Technology Management Council

Technology Management Council — By-Laws
(Revised December 2019)

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

The TMC is made up of HTM strategic thinkers and problem solvers who serve as an important representative and advisory body to the Technology Management Executive Committee (TMEC), and the AAMI board and staff. The TMC is critical to the success of HTM outreach to students and professionals outside the field, the education and advancement of HTM professionals, and the promotion of the field. TMC members should expect to commit at least 15 volunteer hours (between meetings and outreach) to this committee per year. The TMC goals and initiatives will always align and tie back to AAMI's strategic plan.

1. <u>Nominations and Role Descriptions:</u>

   Chair. The Chair is responsible for facilitating all TMC meetings and assisting staff in the development and implementation of TMC strategic plans and projects. It is also the responsibility of the TMC Chair, jointly with AAMI's VP of HTM, to ensure all TMC meetings stay on task and behavior at all TMC meetings is professional and respectful. Upon approval of AAMI's President, the TMC Vice Chair automatically will become the Chair of the TMC when the Chair's term ends. If the Vice Chair is not in good standing with the TMC or AAMI, nominations for a new TMC Chair will follow the same nomination/selection process as the TMC 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 TMC meetings and assisting staff in the development and implementation of TMC 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 TMC Chair. Members of the TMEC and TMC will nominate individuals to become Vice Chair. AAMI's President shall select the Vice Chair, after consultation with TMC members and the TMC Executive Committee. The Vice Chair serves a two-year term before becoming Chair.

   TMEC Membership. The TMEC is responsible for assisting AAMI staff in the development and implementation of TMC strategic plans and projects and the development of TMC meeting agendas. The TMEC is responsible for ensuring the TMC's goals and initiatives are always aligned with AAMI's Strategic Plan. The TMEC shall consist of the Chair, the Vice Chair, and three other members of the TMC at large. AAMI's President, working collaboratively with the Chair and TMC membership, shall select the three TMEC members. The three TMEC members shall serve three-year terms and may be re-nominated and re-appointed to a second three-year term. Any TMEC

member not in good standing can be removed by AAMI at any time and/or be disqualified for re-nomination.

2. **TMC Membership.** TMC 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 TMC shall consist of up to 26 AAMI members (including members of the TMEC). The TMC membership shall consist of a broad cross-section of members including biomedical equipment technicians, clinical engineers, educators, manufacturing representatives, HTM association leaders, students, and other HTM professionals. Two positions on the TMC are designated to young professionals under the age of 35 (the terms of these positions can be found in section 3). To encourage diversity of thought, the TMC membership should only consist of one representative per organization or company. However, a TMC member will not be removed for changing jobs mid-term, if the member's new job is at an organization that already has TMC representation. Nominations are made by TMC members, state and local HTM associations, and the general AAMI membership. The TMEC shall select the TMC members. TMC 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 experience prior to being elected to the TMC.

   The TMC 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. <u>**Terms and Term Limits:**</u> Terms of office shall begin and end at the conclusion of the TMC meeting held at AAMI's Annual Exchange. Members so elected shall hold office for the length of their term, or until their successors are chosen and qualified. Members (excluding the TMEC) 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 young professionals (under the age of 35), the candidate cannot turn 35 prior to the AAMI's Annual Exchange Meeting 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 TMC or TMEC slots after their terms are completed.

4. <u>**Meetings and Requirements**</u>: The TMC will meet quarterly: once during the AAMI Annual Exchange and three times by teleconference, in connection with an HTM association meeting, or at another pre-determined event or time. TMC members are required to:

   a. Must hold a current AAMI Membership.
   b. Attend TMC meetings, per the requirements under Section 7.
   c. Participate in one or more subcommittees on the TMC.
   d. Share news about the AAMI/TMC projects and deliverables with local HTM associations, their employer, and other interested parties.

  e. 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.

  f. Contribute to the AAMI Blog or an AAMI Publication, such *as BI&T, Horizons, AAMI News*, at least once during their three-year term.

5. **Nominations Schedule:**

January/February—AAMI will solicit nominations for the Vice Chair, TMEC members, and TMC membership. Nominations for TMC members are sought from TMC 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 TMEC and TMC members.

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

6. **Resignations**: Any member may resign by filing a written resignation submitted to the TMC Chair and AAMI's Vice President of HTM.

7. **Vacancies:** At any time, a vacancy existing on the TMC may be filled. Candidates chosen to fill a TMC vacancy will be elected by the TMEC. The candidate will be selected from the list of nominees who were not chosen to the TMC that year. In the rare instance there were no extra candidates that year or the TMEC deems the remaining candidates unsuitable for the TMC, AAMI can put out an off-schedule call for nominees. The person chosen to fill the vacancy shall serve out a standard three-year term, officially beginning at the AAMI Exchange, and can be eligible to serve a second term.

8. **Absences from Meetings**: Any member who has been absent from two consecutive regular meetings of the TMC, without prior communication of the absence, will be excused from service and the vacant seat shall be filled as provided by these guidelines. The TMC 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 TMC:** Any TMC 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 TMC may be warranted. Reasons for removal include, but are not limited to, failure to meet TMC requirements (noted under #4 above), absenteeism (noted under #8 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 TMEC 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 TMC by-laws:

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Signature   Date