

**PDAS - The Pathology Department Administrators Section**  
of the Association of Pathology Chairs, Inc.

OPERATING PROCEDURES OF  
THE PATHOLOGY DEPARTMENT ADMINISTRATORS SECTION  
OF THE ASSOCIATION OF PATHOLOGY CHAIRS

**Approved, JULY 2006**

**Revised, JULY 2013**

**Revised, JULY 2016**

**ARTICLE I. NAME**

The name of the organization shall be the PATHOLOGY DEPARTMENT ADMINISTRATORS SECTION (PDAS) of the ASSOCIATION OF PATHOLOGY CHAIRS (APC).

**ARTICLE II. PURPOSE**

The Section is established to provide a forum for the exchange of information and ideas and to make recommendations concerning the business and administrative aspects of running an academic Pathology department. The Section shall be sponsored by the Association of Pathology Chairs (APC) and will be responsible to the APC Council.

**ARTICLE III. MEMBERSHIP ELIGIBILITY AND PRIVILEGES**

**Section 1 – Eligibility for Membership:** The voting members of PDAS shall be individuals listed as a department administrator or business officer (or other equivalent term) of departments of pathology, clinical pathology and/or laboratory medicine in schools of medicine as designated by the APC member. These same members shall be invited to participate in the PDAS listserv.

**Section 2 – Rights and Privileges:** PDAS shall follow the voting conventions of the APC as to number of votes per school. In general, each member in good standing, as determined by the APC Council, shall have one vote on all matters relating to the adoption and amendment of operating procedures, and on any other matter on which the PDAS Council may desire a vote. Notwithstanding the foregoing, no member may vote on any matter nor participate in the listserv unless any required dues have been paid currently.

**ARTICLE IV. GOVERNANCE AND ELECTIONS**

**Section 1 – Council:** The PDAS Council shall consist of the elected officers, i.e. the Chair and Secretary as well as the Chair-Elect, the Immediate Past Chair, and the Secretary-Elect, and four members-at-large representing the four geographic regions (Northeast, South, Midwest and West).

**Section 2 – Officers of the Council:** The elected officers of the Section shall consist of the Chair, the Chair-Elect, the Immediate Past Chair, the Secretary, and the Secretary-Elect.

**Section 3 – Voting Privileges:** Each officer and member-at-large has one vote on all matters before the Council.

**Section 4 – Terms of Office:** The term of office for each elected officer is two years. Offices will be assumed on the Saturday following the annual meeting. The term of office for each member-at-large will be two years.

**Section 5 – Nominations and Elections of Officers:** The Council officers and members shall be chosen from among individuals who are members of the Section as defined in Article III above at the time of their election. Nominees for Chair-Elect must have served in a prior position on the Council. Members of the Nominating Committee shall be eligible to be candidates for election to open positions unless otherwise proscribed by these Operating Procedures. Nominations may take place using the PDAS listserv or by other telecommunications methods as determined by the Nominating Committee. Elections will be moderated by the elected officers of the Section and will occur according to methods defined by Council (see Section 7 and Section 8).

**Section 6 – Nominations and Elections of Members-at-Large:** The members-at-large will be nominated by members of their region prior to the summer meeting in corresponding years. The Southeast and the Midwest regional members-at-large will be nominated and elected in odd-numbered years. The Northeast and West regional members-at-large will be nominated and elected in even-numbered years. Council shall set the methods by which regional voting occurs.

**Section 7 – Nominating Committee:** The Immediate Past Chair shall act as the Chair of the Nominating Committee and will coordinate the nominating process. The elected Officers of the PDAS will serve as the Nominating Committee. The Chair of the committee may appoint up to 2 additional members of the PDAS membership to the Nominating Committee for terms of one year. The Nominating Committee shall publicize at least thirty (30) days in advance of its deliberations the positions to be filled and shall invite nominations from the membership. The Nominating Committee will propose candidates for Chair-Elect and for Secretary-Elect every two years to the PDAS members. Each region will propose its regional member-at-large, to be elected by the region. The Nominating Committee shall strive to maintain a balance within the Council with regard to geographical distribution, size of institutions, institutional ownership, and other factors that lead to diversity of approaches to professional obligations. The Nominating Committee shall also strive to maintain geographic, gender, racial and ethnic diversity among the members of the Council.

**Section 8 – Elections:** For each election cycle, the Nominating Committee shall solicit the PDAS membership for nominations for upcoming elections at least sixty (60) days prior to the annual business meeting. At its discretion, the Nominating Committee shall determine the number of candidates for each open Council Officer position. In developing the slate of candidates, the Nominating Committee shall strive to maintain diversity among the members of the Council (see Article IV, Section 7). Council will set the methods by which regional voting will occur.

In general, two regional representatives shall be elected each year, and the Chair-Elect and the Secretary-Elect shall be elected every other year. For each election, the Nominating Committee shall present a slate of candidates from among the members of the PDAS to the voting membership for open Officer positions on the Council. For elections that take place prior to the Business Meeting, ballots shall be distributed by mail, facsimile, or by electronic means at least thirty (30) days prior to the annual business meeting of the PDAS. To be counted, ballots must be received within fifteen (15) days from the date they are distributed to the membership. For elections that take place at the annual Business Meeting, ballots shall be distributed at the Business Meeting. The nominees who receive the most number of votes from the members voting shall be declared elected. In the event of a tie vote for any position, the winning nominee shall be declared by the Nominating Committee. In the event there is a discrepancy or challenge to any election, the Council shall decide the matter by a majority vote. The APC Executive Director and delegated staff may assist the Nominating Committee if requested to do so.

The newly elected officers and representatives shall take office on the Saturday following the annual meeting.

**Section 9 – Succession of Officers:** Succession of officers will occur only upon a vote of affirmation from the PDAS membership preceding the succession date. In the event that a member-at-large, the Chair-Elect or the Secretary-Elect is unable to complete his/her term of office (as described in Article VI), it shall be the option of the Council to select a replacement. The replacement shall serve only until the next scheduled election, and the vacancy shall be treated in the same fashion as any other open position of the Council.

**Section 10 – Terms of Office:** The number of terms a member may serve on the Council shall not be restricted as long as their eligibility and election are in accordance with these operating procedures.

## ARTICLE V. MEETINGS

**Section 1 – Business Meeting:** There shall be at least one regular meeting of the Section annually. This meeting will take place in conjunction with the annual summer meeting of the APC.

**Section 2 – Other Meetings:** Interim meetings may also be held in person or by mail, fax, e-mail, teleconference, or other means, if called by the PDAS Council. Such meetings may be to inform the members or to seek their opinion or action on issues of interest to the membership.

**Section 3 – Registration Fees:** The PDAS Council, in consultation with the APC Council, shall fix the precise dates of these meetings and shall set any registration fees that may be charged therewith.

## ARTICLE VI. DUTIES OF THE OFFICERS

**Section 1 – The Chair:** The Chair shall prepare the agenda for and preside at the meetings of the Section and the Council. In addition, the Chair shall be responsible for dealing throughout the year with items of major concern to the Section. The Chair will report regularly to the APC Council. The Chair will attend in person or by tele-conference the spring, summer and fall APC Council meetings. The Chair shall present an annual report of Section activities to the membership at the annual summer meeting and submits Section activity reports for inclusion in the Fall and Spring APC Newsletter. The Chair shall be a member of the Practice and Management Committee of the APC. The Chair shall be assisted by other officers and members of the Council and may seek, as needed, service from other members and non-members, including persons specifically requested to provide liaison between the Section and other organizations.

**Section 2 – The Immediate Past Chair:** The Immediate Past Chair of the PDAS Council will serve as Nominating Committee Chair, and conduct elections as described in Article IV, Section 7. The Immediate Past Chair attends the APC Council meeting at the annual summer APC meeting and assists the Chair in preparing the annual report of the Section. The Immediate Past Chair will assist the Chair as needed and shall otherwise function as a member of the Council of the Section.

**Section 3 – The Chair-Elect:** The Chair-Elect shall serve as Chair-Elect and normally succeed the Chair two years after his/her election. If the Chair is unable to serve a full term, for any reason, the Chair-Elect shall assume the Chair through the end of the term of the incumbent and shall then succeed to his/her elected term. The Chair-Elect shall serve in the place of the Chair

as needed and shall otherwise function as a member of the Council of the Section.

**Section 4 – The Secretary:** The Secretary shall maintain a complete and accurate record of all meetings of the Council and the annual meeting of the Section. Any rules and regulations that are deemed necessary by the Council for the proper conduct of the affairs of the Section shall be recorded and maintained by the Secretary. All approved amendments to the operating procedures will be recorded and maintained by the Secretary.

**Section 5 – The Secretary-Elect:** The Secretary-Elect shall normally succeed the Secretary two years after his/her election. The Secretary-Elect shall assist the Secretary. If the Secretary is unable to serve a full term, for any reason, the Secretary-Elect shall become the Secretary through the end of the term of the incumbent and shall then succeed to his/her elected term. The Secretary-Elect shall serve in the place of the Secretary as needed and shall otherwise function as a member of the Council of the Section.

**Section 6 – Meetings of the Council:** The Council shall meet as often as necessary and shall act on behalf of the membership in furthering the purposes of the Section and in conducting its business. Meetings of the Council shall be called by the Chair. The Council may, if it deems appropriate, solicit opinions from the membership by mail, fax, or e-mail as well as at the annual meetings to assist in guiding the judgment of the Council on any issue. The Council shall report its activities to the membership and the APC through its Council.

## ARTICLE VII. COMMITTEES

**Section 1 – Ad hoc Committees:** The Chair of the PDAS Council may appoint ad hoc committees and one or more persons to maintain liaison with other organizations, to meet a time-limited need for policy development or implementation, or for such other purposes as are considered reasonable. All committees shall be appointed or reconstituted as needed at the time new officers assume office (the Saturday following the annual meeting) and shall be coterminous with the Office of Chair of the Council. Committee business may be transacted by mail, by conference call, by e-mail, by fax, at the time of other meetings, or in any practical manner that effectively accomplishes the purpose of the Committee.

**Section 2 – Nominating Committee:** The Nominating Committee shall be responsible for organizing and carrying out elections of the PDAS (See Article IV, Section 7). The Chair of the Nominating Committee shall be the Immediate Past Chair of PDAS. Members of the Nominating Committee shall be eligible to be candidates for election to open positions unless otherwise proscribed by Article IV, Section 5 of these Operating Procedures. The Nominating Committee shall strive to maintain a balance within the Council with optimal distribution noted previously in Article IV, Section 7.

**Section 3 – Committee Records:** Each of the committees shall be expected to maintain written records and shall provide concise written reports of its activities for consideration by the Council at its meetings. These reports shall constitute a part of the regular agenda of the Council.

## ARTICLE VIII. QUORUM AND VOTING

With respect to any duly called meeting of the members in person or by mail, fax, e-mail, or other means, the members present or responding at such meeting shall constitute a quorum. If a vote is taken on any matter at a meeting, except as otherwise provided herein, the matter shall be acted upon affirmatively on a favorable vote of a majority of the voting members present and voting.

## **ARTICLE IX. DUES AND FINANCIAL SUPPORT**

Financial issues are handled by the APC Council and the APC Executive office. The PDAS Council may request support for specific activities from the APC Council.

## **ARTICLE X. FISCAL YEAR**

The fiscal year of the Section shall be in concert with the policy of the APC.

## **ARTICLE XI. REVIEW OF AND AMENDMENTS TO THE OPERATING PROCEDURES**

**Section 1 – Operating Procedures Review:** The operating procedures shall be reviewed no less than every two years. The Secretary shall be responsible for coordinating the review.

**Section 2 – Proposed Amendments:** Any proposed amendment to these operating procedures must be sponsored by at least five (5) members of the Section to be presented to the PDAS Council for review and must be approved by the APC Council before presentation to the section members.

**Section 3 – Membership Review:** The proposed amendment shall be distributed to the membership at least thirty (30) days prior to vote if the vote is not at the Annual Summer meeting of the APC; or at the Annual Summer meeting of the APC if the vote is to be taken at that meeting. Voting on amendments may be accomplished by ballot distributed individually to the membership by mail, fax, e-mail or other means, or by vote at the Annual Meeting of the Section.

**Section 4 – Adoption:** Adoption of the amendment shall require a two-thirds majority vote of those voting.

**Section 5 – Rules and Regulations:** Appended hereto shall be any rules and regulations that are deemed necessary by the Council for the proper conduct of the affairs of the Section. Records of these rules and regulations shall be maintained by the Secretary.

## **ARTICLE XII. RULES OF ORDER**

Robert's *Rules of Order* (newest revised edition) shall determine the method of conduct for all meetings.

Approved: 07/14/2006  
Revised: 07/15/2013  
Revised: 07/14/2016