

# The Organizational Charter of the Resident Forum

West Virginia University School of Medicine Department of  
Medical Education Graduate Medical Education

## Statement of Purpose:

Resident physicians of West Virginia University School of Medicine shall have a council of residents to foster effective communication and exchange of information and ideas between residents and the faculty and administration of Graduate Medical Education within the School of Medicine. This fulfills the ACGME Institutional requirement II.C

## Article One: Definitions and Authority

### Section 1. Definitions

- A. A resident is defined as all persons enrolled in a graduate medical education training program sponsored by the West Virginia University School of Medicine under the governance and oversight of the Graduate Medical Education Committee (GMEC).
- B. Faculty is defined as all persons holding a faculty position with any academic rank whether full-time, part-time or emeritus.
- C. Administration is the collective administration of graduate medical education including but not limited to the Dean, the DIO, residency program directors, residency program managers and administrators, and central GME office personnel.
- D. A quorum is defined as at least one-half (50%) of the voting members. A quorum is required for votes on action items.

### Section 2. Authority, Subordination, and Interpretation

- A. Authority.  
The Resident Forum has the authority to discuss and deliberate on issues important to residents, and make recommendations for consideration by the administration and the GMEC.
- B. Subordination.  
This document shall be subordinate to the Constitution of the United States of America and all laws of the same, the Constitution of the State of West Virginia and all laws of the same, all local laws and regulations, all policies and regulations duly enacted by West Virginia University, and all policies and regulations of the School of Medicine, West Virginia University Hospitals and the GMEC.
- C. Interpretation.  
All sections of this document are subject to the interpretation of the Designated Institutional Official (DIO). Appeal of any interpretation shall be to the GMEC Taskforce whose decision will be final.
- D. The Forum shall meet at least quarterly.
- E. Special meetings of the Forum may be called by the Forum Chair, the DIO, or by a simple majority of the voting forum members.
- F. Minutes shall be kept of all Forum meetings.

## Article 2: Membership

### Section 1. Representation

- A. All ACGME accredited programs shall be entitled to one voting resident member of the forum.
- B. Residents in non-ACGME accredited non-standard programs approved by the GMEC will not be eligible to be voting members of the forum.
- C. The voting member for each program shall be a single peer selected resident or is currently in training in the program, and does not hold a faculty appointment.
- D. Residents who have been peer selected to hold voting positions on the GMEC will be at large ex-officio voting members of the forum. These representatives will not count towards the program representative designated in Article 2, section 1A.
- E. Resident members must be in good academic and professional standing to obtain and maintain a position as a voting member of the forum.
- F. Should the peer selected voting member for a particular program be unable to attend the Resident/Fellow Forum on its scheduled date and time, the peer selected voting member may appoint a designee from their program to attend in his/her place and vote in their stead. The name of the designee must be emailed to the Central GME Liaison, and to the Forum Secretary by, at least, one hour prior to the meeting so that administration is aware. This designee must be in good academic and professional standing in the program.

### Section 2: Access to the Forum

- A. All residents, including those who are not voting members of the forum, are eligible to suggest agenda items and attend meetings of the forum, but only voting members may make and vote on motions or other action items.
- B. Residents who wish to suggest an agenda topic for forum discussion, should contact the Forum Chair, or another elected officer in the absence of the Chair.

## Article 3: Elections and Officers

### Section 1. Elections

- A. The Forum shall elect a Chair, Vice Chair, and Secretary, and as they deem necessary other officers as defined in this charter as listed in Article 3, Section 2.
- B. All officers will assume their duties immediately following the Forum meeting when elections are held.
- C. Officers will serve a period of one year.
- D. Officers may be re-elected to the same office only once.
- E. Elections shall be by secret paper or electronic ballot.
- F. The Chair, Vice Chair, and Secretary must be elected by at least 50 percent of ballots cast. If no candidate receives 50% of the votes cast, a run-off shall be held between the two candidates receiving the greatest number of votes. All other officers shall be elected by receiving the highest number of votes.

## Section 2: The Officers

### A. Forum Chair.

1. Qualifications for candidacy:

A candidate for Forum Chair must:

- a. be a member of an ACGME residency program
- b. be in good academic and professional standing
- c. be a voting member of the Forum

2. Duties and Responsibilities. The

Forum Chair shall:

- a. maintain regular contact with the administration
- b. conduct all meetings of the forum
- c. establish the agenda for all meetings of the forum
- d. declare executive session of a forum meeting so that forum members have the ability to meet and discuss topics without the DIO, other members of the administration or faculty
- e. act as the liaison with the School of Medicine Alumni Office;
- f. represent the forum at any GMEC meetings where issues raised by the forum are to be discussed
- g. appoint residents, as necessary, to assist with any special projects assigned to the forum by the administration or authorized by the forum;
- h. assist other officers as needed;
- i. strive to maintain the decorum of the office, act responsibly in all matters, and perform duties in a fair and unbiased manner;

### B. Vice-Chair

1. Qualifications. The Candidate for Vice-Chair must:

- a. be a member of an ACGME residency program
- b. be in good academic and professional standing
- c. be a voting member of the Forum

2. Duties and Responsibilities. The

Vice Chair shall:

- a. act as Chair in case of absence or removal of the Chair
- b. assist the Chair as directed;

### C. Secretary

1. Qualifications. be a member of an ACGME residency program

- a. be in good academic and professional standing
- b. be a voting member of the Forum

2. Duties and Responsibilities: The Forum Secretary shall:

- a. Maintain accurate minutes of all forum meetings.
- b. Distribute minutes of all forum meetings to forum members and the DIO

#### D. **Other Offices**

1. The Forum may identify and elect according to the provisions of this charter other positions as needed for the functioning of the forum

### **Article 4: Vacancy, Removal, and Succession**

- A. **Appointed Positions.** Any person appointed to a position by the Chair may be removed from that position by the Chair or by petition of one third of the voting Forum members. Such removal only applies to positions created by the Chair for specific, temporary purposes.
- B. **Elected Positions – Removal.** Any elected officer may be removed by petition of one-half of the voting Forum members. Officers may also be removed by the DIO only upon written notice that the officer is no longer in good academic and professional standing within their program.
1. Any officer removed as outlined above may appeal the decision to the Dean or his/her designee.
- C. **Succession and Vacancy**
1. If the office of the Chair becomes vacant through resignation or removal, the Vice-Chair shall take that office.
  2. If the office of the Vice-Chair becomes vacant, the Forum will elect a new candidate meeting all the criteria as soon as can be arranged by the Chair.
  3. If any other elected office becomes vacant, it shall be filled by appointment by the Chair, and the appointed official shall enjoy the rights of a duly elected official for the remainder of the term of office.

### **Article 5: Effectiveness and Amendments**

- A. This document shall become effective upon acceptance and ratification by the GMEC and the approval of the DIO.
- B. Amendments may be proposed by written petition of the Forum, the GMEC or the DIO. Amendments to this document require the approval of three fourths of the Forum, and the GMEC and DIO.

Drafted April 2014

Approved by GMEC Taskforce, May 1, 2014

Approved by GMEC, May 9, 2014