

Policy for Regional Panels of ISCD

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1. Definition of Regional Panels

- 1.1 An ISCD Regional Panel (“Panel”) is defined as a group of bone densitometry experts in a specific region who are members of ISCD and will advance the activities of the ISCD in their respective region. The mandate of the Panel is to address the mission of the ISCD and work towards achieving the goals and objectives of the ISCD in their respective region.
- 1.2 A region may be a country or a group of countries. Each regional panel is established with a list of countries or countries for which it serves, and no country shall be listed in more than one regional panel.
- 1.3 All ISCD members who reside in a country assigned to a regional panel shall have voting rights to select leadership for that region. These people shall be referred to as members of a region.
- 1.4 Each Region shall have a leadership group, consisting of members from within the defined country or countries served by the region. This leadership group shall be referred to as the Regional Panel and is charged with assuring the region meets its goals and objectives as well as provides counsel to the Regional Chair and Vice Chair.
- 1.3 A Panel is a component of the ISCD and subject solely to the authority of the ISCD.
- 1.4 The panel serves in an advisory capacity and is accountable to the ISCD through its officers and Board of Directors. The panel does not make endorsements but can recommend endorsement of a position or practice to the ISCD Board of Directors.

2. Requirements for Establishing a Panel

- 2.1 There must be a minimum of 25 ISCD members in the region represented by the Panel.
- 2.2 The formation of a Panel must be approved by a majority vote of the ISCD Board of Directors (“Board”).
- 2.3 Panels can be disbanded by a majority vote of the ISCD Board of Directors.

3. Aims of Panels: The Panels will have as their principle aims:

- 3.1 Supporting development of regional meetings of the ISCD, including educational courses, that may be stand-alone meetings or held in conjunction with national or international meetings in the region.
- 3.2 Facilitating communication of national and regional issues to the ISCD.
- 3.3 Dealing with regional professional issues related to development and practice of skeletal health assessment.
- 3.4 Assisting in increasing ISCD membership in that region.
- 3.5 Representing the interests of ISCD members in the region to the ISCD.
- 3.6 Advocacy to support access to bone densitometry and osteoporosis care.

4. Benefits of Panels

- 4.1 Development and recognition of Panels will ensure that the ISCD can represent itself to the world and industry as a truly international society.
- 4.2 Panels will allow international members a specific method of resolving national and regional issues to gain greater value from the ISCD.

- 4.3 Panels will help facilitate resolution of local concerns that may arise surrounding the ISCD Official Positions, programs, services, educational courses and certification programs.
- 4.4 ISCD membership in the region is expected to increase as the regional activities increase.

5. Organization of Panels

- 5.1 A Panel shall consist of a Chair and as many other members as deemed necessary by the Chair and approved by the Panel. A Vice-chair is recommended.
- 5.2 The President of ISCD, the Executive Director/CEO, and the Chair of the International Relations Committee will be ex-officio members of each Panel.
- 5.3 Each Panel may nominate a representative to be on the International Relations Committee. In the absence of a nominee other than the Chair, the Chair shall be the default representative.
- 5.4 Funds raised by or for a Panel shall be earmarked exclusively for that Panel's use, provided such use is consistent with ISCD's mission, tax status and policies. Such fund balances will roll over from one fiscal year to the next.
- 5.5 Administrative & staff costs for Panel projects will be charged to the Panel.
- 5.6 Regional Panels may submit a budget request for allocation of operating funds and staff support. ISCD runs a January 1 – December 31 fiscal year and all requests for fiscal year funding should be submitted to the Treasurer and Executive Director/CEO by September 1 of the year prior to use of funds. Requests will be considered as a part of the budget cycle and approved funds will need to be used in the manner for which they were requested by the end of the fiscal year for which they were allocated. Requests for funding outside of the budget cycle will be reviewed by the Audit and Finance Committee and need approval of the ISCD Board of Directors prior to use.
- 5.7 Each panel may request a face-to-face meeting of the Panel during the ISCD Annual Meeting. Assignments will be made on a space available basis. Costs associated with the meeting will be the responsibility of the panel.

6. Election of Members to Panels

- 6.1 The term of office for Regional Panel members shall be three years and renewable. There are no term limits.
- 6.2 All ISCD members residing in the region are eligible for nomination/consideration by the Panel Chair for election to the Panel. The Chair should consult with other Panel members regarding potential nominees.
- 6.3 Election of Panel members will be by a majority vote of current panel members in the region.
- 6.4 Members of the Panel must be current members of the ISCD, maintain their membership during their entire term of appointment, and must reside in the country or countries served by the panel. No one can belong to more than one panel.
- 6.5 Individuals considered for Panel membership should be actively involved in issues relating to skeletal health assessment in their respective regions.
- 6.6 The membership of the Panel should be broad-based with representation from the specialties involved in the practice of skeletal health assessment. It is recognized that this may vary from region to region.
- 6.7 At the initial formation of a Panel, the Chair and Panel members shall be appointed by the ISCD President for a term of up to 3 years or until such time as another Chair and other Panel members are duly elected. It is suggested that

initial terms be staggered to allow for continuity of Panel membership as new Panel members are elected.

7. Responsibilities of Panel Members

- 7.1 Reporting and accounting for their actions to the ISCD Board of Directors.
- 7.2 Attendance at a minimum of 75% of Panel meetings and conference calls unless an absence is excused by the Chair in advance.
- 7.3 Encouraged to attend the ISCD Annual Meeting.
- 7.4 Enabling the ISCD to achieve its mission of ensuring excellence in skeletal health assessment amongst health care professionals in the region.
- 7.5 Assisting members in attaining excellent standards of practice of densitometry in the region.
- 7.6 Acting in the best interest of the ISCD in representing the ISCD in developing partnerships with regional societies and professional organizations, including representing ISCD policies to regional health agencies, health ministries and societies. In this regard the Panel should develop a close working partnership with the National Bone Related Organizations or Societies in their country/region. Such formal relationships can be mutually beneficial to both the National Bone Related Organizations or Societies and the ISCD Panel and may be of significant value in coordinating educational programs as well as providing the manpower to deliver such programs.
- 7.7 Addressing educational needs for clinicians and technologists in the Region. This will include involvement in and advice on:
 - 7.7.1 The terms of agreements for courses with the National Bone Related Societies and/or Professional Organizations. These negotiated terms of agreement will include an appropriate budget that will be consistent with the policies and practices of the ISCD.
 - 7.7.2 Working with the various course committees to modify and adapt the ISCD education courses to meet the needs of the Regional practice environment.
 - 7.7.3 Assisting in selection and training of regional faculty.

8. Election of Chair and Vice Chair

- 8.1 Eligibility:
 - a. Must meet all the requirements to be on the Regional Panel.
 - b. Must be nominated for the position; self-nominations are acceptable.
 - c. There is no separate nomination or election for Vice Chair, all nominees will be on the ballot as Chair nominee.
- 8.2 Nominations:
 - a. A call for nominations will be sent electronically to all those meeting the eligibility guidelines, as recorded in the ISCD database. This will include a call for nominations, the nominations deadline, and the dates of the election.
 - b. Nominees will be required to submit a short biography (not to exceed 500 words) and a statement outlining their goals for the regional panel over the term of office (not to exceed 500 words).
 - c. Nominations will be open for a minimum of two weeks and all nominees who meet the requirements to be chair, as determined by the ISCD Staff, will be placed on the ballot.
- 8.3 Elections:
 - a. Will be administered in a manner determined by the ISCD Office and communicated to all participants.
 - b. All ISCD members residing in the region are eligible to vote and the eligibility list will be established at a predetermined date, prior to the election, and include those eligible to vote as listed in the ISCD database.

- c. Voting will be open for 14 days and opening and closing times established and published on the eastern time zone of the United States (NY/USA) clock.
- d. ISCD staff will communicate the results to those on the ballot and the ISCD President within 2 business days from the conclusion of the election.
- e. The nominee receiving the highest number of votes will become the Chair and the second highest will become the Vice Chair.
- f. If there is only one candidate nominated for the chair position, the Executive Committee will review the nomination and determine if the person is qualified to become chair. If approved, the person will be considered elected for a three-year term.

8.4 Vacancies, Resignations, Removal from Office

- a. Should a vacancy in the chair position arise for any reason, the Vice Chair will assume the role of the Chair. If there is no Vice Chair, the Executive Committee will solicit interested candidates and appoint a Chair.
- b. Should a vacancy in the Vice Chair position arise for any reason, the Chair shall recommend to the Executive Committee a Vice Chair. The executive Committee will review the recommendation and needs to approve prior to the person being appointed as Vice Chair.
- c. A Regional Chair or Vice Chair may be removed by a two-third (2/3) vote of the entire Board, less the person in question should they be an ISCD Board member, at its sole discretion.

8.5 Term Limits

- a. The Chair is limited to three (3) consecutive full terms. Should a Vice Chair assume the Chair's role due to a vacancy, the remainder of the term of office will not count towards the full three term limit.

9. Representative of the Regional Panel to the ISCD Board of Directors

- 9.1 Each regional panel may have one representative on the ISCD Board of Directors as outlined in the ISCD bylaws. Such person shall be slated by the ISCD Nominating Committee, with consent of the Board, and elected by the ISCD Membership.
- 9.2 The term of Regional Panel representative is three years and each person may serve up to two consecutive terms.