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	2008	JUNE 23, 2019
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE
	STANDING RULES	JUNE 23, 2019
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4: COMPOSITION		JUNE 23, 2019

**SUMMARY & PURPOSE:**

This Standing Rule contains the information that describes the composition and election principles for the Council. It is critical to understand that these are essential to ensure that there is no undue influence by any individual or entity, and that there is appropriate representation of the certification population that is served.

**DEFINITIONS:**

None needed

**STANDING RULE:**

Composition:

The Council shall have eleven voting members.

- Two (2) officers:
  - There are two officers of the SSH Certification Council at any time.
    - Chair
    - Vice Chair (either the Chair Elect or Past Chair depending on the rotation).
- Eight (8) general members
- One (1) public member

There shall also be one SSH Board of Directors Liaison (non-voting) as assigned by the SSH Board of Directors, and one SSH Staff Liaison (non-voting) as assigned by the SSH Executive Director.

Eligibility:

An individual is eligible to be a general member if the following criteria are met:

- At least two-thirds (2/3) of the Council shall currently possess one of the certifications as of IMSH in 2021.
- Current SSH Member in good standing
- Demonstrates expertise and/or participation in healthcare simulation activities
- Will be able to fulfill the roles and responsibilities stated in Standing Rule 5-Responsibilities

An individual is eligible to be a public member if the following criteria are met:

- Shall be an individual who represents those impacted by the healthcare simulation skills and services
- Has served or is serving in a volunteer capacity
- Is interested in ethical, professional behavior on the part of healthcare simulation professionals.


Non-Eligibility:

Individuals are not eligible to be a general member of the Council when any of the following apply:

- Current member of a Board of any healthcare simulation association
- A previous member of a Board of any healthcare simulation association in the preceding two years prior to the selection cycle.

Individuals are not eligible to be a public member of the Council when any of the following apply:

- A current or previous healthcare simulation professional.
- An employer, employee, or volunteer in a healthcare simulation organization.
- An employee of an individual certified by the Council.
- An employee of any certification organization.
- Currently deriving more than 5% of his or her total income from the profession of healthcare simulation or from business with healthcare simulation professionals.
- Derived in any of the five years preceding his or her appointment as a public member more than 5% of his or her total income from healthcare simulation or from business with healthcare simulation professionals.

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- Worked for or provided contract services to the Council or SSH at any time during the five years preceding his or her appointment as a public member.

**Terms:** A one-year term is considered as being the period between the first Thursday after consecutive IMSH meetings. Members of the Council serve for a three-year term and can be selected consecutively for one more term not to exceed six years. Officers shall serve their terms to completion. Should individuals desire to be reselected after a six-year consecutive term, they must wait two years prior to being eligible for reselection.

**Terms of Officers:** The Chair, and either the Chair-Elect or the Immediate Past Chair shall serve as the officers of the Council. The Chair-Elect and Immediate Past Chair shall serve for a one-year term. The Chair shall serve for a two-year term.

**Nominations:** A call for nominations for general members of the Council shall be conducted annually. Nominees must submit information as required by the published deadline. Nominees must fully comply with Council member requirements as established. Details for the nominations and selections process are in the Nominations and Elections policy.

**Selection:** All nominations received shall be reviewed by the current Council. The Council shall select from all who are eligible to replace the outgoing Council members as described in the Nominations and Elections policy and ensure the diverse representation of the healthcare simulation community.

**Election of Officers:** The Council Chair-Elect is elected by the Council through majority vote at the January meeting that is conducted at the International Meeting on Simulation in Healthcare (IMSH). In case of a tie vote, the current Chair's vote will be counted. Details for the nominations and elections process are in the Nominations and Elections policy.

**Overlap of Terms:** The elections shall be such that roughly one-third of the Council shall be open for nominations and elections each year on a rotating basis. Certification staff shall be responsible for ensuring the appropriate rotation.


**Public Member:** The public member is appointed by the Chair with the advice and assent of the Council. The public member shall be appointed for a two-year term, and can be reappointed for one additional term for a maximum of four years.

**Resignation:** Council members may resign for any reason by written notice to SSH Staff and the Chair of the Council.

**Removal:** A Council member may be removed from office for failure to perform the duties required of members by a 2/3 vote of the Council.

**Vacancies:** The Officers of the Council shall nominate a new member to complete the remainder of any open position. The Council shall vote on the nominee for approval. In the event of a vacancy in the Chair position, the Chair-Elect shall assume the duties. In the event of a vacancy in the Chair-Elect position, an election will be held. In the event of a vacancy in the Past-Chair position, the Chair with the assent of the Council shall select a current senior general member to perform the duties of the Past-Chair. Additionally, the Chair and appointed senior general member may nominate a new member to fill the open position for the remainder of the previous Past-Chair position, subject to vote of approval by the Council.

**SSH Board Liaison:** A current member of the SSH Board of Directors shall be assigned by the SSH Board of Directors as a non-voting member of the Council. This member shall serve to coordinate

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communication between the Council and the SSH Board of Directors and is invited to participate in all discussions.

**SSH Staff:** The Executive Director of SSH shall appoint individuals on the SSH Staff as staff liaisons to the Council. The Executive Director of SSH is responsible for the hiring and termination of same. Evaluation of staff performance shall be conducted with input from the Officers of the Council.

**SCOPE/APPLICABILITY:**

This Standing Rule shall apply at all times.

**PROCEDURES TO ENSURE COMPLIANCE:**

SSH Staff are responsible for ensuring the execution of this Standing Rule and shall report to the Council in a timely manner for actions that are required.

**SUPPORTING/REFERENCE DOCUMENTATION:**

- None

**RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:**

- Nominations and Elections Policy
- Stakeholders Policy
- Council Elections Policy

**ASSOCIATED NCCA STANDARD(S):**

- 2, 2A, 2C, 2D, 2E

**POSTED PUBLICLY: YES**