

Process for Initiating Recall Decisions for Leadership and Membership

1. Criteria for Recall:

- Recall procedures may be initiated if a Standing Committee leader or general member fails to fulfill their responsibilities despite repeated requests for corrective action. The specific criteria include:
 - **Failure to Perform Duties:** Consistent lack of engagement, failure to attend meetings, or not completing assigned tasks.
 - **Behavioral Misconduct:** Actions that violate AMA-MSS policies, including unethical behavior, harassment, or discrimination.
 - **Inability to Collaborate:** Consistent difficulty working with others that significantly disrupts committee functions.

2. Initiation of Recall:

- **For Leaders:**
 - If a Standing Committee leader (including Subcommittee leaders) fails to fulfill their responsibilities after repeated requests from any Standing Committee member, the Governing Council liaison and other Standing Committee leaders can call a meeting with the leader in question to discuss concerns. The leader will be given the opportunity to present their perspective and develop a plan for improvement. If issues persist for at least four weeks, a motion to recall the leader from their position may be made.
- **For General Members:**
 - If a general Standing Committee member fails to meet their responsibilities after repeated and consistent requests from any Standing Committee leader or member, the Governing Council liaison, Standing Committee leaders, and respective Subcommittee leaders may call a meeting with the member in question to discuss concerns. If responsibilities remain unmet for at least four weeks, a motion to recall the member from the committee may be made.

3. Motion for Recall:

- A formal motion for recall can be initiated by Standing Committee leaders or the Governing Council liaison after the required period of unmet responsibilities (four weeks). The motion must be seconded to proceed.
- **Voting Process:**
 - A vote is conducted among the Standing Committee leaders and the Governing Council liaison. A two-thirds ($\frac{2}{3}$) majority vote is required to pass the recall motion.

4. Internal Hearing for Recall:

- Upon the receipt of a recall motion:
 - An **Internal Hearing** is convened within 14 days. This hearing includes the Standing Committee leadership and a member of the MSS Governing Council, in addition to the Governing Council liaison.

- Members with significant conflicts of interest must recuse themselves from the hearing.
 - The member facing recall has the right to be heard and present their case, including any supporting evidence.
- After both sides have been heard, the panel will deliberate without the member in question present. A two-thirds ($\frac{2}{3}$) majority vote of the remaining panel members is required to finalize the recall decision.
- 5. Communication of Recall Decision:**
 - The outcome of the recall decision will be communicated in writing to the member in question and the Standing Committee leadership within 7 days of the hearing.
 - **If Recall is Approved:**
 - The member is immediately removed from their position. The resulting vacancy will be filled by the MSS Governing Council in consultation with current Standing Committee leadership. The vacancy must be filled within 60 days.
 - **If Recall is Denied:**
 - The member retains their position, and further guidance and support may be provided to prevent future issues.
- 6. Appeal Process:**
 - If a member is recalled, they may appeal the decision to the AMA-MSS Governing Council within 14 days. The appeal must be submitted in writing to the AMA-MSS Vice Chair.
 - The MSS Governing Council will vote on the appeal at its next meeting. A two-thirds ($\frac{2}{3}$) majority vote is required to overturn the recall decision. If overturned, the MSS Governing Council will work with Standing Committee leadership to create a plan for next steps.
- 7. Resignation and Vacancies:**
 - **Resignation of Leaders or Members:**
 - Any leader or general member wishing to resign must notify the rest of their Standing Committee leadership team at least two weeks before they plan to stop responsibilities.
 - **Filling of Vacancies:**
 - Vacancies for leadership positions will be filled by the MSS Governing Council in consultation with the Standing Committee leadership team within 60 days. General member vacancies can be filled at any timeline deemed appropriate by the MSS Governing Council.

Uniform Appeals Process for Leadership and Membership Recall Decisions

1. Initial Notification and Filing of an Appeal:

- The member who has been subject to a recall decision (whether a committee leader or general member) must submit a written appeal within 14 days of the recall decision. The appeal should be directed to the AMA-MSS Vice Chair and must include:

- A clear statement of the grounds for the appeal.
- Any supporting evidence or documentation.
- A preferred resolution or desired outcome from the appeal.

2. Formation of an Appeals Review Panel:

- Upon receipt of an appeal, an Appeals Review Panel shall be convened within 14 days. The panel will consist of:
 - Two members of the AMA-MSS Governing Council not directly involved with the Standing Committee in question.
 - One Standing Committee chair from a different committee who is familiar with committee processes but has no conflict of interest.
 - The MSS Vice Chair, who will oversee and facilitate the process but not vote.
- All members of the panel must disclose any conflicts of interest before proceeding. Any conflicts may result in replacement by another impartial member.

3. Review of the Appeal:

- The Appeals Review Panel will meet to evaluate the appeal. This review will include:
 - A presentation of the original recall decision and the rationale behind it by the Standing Committee leadership.
 - The appellant's opportunity to present their case, including any supporting evidence and explanations.
 - A review of the recall process followed by the Standing Committee to ensure compliance with established guidelines.
- Both sides will have an opportunity to respond to questions from the panel.

4. Deliberation and Decision:

- Following the review meeting, the panel will deliberate in a closed session. The decision will be based on:
 - Whether the recall decision adhered to established procedures.
 - The fairness and appropriateness of the decision based on the evidence presented.
 - Whether there were any procedural errors or biases that could have impacted the outcome.
- The panel's decision will require a two-thirds majority to overturn the original recall decision.

5. Communication of the Decision:

- The panel's decision will be communicated in writing to both the appellant and the Standing Committee leadership within 7 days of the deliberation. The decision will include:
 - A clear statement of the panel's ruling (uphold, overturn, or modify the recall decision).

- The rationale behind the decision.
- Any recommended actions for the Standing Committee or Governing Council moving forward.

6. Implementation of the Decision:

- If the appeal is upheld and the recall is overturned, the member will be reinstated immediately, and the Standing Committee leadership will collaborate with the Governing Council to ensure a smooth transition back into their role. The member or leader will be eligible to join an alternate standing committee, pending availability confirmation from other standing committees.
- If the appeal is denied, the recall stands, and any resulting vacancy will be filled according to the Standing Committee's established internal procedures.
- In cases where the decision is modified (e.g., a recall is upheld but with certain conditions), the panel's recommendations will guide next steps.

7. Finality and Recordkeeping:

- The decision of the Appeals Review Panel is final and cannot be appealed further.
- All documentation related to the appeal, including the panel's final report, will be retained by the AMA-MSS Vice Chair for future reference and process improvement reviews.

Process for Declaring Conflicts of Interest (COI) in Appeals:

1. Initial COI Disclosure Requirement:

- Once an appeal is filed, the member in question (i.e., the individual being recalled) will be notified of the Appeals Review Panel members. Upon notification, the appellant has **7 days** to review the panel composition and disclose any potential conflicts of interest.
- The member must submit a formal written statement identifying any COI concerns, providing specific reasons (e.g., personal, financial, or professional relationships) that could compromise the impartiality of any panel member.

2. COI Review and Determination:

- Upon receiving the COI disclosure, the MSS Vice Chair will review the claim to determine its validity. This review will involve assessing:
 - The nature and extent of the conflict.
 - The potential impact of the conflict on the fairness of the process.
- If a COI is confirmed, the panel member in question will be recused and promptly replaced by another impartial member. The substitution process will occur within **7 days** of the determination to avoid delays in the appeal.

3. Timing and Consequences of Non-Disclosure:

- If the appellant fails to disclose a known conflict within the designated **7-day period**, it may be considered a waiver of the right to challenge the panel's impartiality later in the process, unless new information emerges that justifies a delayed disclosure.
- If a previously undisclosed COI is identified during or after the appeal review, it may result in a re-evaluation of the decision or the formation of a new panel, depending on the severity of the conflict.

4. Recordkeeping and Transparency:

- All COI disclosures and determinations will be documented and retained for future reference. This ensures that the appeals process remains transparent and that any COI management is consistently applied.