upon the individual's failure to fulfill his/her commitments and responsibilities or violation of the rules of the Council. The grounds for dismissal shall be considered by the Executive Committee.

If an individual appointed to a committee as a representative of another organization loses his/her affiliation with that organization during the period of appointment, the individual shall no longer be eligible to serve on the committee as a representative of the organization. The individual's appointment to the committee shall be viewed to terminate immediately when his/her affiliation ends. The organization shall be requested to provide a slate of potential candidates for the CPME chair to consider in selecting, for approval of the Council, a replacement member of the committee. The replacement member shall begin a full term.

### **B. Review and Dismissal Procedures**

The member under review shall be provided, in writing, a statement outlining the grounds for dismissal. After opportunity is provided for the member to address the grounds for dismissal, at his/her request either in writing or in person, the Executive Committee shall vote to recommend dismissal or vote to refuse to dismiss. If the Committee votes for dismissal, a recommendation is transmitted to the Council in writing. An action to dismiss a committee member requires a two-thirds majority vote of the Council. The committee member shall be informed immediately of a decision to dismiss.

### **C. Appeal to Board Inquiry**

The dismissed committee member may seek additional review in accordance with the provisions of Article 15 of the APMA Bylaws.

### **D. Dismissal of External Agency Representatives**

In the case of the dismissal of a representative of an external agency on the Accreditation Committee, Continuing Education Committee, Joint Committee on the Recognition of Specialty Boards, or Residency Review Committee, the organization shall be given full notice, including grounds, of the plans to consider the dismissal of the organization's representative. Opportunity shall be given for the organization to provide information in support of its representative.

## **Section 3. Removal of Chair or Vice-Chair**

### **A. Grounds**

The Council may consider the removal of the chair or vice-chair from his/her elected offices prior to completion of a term for negligence in duty, breach of ethics, or other deficiencies in fulfilling his/her responsibilities.

## **B. Review and Recall Procedures**

A request to recall the chair or vice-chair may be initiated by four members of the Council. The members shall formulate, in writing, their contention and reasons for initiating a request to recall. A request with the signatures of at least four members is the only acceptable method for initiating such recall.

The request for recall shall be submitted to the Council director. The Council director shall inform the chair and vice-chair that a recall request has been received. The matter of the recall shall be considered at the next scheduled meeting of the Council or at a special meeting of the Council (whichever is most expedient and feasible). When considered at a normally scheduled Council meeting, all other CPME business shall be suspended and the issue of the recall request shall be considered as a special order of business.

The Council shall elect an ad hoc committee to investigate allegations. The committee shall be comprised of three individuals (none of whom shall be among the initiators of the recall request). The committee shall convene immediately to hear verbal testimony and/or receive written evidence in support of and against the recommendation to recall. The committee shall report its findings and recommendations to the Council, and a vote will be taken.

The recall of a chair or vice-chair requires a two-thirds majority vote of the Council. The vote shall be final and no further deliberation of the matter may be conducted. This procedure may not be limited to one request per individual, but, based on new facts, additional requests to recall the same individual may be considered. Should the chair or vice-chair be recalled by the Council, an election shall be held immediately to replace the recalled individual. The newly installed individual will serve to the conclusion of the term vacated by the recalled officer.

## **CHAPTER 9. MEETINGS, MAIL BALLOTS, AND CONFERENCE CALLS**

### **Section 1. Meetings**

#### **A. Regular**

The Council shall hold at least two regular meetings during each fiscal year at times determined by the Council. The meetings are held to transact regular and special business. The Council may establish regular meeting times.

#### **B. Special**

Special meetings may be convened by the chair, upon written request of at least six members of the Council or when a request is received to recall the chair or vice-chair. The call for a special meeting shall specify the purpose of the meeting. At least fifteen (15) business days' notice is

required for a special meeting. No other business shall be conducted at such special meetings except by unanimous consent of the Council. Whenever possible, special matters shall be deliberated by a conference call method rather than a special meeting.

### **C. Notification**

Council staff shall notify each member of the Council or committee of any meeting scheduled. A similar notification is required for a telephone conference call. Materials related to meetings and conference calls shall be prepared and distributed by staff in advance of the deliberations.

### **D. Agenda**

A detailed agenda shall be prepared by staff in consultation with the chair of the Council or committee for all meetings. The general order of business for a regular meeting of the Council normally shall consist of the following agenda items:

- a. Call to Order and Roll Call
- b. Adoption of Agenda
- c. Approval of Minutes of Previous Meeting
- d. Report of Mail Ballot and Conference Call Votes
- e. Report of Chair
- f. Staff Reports
- g. Liaison and Special Reports
- h. Committee Reports
- i. Committee Appointments
- j. Appointment of Evaluation Teams
- k. Other Business
- l. Adjournment

### **E. Advisors/Consultants**

The Council may extend an invitation to any qualified person to act in an advisory capacity during any of its meetings.

### **F. Visitors**

Non-executive sessions of the Council and its committees are open to the public. Guests and/or observers may not participate in discussions and/or deliberations of the Council and its committees. Guests and/or observers may make presentations, but the chair of the Council and the chairs of the committees must approve all presentations prior to their respective meetings. Executive sessions of the Council and its committees are not open to the public. Guests and/or observers may attend executive sessions of the Council and its committees, if invited by the chair of the Council. Guests and/or observers may not participate in discussions and/or deliberations conducted in executive session.



Each invited guest/observer must sign the CPME conflict of interest and confidentiality policies statement.

Council members may observe meetings of committees to which they are not assigned with the permission of the committee chair and Council chair.

### **G. Voting**

For matters other than the election of Council members, Council members shall be present at meetings in order to execute their voting privileges. The vote of a Council member cannot be transferred to another designated member under any circumstance.

A record shall be maintained identifying the individuals, if any, who abstained or recused themselves from discussion and voting on each agenda item and accreditation/approval/recognition decision.

### **H. Executive Session**

At any meeting of the Council, the chair, with consent of the majority present, may declare the meeting to be an executive session, at which only members and staff may be present except that, with the consent of the majority present, an invitation may be extended to any persons whose presence may be necessary for the conduct of the business of the Council. All deliberations that pertain specifically to accreditation, approval, or recognition of programs, institutions, or organizations shall be conducted in executive session.

### **H. Quorum**

The required number of Council members necessary for a quorum to conduct a meeting shall be eight (8). Majority votes as specified below are not affected by the number of CPME members present. A quorum for a committee requires at least 50 per cent or more of the members to be in attendance.

A two-thirds majority vote of the Council is construed to be eight (8) votes at all times. A simple majority vote of the Council is construed to be six (6) votes at all times.

### **J. Dress Code and Protocol**

Council members and committee members are expected to attend meetings in appropriate attire. For committees that do not expect to have visitors in attendance, the chair of the committee may recommend more comfortable attire for members.

Council and committee members are expected to be courteous and polite during meetings. Deliberations shall be conducted in a professional and cooperative manner. The chair of the Council or any committee reserves the right to suspend deliberations if, in his/her opinion, conduct of members becomes indecorous.

## **K. Rules of Order**

The deliberations of the Council shall be governed by the parliamentary rules and usages contained in the current edition of *Robert's Rules of Order, Revised*, when not in conflict with the Council's bylaws or procedures or applicable statutes. The deliberations of committees shall be governed by consensus or by parliamentary rules at the discretion of the committee chair.

## **L. Reports**

A written record shall be made in the form of reports providing committee recommendations providing committee background information, recommendations, and actions, and Council actions.

## **Section 2. Mail Ballots**

Between meetings of the Council, a mail ballot may be initiated by the CPME chair, CPME staff, or upon written request of at least four members of the Council. Between meetings of the committees, a mail ballot may be initiated by the committee chair or CPME director or assistant directors. For issues of substance, discussion should be held until the next scheduled meeting of the Council or committee or a conference call should be arranged.

The mail ballot shall state the proposition and should be accompanied by any necessary explanatory material. Council/committee members shall have the opportunity to vote for or against the proposition, or indicate that they wish the matter to be tabled until additional information can be secured and provided by staff or held over until the next scheduled meeting. A two-thirds majority of affirmative votes shall be required for approval of a proposition by the Council. A simple majority of affirmative votes shall be required for approval of a proposition by a committee. Council and committee members may transmit their votes on mail ballot issues by telephone, fax, or email. If a telephone vote is provided, a completed written ballot must be submitted to validate CPME records.

Staff members shall record the actions concerning the mail ballot and will report final actions to the Council and/or committee. Mail ballot actions of the Council and committees are confirmed at the next meeting in order that the actions may become part of the official record.

One or more Council members may defer a Council mail ballot to a conference call or the next Council meeting (whichever occurs first).

## **Section 3. Conference Calls**

When issues of great urgency arise between meetings of the Council or the committees and when the substance of these issues is not appropriate for a mail ballot, a conference call may be conducted. A conference call of the Council may be initiated by the CPME chair or by four members of the Council. A conference call of a committee may be initiated by the chair of the committee or CPME chair.

The agenda for a conference call shall be determined and approved by the Council chair or committee chair prior to the call. Additional agenda items may not be introduced at the time of the conference call without two-thirds majority approval of the Council or simple majority approval of the committee.

Prior to the conduct of a conference call, staff shall contact all involved parties to make arrangements. A quorum shall be required for the conference call. Any necessary explanatory material shall be distributed to members by staff prior to the conference call. Council members or committee members shall have the opportunity to deliberate and vote on the matter involved in the conference call. Staff members shall develop minutes or a report of the conference call deliberations.

## **CHAPTER 10. FINANCES**

### **Section 1. Budget**

The Budget Planning Committee of the Council shall prepare an annual budget for the operation of the Council and its committees. The budget shall be submitted to the Council at its spring meeting for review and final adoption. The fiscal year for the Council shall coincide with the fiscal year of the APMA.

### **Section 2. Funding Sources**

The financial support of the evaluation, accreditation, approval, and recognition services provided by the Council shall be the responsibility of the institutions and organizations that utilize these services and which may directly or indirectly benefit from these services as well as the responsibility of the organized podiatric medical profession.

As a general rule, the costs associated with the on-site evaluation of colleges of podiatric medicine, residency programs, fellowship programs, and providers of continuing education shall be borne by the institutions and organizations seeking CPME accreditation or approval.

### **Section 3. Contributions from Other Organizations**

Along with support from the American Podiatric Medical Association, the Council reserves the right to establish fees for other organizations that derive direct or indirect benefits from Council services. These organizations include, but are not limited to, recognized specialty societies and recognized specialty boards.

### **Section 4. Block Grant**

In consideration of the aforementioned services to be provided by the Council, APMA shall provide an annual block grant of funds to enable the Council to carry out its functions. The

block grant shall be articulated in the Memorandum of Agreement between the American Podiatric Medical Association, Inc. and the Council on Podiatric Medical Education.

The APMA contributions of staffing, facilities, supplies, equipment, insurance, and other services shall be taken into account separately.

The Council may seek special appropriations from APMA for mutually agreed upon new program initiatives related to the functions and services provided in the memorandum of agreement or as a result of new federal mandates.

### **Section 5. Assessment Policies**

The Council shall establish fee schedules for various aspects of its evaluation, accreditation, approval, and recognition activities. The Council shall reserve the right to modify fee schedules at any time and shall provide advance notice to affected institutions and organizations.

### **Section 6. Travel Reimbursement**

The Council shall establish a reimbursement policy for individual Council members, committee members, on-site evaluators, and consultants to enable reimbursement for expenses related to participation in on-site evaluations or attendance at meetings, workshops or seminars. The reimbursement policy shall be in accord with the general policies established by APMA. The Council may establish its own per diem for reimbursement of meal and miscellaneous expenses.

Certain members of JCRSB and RRC shall be reimbursed by their respective organizations. The Council shall reimburse a representative of the American Podiatric Medical Student Association to attend each Council or RRC meeting.

The reimbursement for Council staff expenses shall follow the policy established for APMA staff.

## **CHAPTER 11. EVALUATORS**

### **Section 1. Appointment**

Individuals who represent ABPM, ABFAS, or the Council in the capacity of on-site evaluators are selected on the basis of educational background, interest in the approval process, and recommendations from peers and superiors. An individual may be solicited by to be a prospective evaluator based upon his/her demonstrated leadership and/or experience in the podiatric medical profession or in the affairs of postsecondary education in general. The boards and the Council forward the names of the individuals appointed to represent the respective organization to the Collaborative Residency Evaluator Committee. The Committee reviews the names and appoints individuals to serve as evaluators for a three-year period.

## **Section 2. Training**

The Collaborative Residency Evaluator Committee develops standardized methods by which evaluators are trained. Standardized training could include role-playing, specific topics addressed during a seminar, e-learning, examination, participation in an on-site evaluation as an observer, etc.

## **Section 3. Assessment**

CREC monitors the effectiveness of on-site evaluators by reviewing evaluation questionnaires completed by institutions regarding the performance of on-site evaluators, as well as those completed by the team leaders and other team members. The Committee forwards a report of its review, identifying areas requiring follow-up and evaluators who might require remediation or dismissal to the Executive Committee of the Council for its review.

Evaluator performance that is less than acceptable is considered by CREC and the Council to be a serious matter. The evaluator in question may be asked to review CPME publications related to the evaluation process, provided remediation, requested to participate in a training workshop in order to refresh and enhance his/her skills, or, in extreme cases, reprimanded for inappropriate performance. In all cases of poor performance, a letter outlining the concerns of CREC and the Executive Committee is sent under the signatures of the Council chair and CREC members.

# **CHAPTER 12. PROFESSIONAL AND CLERICAL STAFF**

## **Section 1. Employment**

### **A. Director**

The director of the Council shall be appointed by the APMA executive director in consultation with and with the concurrence of the Council. The director of the Council is considered to be an employee of APMA. In filling a vacancy in the CPME director position, the following procedures shall be employed: (1) the APMA executive director and the CPME chair shall initiate a search by an appropriate method that has been accepted by the CPME chair; (2) the APMA executive director and the CPME chair shall screen the initial applications received from potential candidates; (3) a slate of viable candidates shall be determined and arrangements shall be made for these candidates to be interviewed as a conjoint effort of the members of the CPME Executive Committee and the APMA executive director; and (4) a final candidate shall be selected in consultation with and concurrence of the Council with appointment to follow by the APMA executive director. In the case of a lack of concurrence, the matter shall be referred to arbitration in accordance with the procedures and rules of the American Arbitration Association.

The decision of the arbitration panel shall be binding on all parties.

## **B. Professional, Clerical, and Temporary Staff**

The CPME director and the APMA executive director shall designate an appropriate complement (in terms of size and qualifications) of professional and clerical staff and temporary staff to serve the Council and to facilitate the functions and services of the Council. This complement of staff shall be reviewed by the Council on an annual basis in terms of size and qualifications. Based upon this review, recommendations shall be conveyed to the APMA executive director when modifications in the staff complement are deemed to be necessary. Said staff shall be appointed by the APMA executive director based upon the recommendation from the CPME director.

### **Section 2. Duties and Responsibilities**

Council staff members shall act as liaisons between the community affected by the actions of the Council or its committees and the Council and committees, providing guidance to members of the Council and its committees and information to institutions/organizations.

Specific job descriptions for each Council staff position shall be prepared by the CPME director and be consistent with the form and structure of APMA position descriptions. These position descriptions shall be reviewed at least annually and shall be revised when necessary. The position descriptions shall serve as the basis for evaluation of staff performance. Priority of assignments and allocation of staff time shall be at the discretion of the Council director for CPME staff and at the discretion of the Council chair for the CPME director.

### **Section 3. Evaluation**

Council staff members shall be evaluated annually based upon performance standards related to their respective positions. The CPME director shall be evaluated in writing as a collaborative effort of the Council and the APMA executive director. Council staff members shall be evaluated in writing by the CPME director and the completed evaluations shall be reviewed by the APMA executive director.

### **Section 4. Dismissal**

#### **A. Director**

A decision to dismiss the Council director shall require the concurrence of the APMA executive director and the Council. The APMA executive director and the Council must be in agreement on the reasons for the dismissal. In the case of a lack of concurrence, the matter shall be referred to arbitration in accordance with the procedures and rules of the American Arbitration Association. The decision of the arbitration panel shall be binding on all parties.

#### **B. Professional, Clerical, and Temporary Staff**

In the event that a member of the Council staff must be dismissed, the policies described in the APMA Manual of Personnel Policies and Travel Policies for Staff shall be followed.

## **Section 5. Legal Counsel**

The Council shall utilize the services of APMA counsel whenever legal consultation is needed unless the issue is one in which, in the opinion of the Council or APMA, a potential conflict exists. Among many potential activities, APMA counsel may be asked to review proposed revisions in CPME procedural publications, provide comment or direct responses to letters from attorneys, advise CPME staff and CPME/committee members on matters involving litigation, participate in appellate proceedings of the Council, and advise CPME staff and CPME/committee members on the interpretation of APMA bylaws and other official documents.

The Council may elect to seek legal advice and/or legal services from other attorneys. The exact nature of the legal matter, location of the legal conflict, and specificity of the legal question may require the employment of counselors with specific qualifications or in specific locations. The need for such services shall be determined by the Council and its staff in consultation with APMA general counsel. The final determination with respect to obtaining legal advice or legal services from other attorneys shall be made by the Council.

## **CHAPTER 13. MAINTENANCE OF RECORDS**

The Council staff shall utilize a filing system that combines the archiving and retrieval of data and information from hard copies and computer files. The Council shall maintain copies of all publications, documents, and forms (past and present editions). The Council also shall maintain up-to-date documents and materials related to accredited colleges, approved residency programs, approved fellowship programs, recognized specialty boards, and approved providers of continuing education in podiatric medicine.

The Council shall maintain records of all decisions made throughout an institution's or program's affiliation with the agency regarding the accreditation, provisional accreditation, and candidate status of any college of podiatric medicine, including all correspondence that is significantly related to those decisions. The Council shall maintain complete and accurate records of its last full accreditation, provisional accreditation, and candidate status reviews of each college, including on-site evaluation team reports, the college's responses to on-site reports, periodic review reports, any reports of special reviews conducted by the agency between regular reviews, and a copy of the college's most recent self-study. The Council shall maintain records of all substantive change decisions. Effective with on-site evaluations conducted in 2010, the Council maintains electronic versions of all correspondence, documents, and reports. The Council shall maintain evaluation reports and significant correspondence related to each college of podiatric medicine from the time of the initial CPME review.

The Council shall endeavor to maintain records regarding approved podiatric residency and fellowship programs, including documents and reports for each program inclusive of the previous on-site visit. The Council shall endeavor to maintain evaluation reports and significant correspondence related to each residency program from the time of the initial CPME on-site

evaluation. The Council shall endeavor to maintain evaluation reports and significant correspondence related to each fellowship program from the time of the initial CPME action or on-site evaluation, whichever occurred first. The Council also shall endeavor to maintain a record by approved institutional sponsor of the names of residents who have successfully completed approved residency programs since 1964. The Council may make this information available for credentialing purposes to hospitals and other health care institutions for a modest fee.

The Council shall maintain residency files related to determining eligibility of applicant institutions for initial on-site evaluation of fellowship and residency programs, applications for authorization of increases in positions, certificate requests, and resident transfers that are withdrawn or never approved, and verifications of residency completion for a period of five years after a decision has been reached regarding the request or application. Incomplete applications or requests shall be maintained for 12 months from the date of receipt.

The Council shall endeavor to maintain reports and significant correspondence related to each approved provider of continuing education from the time of the initial CPME action.

The Council shall endeavor to maintain records, documents, and significant correspondence pertaining to recognized specialty boards from the time of initial recognition by the Council.

## **CHAPTER 14. CONFLICT OF INTEREST**

The Council strives to avoid conflict of interest or the appearance of conflict of interest in all aspects of its activities. The Council expects all individuals involved in any relationship to declare potential conflicts of interest as they appear. All Council representatives, including Council members, committee members, evaluators, consultants, and staff, shall have the freedom to exercise their independent judgment without any undue pressure or perceived alliance to any organization or institution that the Council recognizes or to any political entity within the podiatric medical profession.

No Council representative as specified above may participate in any way in decisions in which he/she has a pecuniary or personal interest (or the appearance of same) or with respect to which, because of either present organizational, institutional, or program association or organizational, institutional, or program association during the past five years (e.g., college dean or faculty member, or program director or faculty member), he/she has divided loyalties or conflicts (or the appearance of same) on the outcome of the decision. This restriction is not intended to prevent participation and decision-making in matters which have no direct or substantial impact on the organization, institution, or program with which the Council representative is associated. A Council representative who represents an institution or organization must receive permission from the CPME chair to make a presentation regarding that institution or organization to the Council or one of its committees.



If a conflict of interest arises, the matter shall be forwarded to the director of the Council who shall gather information, solicit advice as appropriate, and attempt to resolve the matter to the satisfaction of all concerned, consistent with the published policies and procedures of the Council and with consideration of standard practice within the postsecondary accreditation community. Should the director of the Council be unable to achieve resolution, he/she shall refer the matter to the Council chair or the Executive Committee as appropriate. The Council chair or the Executive Committee shall seek resolution through procedures developed to address the specifics of each case. These procedures shall avoid conflict of interest or the appearance of same.

Any representative of the Council who becomes aware of circumstances that he or she believes pose a conflict of interest for another Council representative should:

- A. Discuss the issue with the representative;
- B. If the issue is not resolved to the satisfaction of both parties, inform the Council director of the underlying facts and her or his assessment of the appropriate resolution of the potential or actual conflict;
- C. If the issue is not resolved to the satisfaction of all parties, the director presents the issue to the Council chair or Executive Committee for decision as appropriate.

Council representatives are expected to recognize potential conflicts and remove themselves from deliberations concerning programs, institutions, and organizations with which a conflict of interest exists. A Council representative who is affiliated in an official capacity with, or who has a financial interest in, or receives compensation from a college of podiatric medicine, residency program, fellowship program, certifying board, or sponsor of continuing education in podiatric medicine shall excuse him/herself from all deliberations when his/her institution, organization, or program is being considered. A Council representative with a known conflict will receive no information related to that program, institution, or organization.

A Council representative must abstain from discussion and voting on any matters pertaining to programs, institutions, or organizations for which he/she has served as an on-site evaluator until an approval/accreditation action has been taken by the Council.

Members of all CPME standing and ad hoc committees and individuals participating on CPME on-site evaluations are precluded from serving as consultants to colleges of podiatric medicine, residencies, fellowships, sponsors of continuing education in podiatric medicine, specialty boards, or other institutions or organizations within the jurisdiction of the Council.

Council representatives are precluded from accepting gifts, entertainment, etc. from programs, institutions, or organizations for which the Council has professional oversight.

Public members must sign an attestation form prior to each Council meeting, appeal hearing, and on-site evaluation in which they participate that confirms that they are aware of, and actually meet the following definition of public member as provided in the U S Department of Education's Requirements for Recognition of Accrediting Agencies.

A public member means a person who is not: (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or provisionally by the agency or has applied for accreditation, provisional accreditation, or candidate status; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) A spouse, parent, child, or sibling of an individual identified in (1) or (2) of this definition.

### ***Principles of Conflict of Interest***

#### **What is a Conflict of Interest?**

A conflict of interest arises where a CPME representative, due to a financial, personal, or other relationship with an entity under consideration, or an expression of bias/prejudice, may be unable to act based solely on an objective analysis of the information presented. From a legal perspective, the presence, or even the perceived presence, of conflict of interest suggests that the conflicted individual may not have acted consistent with the legal duties of loyalty and/or obedience. This raises the question of whether the Council's discussion and eventual decision(s) were influenced by factors other than the information presented to CPME. For example, bias may be present from consideration of information that is not entered into the record, but is known only to one or more members of the decision making body. More seriously, prejudice, a literal pre-judgment in advance of the proceeding itself, may have occurred with one or more members of the decision making body. With respect to conflicts of interest, the policy of CPME shall be to err on the side of precaution in order to safeguard the integrity of the Council. CPME representatives need to be sensitive not only to the existence of a conflict of interest, but also to the possible appearance of improper conduct where no conflict of interest may exist. The following conflict of interest policy is consistent with a CPME representative's responsibilities under the Duty of Loyalty<sup>1</sup> and Duty of Obedience<sup>2</sup>.

Although courts typically grant considerable deference to the professional judgment used to reach substantive decisions made by private accrediting and certifying agencies, the presence of bias and/or prejudice or the failure to follow the defined procedures for handling conflicts of interest may provide the basis for overturning the decision of the accrediting or certifying body.

1 The duty of loyalty requires that an individual acting in the name of a corporate body will act with that organization's best interests in mind. For example, several members of a council or committee may also be officers or members of another organization or entity. In satisfying the duty of loyalty, each individual would be expected to take actions based upon the best interest of CPME rather than what might be the best interest of the particular organization of which he/she is also a member.

2 The duty of obedience requires that an individual acting in the name of a corporate body will adhere to the standards, policies, and procedures of that organization. Although individuals are expected to use good judgment when making decisions on behalf of a corporate body, they are expected to apply that judgment with respect to existing standards, policies, and procedures of the corporate body. In making decisions that demonstrate duty of obedience, an individual will know, understand, consider, and follow the standards, policies and procedures appropriate to the matter to be decided.

## **What Circumstances Create a Conflict of Interest?**

A conflict of interest arises where an individual member of a council or committee may be influenced in her or his decision-making process due to a relationship with an individual or entity under consideration. Some examples of situations that could create conflicts of interest:

1. A business or financial relationship with an individual or program under consideration
2. A direct familial relationship with an individual under consideration or with an officer of an entity under consideration
3. An employment or consulting (past or current) relationship with an entity under consideration
4. Employment or other relationship with a competitor of a program under consideration

Unfortunately, the list of potential conflicts may include some situations in which there is no conflict present and not identify situations in which there are actual conflicts. Although, an all-encompassing, perfectly accurate list of situations that constitute a conflict of interest cannot be provided, the principles of disclosure and resolution of conflict of interest are understood and can be clearly stated and explained. It is then incumbent upon the CPME representative to understand and comply with the disclosure and resolution process discussed in greater detail below. Because of the primary role that staff plays in the daily conduct of business of the Council, it is particularly important that they exhibit the highest degree of professional conduct with strict adherence to this policy.

## **What are the Elements of Disclosure of Conflicts?**

Disclosure represents the first step in addressing conflicts of interest.

1. The primary responsibility for disclosure of what may or may not be a conflict of interest rests with the members of the Council. CPME staff distributes a conflict of interest statement to CPME members, CPME committee members, CPME staff, evaluation team members, and consultants. CPME representatives are asked to disclose potential conflicts of interest at the time the agenda is finalized in the beginning of each meeting. Such disclosure may be made by the member directly or about another member. In the latter case, the member accused of a conflict of interest will have the opportunity to respond to that assertion.
2. A secondary responsibility rests with the CPME staff, to review the curricula vita and disclosure statements of the members and make potential conflicts known to the committee and evaluation team chairs prior to the meeting.
3. Finally, the individuals and programs that have issues before CPME or its committees will have the opportunity to present any concerns they may have with respect to conflicts

of interest of the voting members either in advance of the meeting or at the meeting. With respect to composition of the on-site team, the institution being visited will have the opportunity to reject a proposed evaluator whom it believes may have a conflict of interest with that institution.

4. Because these conflict of interest policies apply to staff of the CPME and its consultants, each of these groups will also complete the conflict disclosure form. With respect to composition of staff for an on-site evaluation, the affected institution will have the opportunity to reject a proposed staff member whom it believes may have a conflict of interest with that institution.

The determination that a conflict of interest exists and the resolution of existent conflicts of interest rest with CPME, and not with the individual member. Ordinarily, this decision will be made by the chair or other presiding officer on behalf of the entire body. However, upon request from any voting member of the Council, the decision that a conflict of interest exists will be subject to debate and decision by the voting members. The individual member under discussion will have the right to respond regarding the alleged conflict but will be recused from deliberating and voting on the determination that a conflict exists. Affected institutions, programs, or organizations also have the right to raise a question of conflict of interest for these groups before the entire Council for determination and resolution.

## **CHAPTER 15. NONDISCRIMINATION**

The Council prohibits discrimination related to all of its activities on the basis of sex, creed, race, national origin, age, color, sexual orientation, political belief, disability, or any other factor protected by law.

## **CHAPTER 16. INDEMNIFICATION OF MEMBERS AND OFFICIAL REPRESENTATIVES**

The Council shall indemnify and hold harmless each elected or appointed member, or representative, now and hereafter serving the Council, from and against any and all claims and liabilities which he/she may be or become subject to by reason of his/her now and hereafter being or heretofore having been a member, officer, or representative of the Council and/or by reason of his/her alleged acts or omissions as a member, officer, or representative as foresaid, and shall reimburse each member, officer, or representative of the Council for all legal and other expenses reasonably incurred by him/her, subject to approval of the Council, in connection with the defense against such claims or liabilities, provided, however, that no member, officer, or representative shall be indemnified against any claim or liability arising out of his/her own negligence or willful misconduct.

The foregoing rights of members, officers, or representatives of the Council shall not be exclusive of other rights to which they may lawfully be entitled.

## **CHAPTER 17. PUBLICATIONS**

### **Section 1. Distribution**

The Council, its committees, JCRSB, and CREC utilize numerous documents and publications in the completion of accreditation/approval/recognition related affairs. These publications shall be identified by both descriptive and numerical labels. Numerical codes beginning with the same first digit shall be associated with groups or series of publications. All CPME publications are available upon request. The Council shall reserve the right to establish fees for these publications. The Council shall publish a comprehensive list of all publications, which shall also be available upon request.

### **Section 2. Periodic Review**

A series of Council publications shall be reviewed either by an Ad Hoc Advisory Committee for Review of Educational Policies and Procedures or by a CPME committee. With the exception of publications related to recognition of specialty boards, review of a series of CPME documents by an Ad Hoc Advisory Committee for Review of Educational Policies and Procedures shall occur six years following the adoption of revisions resulting from the previous Ad Hoc Advisory Committee review. An interim review by the Accreditation Committee, Continuing Education Committee, or Residency Review Committee is completed three years following the adoption of revisions resulting from the previous Ad Hoc Advisory Committee review. Publications associated with the recognition of specialty boards shall be reviewed by JCRSB three years following adoption of revisions resulting from the previous review.

### **Section 3. Opportunity to Comment**

The Council shall not make final any policies affecting the accreditation, approval, and recognition functions until opportunity has been provided for the House of Delegates, Board of Trustees, and other constituents to comment on proposed revisions to these policies. The Council shall make available special opportunities for these constituents to review and provide comments on proposed changes in CPME policies and procedures.

The Council also shall accept for consideration resolutions to the CPME submitted by the House of Delegates, Board of Trustees, and other constituents regarding CPME policies and procedures. The Council shall review and provide due consideration of these resolutions in the light of their feasibility and appropriateness. The Council shall provide a report to the presenter of the resolution regarding the action taken.

## **CHAPTER 18. RESOLUTION OF COMPLAINTS**

The Council shall establish a mechanism to review formal complaints directed toward accredited, approved, or otherwise recognized entities. Under no circumstances shall the Council act as a judicial board in resolving disputes among individual parties. The Council shall review

only viable complaints that relate to a specific area in which it is alleged that the Council's standards, requirements, criteria, or procedures have not been followed. The Council shall act upon instances of violation of standards, requirements, criteria, or procedures. Provisions also shall be adopted by the Council for reviewing complaints about the Council's performance related to its own standards, requirements, criteria, and procedures or about agency conduct inconsistent with good accreditation/approval/recognition practices.

## **CHAPTER 19. DISSOLUTION**

This Council may be dissolved upon approval of a plan of dissolution adopted by two-thirds vote of the Council membership and approved by the APMA. Such a plan of dissolution shall be distributed to Council members at least sixty days prior to consideration thereof by the Council.

## **CHAPTER 20. AMENDMENTS**

Amendments to these Bylaws may be proposed by any member of the Council. Amendments shall be submitted to Council members at least 30 working days prior to consideration thereof by during a regularly scheduled full meeting of the Council. Amendments shall be adopted by a two-thirds vote of the Council and shall become effective when adopted, unless otherwise specified. If an amendment is submitted to Council members within 30 working days prior to a Council meeting, the amendment may be considered but cannot be adopted until the next full meeting of the Council. Council staff must maintain a formal record of all proposed Bylaws revisions to include the proposed language, name of the individual proposing the revision, final vote, and rationale for the proposed revision.

## **STRUCTURE, ROLES, AND RESPONSIBILITIES**

### **Organizational Structure of the Council**

The organizational structure of the Council on Podiatric Medical Education includes a decision-making body (the Council) and various committees with specialized assignments that make recommendations to the Council regarding accreditation, approval, and recognition actions, and policy and procedural matters. These committees report and recommend a course of action to the Council. The committees may have final decision-making authority for certain matters. The Council has established protocols for the professional conduct of all committee meetings.

The committee arrangement of the Council is designed to provide access to representatives of the community of interest served by accreditation by playing a specific role in the evaluation and approval processes. Also, as a secondary purpose, involvement on CPME committees allows individuals to gain additional experience with the Council's various functions, making them potential candidates for nomination and election to the Council at a later time.

CPME members are expected to:

1. actively participate in CPME activities;
2. support the CPME bylaws and any other policies, standards, procedures, and guidelines as adopted by the Council and its committees;
3. devote sufficient time to the council and its committees, including attending and preparing for meetings and conference calls – the overall workload associated with membership;
4. be willing to be evaluated regarding his/her performance on CPME committees/activities;
5. comply with conflict of interest and confidentiality policies of the council;
6. maintain up-to-date knowledge of CPME accreditation, approval, and recognition processes;
7. accurately represent CPME policies and interpretations at all times;
8. be adept with technology used by the Council; and
9. agree to represent oneself as a spokesperson of the Council only with the express authorization of the council chair or director.

### **Roles and Responsibilities of Individuals Associated with CPME**

The Council has defined the roles and responsibilities of members of the following groups:

- Members of the Council shall be expected to attend and actively participate in meetings, offering opinions in rendering decisions regarding accreditation, approval, and recognition of institutions, programs, and organizations, as well as in the formulation of accreditation policy. Council members do not represent special interest groups. Council members are obliged to observe rules of confidentiality.

- Committee members shall be expected to attend and actively participate in meetings, offering opinions in making recommendations regarding issues that are pertinent to their assigned committees. Individuals who represent specific organizations represent the interests of their constituents. Committee members are obliged to observe strict rules of confidentiality.
- Ex-officio individuals without vote including Council staff, the APMA executive director, and general counsel are permitted to observe meetings, provide information when requested, and are obliged to observe rules of confidentiality. These individuals may be excluded from executive sessions as determined by the Council.
- On-site evaluators shall be expected to participate in on-site evaluations, gather and report information, and maintain objectivity. On-site evaluators are obliged to observe rules of confidentiality.

The Council has established the following protocols for the professional conduct of **all** Council and committee meetings. The Council chair and each committee chair shall be expected to remind members of these protocols at the beginning of each meeting.

1. Preparation for meetings: Council and committee members shall become familiar with the standards, requirements, criteria, and interpretive guidelines to ensure consistency in actions and recommendations. Members are expected to read all information provided in advance of meetings.
2. Confidentiality: Council and committee members shall be reminded that all deliberations of the Council or committee are confidential.
3. Conduct: Council and committee members shall be reminded of their general purposes (i.e., to encourage and support educational improvement). The Council chair and the chairs of the committees shall remind members of their roles as accreditors in helping to foster programmatic improvement.
4. Depersonalizing: No names of individuals shall be associated in any way with deliberations about the quality of programs, institutions, or organizations.
5. Participation in deliberations by on-site evaluators: Council and committee members may not involve themselves in deliberations (discussions and voting) about any educational program for which they participated in the most recent on-site evaluation. Recusal from deliberations shall extend to the time at which a subsequent final action is taken by the Council.
6. Participation in deliberations and potential for conflict: Council and committee members shall be expected to recognize potential conflicts of interest and remove themselves from



deliberations concerning programs, institutions, and organizations when such conflicts may exist.

7. Review predicated on current status: Council and committee members shall be reminded that the review of programs, institutions, and organizations is predicated on current data and not upon historical factors. Ongoing and continuing matters of noncompliance over an extended period of time are, however, always within the purview of committees and the Council.

## **EXTERNAL RECOGNITION/ACCREDITING COMMUNITY**

### **Recognition by the Council for Higher Education Accreditation**

The Council for Higher Education Accreditation was formed in 1996 to succeed the Commission on Recognition of Postsecondary Accreditation and Council on Postsecondary Accreditation as the national organization to review institutional and specialized accrediting bodies, assuring that these agencies are reputable and that their accrediting practices meet established criteria. The Council is recognized by the Council for Higher Education Accreditation as the accrediting body for first professional degree programs in podiatric medicine.

Council staff, in consultation with the Council, shall prepare the petition for continuing CHEA recognition to be submitted when necessary. The staff also shall prepare progress reports and other materials in accordance with CHEA requests and expectations. The petition submitted for continued recognition by CHEA as well as the CHEA provisions for recognition may be reviewed at the Council's headquarters in Bethesda, Maryland.

### **Recognition by the United States Department of Education**

The US Secretary of Education's National Advisory Committee on Institutional Quality and Integrity reviews accrediting bodies that have petitioned the United States Department of Education (DOE) for purposes of appearing on the Secretary's list of recognized agencies. The Secretary's list serves federal and state funding sources as the determinative factor in qualifying institutions. The Council is recognized by DOE as the accrediting body for first professional degree programs in podiatric medicine.

Council staff, in consultation with the Council, shall prepare the petition for continuing DOE recognition to be submitted when necessary. The staff also shall prepare progress reports and other materials in accordance with DOE requests and expectations. The petition submitted for continued recognition by DOE along with the DOE criteria for recognition may be reviewed at the Council's headquarters.

### **Community of Interest**

The Council shall disseminate to its community of interest any proposed changes in educational standards, requirements, criteria, and procedures. The Council's community of interest includes

colleges of podiatric medicine, sponsors of residency programs, sponsors of fellowship programs, providers of continuing education in podiatric medicine, specialty boards, students, the general public, organizations representing these constituencies, APMA, and others. Wide circulation of proposed changes is required by the Council for Higher Education Accreditation and the United States Department of Education for continued recognition.

### **Association of Specialized and Professional Accreditors**

As a result of the discontinuation of the Council on Postsecondary Accreditation, the Association of Specialized and Professional Accreditors (ASPA) was formed in 1993 as a national umbrella organization to represent the interests of specialized and professional accreditation. The Council on Podiatric Medical Education is a charter member of ASPA. Members of Council staff attend biannual meetings of ASPA and participate in ASPA standing committees.

## **DOCUMENTS AND PUBLICATIONS**

The Council and its committees utilize numerous publications in the completion of its activities. Both descriptive and numerical labels identify these publications. Numerical codes beginning with the same first digit are associated with series of publications. For example, publications related to college accreditation all fall within the “100” series. The list of all CPME publications and the schedule for review of these publications are included in this section. The Council also maintains and places on its website and makes available in writing, a list of the names, academic and professional qualifications, and relevant employment and organization affiliations of CPME and Accreditation Committee members and CPME’s principal staff.

### **CPME 100 Series - Colleges of Podiatric Medicine**

- CPME 100, *Accredited Colleges of Podiatric Medicine*
- CPME 120, *Standards and Requirements for Accrediting Colleges of Podiatric Medicine*
- CPME 125, *Accreditation Guide*
- CPME 130, *Procedures for Accrediting Colleges of Podiatric Medicine*
- CPME 140, *Annual Report to AACPM and CPME*
- CPME 141, *Abbreviated Annual Report to AACPM and CPME*
- CPME 160, *Post Survey Questionnaire* (to be completed by chief executive officer)
- CPME 170, *Post Survey Questionnaire* (to be completed by individual team member)

### **CPME 200 Series - Specialty Boards**

- CPME 200, *Recognized Specialty Boards in a Special Area of Podiatric Medical Practice*
- CPME 220, *Criteria and Guidelines for Recognition of a Specialty Board for Podiatric Medical Practice*
- CPME 230, *Procedures for Recognition of a Specialty Board for Podiatric Medical Practice*
- CPME 240, *Recognized Specialty Board: Annual Data Report*
- CPME 250, *Petition for Continuing Recognition*

### **CPME 300 Series - Residency Programs**

- CPME 300, *Approved Residencies in Podiatric Medicine*
- CPME 309, *Application for Provisional Approval*
- CPME 311, *Agenda Guide*
- CPME 320, *Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies*
- CPME 325, *Protocol for CPME Residency Evaluation Teams*
- CPME 330, *Procedures for Approval of Residencies in Podiatric Medicine and Surgery*
- CPME 340, *Annual Report for Residencies in Podiatric Medicine*
- CPME 370, *Evaluation Team Report for Podiatric Medical and Surgical Residency*
- CPME 380, *Evaluation Team Report For Provisional Approval of Podiatric Medical and Surgical Residency*
- CPME 390, *Post Evaluation Questionnaire for a Podiatric Residency Program*

CPME 391, *Post Evaluation Questionnaire - Team Chair*  
CPME 392, *Post Evaluation Questionnaire - Individual Team Member*  
CPME/RRC 310, *Pre-evaluation Report*  
CPME/RRC 345, *Application for Increase in Positions*

### **CPME 700 Series - Continuing Education Programs**

CPME 700, *Approved Providers of Continuing Education in Podiatric Medicine*  
CPME 705, *Agenda Guide*  
CPME 715, *Application for Approval of Provider of Continuing Education in Podiatric Medicine*  
CPME 720, *Standards and Requirements Guidelines for Approval of Providers of Continuing Education in Podiatric Medicine*  
CPME 730, *Procedures for Approval of Providers of Continuing Education in Podiatric Medicine*  
CPME 735, *Petition for Continued Approval*  
CPME 755, *Report of On-site Evaluation of Provider of Continuing Education*  
CPME 765, *Annual Report for Provider of Continuing Education in Podiatric Medicine*

### **CPME 800 Series - Fellowship Programs**

CPME 800, *Approved Fellowships in Podiatric Medicine*  
CPME 820, *Standards and Requirements for Approval of Fellowships in Podiatric Medicine*  
CPME 830, *Procedures for Approval of Fellowships in Podiatric Medicine*  
CPME 840, *Annual Report for Fellowships in Podiatric Medicine*  
CPME 850, *Evaluation Team Report for Podiatric Fellowship*  
CPME/RRC 809, *Application for New Fellowship Program*  
CPME/RRC 810, *Pre-evaluation Report*  
CPME/RRC 845, *Application for Increase in Positions*

### **CPME 900 Series**

CPME 900, *CPME Bylaws*  
CPME 925, *Complaint Procedures*  
CPME 935, *Guidelines for the Conduct of Appeal Hearings*

### **CPME Policy and Miscellaneous Documents**

*Expense Voucher (Council/committee members)*  
*Staff Travel Expense Voucher*  
*CPME, Accreditation Committee, and Staff Roster*  
*Annual Schedule*  
*Expense Reimbursement and Travel Policies*  
*Accreditation and Evaluation Fees and Other Assessments*

## SCHEDULE FOR REVIEWING CPME PUBLICATIONS

<b>Content Area</b>	<b>Scheduled Review, Next Successive Review</b> (*Indicates review by ad hoc committee)
Colleges of Podiatric Medicine (CPME 100 series)	2017-8*, 2021
Specialty Boards (CPME 200 series)	2016, 2019*
Residency Programs (CPME 300 series)	2017-8*, 2021
Continuing Education Programs (CPME 700 series)	2017, 2020*
Fellowship Programs (CPME 800 series)	2016*, 2019
Council Bylaws, Complaint Procedures, Appeal Guidelines (CPME 900 series)	2016*, 2019