

## Intersociety Pathology Council

Chair, Mark E. Sobel, MD, PhD

*Minutes of the Meeting of February 12, 2006*

Atlanta, GA

<b>2006 IPC Meeting Attendees</b>	
<b>Member Society</b>	<b>Attendee</b>
Academy of Clinical Lab Physicians & Scientists	Jeff Kant, MD, PhD
American Academy of Forensic Sciences	
American Academy of Oral & Maxillofacial Path	Valerie Murrah, DMD, MS
American Association of Neuropathologists	Bette K. DeMasters, MD
American Board of Oral and Maxillofacial Pathology	Valerie Murrah, DMD, MS
American Board of Pathology	Betsy D. Bennett, MD, PhD
American Osteopathic College of Pathologists	
American Registry of Pathology	William Gardner, Jr., MD
American Society for Clinical Pathology	Fred Rodriguez, MD, John Ball, MD, JD
American Society for Investigative Pathology	Mark E. Sobel, MD, PhD
American Society of Cytopathology	George Birdsong, MD
American Society of Dermatopathology	
Armed Forces Institute of Pathology	William Gardner, Jr., MD
Arthur Purdy Stout Society of Surgical Pathology	Gene Siegal, MD, PhD
Association of Directors of Anatomic & Surgical Pathology	Gene Siegal, MD, PhD
Association for Molecular Pathology	Mark E. Sobel, MD, PhD
Association for Pathology Informatics	Mark E. Sobel, MD, PhD
Association of Clinical Scientists	Dani S. Zander, MD
Association of Pathology Chairs	Mark E. Sobel, MD, PhD
Canadian Association of Pathologists	
College of American Pathologists	Ms. Nicki Norris, Jared Schwartz, MD, PhD
Intersociety Council for Pathology Information	Mark E. Sobel, MD, PhD, Margaret Grimes, MD
National Society of Medical Examiners	
Papanicolaou Society of Cytopathology	Andrea Abati, MD
Pulmonary Pathology Society	Henry Tazelaar, MD, Philip Cagle, MD, Elisabeth Brambilla, MD, Donald Guinee, MD
Society for Pediatric Pathology	Joe Rutledge, MD
US & Canadian Academy of Pathology	Sylvia Asa, MD, Henry Appelman, MD
Veterans Affairs Pathology and Laboratory Medical Services	Fred Rodriguez, MD

### Welcome and Introductions

Dr. Mark Sobel, Chair, convened the meeting at 8:30 a.m., welcomed the attendees and gave an overview of the agenda. The roster of the Council was circulated for the representatives to verify their contact information.

### Approval of the Minutes

The Council approved the minutes of the meeting of February 27, 2005, as submitted.

### Administrative Report

On behalf of ICPI, Dr. Sobel presented the Administrative Report and the Council reviewed handouts summarizing the IPC website [www.interpathcouncil.org](http://www.interpathcouncil.org). Dr. Sobel reminded the Council that the website includes a calendar of events and that representatives should contact him if there are any changes or additions to planned meetings so the website calendar can be updated.

### Revised Operating Procedures

The Council unanimously accepted proposed revisions to the Operating Procedures (see attached). Revisions consisted of corrections to names of members.

### Financial Report, Budget and Dues

The IPC Fund Balance is \$19,652.66. The Intersociety Council for Pathology Information (ICPI) has agreed to cover all administrative costs for the IPC in 2005 and up to \$6,700 in 2006. The Council approved a budget of \$6,700 including \$5,600 for staff time, \$600 in office expenses, \$500 for travel to the IPC annual meeting. In addition to support from ICPI, USCAP donates the meeting room and catering for the annual meeting of the IPC. The Council voted unanimously to waive 2006 member dues for the third year in a row.

### Membership

The Council approved a motion to remove the Society of Toxicologic Pathologists from the member list since that society has not responded to any communications and has not attended an IPC meeting in several years. The Council considered applications from the Papanicolaou Society of Cytopathology (report by Dr. Andrea Abati) and the Pulmonary Pathology Society (report by Dr. Henry Tazelaar). The Council unanimously approved the two societies for membership.

### Reports from Member Societies' Representatives

Representatives of each society took the opportunity to update the Council on their societies' activities. Submitted reports from each society are posted on the IPC website at [www.interpathcouncil.org](http://www.interpathcouncil.org). As part of the CAP report, Dr. Jared Schwartz discussed a coalition led by CAP to respond to the Centers for Medicare and Medicaid (CMS) concerning medically unbelievable edits (MUEs). Representatives were urged to contact their societies for their involvement in responding to the CMS proposal.

### Adjournment

The meeting was adjourned at noon.

### Next meeting:

The next IPC meeting will be on the Sunday morning of the USCAP Annual Meeting in 2007 in San Diego on March 25.

# **INTERSOCIETY PATHOLOGY COUNCIL**

## **BYLAWS**

**Approved February 27, 2005**

### **Article 1. Definition and Purposes**

#### Section 1. Definition

The Intersociety Pathology Council (IPC) is a not-for-profit, unincorporated organization consisting of pathology societies in North America.

#### Section 2. Purposes

The IPC serves as a:

1. forum for the discussion of matters of interest and concern to organized pathology in North America
2. clearinghouse for scheduling of national meetings
3. means of facilitating communications among pathology organizations.

### **Article 2. Amendments**

Bylaws may be amended at the annual meeting or any special meeting of the IPC by the affirmative vote of a simple majority of those IPC representatives present and voting either in person or by electronic means, provided that the notice of the meeting shall contain a notice of intention to amend the Bylaws.

## **OPERATING PROCEDURES**

**Approved February 27, 2005-Revisions February 12, 2006**

### **Article 1. Membership**

#### Section 1. Classes of membership:

1. Constituent members are societies that have a voluntary membership of at least 100 individual members.
2. Ex officio members are societies or organizations not comprised of individual members.

Section 2. Membership. All organizations listed were members as of March 2003 unless otherwise designated.

Constituent members:

- Academy of Clinical Laboratory Physicians and Scientists
- American Academy of Forensic Sciences (Pathology-Biology Section)
- American Academy of Oral and Maxillofacial Pathology
- American Association of Neuropathologists
- American Osteopathic College of Pathologists
- American Society for Investigative Pathology
- American Society for Clinical Pathology
- American Society of Cytopathology
- American Society of Dermatopathology
- Arthur Purdy Stout Society of Surgical Pathologists

- Association of Clinical Scientists
- Association of Directors of Anatomic and Surgical Pathology
- Association for Molecular Pathology
- Association of Pathology Chairs
- Association for Pathology Informatics
- Canadian Association of Pathologists
- College of American Pathologists
- Society for Pediatric Pathology
- National Association of Medical Examiners
- Papanicolaou Society of Cytopathology
- Pulmonary Pathology Society
- United States and Canadian Academy of Pathology

Ex officio members:

- American Board of Oral and Maxillofacial Pathology
- American Board of Pathology
- American Registry of Pathology
- Armed Forces Institute of Pathology
- Intersociety Council for Pathology Information
- Veterans Affairs Pathology and Laboratory Medical Service

### Section 3: Election to Membership

Organizations meeting the eligibility requirements for constituent or ex officio membership may apply to the Chair or the Secretary-Treasurer for admission to the IPC. Admission shall be approved by a majority of the representatives present at the annual meeting or at a special meeting.

### Section 4: Representation

Each member of IPC shall have one representative. Representatives are chosen in any manner the member organization chooses. Representatives serve at the discretion of the member organization, with no specific terms of office or limitations.

## **Article 2. Finances**

### Section 1: Fiscal year

The fiscal year shall be July to June.

### Section 2: Dues

The annual dues for constituent members shall be determined by a majority vote of the representatives present at the annual meeting and shall be due on the first of July. Ex officio members will be excused from annual dues.

To be in good standing, a member organization must not be in arrears for payment of dues.

## **Article 3. Governance**

## Section 1: Executive Committee

The Executive Committee shall consist of a Chair, Vice-Chair, and Secretary-Treasurer.

## Section 2: Duties and Responsibilities of Executive Committee

The Chair shall preside at all meetings of the Council and shall make appointments to such committees as are established by the IPC to meet its purposes. The Chair is the official spokesperson for the IPC.

The Vice-Chair shall perform duties as assigned by the Chair, and in the absence of the Chair, shall preside over meetings of the Council.

The Secretary-Treasurer shall oversee the funds of the IPC, prepare an annual budget, and provide a financial report to the IPC at its annual meeting.

The Executive Committee shall be empowered to act on behalf of the IPC, but only until the IPC convenes in a regular or special meeting. All actions and decisions of the Executive Committee shall be subject to review by the IPC.

## Section 3: Terms of office for Executive Committee

The term of office shall be two years, starting July 1. Representatives are eligible for election for no more than two consecutive terms in a particular position except as described in Section 5.

## Section 4: Eligibility, Nomination, and Election

Any representative currently serving on the IPC whose member organization is in good standing is eligible to serve on the Executive Committee except as specified in Section 3.

The Chair shall appoint a Nominating Committee of at least three and no more than five representatives of the IPC in even-numbered years. The Nominating Committee shall submit at least two nominations for each position of the Executive Committee to the Secretariat and shall promote rotation of membership of the Executive Committee among the member organizations by nominating at least 1 representative for each position from a member society of the IPC whose representative is not currently holding that specific position on the Executive Committee. If a representative of a member organization has held two consecutive terms in a specific position on the Executive Committee, no representative from that member organization may be nominated for that position in the next election. Members of the Nominating Committee are eligible for nomination to a position on the Executive Committee.

The Secretariat shall send ballots by either regular mail or electronic mail to representatives of the IPC no later than June 1 of even-numbered years. Ballots must be received within fifteen days of their distribution. The nominee who obtains the highest number of votes for each position shall be selected. The IPC will be informed of the election results by June 30.

## Section 5: Vacancies

If the Chair is unable to complete the term of office, the Vice-Chair shall serve as Chair and complete the term of office.

If the Secretary-Treasurer is unable to complete the term of office, the Chair shall appoint a Secretary-Treasurer from among the representatives to the IPC to complete the term,.

If the Vice-Chair is unable to complete the term of office, the Chair shall appoint a Vice-Chair from among the representatives to the IPC to complete the term.

Completion of a term of office to fill an unexpected vacancy on the Executive Committee shall not be counted as an exclusion of eligibility due to term limits as described in Section 3.

#### Section 6: Quorum and Voting

A quorum shall consist of a majority of the representatives of the IPC.

Each constituent member organization represented on the IPC shall have one vote if it is in good standing (see Article 2, Section 2).

#### Section 7: Parliamentary Procedure

*The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the IPC in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the IPC may adopt.*

### **Article 4: Secretariat**

The Secretariat of the IPC shall be selected by the representatives of the IPC by a majority vote. As of July 2005, the staff of the Intersociety Council for Pathology Information shall serve as the Secretariat of the IPC, providing support for handling meetings, communications, elections, and the IPC website. The Secretariat may be moved to the office of any other member society of the IPC upon a majority vote of the IPC. The IPC shall reimburse the hosting society of the Secretariat for any direct costs.

The Secretariat shall be responsible for:

1. Maintaining a roster of the members of the Executive Committee and representatives and alternates of each member society.
2. Maintaining a roster of the President, Secretary/Treasurer, and chief of staff of each of the member organizations.
3. Maintaining a calendar of major meetings of the member organizations of the IPC.
4. Maintaining a website available to the public with the aforementioned rosters and calendar.

### **Article 5: Meetings**

The IPC shall meet at least once annually in-person. The annual meeting of the IPC shall be held in conjunction with the annual meeting of the United States and Canadian Academy of Pathology.

Special meetings of the IPC may be called by the Executive Committee and may be either in-person or by conference calls, electronic mail, or webcasts.

Formal notices of meetings shall be sent out by the IPC Secretariat either by regular mail or electronically.

**Article 6: Committees**

The IPC may establish committees to carry out its purposes. Committees may be established by a majority vote of those IPC representatives present or participating at a special or annual meeting.

The Nominating Committee is described in Article 3, Section 4.

**Article 7: Amendments to Operating Procedures**

The Operating Procedures may be amended at the annual meeting or any special meeting of the IPC by the affirmative vote of a majority of IPC representatives present and voting, provided that the notice of the meeting shall contain a notice of intention to amend the Procedures, and that proposed amendments are made available to all IPC representatives at least one week in advance of the meeting.

