# FAMIA

American Medical Informatics Association
The College of Inducted Fellows of AMIA
Governance Manual

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## Introduction

In January 2018, the AMIA Board approved a resolution to launch an Applied Informatics Recognition Program.  This resolution created the Fellows of AMIA (FAMIA) in May 2018. The resolution establishes FAMIA as a component of AMIA, and gives Fellows of AMIA, hereafter referred to as "Fellows," the free and unrestricted rights to the use of the post-nominal letters "FAMIA" while maintaining membership in AMIA and abiding by the FAMIA Commitments .

The AMIA Board commissioned a taskforce to establish an agenda of activities and appropriate governance structures to support a Fellow-driven community This structure of engagement is complementary to AMIA and includes governance and guidelines, proposed leadership structures, and an evaluation of fellowship activities and online discussions. This document outlines the leadership specific to FAMIA and FAMIA activities.  FAMIA agrees to abide by the AMIA bylaws, handbooks, procedures, and manuals.

FAMIA is overseen by an Executive Committee which is composed of individuals elected from the inducted Fellows. The FAMIA Executive Committee is responsible to the AMIA Board of Directors. AMIA staff are responsible for maintaining handbooks, procedures, and manuals detailing functions of the volunteer structure within AMIA which includes FAMIA.

## Purpose

The purpose of FAMIA is to recognize members who apply informatics skills and knowledge within their professional setting, have demonstrated professional achievement and leadership, and who have demonstrated a sustained commitment to the betterment of AMIA. This achievement signals to patients, employers, and colleagues that the individual is an expert in evidence-based informatics practice and engaged with a community of life-long learners who apply the latest advances in informatics to improve health and health care.

## Becoming a Fellow of AMIA

To become a Fellow of AMIA, individuals must be a member of AMIA, apply, and meet the qualifications outlined at https://www.amia.org/famia-eligibility-criteria.  Applications will be accepted annually and reviewed by a designated subgroup of current members of FAMIA.  Applicants determined to meet the defined eligibility criteria, will be inducted into FAMIA and allowed to use the "FAMIA" designation. Decisions of applications will be made and announced prior to the AMIA Annual (Fall) Symposium, and induction of Fellows will occur at the AMIA Clinical Informatics Conference in the spring.  AMIA will maintain all current eligibility criteria, applications, FAQ, and other documents related to FAMIA on the AMIA website.

FAMIA Future Commitments, as described on the AMIA website at https://www.amia.org/famia-eligibility-criteria, must be met to maintain the FAMIA designation.

## *Categories of Fellows*

All active Fellows are voting members and may take advantage of Fellowship benefits.   Fellows are considered to be Active as long as they maintain FAMIA eligibility and are dues paying members of AMIA.

There is one category of Fellows, which is "Active".  The FAMIA Executive Committee (EC) may propose other fellowship categories and submit to the AMIA Board for approval.  Eligibility, obligations, dues, voting rights, and privileges of all categories may be suggested by the FAMIA Executive Committee;  all changes require AMIA Board approval.  Details related to FAMIA are outlined in this manual.

## *Resignation and Removal of Fellows from FAMIA*

A Fellow may resign from FAMIA upon presenting their written resignation to the FAMIA Chair. The resignation becomes effective immediately.

Upon recommendation by the FAMIA Chair, the Executive Committee (EC) may at any meeting, by a two-thirds vote of those present, recommend removing fellowship status from any Fellow for any reason which it deems adequate, including failure to maintain FAMIA Future Commitments, and violations of the *AMIA Conflict of Interest Policy.* Before such removal, the Fellow will receive written notification from the Executive Committee and will be granted an opportunity to be heard at a meeting of the Executive Committee. Any Fellow being considered for removal may appeal to the AMIA Board of Directors for review prior to implementation of the removal.  The AMIA Board of Directors must approve all removals from the FAMIA roster before finalization.

## *Meetings of Fellows*

Regular meetings of Fellows are held at times and places selected by the EC.  Fellows will be notified of all meetings as early in the planning process as possible.  Meeting attendance is not a requirement to maintain Fellow status within FAMIA.  Meeting attendance is required of those elected to leadership roles within the FAMIA governance structure described in this manual.   Quorum at any meeting shall be met by the attendance of any two members of the EC plus at least 5% of active Fellows.

## *Roles and Responsibilities of the Executive Committee*

The FAMIA Executive Committee has general oversight of FAMIA and is the governing body of FAMIA subject to limitations as determined by the AMIA Board of Directors. The primary roles and responsibilities of the committee are to:

- Develop policies and objectives for FAMIA that are consistent with the mission as defined by AMIA and approved by the AMIA Board of Directors.
- Govern FAMIA according to the FAMIA  policies and objectives in conjunction with AMIA Board of Directors and AMIA staff.

- Provide oversight of the annual FAMIA application process and adjudicate issues and appeals.
- Review and create slate of candidates for annual FAMIA elections.
- Establish committees as needed to ensure a Fellowship-driven volunteer community.
- Ensure effective program planning and priority setting.
- Enhance the community of FAMIA and AMIA's public image.

## *Composition of the Governing Executive Committee*

The Executive Committee (EC) consists of four elected officers, two At-Large elected fellows and a non-voting liaison appointed by the AMIA Board.  Elections are held every year in conjunction with the regular AMIA election cycle.  The AMIA office will coordinate the EC election process.  The term for the EC Chair is a four-year commitment: one year as Chair-Elect, two years as Chair, and the last year as Past-Chair. Elections are held every other year for Chair-Elect.  The official term for any elected or appointed Fellow taking office is January 1.

The elected positions are:

- Chair (2 years)
- Chair-elect (1 year, even years)
- Immediate Past Chair (1 year, odd years)
- Secretary/Treasurer (2 years, even years)
- Two At-Large Elected Fellows (2 year terms, 1 elected each (odd and even) year)

**Chair**

The FAMIA Chair is responsible for representing the voice of the Fellows. Fellows expect the Chair to hold other officers responsible for fulfilling their duties, supporting the organization, actively participating in meetings and events of the organization, and representing FAMIA's mission and the community of Fellows. The Chair will:

- Preside at all meetings of the Executive Committee and Fellows.
- Serve as a member of the AMIA Board of Directors.
- With consultation of the Executive Committee, appoint committee members and oversee the work of FAMIA committees.
- Create, review, and submit reports of FAMIA activities to the AMIA Board of Directors on a regular basis.
- Create, review, and submit an annual review of the FAMIA Governance Manual including proposing updates as necessary.
- Set the agenda and lead planning calls, and virtual and face-to-face meetings for the FAMIA Executive Committee
- Actively seek the ideas, input, and advice of the leadership team.

- Communicate with the Fellows to promote FAMIA and other AMIA activities, news, call for FAMIA applications, and to solicit input for activities.
- Attend and participate in FAMIA and AMIA Leadership related activities.
- Attend the AMIA Annual Symposium and the Annual Clinical Informatics Conference, including the annual induction ceremony.

The Chair takes office as a result of their previous one year service as Chair-elect. The Chair takes office on the first day of the calendar year following the completion of their one-year term as Chair-elect. If a vacancy occurs for any reason, the Chair-elect will succeed to the office of Chair.  There is not a limit on the number of times an FAMIA Fellow may run for Chair.

### Chair-elect

The FAMIA Chair-elect assists the Chair in his/her duties. The Chair-elect will perform the duties of the Chair during absence or disability of the Chair. In cases where the vacancy is permanent, the Chair-elect will succeed to the office of Chair.

The Chair-elect's term as Chair-elect is one year. The Chair-elect succeeds to Chair immediately following the Chair-elect term.  If a vacancy occurs for any reason, the Secretary / Treasurer will succeed to the office of Chair-elect.

### Immediate Past Chair

The FAMIA Immediate Past Chair is expected to remain an active participant of the Executive Committee to advise the Chair in his/her duties. The Past Chair takes office as a result of his/her previous two years of service as Chair. The Past Chair's term is one year and they will take office on the first day of the calendar year following completion of his/her term as Chair.

### Secretary/Treasurer

The FAMIA Secretary/Treasurer is expected to record minutes of the Executive Committee and fellowship meetings. If the Secretary/Treasurer is not able to perform his/her duties during a meeting, an Acting Secretary will be appointed by the Chair to fulfill the Secretary's duties during that meeting.

The FAMIA Secretary/Treasurer will maintain a partnership with AMIA staff to develop an annual budget for FAMIA to be approved by the EC before being reviewed and approved by the AMIA Board of Directors.

The Secretary/Treasurer is elected for a two-year term by FAMIA's voting members.  The Secretary's term is two years and is limited to two consecutive terms. The Secretary takes office on the first day of the calendar year following his/her election.

### Elected At-Large Fellows of the Executive Committee

Two additional At-Large Fellows serve on the FAMIA Executive Committee. At-Large Fellows serve a two-year term and may be elected to serve two consecutive terms. One At-Large fellow is elected each year. The At-Large Fellows take office on the first day of the calendar year following his/her election.

The At-Large Fellows are to take on tasks specifically designated by the Executive Committee to support FAMIA Membership, such as responsibilities related to the FAMIA application process and building and maintaining the community through online tools such as "AMIA Connect." The Chair may delegate other tasks to the Members-At-Large as agreed upon.

It is expected the At-Large Fellows will participate in Executive Committee calls, meetings, and emails. At-Large Fellows will also participate in planned FAMIA activities whenever possible.

## *Developing the FAMIA Executive Committee Election Slate*

Members of FAMIA may self-nominate for available positions during the open self-nomination period which takes place in conjunction with the AMIA Board of Directors nomination process. This typically takes place in June/July of an election year.

Once the nomination period closes, a list of all candidates is shared with the FAMIA Executive Committee. At that time the final slate is vetted and shared with AMIA staff to be included in the final election slate.

## **Elected Positions and Appointed Positions in the FAMIA Leadership Team**

Elected positions are the "elected officers" of the FAMIA Executive Committee. They are part of the FAMIA leadership team, which comprises all elected and appointed positions.

Appointed positions can be created, amended, and ended on an ad hoc basis within the EC by the Chair, depending on the needs of FAMIA. The Chair must communicate the expected term of service and specific duties to the appointed candidate when she or he is appointed.

## *Meetings of the Executive Committee*

A quorum for conducting official business at a meeting of the Executive Committee will be a majority of its members. The Executive Committee will hold at least two regular meetings per year. Meetings will be at such dates, times, and places as the Chair determines. The rules contained in *Roberts' Rules of Order Newly Revised* shall govern all meetings as long as they are not inconsistent or in conflict with guidelines outlined in this document or AMIA's guidelines. All members of the EC are expected to attend scheduled and ad hoc meetings.

FAMIA members may attend EC meetings with prior notice. Each EC meeting will include a Fellow Comment period where interested members may sign up to address the EC. Closed sessions of the EC are allowed at the discretion of the EC Chair.

All minutes of the EC will be maintained and published for review by the FAMIA membership. Meetings may be held in person or by conference call, with or without video, as long as all participants can speak and hear each other.

## *Special Meetings and Rules of Order of the Executive Committee*

Any action required to be taken at an Executive Committee meeting may be taken without a regular meeting with a special notice from the Chair. These special meetings may take place via email using the process outlined below. Each special meeting will be set in motion to address one issue only. If additional issues need to be addressed, a special meeting will be called for each issue.

FAMIA follows the following process for special meetings:

- The Chair will chair Special meetings.
- The Chair designates a meeting secretary to assist in the process.
- An email is sent to Executive Committee members detailing the proposed action and requesting a response. If a motion to table is received from an executive committee member within 24 hours of the email being sent, the motion will be tabled until the next scheduled committee meeting.
- An email reply is received from each voting member with his/her vote.
- If all voting members vote unanimously, the action is taken. If less than unanimous vote is received, the Executive Committee may ratify the action at a committee meeting.
- A written record of the vote will be recorded in the next scheduled Executive Committee meeting minutes.
- Synchronous meetings are required to remove someone from office.  For all other voting, asynchronous (i.e., email) voting is allowed by summarizing the issue, having a motion and 2nd of the motion via email, allowing 7-10 Business days for email participation and written confirmation by the Secretary of what was decided included in subsequent board minutes. Quorum for asynchronous (email) voting is the simple majority of voting members.

## *Committees*

FAMIA has one standing committee—Executive Committee.  Additional committees are charged with specific tasks as directed by the Executive Committee. Other ad hoc committees are established to examine a specific program or issue considered to be of significant importance and are created and dissolved accordingly.  The Chair establishes committees with the approval of the Executive Committee.

Specific composition, terms, roles, and responsibilities are maintained in this manual.

Committee members are expected to:

- Support the FAMIA mission
- Participate in committee meetings (frequency varies by group)
- Respond timely to organizational requests

•        Be familiar with and follow *AMIA's Conflict of Interest Policy*

Committee members, including a chair, are appointed by the Chair and serve a two-year term. Committee members may be reappointed. All committees are required to submit an annual written report to the FAMIA Executive Committee.  Committee leads are non-voting, ex-officio members of the EC.

A quorum for conducting official business at a committee meeting will be a majority of its members. Meetings will be at such dates, times, and places as the committee chair determines. The rules contained in *Roberts' Rules of Order Newly Revised* shall govern all meetings as long as they are not inconsistent or in conflict with guidelines outlined in this document or AMIA's guidelines.

## *Resignation, Removal and Vacancies*

Any Committee Member may resign upon presenting his/her written resignation to the Chair of the EC. The resignation of the Chair of the EC is made upon presenting his/her written resignation to the AMIA Board Chair.  The resignation becomes effective immediately.

Upon recommendation by the FAMIA Chair or two other members of the Executive Committee, the Executive Committee may at any meeting which has met quorum of a simple majority and joined by the AMIA Board Liaison, by a two-thirds vote of those present, vote to remove from office any elected or appointed committee member for any reason which it deems adequate, including violations of the *AMIA Conflict of Interest Policy* or excessive absences from Executive Committee meetings. The recommendation for removal is then reviewed and acted on by the AMIA Board Executive Committee. Before such vote by the FAMIA EC for removal, the Fellow concerned will receive written notification from the FAMIA Executive Committee and will be granted an opportunity to be heard at a meeting of the FAMIA Executive Committee.

Should any position be declared vacant, The Chair, with the advice and consent of the Executive Committee, shall appoint a member in good standing to serve in the vacated position. At the next regularly scheduled election, there shall be nominations and voting to fill the position. Should such an election be held in an "off year" (e.g., in an even year for an office normally elected in an odd year), the person elected would serve only for the unexpired term, so that the office could continue to be filled in odd or even years, as scheduled.

## *Conflict of Interest*

In their capacity as leaders in FAMIA, Executive Committee members have an obligation to make decisions and conduct affairs of the organization based upon the desire to promote FAMIA and its mission. FAMIA does not have a specific conflict of interest policy separate from AMIA and functions within the AMIA Conflict of Interest Policy.  *AMIA's Conflict of Interest Policy* aims to educate leaders on what constitutes a conflict of interest or the appearance of a conflict of interest, to set standards for full disclosure of professional and relevant personal activities and relationships that created a conflict of interest or the appearance of a conflict of interest, to remedy and resolve conflicts of interest per

AMIA's conflict of management options, and to encourage leaders to remain aware of and take initiative to manage, disclose, and resolve conflicts of interest appropriately.

In order to proactively address any potential conflicts of interest, each FAMIA Leader is required to annually complete and submit a disclosure form in January. Disclosures and agreed to methods of management are summarized yearly on the internal AMIA website, allowing all AMIA members to review the COI disclosures of leaders.

For the AMIA's Conflict of Interest Policy, please go to: https://www.amia.org/about-amia/ethics/conflict- interest.

## *Relationship to AMIA*

As a component of AMIA, FAMIA receives programmatic administrative and management support from AMIA.

The FAMIA Executive Committee is not authorized to enter into any contract or execute and deliver any instrument in the name of FAMIA or AMIA without the written consent of the AMIA Board of Directors.