



KENTUCKY ACADEMY OF  
FAMILY PHYSICIANS

**STRONG MEDICINE FOR KENTUCKY**

# KAFP POLICY AND PROCEDURES MANUAL

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## **POLICY - “A decision or guideline that affects how future decisions, actions, and procedures are done”**

This reference manual reflects current KAFP Policy Statements as articulated by:

- Minutes of the meetings of the Board of Directors
- Transactions of the All Member Business Meeting
- AAFP Policy Statements.

## **ADVERTISING POLICY**

All advertisements/sponsorships submitted to Kentucky Academy of Family Physicians (KAFP) for publication in *The KAFP Journal* or on the KAFP Web site ([www.kafp.org](http://www.kafp.org)) must be of related interest to the KAFP membership.

The following information serves only as a guideline for potential advertisers/sponsors and does not guarantee that an advertisement/sponsorship will be approved. Advertisements/sponsorships deemed controversial in nature or in poor taste will be evaluated by a membership/communication committee to determine if they are appropriate for publishing. The review committee reserves the right to reject or cancel any advertisement/sponsorship at any time and to assess future copy/artwork to ensure that it does not contain any false or misleading statements or that it is in poor taste. New artwork must be received by the KAFP Office no later than the publication's next scheduled artwork deadline. The acceptance of an advertisement/sponsorship does not constitute a guarantee or endorsement of the product or service by KAFP.

### **Guidelines**

- Products and services eligible for advertising and sponsorship opportunities must be relevant to and useful in at least one of the following categories:
  - Practice of Medicine - Meet the standards of generally accepted medical practice or relevant to the clinical practice of medicine.
  - Practice Management - Relevant to the socioeconomic practice of medicine or enabling physicians to run more efficient practices.
  - Quality of Life - Relevant to the lifestyle issues and opportunities presented to family physicians.
- Products that require approval by Food and Drug Administration (FDA) for marketing must receive such approval before being eligible for advertising or sponsorship opportunities. Any advertising or sponsorships for these products must include full disclosure when required. It is the responsibility of the advertiser to conform to regulations of FDA and all legal requirements for the content of claims made about the product.

- Technical data and scientific documentation may be required for products not regulated by FDA or other government agencies.
- Continuing medical education (CME) courses, seminars, and conferences are eligible for advertisement. If CME accreditation is advertised, the type of credit for which the educational activity is approved must be specified.
- Products for nutritional supplements and vitamin preparations are not eligible for advertisement/sponsorship unless they are approved for marketing by FDA or their efficacy and safety are substantiated by clinical studies acceptable to KAFP - generally, these are U.S. studies published in mainstream U.S. medical journals.
- General-purpose foods such as bread, meats, fruits and vegetables are eligible for advertisement/sponsorship. Only diet programs prescribed and controlled by physicians may be eligible for advertisement/sponsorship.
- Institutional advertising germane to the practice of medicine are considered eligible for advertisement/sponsorship.
- Ads for tobacco products and alcoholic beverages are not eligible for advertisement/sponsorship.
- KAFP will accept paid sponsorship or advertisement of outside research surveys

## **BOARD ORIENTATION**

Orientation session for new members of the Board of Directors will typically be held prior to the first board of directors meeting following their election to office. The Board Chair is charged with the responsibility of setting the agenda and conducting the new board member orientation program.

In preparation for board service, each board member shall review the following materials which are available online:

1. KAFP Policy Manual
2. KAFP Bylaws
3. One Full Previous Year of Minutes
4. Current Copy of Strategic Plan
5. Copy of most recent annual financial report
6. KAFP Committee Description and Member List

## **CANDIDATE ENDORSEMENT (POLITICAL)**

Endorsements would be suggested only under very unique and compelling circumstances, situations significantly impacting family physicians and their patients; endorsements would certainly not be routinely made in every election and certainly not in every race.

The Advocacy Committee would recommend endorsement/endorsements to the KAFP Board of Directors for their consideration only after carefully reviewing KAFP's strategic priorities and the Academy's legislative agenda. Any endorsement recommendation would be made in part, but not limited to, the consideration of the following: response to a candidate survey; review and evaluation of the candidate's voting record and qualifications for the office sought; positions on extremely compelling issues related specifically to the medicine and the health of the citizens of the State of Kentucky.

Any recommendation of endorsement made by the KAFP Advocacy Committee would go to the Board of Directors for consideration.

## **CONSENT AGENDA:**

A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve reports, minutes, correspondence requiring no action, and other routine matters. The motion to approve the consent agenda will call for any items to be extracted from the consent agenda that a member desires to be discussed. If that motion is approved that report or item will not be included in the consent agenda and will require a motion to approve as a separate standing report or item. At the time of this policy statement the following items will be under the consent agenda: Board Minutes; Executive Committee Minutes; and, Reports from Officers and Committees. The Leadership and Awards Sub-Committee report will not be included in the consent agenda.

## **GRANT SUPPORT FOR EDUCATIONAL PROGRAM:**

In 2009 KAFP House of Delegates passed a resolution stating that no more than 12% of the educational grants funding line may come from pharmaceutical companies.

## **HEALTHY MEAL CHOICES AT KAFP MEETINGS:**

In 2009 KAFP House of Delegates passed a resolution stating that there has to be a healthy meal choice offered at each KAFP meeting.

**INVESTMENT POLICY:**

The operating funds of the Academy are held separately from its financial reserves. This policy directs the investment of reserves and operating accounts. The purpose of the reserves is to have adequate liquid cash in order to cover untimely losses or events that are beyond the ordinary operating expenses of the Academy. The Board of Directors must approve disbursement of funds from the reserves. Annually the Treasurer will meet with the Investment broker to discuss the performance of the fund. The investment broker will gauge the board risk factors and invest funds in appropriate cash accounts, bonds and stocks funds. The goal will be to have one year of liquid reserve to cash budgeted expenses.

**MAILING LIST POLICY:**

Separate document titled '2018 KAFP Mailing List Policy'.

**PARLIAMENTARIAN:**

The Chair of the Bylaws Sub-Committee will serve as the Parliamentarian for all KAFP Board Meetings and at the annual All-Members Business Meeting.

**POSITION ON POLITICAL ISSUE POLICIES:**

Unless otherwise noted in this document the KAFP will follow the policies as adopted by the AAFP found at <http://www.aafp.org/about/policies/a-z.html> . The KAFP Delegates and Alternate Delegates to the AAFP will be responsible for representing the interest of the membership in ensuring these policies address the needs of our patients and members.

**RELEASING MEMBERS EMAIL ADDRESSES:**

KAFP has solicited and collected e-mail addresses from KAFP members to provide enhanced electronic services as member benefits.

The KAFP values the willingness of our members to facilitate fast and efficient communication by providing their e-mail addresses to our office. In order to protect members from receiving unsolicited e-mail, the KAFP does not distribute these e-mail addresses to individuals outside of our membership.

## **RESIDENT AND STUDENT MEMBERS TO THE BOARD:**

During the nomination process for all KAFP Officer positions the KAFP Chair of Leadership Awards Sub-Committee will draft an email to be sent to all KAFP Student and Resident members asking for a resident and student to submit a letter of interest to serve on the KAFP Board by a specified date. This email will include a link to the job description for the Resident and Student Board Member. From those that apply the KAFP Leadership and Awards Sub-Committee will select one primary resident and one alternate resident board member; and one primary medical student board member and one alternate student board member. In the event the primary resident or student board member can not attend the board meeting it will be their responsibility to notify their alternate to attend in their place.

## **RESEARCH REQUEST:**

Request to send out email blast or other communication for research purpose is reviewed by Education/Practice Enhancement Committee, and approved by Executive Committee. In order for a decision to be rendered the following is needed

1. [Email me a] copy of the survey.
2. Did a family physician have input into these questions? If no, who designed the survey?
3. Is the intent to use this data as research? If yes, has an IRB been filed and/or approved? (If yes, please provide a copy of the IRB)
4. Will the results be published in a journal/newsletter/other media? If yes, which ones?
5. What will we learn of value to family physicians from this survey?
6. Our direct cost to do a blast average \$90. Will you be able to compensate us for our direct cost (this does not include staff time - if the survey is found to show value to family medicine then staff time is waived but results of the survey will be shared with KAFP).

## **TRAVEL POLICY:**

The KAFP will use the mileage reimbursement rate for automobile as specified by the Government Accounting Office found at: <http://www.gsa.gov/portal/content/100715>

## **WEBISTE POLICY – PROVIDING LINKS TO:**

KAFP website <http://www.kafp.org/> will strive to provide accurate, complete, concise information; to maintain credibility; and to keep information as current and relevant as possible for our users. Links will be carefully evaluated according to the following criteria:

- **Credibility:** The site's authorship and credentials must be easy to determine. Sources for specific content should be clearly identified (i.e. bylaws or names of individuals, organization, etc.)
- **Content:** The information/features on the site must be useful/relevant to our target audiences: Kentucky family physicians, family practice residents, medical students, and patients of family physicians.
- **Currency:** The information and content on the site must be current and updated on a regular basis. The date that material was posted or updated should be noted.
- **Design:** The site must be accessible, easy to navigate, and user-friendly. Information must be easy to find (internal search mechanism, help function, feedback mechanism or site map).
- **Mission and goals of the site must be clearly stated.** (e.g., If the site sells medical books, that purpose must be clearly stated.)

Although sites that charge for access or sell products are not automatically excluded, sites providing information without charging a fee will be favored over sites which primarily sell their product.

A link to a specific web site in no way implies endorsement. The KAFP does require reciprocal links as criteria for linkage. Every link will be chosen on its own merits.

Meeting the above criteria does not guarantee linkage. The final decision is reserved by the KAFP Communication Director and the KAFP staff working under the direction of the KAFP Board of Directors.

## **RECRUITMENT – TEN STATE MEETING:**

The Leadership and Awards Sub-Committee is responsible for the final selection of KAFP members to attend the Ten State Meeting. Executive Committee Members can make suggestions for potential participants. The KAFP budget will dictate the number of attendees, A maximum of five attendees will be sent using KAFP funding. One senior KAFP Officer should attend Ten State to facilitate the leadership pipeline (president if possible). Nominees to attend Ten State should be KAFP members who are considering serving in a leadership position or offering their services for a future KAFP conference. Priority should be given to KAFP members who have not attended a meeting at KAFP expense. The Chair will request a face-to-face or phone interview and interested members will complete the Volunteer Accounting form and provide their CV.

## **POLICY FOR KAFP TRAVEL - NCCL**

The Leadership and Awards Sub-Committee under the leadership of the Chair shall be responsible for the final selection of KAFP members to attend NCCL. The committee may receive input on his/her decision from other officers. The KAFP Foundation funds this initiative, and their budget will dictate the number of attendees. Nominees to attend



NCCL should be KAFP members who are being encouraged to serve in a leadership position or to offer their services for a future KAFP Conference. Priority should be given to KAFP members who have not attended this meeting previously. The Chair will draft an email solicitation to send to all members to recruit for this conference. The email will request the applicant's preferred category, a face2face or phone interview, and completion of the Volunteer Accounting form with their CV.

#### **POLICY FOR KAFP TRAVEL SEF**

The KAFP Delegates, Alternate Delegates and President will attend Southeastern Forum. If these members are unable to attend other Board Members may attend for a maximum of five attendees sent using KAFP funding.

#### **POLICY FOR KAFP TRAVEL COD**

The KAFP Delegates, Alternate Delegates and President will attend Congress of Delegates. If these members are unable to attend other Board Members may be chosen as replacements by the Leadership/Awards Sub-Committee.

#### **POLICY FOR KAFP BOARD NOTEBOOK:**

The Social Media Sub-Committee is responsible for facilitating the communication necessary for the Board to conduct their business as well as educate the membership of actions taken by the Board on their behalf. To provide a continuity of operations and a more cost-effective service, the Board will conduct their business electronically. The Social Media Committee will evaluate internet tools that will facilitate operations of the Board, Committees, and Task Forces. The Social Media will be responsible for educating board members as well as Committee and Task Force members on these various tools. The KAFP website will serve as the primary portal to store board and committee/task force materials. Board, Committee, and Task Force members will be encouraged to bring their laptop computers or other multi-media devices to meetings to view documents. Should a member desire a hard copy of the material, he or she may print it from the approved Internet site or request staff to print and mail it for a cpy fee.

#### **COMMITTEE APPOINTMENT POLICY:**

When a KAFP member expresses interest in serving on a KAFP committee their name and contact information will be forwarded to the respective Committee Chairs for them to interview and to make the recommendation to the Board of whether to appoint them to a committee.

#### **STANDING COMMITTEE (PENDING BOARD APPROVAL)**

At the 2016 All Member Meeting the KAFP membership voted to give the KAFP Board the authority to appoint such standing or special committees as they deem necessary to

carry out the KAFP strategic plan. At the 2017 Kentucky Academy of Family Physicians' Board Strategic Planning retreat the following standing committees with specific mission for each was established:

1. **Advocacy** – Mission: *Advocate for our colleagues and the health of our patients.* Sub-committees: *As appointed by the Chair of Advocacy.* Chaired by Co-Chairs of Advocacy
2. **Education and Practice Enhancement** – Mission: *Provide high quality continuing medical education and resources to enhance member practice environment.* Sub-Committees: *As appointed by the Chair of Education.* Chaired by Co-Chair of Education.
3. **Membership/Communication** - Mission: *Communicate member value to recruit, retain and engage family physicians.* Sub-Committees: *Social Media Sub-Committee, and Membership Sub-Committee.* Co-Chaired by the Editor of the KAFP Journal and Membership Chair.
5. **Academy Operations** – Mission: *Ensure an effective and sustainable Academy accountable for fulfilling the mission.* Sub-Committees: *Finance Sub-Committee, Bylaws Subcommittee, and Leadership and Awards Sub-Committee.* Leadership Sub-Committee Chair is responsible for the slate of officers each year and will recommend replacement for vacant officer positions. Leadership and Awards Sub-Committee is chaired by the Board Chair. The Finance Sub-Committee is chaired by the Treasurer. CoChaired by the KAFP Treasurer and Board Chair

#### **EDUCATION COMMITTEE CHAIR APPOINTMENTS:**

At the November 2017 Board of Directors meeting it was approved that the former duties of the President-Elect to serve as Chair of the Annual Meeting would go to the Chair of Education Committee and that the Chair would serve a three (3) year term of office.

#### **KAFP FOUNDATION BOARD OF DIRECTORS:**

At the March 2017 Board of Directors meeting it was approved that the KAFP Foundation Board would be directors of the KAFP Board of Directors. It was stated – The KAFP Foundation is a separate non profit 501c3 charitable organization and is a separate entity from the KAFP. The KAFP Is a trade association 501 c 6 and state chapter of the American academy of Family Physicians. The KAFP Foundation is registered with the IRS and the Commonwealth of Kentucky Cabinet Secretary of State as a 501 c 3 organization. It was formed to support the value of Family Medicine in the Commonwealth of Kentucky through humanitarian, educational, and scientific initiatives that improve the health of its citizens. Financial donation to the KAFP Foundation subject to IRS regulation are tax deductible. A separate bank and investment accounts will be opened for the KAFP Foundation. The KAFP Foundation will have financial reports and reviews separate from the KAFP. The minutes of the KAFP Foundation will be written in conjunction with the minutes of the KAFP but will hold a spate meeting. KAFP will contribute income from Mini-Meetings to KAFP Foundation to support their

mission/projects. The KAFP Board will select the KAFP Foundation President. The KAFP Foundation President will be a voting member of the KAFP Board.”

## BOARD MEMBERS DUTIES AND RESPONSIBILITIES

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### Chair of the Board

#### **Powers and Duties of the Immediate Past President:**

*(As defined in the KAFP Bylaws, Chapter XI, Section 10, Chair of the Board)*

The Chair of the Board shall be a member of the Board of Directors for a period of one year following his/her term as President, such term to begin at the conclusion of his/her term of office and ending at the conclusion of the following:

#### **Major Duties and Responsibilities:**

- Serve a supporting role working with the current president and other members of the Executive Committee in laying the groundwork for continuing KAFP activities focused on achieving our mission and strategic plan.
- presides over Board and Executive Committee and facilitate the agenda of the meetings.
- Collaborates with the president and Executive Vice President in preparing meeting agenda
- Serve as a member of the Executive Committee and attend all Board and Executive Committee Meetings. Serve as Chair of Leadership Awards
- Facilitate a Board discussion to identify any special qualifications of potential candidates for board open positions.
- Draft a fax blast message to send to all members announcing open positions.
- Convey a meeting to review all completed applications that have the necessary supporting documents to create a slate of officers.
- Serve as Chair of Leadership Awards Sub-Committee
  - Review award criteria and make any recommended changes to the Board.
  - Draft messages to send out for the following awards – Citizen Doc, Distinguished Service Award, Full-Time and Part-Time Faculty Award, and Volunteer Faculty Award.
  - Convene committee to review applications and select recipients of awards.
  - Discuss with the Committee recommendation for Distinguished Service Award.
- Organize and conduct any formal board orientation session for new board members. Staff keeps board orientation materials current on the KAFP web site.
- Monitor progress made in achieving strategic plan goals and objectives for the organization and identify any specific problems that may arise for discussion by the board
- Serve as the keeper of the strategic plan during board meetings. These responsibilities include:

- Reminds the board of the plan
- Insists that any new ideas, initiatives and objectives be measured relative to the plan
- Explains the necessity of identifying objectives to be dropped and replaced if new objectives are found to be of more importance

### **Travel Responsibilities:**

#### *In state travel:*

- The Chair of the Board may travel at the direction of the president and Executive Committee.

#### *Out of state travel:*

- Write a report on the visit focusing on what was learned and what connections were established as a result of the visit
- Promote, as appropriate, any KAFP member running for AAFP office

#### *Reimbursement*

- The Board Chair travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

### **Hospitality Responsibilities:**

- Ensure that gifts are purchased for the visiting dignitaries at the annual meeting (gifts should in some way signify Kentucky)
- Assign host couples to dignitaries visiting KAFP events. Host couples may include, but shall not be limited to, members of the Executive Committee (except the president or president-elect), AAFP delegates and alternate delegates, past presidents and any other KAFP member chosen by the chair who are willing to serve. Host couples should be directed to:
  - Contact guest(s) prior to the meeting, introduce themselves, and offer to answer questions
  - Check in with guest(s) upon their arrival for in-person introductions
  - Introduce guest(s) whenever possible and encourage the guest(s)'s participation in all activities
  - Host guest at social functions making sure that the guest(s) isn't left unattended during meeting
  - Send follow-up note following the conclusion of KAFP event.

### **Annual Meeting Responsibilities:**

- Greet out-of-state guests and introduce them at the All Members Business Meeting (welcoming them, offering to provide information and assistance as needed and as is appropriate)
- Greet other official representatives or guests who attend the All Members Business Meeting (welcoming them, offering to provide information and assistance as needed and as is appropriate)
- Present the *Leadership and Awards Sub-Committee* nominating report at the All-Member Business Meeting.
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## President

### **Powers and Duties of the President:**

(As defined in the KAFP Bylaws, Chapter X1, Section 1)

“The President shall be a member of the Board of Directors and of the Executive Committee Their term of office shall begin at the conclusion of the annual meeting one (1) year after their election as President-Elect and shall expire at the conclusion of the following annual meeting or when their successor is seated. The President shall nominate members for all vacancies on standing and special committees. The Board of Directors will elect such members so nominated by a majority vote of the Board of Directors present and voting. In the absence of the Speaker and Vice Speaker, the President shall preside over the All-Member Business Meeting until a speaker is chosen by the Academy members present at the All-Member Business Meeting. The President shall be, ex officio, a member of all standing and special committees. In the event of the death or resignation of the President during the term of his/her office or if he/she shall for any reason be unqualified or unable to serve, the Vice President shall succeed to the office of President for the unexpired portion of the President's term. In the event of the death, resignation or incapacity of both the President, Vice-President, and President-Elect, the Board of Directors shall elect a President for the unexpired portion of his/her term. The President-Elect shall succeed to the office of President at the conclusion of the first Annual Meeting following the meeting at which his/her election occurred. “

Provides direction to ensure that KAFP activities are focused appropriately to achieve our mission and strategic plan

- Collaborates with the Executive Vice President and Board Chair in preparing meeting agendas and ensure that board action items are completed and reported on at subsequent meeting.
- Collaborates with the Board Chair in preparing meeting agendas and with ensuring that committee action items are followed-up upon
- Coordinates and plans the strategic thinking exercise/mega issue discussion at each board meeting and in consultation with the board, plans strategic planning activities as appropriate
- Sets, in consultation with the Executive Committee, the board meeting dates, times and location.
- Solicits advice and counsel from other officers, board members and senior staff members regarding the welfare of the KAFP
- Serves as a member of the Leadership and Awards Committee
- Serves as ex-officio member of all KAFP committees.
- Assigns other Executive Committee members, in consultation with those members, to serve as board liaisons to KAFP committees (All KAFP committees will have a designated Executive Committee member as its liaison to the board.)

- Prepares the President's Message for each quarterly issue of The Kentucky Family Physician
- Appoints, in consultation with the Executive Committee and approval of the board, the chairs and members of all committees
- 

*The primary responsibilities of the board liaison are to:*

- Provide general guidance and leadership to committee
- Provide history and knowledge of KAFP
- Remind committee of mission and strategic plan
- Convey board direction to the committee
- Convey information from committee to board
- Attends any programs planned by the committee to which they serve as board liaison

*Items to be kept in mind during this appointment process:*

- Inactive committee members may be dropped from the committee even if their complete term has not yet expired
- Appointments should reflect diversity and geographic balance
- Appoints, with consultation of the Executive Committee, liaisons to other organizations

### **Travel Responsibilities:**

*In state travel:*

- Write a report on the visit focusing on what was learned and what connections were established as a result of the visit
- Promote, as appropriate, any KAFP member running for AAFP office

*Out of state travel:*

- The president will attend the Southeast Forum, Ten State Regional Conference, the AAFP Annual Chapter Leader Forum, and the AAFP Congress of Delegates. When necessary, other out-of-state meetings may be attended at the discretion of the president and budget permitting.

*Reimbursement:*

- The president's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

### **Hospitality Responsibilities:**

- Plans, with assistance of staff, a Kentucky Dinner at each official out of state event that involves KAFP officers or committee representatives in accordance with the Kentucky Dinner guidelines listed below.

### **Kentucky Dinner Guidelines:**

The Kentucky Dinner, held annually during the AAFP Annual Leadership Forum in Kansas City and annually during the AAFP Congress of Delegates in the designated convention city, is hosted by the KAFP president for those KAFP members and their spouse/significant other who attend these respective national meetings in an official capacity for KAFP.

The official delegation to the Annual Leadership Forum includes: Any KAFP member who is currently serving on the AAFP Board of Directors, AAFP Committee, KAFP Executive Committee members, KAFP delegates/alternate delegates to the AAFP; KAFP representatives to the National Conference of Constituencies Leaders (NCCL); any KAFP member who serves in an official NCCL position; and KAFP staff. The official delegation to the AAFP Congress of Delegates includes: Any KAFP member who is currently serving on the AAFP Board of Directors; AAFP Committee, KAFP Executive Committee members; KAFP delegates/alternate delegates to the AAFP; any KAFP member who is attending to represent KAFP on Core; KAFP members who are delegates/alternate delegates to AAFP representing special constituency, resident or student delegations; past presidents; and KAFP staff.

The president, in consultation with the EVP, will use discretion in extending invitations to any additional KAFP members keeping in mind the cost implications of additional guests and space constraints of the venue. The KAFP president is the only officer with the authority to invite additional guests.

Invited guests will heed RSVP deadlines and understand that failure to respond in a timely fashion to the RSVP deadline may result in forfeiting the ability to attend dinner. All dinners where alcohol is served will offer a cash bar.

### **Annual Meeting Responsibilities:**

- Writes a written report on the year's achievements and accomplishments for distribution at the All Member Business Meeting
- Greets out-of-state guests during the All Member Business Meeting (welcoming them and offering to provide information, assistance as needed and as is appropriate)
- Greets other official representatives or guests who attend the All Member Business (welcoming them and offering to provide information, assistance as needed and as is appropriate)



## President-Elect

### **Powers and Duties of the President-Elect:**

(As defined in the KAFP Bylaws, Chapter XI, Section 3)

The President-Elect shall be a member of the Board of Directors and of the Executive Committee. He or She shall preside at meetings in the absence of the Vice-President. He or She shall succeed to the office of President at the expiration of the President's term, as provided in Section 1.

### **Major Duties and Responsibilities:**

- Works with the president to lay the groundwork for continuing KAFP activities focused to achieve our mission and strategic plan
- Continually observes the entire operation of the KAFP providing support and feedback to the president and the board of directors
- Serves as a member of, and attends all Executive Committee meetings
- Attends AAFP's Leadership Conference

### **Travel Responsibilities:**

#### *In state travel:*

- The president-elect may travel at the direction of the president and Executive Committee.

#### *Out of state travel:*

- Attend the AAFP's Leadership Conference
- Write a report on the visit focusing on what was learned and what connections were established as a result of the visit
- Promote, as appropriate, any KAFP member running for AAFP office

#### *Reimbursement:*

- The president-elect's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

### **Hospitality Responsibilities:**

- As directed by the President

### **Annual Meeting Responsibilities:**

- Addresses the All Member Business Meeting with a summary of his or her goals for the coming year known as the president-elect's address
- Selects the person who delivers the invocation at the annual dinner

- Greets out-of-state guests during the Members Assembly (welcoming them and offering to provide information or assistance as needed and as is appropriate)
- Greets other official representatives or guests who attend the Members Assembly (welcoming them and offering to provide information or assistance as needed and as is appropriate).
- Works with the speaker to suggest to the board where resolutions should be assigned for follow-up in the coming year
- Attends the annual reception and annual lunch/dinner sitting at the head table with spouse/significant other/guest; makes brief comments and family introductions; presents gift(s) to the current president; presents plaque to the outgoing president.

## TREASURER

### **Powers and Duties of the Treasurer:**

(As defined by the KAFP Bylaws, Chapter XI, Section 5)

“The Treasurer shall be a member of the Board of Directors. His/Her duties shall include maintaining adequate and proper accounts involving the properties and funds of the Academy, and to be responsible for the supervision of the Executive Vice President and other personnel of the headquarters' office. The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the Academy with such depositories as may be designated by the Board of Directors. He/She shall disburse the funds of the Academy as may be ordered by the Board of Directors and shall render to the Board of Directors, whenever it may request it, an account of all of his/her transactions as Treasurer, and of the financial condition of the Academy. The Treasurer shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws. The Treasurer shall give a surety bond in an amount to be determined by the Board of Directors; the premium thereon to be paid by the Academy. Any of the duties of the Treasurer may, by action of the Board of Directors, be assigned to the Executive Vice President.

### **Major Duties and Responsibilities:**

- Works with other officers to ensure that KAFP activities are focused appropriately to achieve the mission and strategic plan
- Develops, in conjunction with the Executive Vice President and staff, the annual operating budget for the Academy
- *Items to be considered during that process:*
  - Annual operating budget should be tied closely to the Academy's strategic plan and mission
  - The budget proposal should be balanced and reflect an educated prediction to anticipate income and estimated expenditures. If an unbalanced budget is presented for the consideration of the Board, an explanation as to why should be provided.
- When a change of the Executive Vice President positions occurs shall cause the outside accountant to perform an audit rather than a review for the year in which this change occurred.
- Sees that balance statement of the Academy is published in the KAFP Journal.
- Monitor Academy investments pursuant to established investment policy
- Inform and advise the Board of Directors on the proper use of Academy funds
- Continually explore opportunities for non-dues revenue
- Monitor, in conjunction with the Executive Committee, the Academy's insurance coverage to ensure that it is adequate and appropriate
- Serve as a member of and attends all Executive Committee meetings
- Co-Chair of Finance Sub-Committee

- Co-Chairman of Academy Operations

**Travel Responsibilities:***In and Out of state travel:*

- The treasurer, at the direction of the President and Executive Committee, may travel.

*Reimbursement:*

- The treasurer's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

**Annual Meeting Responsibilities:**

- Greet out-of-state guests during the All Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- Greets other official representatives or guests who attend the All Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- If assigned by the Board Chair or President , serve as host to a specific visiting dignitary from another state chapter

## VICE PRESIDENT

### **Powers and Duties of the Vice President:**

(As defined by the KAFP Bylaws, Chapter XI, Section 2)

“The Vice President shall be elected annually. He/She shall be a member of the Board of Directors and shall preside at meetings in the absence of the President. The term of his/her office shall begin at the conclusion of the Annual Meeting at which his/her election occurs and expires at the conclusion of the next Annual Meeting or when his/her successor is elected.”

### **Major Duties and Responsibilities:**

Support the president and president-elect and work with the executive vice president to make sure that all stay focused on activities that achieve the mission and strategic plan  
 Serve as member of and attends all Executive Committee meetings  
 Serve as board liaison to one of the committees as assigned by the president in consultation with the Executive Committee - the primary responsibilities of the board liaison are to:

- Provide general guidance and leadership to committee members
- Provide history and knowledge of KAFP
- Remind committee of mission and strategic plan
- Convey board direction to the committee
- Convey information from committee to board
- Attend any programs planned by the committee/commission to which they serve as board liaison

Identify KAFP members who exhibit leadership qualities in the event that future positions become available and need to be filled with qualified individuals who can uphold all the responsibilities that would follow throughout the course of the appointments.

### **Travel Responsibilities:**

*In state travel:*

- The Vice President, at the direction of the President and Executive Committee, will travel to specifically assigned regions of the state for the purpose of giving the organization visibility, to improve communications within and outside of the organization, and to obtain a better understanding of problems within the state.

*Out of state travel:*

- The Vice President will officially represent the KAFP at the annual meetings of other state chapters as assigned by the President, in consultation with the Executive Committee

- Items to be kept in mind during state chapter visits:

- Observe state activities that might be of value to incorporate into KAFP efforts
  - Make an effort to meet as many officers and the official representatives of other states as possible
  - Write a report on what was learned and what connections were established as a result of the visit
- Promote, as appropriate, any KAFP member running for AAFP office
    - the AAFP Annual Chapter Leader Forum

*Reimbursement:*

- The vice president's travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

**Annual Meeting Responsibilities:**

- Greet out-of-state guests during the All Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- Greet other official representatives or guests who attend the All Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- If assigned by the Chair of the Board, serve as host to a specific visiting dignitary from another state chapter

## **SECRETARY**

### **Powers and Duties of the Secretary:**

(As defined by the KAFP Bylaws, Chapter XI, Section 7)

“The Secretary shall be a member of the Academy elected by the All-Member Business Meeting for a term of one to three years. The Secretary shall be a member of the Board of Directors with voting privileges, shall be bonded at the expense of Academy, and shall be directly responsible to the Board or the Executive Committee.”

### **Major Duties and Responsibilities:**

- Works with other officers to ensure that KAFP activities are focused appropriately to achieve the mission and strategic plan
- Review the slate of officers to ensure it is complete and ready to be voted on at the All Members Business Meeting
- Monitoring the election of officers
- Record minutes of activities of the Board of Directors. and Executive Committee
- Require that all Resolutions to be heard by the All Members Business Meeting comply with Chapter X, Section 1 of the KAFP Bylaws.
- Serve as a member of and attends all Executive Committee meetings

### **Travel Responsibilities:**

*In and Out of state travel:*

- The secretary, at the direction of the President and Executive Committee, may travel.

*Reimbursement:*

- The secretary’s travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

### **Annual Meeting Responsibilities:**

- Greet out-of-state guests during the All Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- Greets other official representatives or guests who attend the All Member Meeting (welcoming them and offering to provide information and assistance as needed and as is appropriate)
- If assigned by the Board Chair , serve as host to a specific visiting dignitary from another state chapter

## SPEAKER & VICE SPEAKER

### **Powers and Duties of Speaker and Vice Speaker:**

(As defined by KAFP Bylaws, Chapter XI, Section 4)

The Speaker of the All-Member Business Meeting shall be a member of the Board of Directors and preside over meetings of the All-Member Business Meeting. His/her term of office will begin immediately following the session of the All-Member Business Meeting at which they are elected and shall continue until his/her successor takes office. The Vice Speaker of the All-Member Business Meeting shall be an ex officio member of the Board of Directors with the privilege to vote and shall preside over all meetings of the All-Member Business Meeting in the absence of the Speaker. The presiding officer of the All-Member Business Meeting shall be entitled to vote only in the case of a tie resulting from the death, resignation, or removal from office of the Speaker to which the Vice Speaker shall succeed to the office of Speaker. If, however, a vacancy occurs in the office of the Speaker when a vacancy exists in the office of Vice Speaker, the Board of Directors shall elect a Speaker to fill the unexpired portion of the term. In the event of the death, resignation, or removal from office of the Vice Speaker or if the Vice Speaker succeeds to the office of the Speaker prior to this section, the Board of Directors shall elect a Vice Speaker to fill the unexpired portion of the term.

### **Major Responsibilities and Duties:**

- Work with other members of the Board of Directors to ensure that KAFP activities are focused appropriately to achieve its mission and strategic plan
- Organizes and conducts the annual All-Member Business Meeting with input from KAFP staff and Executive Committee
  - Specific responsibilities include:*
    - Plan agenda for All-Member Business Meeting
    - Post notices for call for resolutions
    - Select the person who delivers the invocation at the Meeting
    - Review all resolutions, working with authors to resolve any issues prior to the resolution being posted on the KAFP web site
- Speaker is a voting member of the board of directors.
- Vice Speaker is an ex officio member of the Board but has a vote in the absence of the Speaker.
- Monitor the actions of the Board with regard to decisions of the previous All-Members
- Prepare a written report on the actions of the Board with regard to the decisions of the previous All-Members Business Meeting
- Deliver a verbal report (opening address) concerning the actions of the Board with regard to decisions of the previous All-Member Business Meeting during the current year's All-Member Business Meeting
- Write an article for The KAFP Journal regarding the All-Member Business Meeting proceedings to which he/she presides as Speaker



**Travel Responsibilities:***In and Out of State Travel:*

- The Speaker and Vice Speaker will attend those meetings as so designated by the President and/or Executive Committee.

*Reimbursement:*

- The travel of Speaker and Vice Speaker will be reimbursed in accordance with the current KAFP travel reimbursement policy.

## REGIONAL DIRECTORS

### **Powers and Duties of the Regional Directors:**

(As defined by KAFP Bylaws - Chapter XI, Section 9)

The term of the office of the Regional Directors of the Board shall be for four years and will begin at the conclusion of the All-Member Business Meeting at which their election occurs and expires at the conclusion of the fourth succeeding Annual Meeting, or when their successors are elected. Any Regional Director who absents him/herself from three consecutive state meetings of the Board of Directors, without reasonable excuse acceptable to the Board of Directors, shall be considered as having resigned from the Board. His/her vacancy on the Board of Directors shall be filled by a majority vote of the remaining members of the Board until the next meeting of the All-Member Business Meeting. Each Regional Director shall have the privilege of the floor and the right of the vote at each meeting of the Board of Directors. No Regional Director shall be elected for more than two consecutive four-year terms.

### **Regions:**

(As defined by KAFP bylaws – Chapter X, Section 2)

For purposes of organization and representation, the state shall be divided into four geographical areas called regions. Region I shall include District 1, 2, 3, and 6; Region II shall include District 5 only; Region III shall include Districts 4, 7, 8, 9, and 10; Region IV shall include Districts 11, 12, 13, 14 and 15. (Should any region so designated at some future date have less than 100 members or more than 200 members it shall be the duty of the All Member Business Meeting to redefine the boundaries of that region.) The President, President-Elect, Vice President, Secretary, Treasurer, and Delegates and Alternate Delegates to the American Academy of Family Physicians shall be elected from the membership as a whole and not from any specific region.

### **Major Responsibilities and Duties:**

- Works with other members of the board to ensure that KAFP activities are focused appropriately to achieve our mission and strategic plan
- Serves as a member of the KAFP board representing their region
- Serves as a liaison between the KAFP and any Component Chapter in their region
- Serves on and faithfully attends KAFP committee meetings (as appointed by the president).
- Serves as a state key contact

### **Travel Responsibilities:**

*In and Out of State Travel:*

- Attends KAFP board meetings and the meetings of committees to which they may be assigned

*Reimbursement:*

- The regional directors' travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

## AT-LARGE DIRECTORS

### **Powers and Duties of the At-Larger Directors:**

(As defined by KAFP Bylaws - Chapter XI, Section 8)

At-Large-Directors shall serve as voting members of the Board and their term of office will be three (3) years to begin at the at which their election occurs and expires at the conclusion of the third succeeding Annual Meeting, or when their successors are elected. No director at-large elected to a three (3) year term shall be eligible for re-election to the Board unless two (2) years have elapsed since the expiration the previous term.

### **Major Responsibilities and Duties:**

- At-Large Directors are selected by the Leadership and Awards Sub-Committee based on specific needs of the KAFP. For example, the KAFP Strategic Plan may have an objective such as 'increase social media presence' which result in an At-Large Directors being selected that has the necessary skill set, experience and interest to work towards that goal.
- Work with other members of the board to ensure that KAFP activities are focused appropriately to achieve our mission and strategic plan
- Serves as a member of the KAFP board representing the entire membership through attendance at board meetings; attends all meetings and contributes to the discussion
- Serves on and faithfully attends KAFP committee meetings (as appointed by the president) Helps to revitalize and invigorate waning regional chapters as assigned

### **Travel Responsibilities:**

*In and Out of State Travel:*

- Attends KAFP Board meetings and the meetings of committees to which the at-large director has been assigned

*Reimbursement:*

- The at-large directors' travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

### **Annual Meeting Responsibilities:**

- Attends the All Member Business Meeting

## RESIDENT & STUDENT DIRECTORS

### Powers and Duties of the Resident and Student Directors:

It shall be the duty of the resident and student directors to attend meetings of the KAFP Board of Directors. They shall serve on committees to which they are appointed. They shall have such power and duties as may be prescribed by these Bylaws or by the KAFP Board of Directors. An alternate resident director and an alternate student director shall be elected in the event of unavoidable absence of the resident or student director to serve with full voting privileges.

### Major Responsibilities and Duties:

- Assist in the process to select students applying for the KAFP Emerging Leader scholarship
- Work with other members of the board to ensure that KAFP activities are focused appropriately to achieve its mission and strategic plan
- Serve as a member of the KAFP Board representing the residents and students through attendance at board meetings; attends all meetings and contributes to the discussion
- Serve as a liaison between the KAFP and the resident and student membership to include:
  - Glean information about activities and problems that need reported to the KAFP board
  - Report on KAFP activities to resident and student members
  - Serve as a resource to resident and student members
  - Encourages involvement in the KAFP by resident and medical student members; observe members and makes appropriate recommendations relative to their potential service on KAFP committees and in other leadership positions
- Serve on and faithfully attends KAFP committee meetings (as appointed by the President)
- Serve as a key contact (Family Medicine Advocate) and identify other KAFP members within the state who are willing to serve as key contacts (Family Medicine Advocates)

### Travel Responsibilities:

#### *In and Out of State Travel:*

- Attend KAFP Board meetings and the meetings of committees to which the resident or medical student director has been assigned

#### *Reimbursement:*

- The resident and student travel will be reimbursed in accordance with the current KAFP travel reimbursement policy.

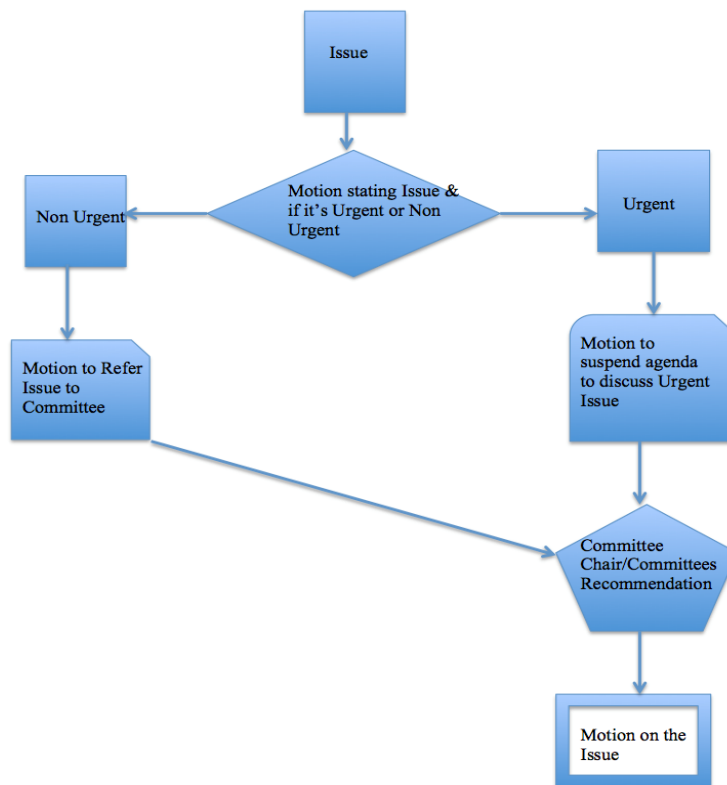
## Conduct of Board Meeting Protocol

The following Conduct of Board Meeting Protocol is a learning document to assist KAFP leadership in fulfilling its vision of increasing participation of members through committee doing the tactical work in order to allow the KAFP Board to focus attention on strategic issues. **This protocol is designed to serve as a reminder of the procedure within AIP Standard Code (formerly known as Sturgis)** that is our procedural guide in facilitating discussion and debate at KAFP Board meeting.

The principle behind following AIP Standard Code is to give all members the opportunity for their voice to be heard. The authority to use AIP rules can be found in KAFP Bylaws under Chapter XIII Section 4. Rules of Order states, “AIP Standard Code, except when the same are in conflict with the Bylaws of the Academy, shall control all parliamentary procedure of the meetings of the All-Member Business Meeting, Board of Directors, and all committees.”

The Chair of the Board will call the meeting to order and, after a roll call to confirm a quorum is present, the Chair will proceed to read the following, “In your policy manual and below is an algorithm explaining the concept that we desire to follow on issues brought to the board. In reviewing the algorithm you will note that new issues that are not urgent will be sent to committee to be researched, discussed and debated at the Committee level. Once the committee has done the tactical work on the issue the Chair of the Committee will bring the issue back to the board in the form of a committee recommendation.

The Chair of the Board will manage the meeting. For efficient use of our time together, the Chair propose that we limit debate on all issues being brought to the board to **X** minutes per member for the first round until each member has an opportunity to speak. The Chair proposes that on the second round we limit debate to **X** minutes. After the second round, the Chair will call for a vote to end debate, which will require a 2/3<sup>rd</sup> majority. If the motion fails then we will continue with another round of debate. Once debate ends the Chair will request of the board for a motion on the issue. Once the motion is made and properly seconded then I will call for a vote. **(On reverse side is a summary of AIP Standard Code Parliamentary Procedure.)**



## AIP's Standard Code of Parliamentary Procedure

### Summary:

#### Basic Rules of Precedence:

1. When a motion is being considered, any motion of higher precedence may be proposed, but no motion of lower precedence may be proposed.
2. Motions are considered and voted on in reverse order to their proposal. The motion last proposed is considered and disposed of first.

**Common Motions in Order of Precedence:**

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION DEBATABLE?	VOTE NEEDED?
<b>Privileged Motions:</b> Motions of urgency entitled to immediate consideration.					
1) *Adjourn the meeting	I move that we adjourn.	NO	YES	YES**	MAJORITY
2) *Recess the meeting	I move that we recess until...	NO	YES	YES**	MAJORITY
3) Questions of Privilege (Noise, temperature, etc.)	I raise the question of privilege....	YES	NO	NO	Decided by presiding officer
<b>Subsidiary Motions:</b> Motions which alter the main motion, or delay or hasten its consideration.					
4) Postpone temporarily	I move we table the motion.	NO	YES	NO	MAJORITY
5) Close debate	I move to close debate and vote immediately.	NO	YES	NO	TWO THIRDS
6) *Limit or extend debate	I move that the debate on this question be limited to...	NO	YES	YES**	TWO THIRDS
7) *Postpone to a certain time	I move we postpone this matter until...	NO	YES	YES**	MAJORITY
8) *Refer to committee	I move we refer this matter to committee.	NO	YES	YES**	MAJORITY
9) *Amend	I move that we amend this motion by....	NO	YES	YES	MAJORITY
<b>Main Motions:</b> Motions bringing substantive proposals before the assembly for consideration and action.					
10) *Main motions and restorative main motions	I move that...	NO	YES	YES	MAJORITY

The following motions can be offered whenever they are needed and have no order of precedence. They should be handled as soon as they arise.

LANGUAGE		INTERRUPT SPEAKER?	SECOND NEEDED?	MOTION DEBATABLE?	VOTE NEEDED?
<b>Incidental Motions:</b> Motions that arise incidentally out of the business at hand. They relate to matters incidental to the conduct of the meeting.					
1) Appeal a decision of the chair	I appeal the chair's decision.	YES	YES	YES	MAJORITY
2) Suspend the rules	I move to suspend the rules and....	NO	YES	NO	TWO THIRDS
3) Point of order	I rise to a point of order.	YES	NO	NO	Decided by presiding officer
4) Raise a question relating to procedure.	I rise to a parliamentary inquiry.	YES	NO	NO	Decided by presiding officer
5) Withdrawal of a motion	I move to withdraw my motion.	YES	NO	NO	MAJORITY
6) Separate a multi-part question for voting purposes	I move division on the question.	NO	NO	NO	MAJORITY

\*Can be amended.

\*\*Debatable if no other motion is pending.

Note: General consent is a way of saving time by avoiding votes on routine or non controversial matters. After a motion has been moved and seconded the presiding officer may ask if there are any objections. If anyone objects, a vote must be taken on the action. If there are no objections, the matter has been decided by general consent. The presiding officer may also propose actions by general consent without any motion. If anyone immediately objects, the question must be stated and voted on in the usual way.



**Reserved for future updates.**