

HEDS Policies and Procedures

Board Term of Office

Purpose:

The purpose of this policy is to clarify the term length and eligibility for additional terms for members of the Board for the Houston Eating Disorders Specialists.

Policy:

Members of the Board of Directors of the Houston Eating Disorders Specialists shall serve a **staggered 3 year term.. Members may not succeed to a second full term on the Board without a break in service unless such a position cannot be filled.** Following service of a partial term, that member is eligible for election to a full term. **Members whose Board term is expiring may be nominated and elected to another office position without a break in service.**

Purpose

The HEDS has adopted policies and procedures that, in some way or another, define processes for the Board of Directors to follow in making decisions. While these policies aim to be comprehensive in scope, they do not and cannot address every potential situation for which board action may be required.

Further, increasing access to electronic communications makes it necessary to clarify under what circumstances email and other similar means may be used to facilitate Board operations without impairing its ability to carry out its essential duties of care, obedience and loyalty.

This document outlines procedures to be used by the Board in requesting action on matters whenever those are not provided for elsewhere in HEDS policy.

Scheduled Meetings

a. Policy:

The HEDS Board develops the agenda for meetings of the Board and Executive Committee.

b. Procedures:

1. One week before a scheduled meeting of either group is to be convened, the President or designee will send a draft agenda to members of the relevant body.
2. **Members of the Board or Executive Committee (as appropriate) will respond to the President's call for agenda items within 2 business days following the date the call was issued.** The President will review

these requests to determine the most suitable means for processing the request. This may include asking the Board member who initiated the request to provide written detail, submitting it to an HEDS committee or task force for consideration, tabling the item for discussion at the upcoming Board or Executive Committee meeting, recommending an expedited decision by RapiVote (see section to follow), or other means judged by the President to be suitable.

3. **At least 3 business days before the scheduled meeting, the President or designee will send the final agenda to the members of the board of HEDS .**

Use of a Consent Calendar

Many decisions on routine, noncontroversial points of business requiring no detailed discussion, revision, or other consideration meriting presentation as a distinct agenda item during a meeting of the HEDS Board can be addressed as part of a Consent Calendar. A consent "calendar," is a component of a meeting agenda that enables the board to group routine items and resolutions under one umbrella. Issues in this consent package are familiar enough to board members so that they do not need any discussion before a vote. Unless a board member feels that an item should be discussed and requests the removal of that item ahead of time, the entire package is voted on at once without any additional explanations or comments. The idea is to save time on items requiring no questions or comments. The process is, simply, motion then second then vote.

“Routine”, “standard”, “non-controversial”, and “self-explanatory” are adjectives that well describe consent agenda items. Sample items that can be included in a Consent Calendar are:

- Committee and previous board meeting minutes
- Office reports
- Routine correspondence
- Minor changes in a procedure
- Routine revisions of a policy (Changes in dates or dollar amounts due to changes in laws)
- Updating documents
- Confirmation of conventional actions that are required in the bylaws (Signatory authority for a bank account or acceptance of gifts)

Voting by E-Mail or Listserv (“RapiVotes”):

a) Policy:

The availability of email and listservs can be important tools in facilitating board communications. However, they do not substitute for the discussions in which the HEDS Board is expected to engage as it carries out the organization’s business.

A “Rapivote” is a tool designed to facilitate operational decision making between scheduled HEDS Board (and in some cases Executive Committee) meetings. The intent behind a Rapivote is to expedite rapid decision making—occurring between scheduled board of directors meetings—that will be amenable to straightforward approval or rejection by email vote. However, to be acceptable within the law, a Rapivote must comply with certain procedures (described in the following).

Except to the extent that the Articles of Incorporation or Bylaws of the HEDS require that action by the HEDS Board or Executive Committee be taken at a meeting, action required or permitted to be taken by the Board or Executive Committee may be taken without a meeting if each director from the group in question signs a consent describing the action to be taken and delivers it to the HEDS Secretary. Such action will be effective when the last director signs the consent, unless the consent specifies a different effective date. A written consent and the signing thereof may be accomplished by one or more electronic transmissions, including e-mail and listserv.

Rapivotes may not be used as a discussion forum. Indeed, adherence to applicable U.S. state and federal laws makes it necessary to assure that there are appropriate provisions for members of the HEDS Board to interact and share opinions prior to reaching operational decisions. Therefore, discussions are best left for Board meetings, Executive meetings, special (or emergency) telephone meetings called around specific points, or separate email exchanges initiated and followed by the interested board member/sender.

b) Procedures:

1. Items to be considered via Rapivote will be straightforward points, for which
 - a. needed background discussion permitting adequate interaction and sharing of opinions has already occurred, either during an actual meeting, a telephone conference, or via email, OR
 - b. it is felt that simple presentation of the item under consideration represents adequate background to permit a choice to vote or defer for future discussion.

2. A point upon which a vote is desired should be presented in a brief statement (no more than 2-3 lines) with a clear-cut choice of action as follows:
 - a. request to Approve/Disapprove/Abstain (or Yay/ Nay/Abstain);
 - b. simple selection from a slate of choices (e.g., vote for items 1, 2, 3 or 4); or
 - c. ranking of choices (e.g., rank order your preferred speakers).

OR, in each case, an alternative option is “FURTHER DISCUSSION REQUIRED”

3. When a point matches the characteristics described above, procedures surrounding Rapivotes are as follows:

- a. The director wishing to submit a call for a **Rapivote submits a request for such a vote to the HEDS Secretary, who will make a judgment as to the suitability of the item in question for a Rapivote. If deemed to require “live” board discussion, the Secretary will forward the request to the President, and notify the director submitting the request that the item will not be submitted as a Rapivote**, but will instead be slated for the next (or an upcoming) board meeting. If deemed to be suitable as a Rapivote, the request proceeds.
- b. The request should be in the form of a brief statement, upon which members can pronounce a clear judgment by means of a standardized vote ballot form. The Secretary will forward the Rapivote to the President or designee who will organize all Rapivotes for a given week, distribute them via email to directors early in the week, with a request for response on all Rapivote items by the end of the same business week.
- c. **Each director shall sign and return to the HEDS Secretary an electronic version of the consent statement provided with each Rapivote packet.**
- d. In the event a director does not provide written consent, the Rapivote will be declared null by the HEDS Secretary.
- e. In the event consent is given by all directors but votes are lacking to pass any item in the Rapivote packet, the Administrative Director will, on a one-time basis for any given item, prompt directors who have not responded to the vote. Once a majority vote has been obtained, the Administrative Director will tally votes and forward the tally to the HEDS Secretary.
- f. The HEDS Secretary will advise the HEDS President whenever a Rapivote has been approved and received required consent.
- g. **The HEDS President will add Rapivotes that have received approval and consent to the consent calendar for the agenda of the next meeting of the HEDS Board or Executive Committee, as the case may be.**
- h. The HEDS Board Secretary will ensure that a record of each decision is registered in the meeting minutes.

BIENNIAL CONFERENCE PREPARATION GUIDELINES

I. Venue Selection

- a) **Policy:**
The selection of venues and meeting dates will be made by the Board. In selecting the venues and dates, attention will be paid to potential conflicts with other eating disorder and related conferences (i.e., the Academy for Eating Disorders Conference) and with holidays such as Easter, Passover.

- b) **Procedures:**

Venue Selection:

1. The HEDS conference director will investigate possible venues within the Houston area and will present a short list of venues to the Board for review.
2. The short list of venues will be presented to the Full Board for review and approval.
3. The Board will work with HEDS conference director to select the dates of the conference, based on venue availability, cost, and potential conflicts with other conferences.

Changes to Selected Locations, Venues, or Dates

1. All changes to approved locations, venues, or dates must be reviewed and approved by the Full Board.

II. Program Committee Membership

a) Policy:

The Program Committee will be responsible for determining the scientific content of the conference including; choice of conference theme, keynote speakers, plenary speakers, and paper, poster and workshop selection. The program committee will not be responsible for fundraising or securing sponsorship. However, the program committee Co-Chairs will be expected to have regular contact with those in charge of sponsorship throughout the conference planning process.

b) Procedure:

Selection of Co-chairs:

The Program Committee Co-Chairs will be selected prior to the year of the conference. Co-Chairs are nominated by the President and require final full Board approval. In addition to the duties outlined above under “Policy”, the Program Co-Chairs will act as liaisons with other HEDS committees that contribute to the annual meeting to ensure proper integration of the activities into the final program.

Program Committee Composition:

Members of the Program Committee will be selected prior to the conference. Members are nominated by the Program Committee Co-Chairs in consultation with the Board and require final Full Board approval.

- **Continuing Education (CE)/ Continuing Medical Education (CME)**
- Any applications required are completed by the education chair and/or committee. The application requires a full outline of the program including content, speakers, needs assessment and overall learning objectives, but not selected abstracts and posters. **Ideally, the content of the meeting should be set 3 months prior to the preliminary program print date so that the application can be approved before printing.** The program Co-Chairs must sign the CE application.
- Whenever possible, HEDS will seek continuing education credits for the disciplines licensing the members. These should include:
 - Registered Dietitians
 - Licensed Professional Counselors
 - Licensed Marriage & Family Therapists
 - Licensed Psychologists
 - Licensed Social Workers
- This application requires the full meeting details included in the preliminary program and **should be submitted 1.5 months prior to the preliminary program print date if the goal is to announce the accreditation in the preliminary program.** If the information is not available on time, the accreditation will be announced later.

Ethics Policies and Procedures

Member Standards of Conduct

Purpose:

The purpose of this policy is to outline the standards of conduct for HEDS members and to describe the guidelines for the enforcement of these standards.

Policy:

The HEDS Board will manage and oversee the communication of the HEDS Member Standards of Conduct to the membership, the revision or development of these standards, and the enforcement of these standards.

Procedures:

Ethical practice is an essential aspect of professional excellence. To ensure the HEDS goal of promoting excellence in the field of eating disorders, all HEDS members are expected to abide by and adhere to the following Standards of Conduct:

1. Members are expected to conduct their professional and academic activities in a conscientious manner with integrity, honesty, and fairness.
2. Members are expected to abide by and adhere to the professional standards, applicable laws and regulations, and Standards of Ethical Practice concerning their respective degrees, professional credentials, certifications, professional positions, and offices.
3. The Board, at its discretion, may ask a member to cease usage of the HEDS title or membership, which it finds conflicts with the goals and/or mission of the organization or, which it deems misleading, unethical, or otherwise inappropriate. Examples of acceptable uses of the HEDS title or membership are in a resume, biographical sketch, curriculum vitae or in a list of professional accomplishments for the purpose of an introduction as a speaker at a professional meeting.
4. Members will openly identify all sources of direct or indirect financial support of their work related to any HEDS conference, workshop, teaching day, Board activity or other HEDS-related presentation. Members will fully disclose any conflict of interest involved in any HEDS publication or scientific, clinical or other HEDS- related forum in which their work is presented. Examples of conflict of interest are: stock ownership in a company that supports their work; a partnership in a company whose products are used in the author's study; direct financial support from a company whose products or services are utilized in the author's work.

Budget

The Board prepares the annual budget with the assistance of the Treasurer. The budget will include a detailed list of income and expenses, and will provide comparison information from the previous budget year. The Committee makes recommendations to the Board concerning its provisions and approval.

The Board will authorize discretionary (unbudgeted) activities and initiatives, identify their fiscal and resource implications, and set priorities among them. The Finance Committee will then exercise delegated appropriations authority in making final decisions on the funding of these discretionary activities and initiatives. The appropriations decisions are to reflect the financial interests of HEDS and the priorities set by the Board for the activities and initiatives in question.

Conduct a review for HEDS revenue sources considering each of the following in turn: 1) membership fee, 2) meeting and pre-meeting registration fees, and 3) all other fees (e.g., mailing list charges, meeting exhibitor fees, CEU fees, advertising, etc). The results of review will be reported to the Board at each annual meeting along with recommendations concerning fee level for the revenue source under review.

Website and Listserv Advertisement

HEDS Web site and Listserv Advertisements and Postings

Purpose:

The purpose of this policy is to outline the process for accepting and maintaining postings on the Houston Eating Disorders Specialists Web site and HEDS listservs including: **advertisements for research studies, conferences sponsored by other organizations, links to other Web sites, and other listserv postings.**

Policy:

Research Recruitment: Proof of institutional ethics approval for the project will be required. Requests for **research postings may be made by Houston Eating Disorders Specialists members only.** Student postings and industry sponsored research recruitment postings *must have an HEDS member sponsor.*

Since proof of institutional ethics approval and review by Web Site Committee are required prior to posting of research recruitment request, postings for research study *recruitment* are not allowed on the HEDS listserv. Announcement about the addition of new studies to the Web site will be made to HEDS members via e-mail.

Conference Postings: Postings for conferences sponsored by other organizations with similar missions (e.g., professional organizations, registered charities, non-profit organizations, national and international user and career organizations) will be accepted at no charge, provided the organizations agree to allow HEDS to post advertisements for HEDS sponsored conferences and services, as applicable, on that organization's Web site and/or listserv at no charge or to access that organization's mailing list for conference advertisement purposes. Links to Web sites of other eating-disorder relevant organizations will be included following the same principles (i.e., reciprocity in posting HEDS conference information and mailing lists).

Listsrv postings: The HEDS listserv is an un-moderated listserv, and all postings and content of postings are the sole responsibility of the sender. The listserv is meant to serve as a forum for discussion among members, a pathway to request information **regarding referrals around the area, and an exchange of information relevant to eating disorders treatment, research, prevention, and advocacy among members.** **Job postings are allowed on the listserv. Members are permitted to post announcements of professional services.** Listserv owners have the authority to determine acceptable content.

Listsrv postings:

- a.) The HEDS listserv is an un-moderated listserv open to all HEDS members. All postings and content of postings are the sole responsibility of the sender.
- b.) Members subscribed to the HEDS listserv are eligible to post messages to the HEDS listserv and receive messages from the HEDS listserv.

Misuse of HEDS listserv: It is up to HEDS members to use best practice when posting to the listserv. **Profanity, personal communications, posting of identifiable patient information, or disregard of listserv policy will be considered misuse and are subject to review by the listserv owners.** Advertisements by individuals or organizations that are found to be in conflict with the aims and mission of the HEDS will not be accepted and will be removed from the listserv archives site as soon as HEDS Headquarters or the listserv owners becomes aware of such a conflict of interests.