

## Chapter 4. Selection of Officers & Committees

### **Officers of the Board** *(B&P Code Section 2012)*

The Board shall select a President, Vice President, and Secretary from its Members.

### **Election of Officers** *(Board Policy)*

The Board shall elect the officers at the first meeting of the fiscal year. Officers shall serve a term of one year beginning the next meeting day. All officers may be elected on one motion or ballot as a slate of officers unless more than one Board Member is running per office. An officer may be re-elected and serve for more than one term.

### **Panel Members** *(B&P Code section 2008)*

A Panel of the Board shall at no time be composed of less than four Members and the number of public Members assigned shall not exceed the number of licensed physician and surgeon Members assigned to the Panel. The Board President shall not be a member of any Panel if a full complement of the Board has been appointed (15 Members). The Board usually is comprised of two panels, however, if there is an insufficient number of Members, there may only be one Panel.

### **Election of Panel Members** *(B&P Code section 2008)*

Each Panel shall annually, at the last meeting of the calendar year, elect a Chair and a Vice Chair.

### **Officer Vacancies** *(Board Policy)*

If an office becomes vacant during the year, an election shall be held at the next meeting. If the office of the President becomes vacant, the Vice President shall assume the office of the President. Elected officers then shall serve the remainder of the term.

### **Committee Appointments** *(Board Policy)*

The Board President shall establish Committees, whether standing or special, as he or she deems necessary. The composition of the Committees and the appointment of the Members shall be determined by the Board President in consultation with the Vice President, Secretary, and the Executive Director. Committees may include the appointment of non-Board Members.

### **Attendance at Committee Meetings** *(Government Code section 11120 et seq.)*

Board Members are encouraged to attend a meeting of a Committee of which he or she is not a member. Board Members who are not Members of the Committee that is meeting cannot vote during the Committee meeting and may participate only as observers if a majority of the Board is present at a Committee meeting.

### **Duties of the Officers**

The following matrix delineates the duties of the Board officers, Committee Chairs, and Panel officers.

## Roles of Board Officers/Committee Chairs/Panel Officers

- President**
- Spokesperson for the Medical Board (including but not limited to) – may attend legislative hearings and testify on behalf of the Board, may attend meetings with stakeholders and Legislators on behalf of Board, may talk to the media on behalf of the Board, and signs letters on behalf of the Board
  - Meets and communicates with the Executive Director on a regular basis
  - Communicates with other Board Members for Board business
  - Authors a president’s message in every quarterly newsletter
  - Approves Board Meeting agendas
  - Chairs and facilitates Board Meetings
  - Chairs the Executive Committee
  - Signs specified full board enforcement approval orders
  - Signs the minutes for each of the Board’s quarterly Board Meetings
  - Represents the Board at Federation of State Medical Boards meetings and other such meetings
- Vice President**
- Is the Back-up for the duties above in the President’s absence.
  - Is a member of Executive Committee
- Secretary**
- Signs the minutes for each of the Board’s quarterly Board Meetings
  - Is a member of Executive Committee
- Past President**
- Is responsible for mentoring and imparting knowledge to the new Board President
  - May attend meetings and legislative hearings to provide historical background information, as needed
  - Is a member of Executive Committee
- Committee Chair**
- Approves the Committee Agendas
  - Chairs and facilitates Committee Meetings
- Panel Officers**
- Chair – Chairs and facilitates Panel Meetings
  - Chair – Signs orders for Panel decisions
  - Vice Chair – Acts as Chair when Chair is absent