GENERAL

- Assembly agenda items should be submitted in writing to the Chair of the Assembly no later than two months before the Assembly meeting. Items submitted less than two months prior to the meeting, or brought to the floor of the Assembly during the Open Forum or Old/New Business, may be discussed in the Assembly but may not be brought to a vote. *(Assembly Delegate Orientation Manual)*

- Assembly agenda items submitted by outside organizations for review by Assembly Delegates should follow the same 60-day rule as other documents. If a document is submitted within the 60 days, the Assembly Executive Committee will review to decide whether to make an exception or use the listserv for comments/feedback. *(Assembly EC, 6/19/2014)*

- The rules of order of the Assembly meeting have been altered. The following changes will help move the Assembly’s agenda:
  - External Motions—those incidents when the Assembly recommends to Council issues to be address/considered. In those cases, a specific statement would not be crafted.
  - The goal is to clarify what the Assembly wants to convey, not be mired in motions. It is hoped this will improve the process. *(Assembly, 10/30/2009)*

- There are two kinds of motions—internal decisions that affect only the Assembly and decisions that require Council approval. Each will be handled accordingly and the policy explained at the beginning of the meeting. *(Assembly EC, 9/22/2009)*

- Assembly meetings are open to members, like Council meetings. Guests need the permission of the Assembly Chair to attend, need to register, and need to pay for meals. Speaking during the Open Forum sessions is reserved for Delegates only except as approved by the Assembly Chair. The AACAP Executive Committee and the Executive Director are automatically cleared by the Assembly Chair. *(Assembly EC, 8/12/2008)*

- Unless otherwise stated, the Assembly will follow AACAP policy.

COMMITTEES/TASK FORCES

- The Regional Organization Infrastructure Task Force has been converted to a standing committee of the Assembly, in addition to the already Delegate Orientation Committee. *(Assembly EC, 7/1/2012)*

- The Executive Committee agreed to increase the collection fee charged by AACAP to
regional organizations from $3.00 to $4.00 per person annually. The fee was last raised in September 2002. The Assembly registration fee will also increase from $50 to $75. (Executive Committee, 9/16/2011)

RESIDENTS/ECP REPRESENTATIVES

- The Assembly Executive Committee agreed that, if residents are serving as delegates, the registration fees apply to them but they should seek support from their regional organization. (Assembly Executive Committee, 3/19/2015)

- The ECP Representative will be a voting member of the Assembly Executive Committee. (Assembly EC, 9/19/2013)

- The Executive Committee agreed to reimburse the Assembly Executive Committee—Chair, Vice Chair, Secretary-Treasurer, and two Representatives to Council—for only spring meetings because the mid-year meeting is part of Council business and will be charged to Council. The Assembly ECP Representative is not a member of Council so no monetary reimbursement will be provided by AACAP beginning in 2015. (Executive Committee, 9/16/2013)

- The Assembly Executive Committee recommended conversion of one of the Assembly Resident Representative positions to an ECP Representative. (Assembly EC, 1/10/2013)

  The Executive Committee agreed to convert one of the two Assembly Resident Representative positions to an Assembly ECP Representative, especially due to numerous ECPs representing their regional organizations in the Assembly. (Executive Committee, 2/4/2013)

- The Assembly Executive Committee agreed that the current Assembly Resident Representatives review resident applications and recommend their top three applications, being mindful of demographics, gender, diversity, etc. (Assembly EC, 8/10/2010)

- Assembly Resident Representatives will be given a specific amount to use for the year for travel expenses that he/she decides the proportioning of those funds. Additional funding, if needed, could come from his/her regional organization. (Assembly EC, 9/16/2008) (Assembly EC, 10/28/2008)

- The Assembly agreed to have two resident members of the Assembly and budgeted for it in the 2008 budget, which Council approved in October 2007. (Assembly, 4/28/2007)

- When a child and adolescent psychiatry resident fellow obtains financial support from a regional organization, hospital, university, etc., AACAP will match the funds up to $750. The donation must be a minimum of $300. (Executive Minutes, 3/1/2007)
FINANCES/MEMBERSHIP

- The Assembly Executive Committee requested funding of officers to the spring Assembly meetings. The Executive Committee agreed, but, because this is official Council business, the cost will be charged to Council. *(Executive Committee, 9/19/2013)*

- The ruling made in 2005 that Assembly meetings would be open and participants need only pay the registration fee was upheld by the Assembly Executive Committee. *(Assembly EC, 10/12/2010)*

- "The Assembly unanimously recommends that Council initiates a change in the Academy Bylaws requiring all members of AACAP to also be members of their Regional Organizations and vice-versa." All members of AACAP are required to be members of their regional organizations and vice versa beginning with the 2011 dues cycle. *(Council, 6/26/2010)*

- The Regional Organizations have the opportunity to establish an electronic funds transfer from AACAP for their reimbursement of regional organizations dues. *(Council Minutes, 6/14-16/2002) (Executive Committee Reviewed, 06/16/2006)*

- AACAP Members listing an APO address are probably living out of the country. These members will be exempt from joining their local regional organization. *(Executive Committee, 1/28-29/2000)*

COMMUNICATIONS/LISTSERV

- The Assembly Executive Committee governs all elements of the Assembly program including communications such as the listserv, *e-AssemblyNews*, minutes, and Assembly Delegate Open Calls (ADOC). These elements are primarily for Assembly use unless directed by the Assembly Executive Committee. *(Assembly EC minutes, 03/19/2015)*

- Any misuse of the Assembly listserv will be given one warning. Second violations will result in removal from the listserv. *(Assembly EC minutes, 05/09/2014)*

- Any initiated use of the Assembly listserv by any entity for communication purposes must be sent to the Assembly Administrator for review and dissemination to the listserv unless further review by the Assembly Executive Committee is needed. *(Note: On 9/24/2013, Assembly officers approved modification to the above two action items from the 2/7/2013 minutes. See 9/19/2013 Assembly EC minutes.)*

- Any initiated communication to Regional Organizations (e.g., RO presidents) must be sent to the Assembly Administrator for review and dissemination unless further review by the Assembly Executive Committee is needed. *(Note: On 9/24/2013, Assembly officers approved modification to the above two action items from the 2/7/2013 minutes. See 9/19/2013 Assembly EC minutes.)*

SURVEYS
• Any surveys to the Assembly or Regional Organizations (e.g., RO Presidents) must be sent to the Assembly Administrator for review and subsequent approval by the Assembly Executive Committee. (*Note: On 9/24/2013, Assembly officers approved modification to the above action item from the 2/7/2013 minutes. See 9/19/2013 Assembly EC minutes.*)

• All surveys involving the entire membership must be reviewed by the AACAP Secretary and approved by the AACAP Executive Committee. The Assembly Chair and Assembly Executive Committee should be informed of all surveys directed at the Assembly. (*Executive Committee, 7/15/2013*)

• At minimum, the *Journal* Editor will meet annually with the President and Executive Director. These meetings will be informed by regular discussions of Council concerning *JAACAP* in addition to existing Assembly and Council reports by the Editor. (*Council, June 29, 2012*)

**RO D&O INSURANCE**

• Starting with the 2013-1014 policy year, AACAP will pay 100% of the regional organizations' directors and officers insurance premium and will discontinue the 75% participation requirement. (*Council 10/23/12*)

**REPORTS TO COUNCIL**

• The Program Chair does not have to report at the Assembly Meetings unless there is a pressing issue(s). (*Assembly EC, 05/09/2014*)

• The JAACAP Editor, AACAP News Editor, and Program Committee Chair will be asked to present at the Assembly each October and provide a report at the Council meeting each October. (*Executive Committee, 9/24/2012*)

**PRACTICE PARAMETERS**

[http://www.aacap.org/AACAP/Resources_for_Primary_Care/Practice_Parameters_and_Resource_Centers/Practice_Parameters.aspx](http://www.aacap.org/AACAP/Resources_for_Primary_Care/Practice_Parameters_and_Resource_Centers/Practice_Parameters.aspx)

• The consensus group model for practice parameter review, which includes authors, Work Group on Quality Issues members, relevant AACAP component members, Assembly representatives that would represent private practice, and members of Council, is approved. (*Council, 10/14 & 18/2003*)

**PLAN FOR EXECUTIVE DIRECTOR SUCCESSION**

• The Executive Committee recommended a refinement of Council’s June 2007 decision: two past presidents, one past Assembly Chair (not necessarily the immediate Past President or chair), a Resident Member of Council, and one Member-At-Large without immediate political aspirations (i.e., a Nominating Committee Member or past officer). The Search
Committee members, including the position of the chair of the committee, will be selected by the agreement of the Executive Committee and appointment by the President. (Executive Committee, 5/10/2009)