

## **Healthcare Technology Leadership Council — By-Laws (Revised December 2018)**

AAMI's Healthcare Technology Leadership Council (HTLC) serves the interests of clinical engineers, biomedical equipment technicians, and other Healthcare Technology Management (HTM) professionals at large.

The HTLC is made up of HTM leaders who serve as an important representative and advisory body to the AAMI board and staff. The HTLC is critical to the success of HTM outreach to students and professionals outside the field, professionalization of the HTM field, and the development of a pipeline of strong HTM leaders/managers. The HTLC also oversees the HTM Cost and Productivity Meeting at the AAMI Exchange each year. HTLC members should expect to commit at least 15 volunteer hours (between meetings and outreach) to this committee per year. The HTLC goals and initiatives will always align and tie back to AAMI's strategic plan.

### **1. Nominations and Role Descriptions:**

**Chair.** The Chair is responsible for facilitating all HTLC meetings and assisting staff in the development and implementation of HTLC strategic plans and projects. It is also the responsibility of the HTLC Chair, jointly with AAMI's VP of HTM, to ensure all HTLC meetings stay on task and behavior at all HTLC meetings is professional and respectful. Upon approval of AAMI's President, the HTLC Vice Chair automatically will become the Chair of the HTLC when the Chair's term ends. If the Vice Chair is not in good standing with the HTLC or AAMI, nominations for a new HTLC Chair will follow the same nomination/selection process as the HTLC Vice Chair. The Chair will serve a two-year term.

**Vice Chair.** The Vice Chair is responsible for assisting the Chair in the coordination of HTLC meetings (including the Manny Meeting) and assisting staff in the development and implementation of HTLC strategic plans and projects. The Vice Chair shall serve as Chair in the event the Chair becomes unable to fulfill the duties. If, for some reason, the Vice-Chair is not in good standing, AAMI reserves the right to forgo the automatic appointment to HTLC Chair. Members of the HTLC will nominate individuals to become Vice Chair. AAMI's President shall select the Vice Chair, after consultation with HTLC. The Vice Chair serves a two-year term before becoming Chair.

**Past Chair.** This position will be offered to the departing Chair, as long as the Chair is in good standing, and acceptance is optional. If the current Chair chooses to forgo this position, the position will become an at-large HTLC position. The position will serve as a mentor/resource for the in-coming chair. The Past Chair will serve a two-year term.

2. **HTLC Membership.** HTLC members are responsible for identifying and implementing priorities and projects, working on ad-hoc task forces to achieve goals, and providing assistance to staff in publicizing projects and accomplishments. The HTLC shall consist of up to 18 AAMI members; including Chair, Vice and past Chair positions. The HTLC membership shall consist of a broad

cross-section of members including HTM managers and directors, biomedical equipment technicians in lead roles, clinical engineers, educators, manufacturing representatives, HTM Association leaders, students, and other HTM professionals. No more than 3 positions should consist of non-hospital based, HTM professionals. Two positions on the HTLC are designated to emerging young leaders under the age of 35. Nominations are made by HTLC members, state and local HTM associations, and the general AAMI membership. The Chair and Vice-Chair shall select the HTLC members with AAMI's VP of HTM. HTLC members shall serve three-year terms and can be re-nominated and reappointed to a second three-year term. Ideally, nominees should have prior HTM volunteer and leadership experience prior to being elected to the HTLC. If desired by the Chair, Vice-Chair, and HTM VP, nominees who are finalists for at-large positions will have a short interview with the Chair, Vice Chair and AAMI's VP of HTM to assess the candidates' leadership experience.

The HTLC is an inclusive body and welcomes diversity. The group does not discriminate against any applicants/nominees because of his or her race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, or disability.

3. **Terms and Term Limits:** Terms of office shall begin and end at the conclusion of the HTLC meeting held annually at the AAMI Exchange. Members so elected shall hold office for the length of their term, or until their successors are chosen and qualified. Members who want to seek a second term must be in good standing and should have completed all outreach requirements to be eligible to serve a second term.

For the positions reserved for the emerging young leaders (under the age of 35), the candidate cannot turn 35 prior to the AAMI Exchange of that year. The candidate must be under the age of 35 prior to starting their three-year term. If the candidate turns 35 during their three-year term, they can finish out their term but will not be eligible to be re-appointed to a second term in the young professional slot. Young professionals are eligible to run for regular HTLC or Chair/Vice Chair slots after their terms are completed.

In addition to the 18 members, one, non-voting position will be offered to a mentee from AAMI's mentorship program. This term will be one year and will be a learning opportunity for an up and coming HTM professional.

4. **Meetings and Requirements:** The HTLC will meet quarterly: once during the AAMI Exchange and three times by teleconference, in connection with an HTM association meeting, or at another pre-determined event or time. HTLC members are required to:
  - a. Must hold a current AAMI Membership.
  - b. Attend HTLC meetings, per the requirements under Section 7.
  - c. Share news about the AAMI/HTLC projects and deliverables with local HTM associations, their employer, and other interested parties.
  - d. Deliver at least one local presentation per year promoting the HTM field (at events such as middle/high school career day, STEM Events, boy/girl scout events or to college students.) Members are asked to take and share pictures from the event through AAMI social media platforms.
  - e. Contribute to the AAMI Blog or an AAMI Publication, such as *BI&T*, *Horizons*, *AAMI News*, at least once during their three-year term.

f. Participate in the AAMI Mentor Program.

5. **Nominations Schedule:**

January/February—AAMI will solicit nominations for the Vice Chair, and general HTLC membership. Nominations for HTLC members are sought from HTLC members, the general AAMI membership, and HTM associations.

March—Appointments are discussed and determined, subject to the process outlined above.

March-April—Appointments are announced for Chair, Vice Chair, and HTLC members.

May-June—Terms commence at the conclusion of the HTCC meeting during the AAMI Exchange.

6. **Resignations:** Any member may resign by filing a written resignation submitted to the HTLC Chair and AAMI's Vice President of HTM.
7. **Vacancies:** At any time, a vacancy existing on the HTLC may be filled. Candidates chosen to fill a HTLC vacancy will be elected by the Chair, Vice Chair, and AAMI's VP of HTM. The candidate will be selected from the list of nominees who were not chosen to the HTLC that year. In the rare instance there were no extra candidates that year or the Chair and Vice Chair deem the remaining candidates unsuitable for the HTLC, AAMI can put out an off-schedule call for nominees. The person chosen to fill the vacancy shall serve the remaining unexpired term of the office.
8. **Absences from Meetings:** Any member who has been absent from two consecutive regular meetings of the HTLC, without prior communication of the absence, will be excused from service and the vacant seat shall be filled as provided by these guidelines. The HTLC shall consider each absence of an elected member as a separate circumstance and may expressly waive such absence by an affirmative vote of a majority of its members.
9. **Removal from the HTLC:** Any HTLC member in danger of removal should be approached by the HTM VP in hopes of addressing any issues or concerns. At times, removal from the HTLC may be warranted. Reasons for removal include, but are not limited to, failure to meet HTLC requirements (noted under #3 above), absenteeism (noted under #7 above), or unprofessional behavior such as, but not limited to: being intoxicated/belligerent while representing AAMI at an event, showing aggressive, disrespectful or discriminatory behavior at any AAMI organized events and meeting or at any event a TMC Member may be asked to represent AAMI, plagiarizing, selling, or using any AAMI products, resources or presentations as one's own without permission of AAMI, disclosing any confidential or proprietary information one may be exposed to while working on any AAMI committee (including standards committees), etc. Decisions about removal will be made by the Chair and Vice Chair in conjunction with the HTM VP.

AAMI reserves the right to remove any member, at any time, if a member engages in unprofessional behavior at an AAMI event or while representing AAMI. Unprofessional behavior

can result in automatic removal from the committee, with no warning, depending upon the severity of the offense.

### **Appendix 1**

In 1991, the Board of Directors concluded that the complexities of the AAMI environment and the limited time available to leaders to “manage” AAMI, required a staff-led, member-driven organization. This results in a clear governance/staff division of responsibility that utilizes limited leadership resources in the most effective way. In short, staff develops strategic and business plans for the approval and ongoing review of the Board. The President and staff develop and manage committee and staff resources to assure effective strategic and business plans and appropriate revisions and implementations.

I have read, understand, and agree to all terms listed in the HTLC by-laws:

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Signature

Date