LEADERSHIP SUPPORT & DEVELOPMENT PROGRAM

WHAT I WISH I KNEW AS A NEW SNMMI-TS LEADER

Understanding the SNMMI-TS Organizational Structure
Complete With References and Resources.
Leadership Support and Development Program

Over the years, technologist members interested in joining their peers as active members in Society of Nuclear Medicine and Molecular Imaging Technologist Section (SNMMI-TS) leadership at the national level have noted a lack of simple – but detailed information about the language and organizational components of the Technologist Section (TS) which are necessary to become productive leaders in SNMMI-TS.

This program has been designed to provide detailed information and to serve as a guide for new, and existing leaders. The contents of this program were assembled by SNMMI-TS volunteers as they responded to the inquiry: “What I wish I knew as a new SNMMI-TS leader.”

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Qualifications/Time Commitment for Elected Positions

For all leadership positions, the technologist must be a current SNMMI-TS member in good standing.

PRESIDENT-ELECT:
- Qualifications: Experience as an Officer or Committee Chair at the National Level
- Time Commitment: 3-years (President-Elect, President, and Immediate Past President)

SECRETARY:
- Qualifications: Experience as a National Council of Representative or Committee Chair at the National Level
- Time Commitment: 1 year

FINANCE COMMITTEE MEMBER:
- Qualifications: Experience in an elected or appointed position at the National Level or as a Chapter President. Financial experience preferred.
- Time commitment: 3 years (2 years as a committee member and final year as Finance Chair)

DELEGATE-AT-LARGE:
- Qualifications: Experience as a national/chapter officer, Committee/Task Force Chair or National Council of Representatives at the National Level
- Time commitment: 3 years

MEMBER-AT-LARGE:
- Qualifications: Must be active in the SNMMI-TS for the last three (3) consecutive years. If elected, must not hold concurrent National Council of Representative position during the term of office. Past Presidents are not eligible to serve in this capacity for two years following the completion of their term as Immediate Past President.
- Time commitment: 2 years

SPECIALTY AREA REPRESENTATIVE (CARDIOLOGY, EMERGING TECHNOLOGIES, STUDENT):
- Qualifications: Must be active in the SNMMI-TS for at least three (3) consecutive years. Must be presently working or hold a title in that specialty area. If elected, must not hold concurrent National Council of Representative position. Past Presidents are not eligible to serve in this capacity for two years following the completion of their term as Immediate Past President.
- Time commitment: 2 years

NOMINATING COMMITTEE:
- Qualifications: Member of the SNMMI-TS
- Time Commitment: 1 year
SPEAKER-ELECT OF THE NATIONAL COUNCIL:

- Qualifications: Must be currently serving on the NCOR and have served as a chapter officer or national level committee chair prior to running for the Speaker-Elect position.
- Time Commitment: 2 years commencing at the end of the Annual meeting. Note: The speaker may be elected to serve for one (1) consecutive term.

**Individuals Restricted from Serving as a Candidate for SNMMI-TS Elected Positions Include:**
Senior-level staff of industry or liaison organizations shall not serve as voting members on the SNMMI-TS Executive Board or Directors-at-Large on the SNMMI Board of Directors as they have a direct conflict of interest. Senior-level staff members include directors or higher, which has a direct impact on the budgetary process.

Liaison Organizations include, but are not limited to: ARRT, ASRT, NMTCB, IAC, JRC’s, and ASNC. If an individual changes jobs mid-year and with the change in jobs, falls under one of the conflicts listed above, the individual shall be required to resign immediately from their position as a voting member on the SNMMI-TS Executive Board or Director-at-Large on the SNMMI Board of Directors. All potential candidates for voting members on the SNMMI-TS Executive Board or Directors-at-Large on the SNMMI Board of Directors shall be reviewed based on the above criteria. The Nominating Committee shall be the decision-making body for any candidate that it is not clear whether the position the person is in represents a conflict. Individuals currently serving as SNMMI-TS Executive Board voting members or Directors-at-Large on the SNMMI Board of Directors, who are also board members/and/or senior level staff members of liaison organizations shall not be affected by the recommendation above. They are grandfathered into the new recommended policies and will continue to have all the rights, voting privileges, etc. assigned to their current position on the Executive Board of SNMMI Director-at-Large positions. This policy went into effect beginning with the Election cycle in 2010.
Leadership Support and Development Program

Responsibilities of Elected or Appointed Positions

For all leadership positions, the technologist must be a current SNMMI-TS member in good standing. The following summarizes the responsibilities of elected SNMMI-TS leadership positions.

PRESIDENT:
SNMMI-TS Responsibilities:

- Primary spokesperson for the SNMMI-TS.
- Presides over the Executive Board (EB) and any meetings of the membership.
- Prepares meeting agendas for EB and Annual Business Meetings.
- Provides timely communication to the general membership, the SNMMI-TS leadership, the SNMMI Leadership, and the imaging community.
- Works with the SNMMI communications staff to prepare articles for the Journal of Nuclear Medicine (JNM), the Journal of Nuclear Medicine Technology (JNMT), and UPTAKE.
- Performs other duties that pertain to the office of the President or as directed by the EB.
- Serves as a non-voting member of the SNMMI-TS National Council of Representatives (NCOR).
- Is an ex-officio (non-voting) member of all SNMMI-TS committees, except the Nominating Committee.
- Appoints all standing and special Committee Chairs, committee members, and organizational liaisons.
- Ensures that Committee Chairs understand the goals and objectives of their committees as designated in the SNMMI-TS Strategic Plan.
- Delegates duties based on the goals and objectives designated in the SNMMI-TS Strategic Plan.
- Provides mentoring and guidance to Committee Chairs, EB members, and general leadership.
- Acts as a conduit between leadership and the SNMMI staff, ensuring that the work of the SNMMI-TS is being accomplished.
- The President may appoint an appropriate Parliamentarian to serve as an advisor and consultant on procedural matters.
- Presents the following awards:
  - Presidential Distinguished Service Award
  - Outstanding Educator
  - Outstanding Technologist
  - Advocate-of-the-Year
  - Lifetime Achievement Award
  - Fellow
  - Certificates of Appreciation
  - Others as Needed/Identified

The President (or designee) shall serve as the official representative at outside meetings:

- Liaison to the ASRT Grassroots program RT in DC
- Liaison to the Health Professions Network (HPN)
- Liaison to the European Association of Nuclear Medicine (EANM)
- Liaison to the American Healthcare Radiology Administrators (AHRA)
- Liaison to the World Federation of Nuclear Medicine and Biology (WFNMB)
SNMMI Responsibilities:
- Voting Member of the SNMMI Executive Committee
- Voting Member of the SNMMI Board of Directors (BOD)
- Non-voting Member of the SNMMI House of Delegates (HOD)
- Member of the SNMMI Finance Committee

PRESIDENT-ELECT:
SNMMI-TS Responsibilities:
- Acts for the President in the case of temporary absence.
- Serves as President’s designee in selected matters of the SNMMI-TS.
- Should the office of the President become vacant before the expiration of the current President’s term of office, the President-Elect shall serve the remainder of the President’s term and the term elected.
- Voting member of the SNMMI-TS EB, Finance Committee, SNMMI HOD, and the SNMMI BOD.
- Non-voting member of the NCOR.
- Member of the SNMMI-TS Bylaws Committee.
- Presents a gavel and plaque to the outgoing President at the SNMMI-TS Business meeting and upon assuming the office of President, announces the Program Committee Chair selected to serve for the next leadership year.
- Works with SNMMI Communications staff to prepare articles for UPTAKE and the Journal of Nuclear Medicine Technology (JNMT).

SECRETARY:
SNMMI-TS Responsibilities:
- Certifying the minutes of the meetings of the SNMMI-TS and for the maintenance of the archives of the SNMMI-TS including:
  - National Council
  - Executive Board
  - Technologist Section Business Meetings
  - All other meetings that the President may call
- Serves as an executive officer and voting member of the Executive Board, as well as a non-voting member of the NCOR.
- Chairs the SNMMI-TS Bylaws Committee
  - Should be familiar with parliamentary procedures, the SNMMI-TS Bylaws, and the Standing Rules.

FINANCE COMMITTEE CHAIR:
SNMMI-TS Responsibilities:
- Monitors and reports the financial status of the SNMMI-TS to the EB and NCOR and recommends actions as appropriate.
- Presides over the SNMMI-TS budget meeting and presents to the Executive Board.
- Serves as a voting member on the SNMMI-TS Executive Board, Finance Committee, and SNMMI Committee on Finance.
- Serves as a non-voting member on the National Council of Representatives.
May allocate financial resources as authorized by the Finance Committee, the SNMMI-TS President, or the Executive Board.

NATIONAL COUNCIL OF REPRESENTATIVES (NCOR):
The National Council of Representatives is the representative component of the SNMMI-TS compromised of elected and appointed leadership.

The NCOR shall be Chaired by a speaker.

Voting Members include: members-at-Large of the SNMMI-TS EB; one representative from each geographical region/chapter; one representative from each of the following specialty areas: education, cardiology, emerging technologies, students, managers, industry, and seven SNMMI-TS HOD members
Non-Voting Members include: SNMMI-TS Officers; SNMMI-TS Immediate Past President; SNMMI-TS Bylaws Chair; and the ERF Representative. Note: During the final six months of the NCOR Speaker’s term, a Speaker-Elect will be selected and will be a non-voting member of the NCOR unless the Speaker-Elect sits on the NCOR in another capacity that would afford a vote.

NCOR Responsibilities include:
- Develop and recommend to the EB, SNMMI-TS policies and programs regarding professional issues affecting nuclear medicine technology.
- Facilitate grassroots participation in the organization.
- Approve and monitor the strategic plan.
- Provide the EB with recommendations regarding chapter and national initiatives.
- Elect the Speaker-Elect of the NCOR.
- Elect four Members-at-Large to the Nominating Committee.
- Elect three Members-at-Large to the EB.
- Elect the six (6) specialty representatives to the NCOR.
- Elect two Directors-at-Large to the SNMMI BOD.

SPEAKER OF THE NATIONAL COUNCIL:
SNMMIMI-TS Responsibilities:
- Chairs meetings of the National Council of Representatives
  - Establishes an agenda for the NCOR meeting including action items, hot topics, and important issues for discussion
- Voting member of the SNMMI-TS Executive Board
- Serves as a liaison between NCOR, EB, and the Society
- Ex-officio member of all NCOR committees, working groups, and task-forces (except the nominating committee)
- Writes informational articles for UPTAKE and JNMT, as requested
- Clearly explains the roles and responsibilities of their positions to all Specialty Representatives and describes how to successfully meet those responsibilities.
- Provides a summary report from each EB to the NCOR. Reports NCOR activities to the President prior to any meeting of the EB.
- Creates task forces and working groups within the NCOR to focus on issues specific to the NCOR.
- Communicates on a regular basis with the NCOR, SNMMI-TS President, and the SNMMI-TS Administrator.
NCOR and Specialty Area Representatives:
The National Council of Representatives Delegate is the communication link between the Technologist Section and the Chapter to ensure that information is flowing to the chapter from the SNMMIMI-TS and vice versa.

NCOR Chapter Delegate Responsibilities include:
- Providing written reports summarizing information on meetings and elections; identification of problems or issues within the chapter that SNMMI-TS can assist with, and questions members or chapters have for the SNMMI-TS.
- Providing an incoming NCOR replacement with a complete job description outlining duties and responsibilities and the timely transfer of files and documents within 30 days of the expiration of the term of office.
- Stimulate SNMMI-TS members at the chapter level by keeping technologists informed of SNMMI-TS activities, and urging input and participation in SNMMI-TS activities on a local, chapter, and national level including:
  - Presenting timely reports
  - Encouraging technologists to submit scientific abstracts for presentation at local, chapter, or national meetings or publications in the JNMT or articles for UPTAKE.
  - Provide chapter members with information about available SNMMI awards
  - Sharing information on how to nominate an individual for National Office.
- Keep the Officers and the Central Office informed of Chapter activities:
  - Dates of local or chapter meetings.
  - Share chapter program brochures and newsletters with the SNMMI-TS President, President-Elect, and other Chapter Presidents.
  - Encourage chapter members to communicate with their chapter and national officers and committee chairs.
  - Keep close contact with the State TAGs within the chapter.
  - Encourage open communication between the NCOR delegate and chapter members.
  - Help recruit technologists to join the SNMMI-TS.

SPECIALTY AREA REPRESENTATIVE (CARDIOLOGY, EMERGING TECHNOLOGIES, STUDENT):
General Specialty Area Responsibilities:
- Attends and is prepared for all NCOR meetings
- Reviews and requests information on important matters requiring NCOR action
- Engages in Committee, Taskforce, and NCOR discussions and contributes to the analysis of proposals and presentations
- Serves on Committees and Task Forces that pertain to the interest of the represented specialty and/or industry.
- Additional responsibilities and duties of the specialty area representatives:

Cardiology Specialty Area Representative
- Reports to the NCOR and EB on issues and activities specific to Cardiology.
- Interacts with representatives from Industry and Emerging Technologies to obtain information on cutting-edge technologies and products; reporting these findings to the NCOR for dissemination to all members at the chapter and local level.
• Writes articles for UPTAKE and the JNMT on topics related to the Specialty as requested.

**Education Representative**

• Reports to the NCOR and EB activities related to the educational process.
• Acts as a liaison of the Educational Process within the Section including monitoring activities of committees and task forces.
• Assures that educational issues requiring attention are directed to the appropriate committee or task force.
• Monitors initiatives of Accrediting/Certification bodies and other educators and institutions of higher learning to identify issues of concern and emerging trends in the field.
• Writes articles for UPTAKE and the Journal of Nuclear Medicine Technology as requested.

**Emerging Technologies Representative**

• Reports to the NCOR and EB activities related to emerging technologies.
• Acts as a liaison, as needed, between the Technologist Section and the PET Center of Excellence, SNMMI Councils, or other Centers.
• Communicates with the NCOR representative from Industry and contacts within emerging technologies to identify hot topics of interest.
• Communicates and facilitates educational activities related to emerging technologies.
• Identifies experts in the field for educational programs to promote excellence in emerging technologies.
• Writes articles for UPTAKE and the JNMT as requested.

**Management Representative**

• Reports to the NCOR and EB activities related to management including management activities of like-minded organizations.
• Identifies issues relevant specifically to management.
• Assists the Annual Program Committee to develop an educational program specific to management.
• Writes articles for UPTAKE and JNMT.

**Student Representative**

• Reports to the NCOR and EB on recent projects, activities, and contacts related to Nuclear Medicine Technology (NMT) students.
• Acts as a liaison to share information between NMT students and the NCOR.
• Reports on activities related to Nuclear Medicine Technology training that could be improved.
• Attends meetings of the Student Membership Committee to help identify methods for recruiting and retaining student members in the Technologist Section.

**DELEGATE-AT-LARGE:**

**SNMMIMI-TS Responsibilities:**

• Serves as the SNMMI-TS Delegate and voting member of the SNMMI House of Delegates (HOD).
• Contributes to the management of business and financial affairs of the SNMMI.
• Serves as a voting member of the NCOR.
MEMBER-AT-LARGE:
SNMMI-TS Responsibilities:
- Serves as a representative of the SNMMI-TS general membership to the SNMMI-TS Executive Board.
- Contributes to the management of business and financial affairs of the SNMMI-TS
- One of the 3 Members-at-Large is elected from existing NCOR members.

EXECUTIVE BOARD (EB):
The Executive Board (EB) shall be the legislative and policy-determining component of the Section comprising of elected and appointed leadership.

Voting members include: President; President-Elect; Secretary; Finance Chair; Immediate Past President; two Directors-at-Large; Speaker of the NCOR, and three members-at-large.

Non-Voting Members include Chairs of the following committees: Program, Education, Publication, Advocacy, and Professional Development and Education Fund.

EB Responsibilities include:
- Develop and implement the SNMMI-TS Strategic Plan.
- Develop, approve, and implement the Policies and Procedures of the SNMMI-TS.
- Manage the business and financial affairs of the SNMMI-TS to include the development and implementation of an annual budget for the SNMMI-TS and the setting of the SNMMI-TS dues in a manner consistent with the strategic and operational interests of the SNMMI-TS and its membership.
- Develop, monitor, and evaluate programs that implement SNMMI-TS policies.
- Identify relevant professional issues for presentation to and action by the NCOR.
- Coordinate and monitor the activities of all organizational components within the SNMMI-TS.
- Forward all resolutions with financial impact to the Finance Committee for review and comment prior to vote.
- Monitor activities with financial impact on the SNMMI-TS.

SNMMI Board of Directors (BOD):
The Board of Directors is the governing body of the Society and shall serve as its trustees. The BOD is comprised of 15 voting and 6 non-voting members.

Voting Members include: President, President-Elect, Vice President-Elect, Secretary/Treasurer, Immediate Past President, the President of the Technologist Section, Immediate Past President of the Technologist Section, the Speaker of the House of Delegates, and seven (7) Directors-at-Large (3 of which are from the Technologist Section).

Non-Voting Members include: Chairs of the following committees: Finance, Government Relations, Publications, and Scientific Program, Education and Research Foundation (ERF) President and the Chief Executive Officer
BOD Responsibilities include:
- Perform fiduciary duties traditionally entrusted to directors and trustees of a not-for-profit corporation, including strategic planning, retention, and oversight of the Chief Executive Officer, and related responsibilities.
- Develop, approve, and implement the policies and procedures of the Society.
- Manage the business and financial affairs of the Society, including the development and implementation of an annual budget for the Society, in a manner consistent with the strategic and operational interests of the Society and its membership.
- Develop, monitor, and approve programs that implement Society policies.
- Identify relevant professional issues for presentation to and action by the House of Delegates, either directly or by appropriate committees.
- Coordinate the activities of the organizational components within the Society.

SNMMI HOUSE OF DELEGATES (HOD):
The House of Delegates is the representative component of the Society. The HOD is comprised of voting and non-voting members.

Voting Members include: Two (2) Chapter Delegates from each geographical chapter region; Two (2) Council Delegates from each council; Two (2) Center Delegates from each center, Eight (8) Technologist Section Delegates, and the Historian of the Society.

Non-voting Members include: The Officers of the Society and the Technologist Section President; the last five (5) past presidents of the Society.

HOD Responsibilities include:
- Develop and recommend to the Board of Directors, Society policies, and programs regarding professional issues affecting nuclear medicine and molecular imaging
- Elect two (2) Directors-at-Large.
- Approve amendments to the Bylaws in accordance with the Bylaws and Procedures.
- Approve establishment, suspension, renewal, and dissolution of chapters and councils.
- Review the strategic plan annually.
- Oversee and monitor the work of the committees of the House of Delegates.
- Elect
  - the Vice-Speaker of the House (who ascends to speaker)
  - the Historian.
  - the members-at-large of the Committee on Nominations.
  - members of the Audit Committee.
- Approve the selection of the Editor of The Journal of Nuclear Medicine.
Leadership Support and Development Program
SNMMI-TS Committees/Work Groups and Task Forces

ADVOCACY COMMITTEE: This committee will provide the Technologist Section support and guidance on issues that affect the regulation, legislation, practice, standards, and reimbursement of nuclear medicine.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

BYLAWS COMMITTEE: The committee’s functions are to recommend changes in the SNMMI-TS Bylaws and Procedure Manual that are deemed necessary. Those changes proposed by the membership will be presented to the National Council of Representatives in accordance with Article XI.
- The Chair is the SNMMI-TS Secretary, and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

CONTINUING EDUCATION COMMITTEE: The Education Committee will be responsible for all educational activities of the SNMMI-TS, including continuing education, academic preparation classes, exchanging of ideas in nuclear medicine technology education (best practices and current models), and recommending revisions of the JRCNMT “Essentials.” This committee will also be responsible for nominating SNMMI-TS representatives to the JRCNMT Board. The Education Committee also includes the VOICE Subcommittee.
- The committee chair is appointed for a two (2)-year term. The incoming president appoints the Chair and members of the Committee. The Chair of the Committee is also a non-voting member of the SNMMI-TS Executive Board. Committee members will serve a one (1)-year term.

EDUCATORS COMMITTEE: The purpose of the Committee is to plan and coordinate activities related to outreach, educators, students, and programmatic implementation.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

FINANCE COMMITTEE: The function of this committee is to provide informational reports and recommendations to the Executive Board and National Council of Representatives regarding assets, liabilities, and financial affairs of the SNMMI-TS, make recommendations regarding fiscal policy and expenditures for the succeeding year and submit the proposed budget for the following year to the Executive Board.
- Members of the Finance Committee shall consist of the Chairs of the Publications and Program Committees and three (3) elected members (one being the chair of the Finance Committee). Elected members shall serve a three-year term, whereas they serve as committee chair in the final year of their term. One new member is elected each year.

GRANTS AND AWARDS COMMITTEE: This committee is responsible for selecting the recipients of all awards and grants sponsored by the SNMMI-TS and the review and development of new SNMMI-TS awards.
- The Chair of the committee is the immediate past president of the Section. The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.
HISTORY COMMITTEE: The purpose of this committee is to identify and create opportunities and programs to elevate the SNMMI-TS and technologist history, as well as work with the SNMMI History Committee to coordinate SNMMI and SNMMI-TS history-related programs and initiatives.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

MEMBERSHIP COMMITTEE: The purpose of this committee is to promote membership in the SNMMI-TS, retain members, and seek ways to expand the services and benefits available to members of the nuclear medicine community as an enticement to membership.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

MOLECULAR THERAPY TASK FORCE: The purpose of this committee is to ensure NMTs are seen as an integral part of the Therapy Care team by creating supportive educational resources specific to Molecular Therapy and serving as a sounding board for therapy-related issues affecting NMTs.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

NOMINATING COMMITTEE: The committee is in charge of the Nomination and Election process as detailed in the Bylaws under Article VII.
- The Chair is the Immediate Past President. Four committee members are elected annually by the National Council of Representatives. The chair and members of the Committee will serve a one (1)-year term.

NUCLEAR MEDICINE AND MOLECULAR IMAGING WEEK TASK FORCE: The purpose of this committee is to enhance the promotion and visibility of Nuclear Medicine and Molecular Imaging Week.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

PET/MRI TASK FORCE: The purpose of this committee is to, 1) Acquire information, guidance, and statistics on function and practice at active PET/MR facilities, 2) Create and enhance PET/MRI educational offerings for technologists, and 3) Collaborate and provide outreach to other stakeholders.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

PROFESSIONAL DEVELOPMENT AND EDUCATION FUND (PDEF): This Committee provides a forum where corporate entities can contribute financial support to technologist-related programs and activities. The PDEF organizes the Hot Trot, 5K Virtual Run at the SNMMI Annual Meeting, and funds two scholarships.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

PROFESSIONAL DEVELOPMENT TASK FORCE: The purpose of this committee is to develop future leaders and create programming and opportunities for leadership development. This Task Force oversees the Leadership Academy.
- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.
PROGRAM COMMITTEE: The purpose of this committee is to organize the SNMMI-TS program at the Mid-Winter and Annual Meetings of the Society. This committee is also responsible for reviewing/judging the SNMMI-TS scientific papers and posters at the Society of Nuclear Medicine Annual Meeting and reviewing scientific papers and posters prior to the Society of Nuclear Medicine Annual Meeting.

- The Chair, sub-chairs, and committee members are appointed by the incoming president. Committee members will serve a one (1)-year term. In coordination with the SNMMI-TS Incoming President, the Program Chair selects the Student Abstract Chair and Abstract Chair.

PUBLICATIONS COMMITTEE: The Publications Committee will have direct management control and editorial review of all publications of the SNMMI-TS, including the Journal of Nuclear Medicine Technology (JNMT), published quarterly, and UPTAKE, the SNMMI-TS newsletter, published six times/year.

- The Chair and members of the committee are appointed by the incoming president. The Publication’s Chair will serve a two (2)-year term. The Chair will also serve as a non-voting member of the Executive Board. Members of the Publications Committee will serve a one (1)-year term unless serving on the UPTAKE or JNMT Editorial Board.

- The Chair of the Uptake Editorial Board is the Chair of the SNMMI-TS Publications Committee. The six (6) members of the Uptake Editorial Board are appointed by the SNMMI-TS Executive Board for a two-year term (no term limits) and are appointed on a rotating basis.

- The JNMT editor is selected by the Publications Committee and approved by the Executive Board. The duration of the office shall be five years. The JNMT Editor shall select, with the approval of the Publications Committee, Associate, and Consulting Editors. Editors will serve up to a five (5)-year term with the JNMT Editor.

QUALITY COMMITTEE: The purpose of this committee is to enhance quality in nuclear medicine technology, including the patient experience and safety of nuclear medicine procedures through education and training, and raise awareness of quality through advocacy, leadership, public relations, outreach, and collaboration.

- The Chair and members of the Committee are appointed by the incoming president and will serve a one (1)-year term.

SCOPE OF PRACTICE TASK FORCE: The purpose of this task force is to routinely maintain, review and update the SNMMI-TS Scope of Practice; respond/address specific Scope of Practice issues; and suggest educational offerings to the Continuing Education and Program Committee for Clinical Performance Standards. The Task Force works collaboratively with the Advocacy Committee.

- The Chair and members of the task force are appointed by the incoming president and will serve a one (1)-year term.

STATE TAG: The Technologist Advocacy Group (TAG Team) falls under the jurisdiction of the SNMMI-TS Advocacy Committee. The group identifies one dedicated member per state who is ready to be involved at the local level. TAG Team representatives should be prepared to share information on any changes in state/jurisdiction laws concerning the practice of nuclear medicine, Joint Commission survey outcomes, Medicare (CMS) surveys, and all other news or policy changes that might affect SNMMI’s technologists.

- TAGs volunteer for the position and stay until they resign or become inactive. There can be multiple TAGs for one state.
STUDENT AND GRADUATE TASK FORCE: The purpose of this committee is to increase student engagement; increase in-transition members (student members to tech members) and collaborate with other TS committees for Professional Development and In-Transition events.

- The Chair of the Task Force shall be the Student Specialty Area Representative to the NCOR, and members of the task force are appointed by the incoming president and will serve a one (1)-year term.

WOMEN IN NUCLEAR MEDICINE WORKING GROUP: The purpose of this working group is to develop relevant programs to encourage women technologists and students to become leaders and decision-makers in our field; foster the development of balance in professional interests and family life; develop opportunities for mentoring, networking and leadership training, and foster and encourage diversity, equity, and inclusion.

- The Chair and members of the task force are appointed by the incoming president and will serve a one (1)-year term.
Leadership Support and Development Program
General Overview: SNMMI-TS Committees

INTRODUCTION:
The SNMMI Technologist Section has a wide variety of committees, task forces, and working groups to meet the organizational needs of the Section and address specific issues associated with nuclear medicine technology. Technologist members are encouraged to participate at all committee levels (e.g., Committee Chair, Vice-Chair, member, etc.).

HOW COMMITTEE MEMBERS ARE APPOINTED:
The SNMMI-TS President appoints all committee chairs and members. With a few exceptions, the term of office will be the leadership year (e.g., June to June) of the incoming president. Reappointment is at the discretion of the next incoming president, committee chair, and volunteer technologist wishing to continue as a committee member.

Important Note: Based on ACCME guidelines, commercial technologists are restricted from participating in committees responsible for developing/creating educational products and materials accredited for VOICE, CME, etc.)

HOW TO GET INVOLVED
Over the years, technologists wanting to participate at the national level noted that if they don’t know individuals in the ‘leadership circle,’ becoming active is just plain hard!

Recommendation: If you’re interested in becoming an active member of any committee, reach out to:
1. the current or incoming SNMMI-TS president
2. the Senior Director of Governance & SNMMI-TS Administrator (e.g., Nikki Wenzel-Lamb)
3. the current committee chair (found on the SNMMI website: SNMMI-TS Committees - SNMM)
4. the staff liaison for the committee of interest
5. your state’s Technical Advocacy Group (TAG) representative(s)
6. your chapter’s National Council of Representatives (NCOR)
6. any member of your chapter’s leadership.

If you don’t receive an immediate response, don’t give up! The time and effort required to contact leaders that can help to guide, and mentor will pay off, and the SNMMI will benefit from your perseverance, energy, and, ultimately, the expertise you will bring to the leadership!

WHO CAN ATTEND A COMMITTEE MEETING?
Unless posted otherwise, ALL committee meetings, including the Technologist Section’s Executive Board and National Council of Representatives (NCOR), are open, and attendance is encouraged. Open meetings provide members with an excellent opportunity to see what activities are ongoing in various committees and determine interest in specific committees.

WHAT ARE THE TIME COMMITMENTS FOR COMMITTEE MEMBERS?
Time commitments are variable and different for every committee. Periodic conference calls to coordinate committee activities are scheduled to accommodate the availability of the majority of committee members. Usually, conference calls or in-person meetings (held during the Mid-Winter or Annual Meeting) are limited to 1 hour. Depending on planned activities – additional time commitments are specific to an assigned task. Volunteers are selected based on expressing interest in an activity and confirming available time to complete the task. If personal or professional issues impact your ability to
participate in a committee activity – tell your committee chair, staff liaison, and technologists in your working group. Everyone understands that life happens – but don’t commit to a project if you don’t have time to complete your assigned task!

Specific Committee Responsibilities – Committee Chair:
1. Helps to develop and support committee charges with the SNMMI-TS President.
2. Communicates charges and work-plan to the committee members.
3. Makes recommendations to the Executive Board regarding discussions from the committee.
4. Regularly (quarterly) reports to the Executive Board regarding ongoings within the committee.
5. Plans committee agendas with the staff liaison and committee.
6. Communicates effectively with committee members, staff, and Executive Board, (communication is not solely talking – it involves active listening).
7. Keep the committee focused on the charges and aligned with the strategic plan.
8. Maintains records and relevant information on the work of the committee.
9. Creates a positive work atmosphere.
10. Helps members understand how the committee/task force fits in the larger work of the organization and functions under the Executive Board.
11. Takes and encourages initiative.
12. Exercises leadership (controls without dominating).
13. Helps members become active participants in the decision-making process.
14. Provide an open forum for discussion.
15. Represents the organization at other association meetings as requested by the SNMMI-TS Leadership or Executive Board.

Specific Committee Responsibilities - Member:
1. Attends and is prepared for all committee meetings and conference calls
2. Actively participates in discussions and offers suggestions/recommendations for activities specific to meet the goals and objectives of the committee.
3. Completes assigned tasks promptly; avoids volunteering for projects if personal time is limited.
4. Supports committee members, as needed to meet project timelines.
5. Communicates effectively with the committee chair, committee members, and staff liaison.
## Leadership Support and Development Program

### Acronyms: General

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCs</td>
<td>Academic Health Centers</td>
</tr>
<tr>
<td>ACCME</td>
<td>Accreditation Council for Continuing Medical Education</td>
</tr>
<tr>
<td>ACMUI</td>
<td>Advisory Committee on the Medical Uses of Isotopes</td>
</tr>
<tr>
<td>ACA</td>
<td>Affordable Care Act</td>
</tr>
<tr>
<td>AQMIRT</td>
<td>Alliance for Quality Medical Imaging and Radiation Therapy</td>
</tr>
<tr>
<td>APC's</td>
<td>Ambulatory Payment Classifications</td>
</tr>
<tr>
<td>AAFP</td>
<td>American Academy of Family Physicians</td>
</tr>
<tr>
<td>AAMD</td>
<td>American Association of Medical Dosimetrists</td>
</tr>
<tr>
<td>ABII</td>
<td>American Board of Imaging Informatics</td>
</tr>
<tr>
<td>ABNM</td>
<td>American Board of Nuclear Medicine</td>
</tr>
<tr>
<td>ACNM</td>
<td>American College of Nuclear Medicine</td>
</tr>
<tr>
<td>ACR</td>
<td>American College of Radiology</td>
</tr>
<tr>
<td>AHRA</td>
<td>American Healthcare Radiology Administrators / The Association for Medical Imaging Management</td>
</tr>
<tr>
<td>AIUM</td>
<td>American Institute of Ultrasound in Medicine</td>
</tr>
<tr>
<td>AMA</td>
<td>American Medical Association</td>
</tr>
<tr>
<td>ANCC</td>
<td>American Nurses Credentialing Center</td>
</tr>
<tr>
<td>ARDMS</td>
<td>American Registry for Diagnostic Medical Sonography</td>
</tr>
<tr>
<td>ARRT</td>
<td>American Registry of Radiologic Technologists</td>
</tr>
<tr>
<td>ASNC</td>
<td>American Society of Nuclear Cardiology</td>
</tr>
<tr>
<td>ASTRO</td>
<td>American Society of Radiation Oncology</td>
</tr>
<tr>
<td>ASRT</td>
<td>American Society of Radiologic Technologists</td>
</tr>
<tr>
<td>AVIR</td>
<td>Association of Vascular and Interventional Radiographers</td>
</tr>
<tr>
<td>ANZSNM</td>
<td>Australian and New Zealand Society of Nuclear Medicine</td>
</tr>
<tr>
<td>AUC</td>
<td>Authorized Use Criteria</td>
</tr>
<tr>
<td>CAMRT</td>
<td>Canadian Associates of Medical Radiation Technologists</td>
</tr>
<tr>
<td>CIIP</td>
<td>Certified Imaging Informatics Professional</td>
</tr>
<tr>
<td>CNMT</td>
<td>Certified Nuclear Medicine Technologist</td>
</tr>
<tr>
<td>CAAHEP</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
</tr>
<tr>
<td>CT</td>
<td>Computed Tomography</td>
</tr>
<tr>
<td>CE</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>CEH</td>
<td>Continuing Education Hours</td>
</tr>
<tr>
<td>CME</td>
<td>Continuing Medical Education</td>
</tr>
<tr>
<td>CQR</td>
<td>Continuing Qualifications Requirements</td>
</tr>
<tr>
<td>ERF</td>
<td>Education and Research Foundation</td>
</tr>
<tr>
<td>EANM</td>
<td>European Association of Nuclear Medicine</td>
</tr>
<tr>
<td>FIND</td>
<td>Facility Innovative Nuclear Diagnostic</td>
</tr>
<tr>
<td>HPN</td>
<td>Health Professions Network</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>IAC</td>
<td>Intersocietal Accreditation Commission</td>
</tr>
<tr>
<td>JRCERT</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
</tr>
<tr>
<td>JRCNMT</td>
<td>Joint Review Committee on Nuclear Medicine Technology</td>
</tr>
<tr>
<td>JNC</td>
<td>Journal of Nuclear Cardiology</td>
</tr>
<tr>
<td>JNM</td>
<td>Journal of Nuclear Medicine</td>
</tr>
<tr>
<td>JNMT</td>
<td>Journal of Nuclear Medicine Technology</td>
</tr>
<tr>
<td>MRI</td>
<td>Magnetic Resonance Imaging</td>
</tr>
<tr>
<td>MIRD</td>
<td>Medical Internal Radiation Dose</td>
</tr>
<tr>
<td>NACES</td>
<td>National Association of Credential Evaluation Services</td>
</tr>
<tr>
<td>NCOR</td>
<td>National Council of Representatives</td>
</tr>
<tr>
<td>NIH</td>
<td>National Institutes of Health</td>
</tr>
<tr>
<td>NETs</td>
<td>Neuroendocrine Tumors</td>
</tr>
<tr>
<td>NCT</td>
<td>Nuclear Cardiology Technologist</td>
</tr>
<tr>
<td>NMT</td>
<td>Nuclear Medicine Technologist</td>
</tr>
<tr>
<td>NMTCB</td>
<td>Nuclear Medicine Technology Certification Board</td>
</tr>
<tr>
<td>NRC</td>
<td>Nuclear Regulatory Commission</td>
</tr>
<tr>
<td>OAR</td>
<td>Organs At Risk</td>
</tr>
<tr>
<td>OPPS</td>
<td>Outpatient Prospective Payment System</td>
</tr>
<tr>
<td>PRRT</td>
<td>Peptide Receptor Radionuclide Therapy</td>
</tr>
<tr>
<td>POC</td>
<td>Point Of Care</td>
</tr>
<tr>
<td>PET</td>
<td>Positron Emission Tomography</td>
</tr>
<tr>
<td>pRPT</td>
<td>Precision Radiopharmaceutical Therapy</td>
</tr>
<tr>
<td>PDEF</td>
<td>Professional Development and Education Fund</td>
</tr>
<tr>
<td>RSNA</td>
<td>Radiological Society of North America</td>
</tr>
<tr>
<td>RACC</td>
<td>Radiology Administration Certification Commission</td>
</tr>
<tr>
<td>RPTCOE</td>
<td>Radiopharmaceutical Therapy Center of Excellence</td>
</tr>
<tr>
<td>RaPTR</td>
<td>Radiopharmaceutical Therapy Registry</td>
</tr>
<tr>
<td>RCEEM</td>
<td>Recognized Continuing Education Evaluation Mechanism</td>
</tr>
<tr>
<td>RELIANCE</td>
<td>Recommendations For Evaluation of AI for Nuclear Medicine</td>
</tr>
<tr>
<td>RRA</td>
<td>Registered Radiologist Assistant</td>
</tr>
<tr>
<td>RT</td>
<td>Registered Technologist</td>
</tr>
<tr>
<td>SNM</td>
<td>Society of Nuclear Medicine</td>
</tr>
<tr>
<td>SNMMI</td>
<td>Society of Nuclear Medicine and Molecular Imaging</td>
</tr>
<tr>
<td>SNMMI-TS</td>
<td>Society of Nuclear Medicine and Molecular Imaging Technologist Section</td>
</tr>
<tr>
<td>SLA</td>
<td>State Licensing Agency</td>
</tr>
<tr>
<td>SSA</td>
<td>Structured Self-Assessment</td>
</tr>
<tr>
<td>STRR</td>
<td>Student Technologist Registry Review</td>
</tr>
<tr>
<td>TAG</td>
<td>Technologist Advocacy Group</td>
</tr>
<tr>
<td>VOICE</td>
<td>Verification of Involvement in Continuing Education</td>
</tr>
<tr>
<td>WFNMB</td>
<td>World Federation of Nuclear Medicine &amp; Biology</td>
</tr>
</tbody>
</table>
# Leadership Support and Development Program

## Abbreviations - Chapters

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT</td>
<td>Central Chapter</td>
</tr>
<tr>
<td>EGL</td>
<td>Eastern Great Lakes</td>
</tr>
<tr>
<td>GNY</td>
<td>Greater New York</td>
</tr>
<tr>
<td>ME</td>
<td>Mid-Eastern</td>
</tr>
<tr>
<td>MV</td>
<td>Missouri Valley</td>
</tr>
<tr>
<td>NE</td>
<td>New England</td>
</tr>
<tr>
<td>NC</td>
<td>Northern California</td>
</tr>
<tr>
<td>PT</td>
<td>Pittsburgh</td>
</tr>
<tr>
<td>PNW</td>
<td>Pacific Northwest</td>
</tr>
<tr>
<td>PSW</td>
<td>Pacific Southwest</td>
</tr>
<tr>
<td>PSWTC</td>
<td>Pacific Southwest Technologist</td>
</tr>
<tr>
<td>SE</td>
<td>Southeast</td>
</tr>
<tr>
<td>SW</td>
<td>Southwest</td>
</tr>
<tr>
<td>WRSNM</td>
<td>Western Regional Chapters (PNW, NC, PSW)</td>
</tr>
</tbody>
</table>
### Leadership Support and Development Program

**Abbreviations – Councils/Centers**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Council/Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCNMC</td>
<td>General Clinical Nuclear Medicine</td>
</tr>
<tr>
<td>CMIIT</td>
<td>Molecular Imaging Innovation &amp; Translation</td>
</tr>
<tr>
<td>AAC</td>
<td>Advanced Associate</td>
</tr>
<tr>
<td>AC</td>
<td>Academic</td>
</tr>
<tr>
<td>BIC</td>
<td>Brain Imaging</td>
</tr>
<tr>
<td>PIDCS</td>
<td>Physics Instrumentation &amp; Data Sciences</td>
</tr>
<tr>
<td>CIC</td>
<td>Correlative Imaging</td>
</tr>
<tr>
<td>CVC</td>
<td>Cardiovascular</td>
</tr>
<tr>
<td>PIC</td>
<td>Pediatric Imaging</td>
</tr>
<tr>
<td>RPSC</td>
<td>Radiopharmaceutical Sciences</td>
</tr>
<tr>
<td>TCoE</td>
<td>Therapy Center of Excellence</td>
</tr>
<tr>
<td>PET CoE</td>
<td>PET Center of Excellence</td>
</tr>
</tbody>
</table>
Leadership Support and Development Program
Robert’s Rules of Order – Just the Basics

Every committee meeting, including the Executive Board and NCOR meetings, follows Robert’s Rules of Order, as stated in the SNMMI-TS Bylaws:

“The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern all the meetings of the SNMMI Technologist Section in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Society, and any special rules of order the Section may adopt.” Understanding the basics of Robert’s Rules of Order can help members new to SNMMI leadership understand the basic governance process.

Quorum: the minimum number of members that must be present to make the meeting proceedings valid – in most cases 50% + 1.

Basic procedures: All members speak once before allowing anyone to speak a second time; 30 minutes maximum for discussion of an item unless extended by majority vote.

TYPES OF MOTIONS:
- Main motion – introduce a new item
- Subsidiary motion – change or affect how to handle a main motion (vote on this before main motion)
- Privileged motion – urgent or important matter unrelated to pending business
- Incidental motion – questions procedure of other motions (must be considered before the other motion)
- Motion to Table - enables a deliberative assembly to temporarily lay aside, or "table," a pending question for the sole purpose of taking up more urgent business that requires the assembly's immediate attention.
- Motion to Postpone – delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS:
- Motion – a member, recognized by the chair, states the motion
- Second – another member seconds the motion
- Restate motion – the chair restates the motion
- Debate – the members discuss/debate the motion
- Vote – the chair restates the motion, then requests affirmative votes followed by negative votes
- Announce the vote – the chair announces the results of the vote and any instructions

POINTS OF CLARIFICATION
- Point of order – Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- Point of Information – adding additional information or a specific point to the discussion so that other members can make a fully informed vote.
- Point of Inquiry – request clarification in a report to help make a better voting decision.
- Point of Personal Privilege – used to address physical comfort of a setting (too much noise or room temperature); the accuracy of a published report, or the accuracy of a member’s conduct.
<table>
<thead>
<tr>
<th>Action</th>
<th>What to Say</th>
<th>Can the Speaker be Interrupted?</th>
<th>Needs a Second?</th>
<th>Can this be debated?</th>
<th>Can this be amended?</th>
<th>Votes needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce main motion</td>
<td>“I move to...”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>“I move to amend the motion by...”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Move item to committee</td>
<td>“I move to refer the matter to committee.”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone item</td>
<td>“I move to postpone the matter until...”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>“I move the previous question (AKA- ‘Call the question)”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to procedure</td>
<td>“Point of order”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair’s decision</td>
</tr>
<tr>
<td>Request information</td>
<td>“Point of Information”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Extend the allotted time</td>
<td>“I move to extend the time...”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
</tbody>
</table>
| Table a motion                             | “I move to table...”  
(correctly stated: ‘Move to lay on the Table’) | No                              | Yes             | No                    | No                    | Majority     |
| Take up a previously tabled item           | “I move to take from the table...”               | No                              | Yes             | No                    | No                    | Majority     |
| Reconsider something already disposed of   | “I move to reconsider our action to...”          | Yes                             | Yes             | Yes                   | Yes                   | Majority     |
| Consider something out of scheduled order  | “I move to suspend the rules and consider...”    | No                              | Yes             | No                    | No                    | 2/3          |
| Close meeting for executive session**      | “I move to go into executive session.”           | No                              | Yes             | No                    | No                    | Majority     |

* Reconsider something - A member may make a motion to reconsider something that was already disposed of; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

**Executive session - An executive session is a special meeting-within-a-meeting that provides an opportunity for the board/committee to meet privately to handle sensitive and confidential issues, foster robust discourse, and strengthen trust and communication.
Parliamentary Procedure: Understanding Motions

Motions: *Adopted - Yet Still Not Final:*

For every means of disposing of a motion, there is a means of returning the motion to the assembly (with certain limitations):

- **Move to Lay on the Table:** Anyone can Take from the Table, once the immediate urgency has been dealt with. *

- **Move to Refer to a Committee:** Anyone can move to discharge the committee with previous notice. The motion could again return to the assembly.

- **Move to Rescind (annul or repeal):** Anyone regardless of how he voted and without time limitations (but with previous notice) may move to annul a motion already adopted.

- **Move to Amend Something Previously Adopted:** Even after the assembly long debated and heatedly amended a controversial motion, anyone with previous notice can later move to amend it some more. This is a strange case of amending a motion that is not pending.

- **Move to Postpone Indefinitely:** Any motion that is killed may be reintroduced in a subsequent session of the assembly.

- **Move to Reconsider the Vote on...:** If a member votes on the prevailing side, he may Move to Reconsider the Vote at the same meeting. The result is that he will paralyze the majority’s will by suspending all action that could be affected by the vote being reconsidered.

Robert’s Rules of Order base Parliamentary Procedure on the potential of the majority to change its mind; to need to correct a hasty, and ill-advised action; or to need to take into account a changed situation since voting.

*The parliamentary motion to ‘Lay on the Table’, or ‘Move to Table’—as prescribed by Robert's Rules of Order, Article V, Section 28—enables a deliberative assembly to temporarily lay aside, or "table," a pending question for the sole purpose of taking up more urgent business that requires the assembly's immediate attention. The motion to Lay on the Table is carried by majority vote and is not debatable or amendable. The assembly may not debate nor take any action that would affect the tabled question until a subsequent in-order motion to Take from the Table is moved, seconded, and carried.

Majority Vote: 2/3 Vote versus Majority Vote

The basic requirement of approval of an action is a majority vote. However, the following situations require a 2/3 vote for approval. Notice that all of these motions rob the individual of his rights. As a compromise between the rights of the individual and the rights of the assembly, a 2/3 vote is necessary:

1. Modify an Adopted Rule of Order or Agenda —
   - Amend or Rescind the Constitution, Bylaws, or Agenda (requires prior notice);
   - Amend or Rescind Something already Adopted;
   - Suspend the Orders of the Day;
- Refuse to Proceed to the Orders of the Day;
- Take up a Question Out of its Order.

2. Prevent the Introduction of a Question for Consideration –

3. Modify the Extend of Debate -
- Limit or Extend Limits of debate;
- Call for the Previous Question

4. Close Nominations –

5. Repeal an Assignment –
- Take Away Membership or Office;
- Discharge a Committee.

Six Steps to Every Motion

Step 1. A member is recognized, and makes a motion (Common mistake: Members do not wait to be recognized and typically start to discuss their motion before they make the motion).

Step 2. Another member seconds the motion.

Step 3. Without rewording, the presiding officer restates the motion to the assembly; (Common mistake: Motion is restated differently from the wording of the maker).

Step 4. The members debate the motion; (Common mistake: Debate gets out of control in temper, in duration, and/or in relevance)

Step 5. Presiding officer asks for the affirmative votes and then the negative votes; (Common mistake: The presiding officers states “All in favor” and fails to tell the members what to do as a matter of voting – for example, say aye, stand up, raise your hand, etc. – or the negative vote is never requested or counted).

Step 6. The presiding officer announces the result of the voting. (Common mistake: Presiding officer fails to pronounce the results of voting)

Motions: General Exceptions

For the sake of expediency, the chair can always say, “If there are no objections...”, and then declares what action the chair is going to take in the name of the assembly. If no one objects, the 6 steps are skipped and the motion has been adopted. If someone objects, the chair follows the 6 steps carefully.

However, not all motions require 6 steps:

Step 1. State the Motion:
Some motions are so important that the maker can interrupt the speaker and not wait to be recognized by the chair including: Question of Privilege, Orders of the Day, Point of Order, Appeal, Parliamentary Inquiry, Point of Information, Division.

Step 2. Second the Motion:
Some motions do not require a second (e.g. Coming from Committee) – Generally, if Robert’s Rules of Order allow you to interrupt a speaker, you do not need a second (except Appeal).

**Step 3. Chair Restates the Motion:**
The presiding officer may help a verbose person rephrase the motion.

**Step 4. Discuss the Motion:**
Some motions may not be debated because the debate would defeat the purpose of the motion including: Recess, Orders of the Day, Lay on the Table, Limit or Close Debate, Division of the Assembly, Division of the Question.

**Step 5. Vote on the Motion:**
Some motions are made and passed without voting including: Questions of privilege, Orders of the Day, Point of Order, and Division.

**Step 6. Announce Result of Vote:**
No exceptions allowed. The result of the voting must always be announced.
Leadership Support and Development Program

SNMMI-TS Organizational Structure

### Members

### SNMMI-TS Executive Board

President, President-Elect, Secretary, Finance Chair/Treasurer, Immediate Past President, Director-at-large (2), Member-at-Large (3), SNMMI-TS Program Committee Chair, SNMMI-TS Publications Committee Chair, SNMMI-TS Advocacy Committee Chair, PDEF Chair

### National Council of Representatives

<table>
<thead>
<tr>
<th>Voting NCOR</th>
<th>Non-Voting NCOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Delegate from each Chapter</td>
<td>Officers of SNMMI-TS</td>
</tr>
<tr>
<td>(3) SNMMI-TS Members-at-large</td>
<td>Immediate Past President</td>
</tr>
<tr>
<td>(1) Specialty Area Representatives:</td>
<td>Bylaws Committee Chair</td>
</tr>
<tr>
<td>(a) Education</td>
<td>ERF Representative</td>
</tr>
<tr>
<td>(b) Cardiology</td>
<td></td>
</tr>
<tr>
<td>(c) Emerging Technologies</td>
<td></td>
</tr>
<tr>
<td>(d) Industry</td>
<td></td>
</tr>
<tr>
<td>(e) Students</td>
<td></td>
</tr>
<tr>
<td>(f) Managers</td>
<td></td>
</tr>
<tr>
<td>(7) SNMMI-TS HOD Members</td>
<td></td>
</tr>
<tr>
<td>(1) Speaker of the National Council</td>
<td></td>
</tr>
</tbody>
</table>

### Committees

1. Advocacy Committee
   a. Scope of Practice
   b. State TAG
2. Awards Committee
3. Bylaws Committee
4. Continuing Education Committee
5. Educators Committee
6. Finance Committee
7. History Committee
8. International Liaison
9. Membership Committee
10. Molecular Therapy Task Force
11. Nominating Committee
12. Nuclear Medicine Week Task Force
13. PET/MR Task Force
14. Professional Development and Education Fund (PDEF)
15. Professional Development Committee
16. Program Committee
17. Publications Committee
18. Quality Committee
19. Student and Graduate Task Force
20. Uptake Editorial Board
21. Women in Nuclear Medicine Working Group
22. Workforce Pipeline Task Force
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Staff Liaison</th>
<th>Staff E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy Committee</td>
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<tr>
<td>Bylaws Committee</td>
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<tr>
<td>Chapter Presidents</td>
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<td>Vince Pistilli</td>
<td><a href="mailto:vpistilli@snmmi.org">vpistilli@snmmi.org</a></td>
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<td>Grants and Awards Committee</td>
<td>Teresa Ellmer</td>
<td><a href="mailto:tellmer@snmmi.org">tellmer@snmmi.org</a></td>
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<tr>
<td>Membership Committee</td>
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<tr>
<td>Molecular Therapy Task Force</td>
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<tr>
<td>Nominating Committee</td>
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<tr>
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<td>703-652-6766</td>
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<tr>
<td>Professional Development and Education Fund (PDEF)</td>
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<tr>
<td>Professional Development Committee</td>
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<td>Program Committee</td>
<td>Lisa Dickinson</td>
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<tr>
<td>Publications Committee</td>
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<tr>
<td>Quality Committee</td>
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<tr>
<td>Scope of Practice Task Force</td>
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<td>State TAG</td>
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<tr>
<td>Student and Graduate Task Force</td>
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<td>703-652-6766</td>
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<td>Women in Nuclear Medicine Working Group</td>
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<td>703-652-6766</td>
</tr>
</tbody>
</table>
Leadership Support and Development Program
Chapter/National Relationship

Describing the relationship between the National Organization and Regional Chapters:
Chapters are considered grassroots networks of the Society of Nuclear Medicine and Molecular Imaging (SNMMI) that provide a forum for SNMMI members to participate in local activities. All SNMMI members are automatically enrolled in one state/regional Chapter comprising the United States and Canada. Chapter participation enhances one of the most valuable member benefits—networking and sharing ideas with peers. All SNMMI chapters are chartered by the National organization and actively support the Bylaws and policies of the Society.

When joining the SNMMI, members may choose a Chapter or join the Chapter within their current geographical location. This location may be a home residence or the place of their educational training. Some individuals choose to change chapters when they move, graduate, or wish to become involved in the activities of another nearby chapter. Ideally, members are encouraged to participate within the chapter where they reside; however, it is not required.

Most chapters are comprised of Physician/Scientist members and Technologist members with an organizational structure that mirrors that of the national organization: a physician/scientist governing body and a technologist governing body.

Chapter Dues
The Society of Nuclear Medicine and Molecular Imaging invoices and collects dues on behalf of each regional SNMMI Chapter. Increases in the level of Chapter dues are allowed once per year and must be submitted in writing to SNMMI by June 15. Dues increases submitted by this date will be reflected in the Annual Billing beginning with the initial reminder mailed in July.

Chapter Chartering and Governance
Each Chapter in the SNMMI is an independently incorporated group with its own Articles of Incorporation, Bylaws, and organizational structure (officers and finances) that meets the strict chartering guidelines and Bylaws set by the SNMMI. Chapters must apply to and be approved by the SNMMI Board of Directors to become chartered organization members.

Each chapter:
- Manages their finances, state regulatory requirements for incorporation, IRS designation, liability insurance, and audits
- Has volunteer officers similar to the SNMMI:
  - President, Immediate Past President, President-elect, Secretary, Treasurer, National Council Delegate, and Committee Chairs to oversee the activities of the Chapter
- Hosts regular meetings
- Follow guidelines from the SNMMI
- May have a chapter administrator
- Reports their activities at the Mid-Winter and Annual SNMMI Meeting during the Committee on Chapters, HOD, or NCOR meetings.
The following is a visual representation and listing of the current SNMMI Chapters:
Committee on Chapters
SNMMI also has established a committee comprised of Chapter officers (President, President-elect and Executive Director). The Committee on Chapters, which meets at least two times a year (during the Mid-Winter meeting and Annual meeting), is a forum that brings chapter leaders together to discuss areas of mutual interest. The goal of the committee is to strengthen the chapters and to improve communications and linkages between the chapters and the national organization.

Each Chapter is responsible for outreach to communicate and serve their local members, offer educational opportunities, and represent their best interests during the NCOR meetings.

There may be grassroots organizations, but they are NOT affiliated with the National Chapter, (e.g., Delaware Valley Society of NM, the Garden State Society of NM, and the Long Island Society of NM).

The multiple levels of governance within the SNMMI (national, chapter, and local) are designed to serve the needs of the nuclear medicine community, including education, advocacy, government relations, and interdisciplinary communication, to name just a few interests.

SNMMI dues for all member categories include national dues, chapter dues, and council or center affiliations. Dues are paid at the national level and disseminated to each chapter every quarter.

SNMMI members are encouraged to become involved at the local, chapter, or national level to whatever degree they feel comfortable, depending on available time, knowledge, and experience. Actively participating in SNMMI leadership can help each member build a strong network of professional peers and play a significant role in career development.
### Leadership Support and Development Program

#### Chapter Administrator Roster

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Chapter Administrator</th>
<th>Phone</th>
<th>EMAIL</th>
<th>Chapter Website</th>
<th>Geographic Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Chapter</td>
<td>Merle Hedland</td>
<td>(630) 428-3877</td>
<td><a href="mailto:info@ccsnmni.org">info@ccsnmni.org</a></td>
<td><a href="http://www.ccsnmni.org">www.ccsnmni.org</a></td>
<td>Minnesota, Wisconsin, Illinois, Indiana, Michigan, and Central and Northern Ohio (North of Cincinnati)</td>
</tr>
<tr>
<td></td>
<td>Genevieve M. Hedland-Hill</td>
<td>(630) 428-3255</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern Great Lakes</td>
<td>Merle Hedland</td>
<td>(630) 428-3877</td>
<td><a href="mailto:eglsnmni@gmail.com">eglsnmni@gmail.com</a></td>
<td><a href="http://www.eglsnmni.org">www.eglsnmni.org</a></td>
<td>New York (West of Syracuse) as well as Ontario and all provinces east of Ontario in Canada</td>
</tr>
<tr>
<td></td>
<td>Genevieve M. Hedland-Hill</td>
<td>(630) 428-3255</td>
<td></td>
<td></td>
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<tr>
<td>Greater New York Chapter</td>
<td>Mitchell H. Stromer</td>
<td>631 7306308</td>
<td><a href="mailto:mitch360@aol.com">mitch360@aol.com</a></td>
<td><a href="http://www.greaternycsnmmi.org">www.greaternycsnmmi.org</a></td>
<td>Eastern New York (East of Syracuse and South of Albany); New Jersey, Eastern Pennsylvania (East of Harrisburg); and Southern Connecticut.</td>
</tr>
<tr>
<td>Mid-Eastern Chapter</td>
<td>Shari L. Moreau</td>
<td>(202) 877-3532</td>
<td><a href="mailto:moreausl@msn.com">moreausl@msn.com</a></td>
<td><a href="http://www.mecsnnm.org">www.mecsnnm.org</a></td>
<td>West Virginia, Virginia, Maryland, Delaware, and the District of Columbia.</td>
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<tr>
<td>Missouri Valley Chapter</td>
<td>Michelle L. Wauters</td>
<td>(319) 621-3200</td>
<td><a href="mailto:exdir@mvcsnm.org">exdir@mvcsnm.org</a></td>
<td><a href="http://www.mvcsnm.org">www.mvcsnm.org</a></td>
<td>North Dakota, South Dakota, Nebraska, Kansas, Iowa, and Missouri.</td>
</tr>
<tr>
<td>New England Chapter</td>
<td>April Mann</td>
<td>(413) 537-2236</td>
<td><a href="mailto:info@nects.org">info@nects.org</a></td>
<td><a href="http://www.nects.org">www.nects.org</a></td>
<td>Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, and Maine.</td>
</tr>
<tr>
<td>New England Technologist Chapter</td>
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<td><a href="http://www.nects.org">www.nects.org</a></td>
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<td>Northern California</td>
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<td><a href="http://www.wrsnm.org">www.wrsnm.org</a></td>
<td>Washington, Oregon, Idaho, Montana, Wyoming, Colorado, Utah, Alaska, Hawaii, and British Columbia, Canada</td>
</tr>
<tr>
<td></td>
<td>Genevieve M. Hedland-Hill</td>
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<td>Pacific Northwest</td>
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<td><a href="http://www.wrsnm.org">www.wrsnm.org</a></td>
<td>Arizona, Southern California, and Southern Nevada.</td>
</tr>
<tr>
<td></td>
<td>Genevieve M. Hedland-Hill</td>
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<tr>
<td>Pacific Southwest (Physicians)</td>
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<tr>
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<td><a href="http://www.nucgang.org">www.nucgang.org</a></td>
<td>Western Pennsylvania (West of Harrisburg); West Virginia [some Northern Portions]; and some Western border cities in Ohio</td>
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<td>Kentucky, Tennessee, Mississippi, Alabama, Georgia, Florida, South Carolina, North Carolina, and Southern Ohio (South of Dayton)</td>
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</tr>
<tr>
<td></td>
<td>Genevieve M. Hedland-Hill</td>
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