BYLAWS

OF THE

COUNCIL ON PODIATRIC MEDICAL EDUCATION

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BYLAWS OF THE COUNCIL ON PODIATRIC MEDICAL EDUCATION

The contents of this document include the bylaws and the operating rules and procedures of the Council on Podiatric Medical Education (CPME). This document is provided to all Council and committee members, and members of the community of interest, upon request, for the purpose of guiding and directing the conduct of affairs and activities of the Council and its related committees. This document complements other CPME publications that identify specific procedures, standards, requirements, and criteria used in the conduct of the accreditation and recognition processes. All members of the Council and its committees, and staff are expected to be knowledgeable of the Bylaws identified on the following pages.

All days referred to in this document mean business days unless the period of time is 30 days or more in which case days refer to calendar days.

BYLAWS OF THE
COUNCIL ON PODIATRIC MEDICAL EDUCATION

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CHAPTER 1. NAME AND OFFICES

Section 1. Name

The name of this organization is the Council on Podiatric Medical Education, hereinafter referred to as the "Council" or "CPME."

The logo of the Council shall identify the name of the Council or its initials. The Council shall have letterhead on which the logo appears. The Council may change the form of the logo thereon at its discretion.

Section 2. Offices

The office of the Council should be located in the Washington, DC area. Arrangements may be made for the Council to utilize space provided by the American Podiatric Medical Association (hereinafter referred to as the "Association" or "APMA") in exchange for accreditation services. The CPME and its committees shall be provided use of APMA headquarters for the purposes of holding meetings. The Council may have an office in other locations as the Council may determine.

CHAPTER 2. AUTHORITY AND PURPOSES

Section 1. Name

A. Autonomy

The Council shall be autonomous in conducting all aspects of its evaluation, accreditation, and recognition functions, including but not limited to the establishment of bylaws, standards, requirements, and procedures; allocation of budget and expenditures; implementation of its own rules and procedures; selection of its own members, officers, committee members, evaluators, and consultants; and administration of its own affairs on behalf of APMA which are within its control.

B. House of Delegates

The House of Delegates is the legislative and governing body of APMA. The House of Delegates designates the Council to act as the agency for the evaluation, accreditation and recognition of educational institutions, providers, programs, and specialty boards in the field of podiatric medicine. The Council shall provide a report annually to the House of Delegates.

C. Memorandum of Agreement

A Memorandum of Agreement between the American Podiatric Medical Association and the Council on Podiatric Medical Education shall set out provisions for the administrative and financial support for the evaluation, accreditation and recognition services provided by the Council for APMA. The agreement shall identify the obligations of the Council to APMA and of

APMA to the Council. The agreement shall be signed by the Council chair and APMA president and shall be subject to review upon the request of either party with a formal review and renewal required every five years.

D. United States Secretary of Education

The eligibility of institutions of higher education for federal student loan programs has been tied to the U.S. Secretary of Education's recognition of accrediting bodies since 1952. This 1952 legislation requires the Secretary to "publish a list of nationally recognized accrediting agencies and associations which the Secretary determines to be reliable authorities as to the quality of training offered by an educational institution." The Council has appeared on the Secretary's list since 1952, enabling colleges of podiatric medicine to be eligible for federal loan programs.

The Council shall pursue with due diligence continuing compliance with the requirements set forth by the U.S. Secretary of Education to the extent that compliance is within the control of CPME and to the extent that a recognition process continues to be reasonable and applicable.

E. Other Recognition

Other recognition processes have been (e.g., the Council for Higher Education Accreditation) or may be developed that may apply to specialized accreditation and the Council. CPME shall pursue with due diligence recognition by any appropriate external body that is relevant to the improvement and advancement of professional accreditation and for which recognition is cost-effective and feasible.

Section 2. Purposes

A. CPME Mission

The mission of the Council is to promote the quality of podiatric graduate education, postgraduate education, certification, and continuing education. By confirming these programs meet established standards and requirements, the Council serves to protect the public, podiatric medical students, and doctors of podiatric medicine.

Guiding Principles

The success of CPME is based on the following guiding principles. A commitment to:

- the CPME mission;
- the engagement in continuous quality improvement and learning;
- the contribution of CPME to the profession; and
- the cultivation and support of an environment that reflects a commitment to a broad representation and respect within its member institutions, board and staff, representatives, and all who are served by these groups.

B. Accreditation

The Council holds specific authority on behalf of APMA and with the recognition of the Secretary of Education to accredit degree programs in and specifically related to podiatric medicine. Such authority shall be carried out in accordance with standards, requirements, and procedures adopted by the Council.

The Council holds specific authority on behalf of APMA to accredit podiatric medical postgraduate programs, fellowships, and providers of continuing education in podiatric medicine. Such authority shall be carried out in accordance with standards, requirements, and procedures adopted by the Council.

C. Recognition

The Council holds specific authority on behalf of APMA to ensure that a process is in place to recognize specialty boards in podiatric medicine. Recognition of new specialty boards and continued recognition of existing specialty boards are assigned to the Specialty Board Recognition Committee (hereinafter referred to as "SBRC"). The process of recognition shall be carried out in accordance with criteria and procedures adopted by the Council.

Section 3. Self-Study

On a periodic basis, the Council shall conduct a self-study process to review its mission, goals, purposes, and objectives. The self-study shall involve all members of the Council and its staff. In preparation for the self-study, Council staff shall collect information from the Council's community of interest concerning the effectiveness of the Council.

The purposes of completing the self-study include:

- The study is conducted every five to six years by the Council as an effort to engage in ongoing improvement. Emphasis should be placed upon the management of the accreditation and recognition processes and upon problem solving.
- Data collection and analysis should enable the CPME community of interest to contribute to the process in useful ways.
- The process should include informed attempts to clarify CPME goals and objectives and to study the relevance and achievement of these goals and objectives.
- The process should focus on strengths and weaknesses and the identification of strategies for improvement.
- The process should be informed by all recent ad hoc committee deliberations.
- The key questions to be addressed are: What are we trying to achieve? Are we achieving it? If not, why not? What can we do about it?

The Council believes that the beginning of a good self-study calls for a foundation that includes the pre-identification of issues to be discussed (although issues may be raised at any point during the self-study) and the collection of information (research data) from representative populations

within the profession concerning the effectiveness of Council processes and the relevance of standards and requirements used in evaluating educational programs.

The issues are to include, but not be limited to, evaluator selection, training, performance, and remediation; CPME and committee member orientation and training, CPME and committee member performance and evaluation, the document review process, CPME mission statement and goals and implementation of the goals, financing of the Council, Council composition and size, CPME election process, and confidentiality/conflict of interest. The community of interest surveyed includes administrators and faculty of the colleges of podiatric medicine, specialty board governing boards, directors of fellowships and residencies, CPME volunteers (i.e., current and former CPME members, committee members, and evaluators), members of the podiatric practice community, students, young members, members of the APMA House of Delegates, members of the APMA Board of Trustees, and directors of continuing education providers.

CHAPTER 3. MEMBERSHIP

Section 1. Number

The Council shall consist of thirteen members, including the officers, all of whom are elected by the Council.

Section 2. Representation

The composition of the Council shall reflect the various perspectives of the community of interest as follows:

A. At-Large

The Council shall elect ten members who broadly represent the educational and practice communities within podiatric medicine.

B. Public

The Council shall elect two members of the public. As provided for in the U.S. Department of Education's Requirements for Recognition of Accrediting Agencies, a public member means a person who is not: (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or preaccredited by the agency or has applied for accreditation, preaccreditation, or candidate status; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) A spouse, parent, child, or sibling of an individual identified in (1) or (2) of this definition.

C. Postsecondary Education

The Council shall elect one member from the postsecondary education community. This individual shall have no vested interest in or financial relationship to the podiatric medical profession.

CHAPTER 4. GOVERNANCE

Section 1. House of Delegates

The APMA Bylaws establishes the Council as an autonomous body. The APMA Bylaws are adopted by the APMA House of Delegates.

Section 2. Officers

The officers shall be the chair and vice-chair of the Council. Officers are elected annually by the Council.

Section 3. Executive Committee

The Council shall have an Executive Committee to provide leadership for the Council and to make decisions for the Council on administrative matters that are not specifically related to accreditation or recognition decisions or policy revisions.

Section 4. General Powers

The Council shall have the powers designated by these Bylaws to conduct its affairs, carry on its operations, have offices, and exercise its powers in any part of the United States or Canada; elect or appoint officers and agents of the Council, and define their duties and fix their compensation; make and alter policies, consistent with these Bylaws or with applicable statutes for the administration and regulation of the affairs of the Council. Notwithstanding the above, the Council shall not engage in any business or other activity which is not in the furtherance of and exclusively for its mission, goals, purposes, and objectives, and which does not comply fully with applicable laws.

CHAPTER 5. STANDING COMMITTEES

Section 1. Executive Committee

A. Representation

The composition of the Executive Committee shall include the Council chair and vice-chair, chairs of the Accreditation Committee, Continuing Education Committee, Residency Review Committee (hereinafter referred to as "RRC"), and Specialty Board Recognition Committee, and the Council executive director (as ex-officio without vote). Any past CPME chair who remains on the Council after completing their term as chair (and who holds no appointment as a chair of a CPME committee) may be appointed to the Executive Committee at the discretion of the current chair. Chairs of ad hoc advisory committees and other committees that may be established may be invited to attend meetings of the Executive Committee in order to give reports on the progress of their committees.

B. Length of Terms

Terms have no time limitations.

C. Responsibilities

As delegated by the Council, the Executive Committee shall be responsible for formulating proposed revisions in the Bylaws and other operating rules and procedures, coordinating inter-committee affairs, evaluating staff, being involved in decisions to appoint and evaluate the CPME executive director (in consultation with and with the concurrence of the APMA executive director), and making recommendations for the consideration of the Council with respect to the identification of areas of need for candidates seeking election to the Council and other administrative matters that are not specifically related to accreditation or recognition decisions or policy revisions. The Executive Committee shall be responsible for evaluating the performance of all CPME committees, on-site evaluators, and consultants.

D. Procedures

The Executive Committee shall follow the rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws.

E. Governance

The Executive Committee shall be accountable to the Council. The Council chair shall act as the chair of the Executive Committee and shall provide a report on the activities of the Committee at each meeting of the Council.

F. Meetings, E-Ballots, and Video/Conference Calls

The Executive Committee shall have two official meetings a year, each of which shall be conducted prior to the biannual meetings of the Council. Additional meetings may be called when necessary by the chair or by a majority of Committee members. Between meetings, an e-ballot may be initiated by the chair of the Committee or by staff members. For substantive issues of great urgency that arise between meetings of the Committee, the chair of the Committee may initiate a video/conference call.

Section 2. Accreditation Committee

A. Representation

The composition of the Accreditation Committee shall include at least two representatives from CPME-accredited colleges of podiatric medicine (at least one of these representatives shall be a podiatric educator and one shall be an administrator), one representative from the podiatric practice community, and at least two Council members (at least one shall be either a public member or postsecondary educator member of the Council). The members of the Committee are appointed by the Council chair and confirmed by the Council.

B. Length of Terms

Terms for Council members have no time limitations. Terms for representatives from CPME-accredited colleges of podiatric medicine and the podiatric practice community shall extend for three years. Members of the Accreditation Committee who are not members of the Council shall be appointed to full terms, even in situations when the previously appointed member did not complete their full term and be limited to serving no more than two consecutive terms. However, in rare instances when 1/3 or more of the Committee members will complete their terms at the same time, the Council chair may extend an individual's term for one year to balance the number of new members on the Committee.

C. Responsibilities

As delegated by the Council, the Accreditation Committee shall be responsible for recommending to the Council candidacy of new and accreditation of existing colleges, programs, and schools leading to professional degrees in podiatric medicine. The Committee shall review evaluation reports, progress reports, and other information submitted by the institutions within its review area. The Committee may recommend to the Council minor or emergency modifications in policies, standards, requirements, and procedures and recommend to the responsible ad hoc advisory committee modification of policies, standards, requirements, and procedures relative to the areas of responsibility of the Accreditation Committee.

D. Procedures

The Accreditation Committee shall follow the rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

E. Governance

The Accreditation Committee shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Accreditation Committee. The chair of the Committee shall provide a report on the activities of the Committee at each meeting of the Council. The chair of the Committee shall be a Council member.

F. Meetings, E-Ballots, and Video/Conference Calls

The Accreditation Committee shall have two official meetings a year, each of which shall be conducted prior to the biannual meetings of the Council. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, an e-ballot may be initiated by the chair of the Committee or by staff members.

For substantive issues of great urgency that arise between meetings of the Committee, a video/conference call may be initiated by the chair of the Committee or by the Council chair.

Section 3. Budget Planning Committee

A. Representation

The composition of the Budget Planning Committee shall be the members of the Executive Committee.

B. Length of Terms

Terms have no time limitations.

C. Responsibilities

As delegated by the Council, the Budget Planning Committee shall be responsible for preparing an annual budget for the operation of the Council and its committees. The annual budget shall be approved by the Council. The Committee shall periodically review the progress of the budget against projected revenue and expenses. The Committee also shall ensure that the Council maintains an effective multi-year financial plan and shall present the plan to the Council on an annual basis.

D. Procedures

The Budget Planning Committee shall follow the rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

E. Governance

The Budget Planning Committee shall be accountable to the Council. The chair of the Budget Planning Committee shall be the vice-chair of the Council who shall provide a report on the activities of the Committee at each meeting of the Council.

F. Meetings, E-Ballots, and Video/Conference Calls

The Budget Planning Committee shall have two official meetings a year, each of which shall be conducted prior to the biannual meetings of the Council. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, an e-ballot may be initiated by the chair of the Committee or by staff members.

For substantive issues of great urgency that arise between meetings of the Committee, a video/conference call may be initiated by the chair of the Committee or by the Council chair.

Section 4. Continuing Education Committee

A. Representation

The composition of the Continuing Education Committee shall include four representatives of accredited providers of continuing education in podiatric medicine (selected by the Council), two representatives from the podiatric practice community (selected by the Council), one current or past representative from state boards for examination and licensure and at least two Council members. The members of the Committee are appointed by the Council chair and confirmed by the Council.

B. Length of Terms

Terms for Council members have no time limitations. Terms for representatives from CPME-accredited providers of continuing education, the podiatric practice community, and the state licensing boards shall extend for three years. Members of the Continuing Education Committee who are not members of the Council shall be appointed to full terms even in situations when the previously appointed member did not complete their full term and be limited to serving no more than two consecutive terms. However, in rare instances when 1/3 or more of the Committee members will complete their terms at the same time, the Council chair may extend an individual's term for one year to balance the number of new members on the Committee.

C. Responsibilities

As delegated by the Council, the Continuing Education Committee shall be responsible for recommending to the Council accreditation of providers of continuing education in podiatric medicine. The Committee shall review applications, petitions for continued accreditation, evaluation reports, progress reports, and other information submitted by the providers within its review area. The Committee may recommend to the Council minor or emergency modifications in policies, standards, requirements, and procedures and recommend to the responsible ad hoc advisory committee modification of policies, standards, requirements, and procedures relative to the areas of responsibility of the Continuing Education Committee.

D. Procedures

The Continuing Education Committee shall follow the rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

E. Governance

The Continuing Education Committee shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Continuing Education Committee. The chair of the Committee shall be a Council member. The chair of the Committee shall provide a report on the activities of the Committee at each meeting of the Council.

F. Meetings, E-Ballots, and Video/Conference Calls

The Continuing Education Committee shall have two official meetings a year. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, an e-ballot may be initiated by the chair of the Committee or staff members.

For substantive issues of great urgency that arise between meetings of the Committee, a video/conference call may be initiated by the chair of the Committee or by the Council chair.

Section 5. Nominating Committee

A. Representation

The composition of the Nominating Committee shall include the Executive Committee of the Council.

B. Length of Terms

Terms have no time limitations for members of the Executive Committee on the Nominating Committee.

C. Responsibilities

As delegated by the Council, the Nominating Committee shall be responsible for screening the nominees and developing a ballot of all qualified candidates for election to the Council. The Nominating Committee shall have the discretion to solicit potential candidates. The Nominating Committee shall transmit the ballot to the Council before the fall meeting of the Council.

D. Procedures

The Nominating Committee shall follow the rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws. Decisions and actions within the purview of the Committee shall be made in conformance with published procedures for those functions.

E. Governance

The Nominating Committee shall be accountable to the Council. The Council chair shall act as the chair of the Nominating Committee and shall provide a report on the activities of the Committee at the fall meeting of the Council.

F. Meetings, E-Ballots, and Video/Conference Calls

The Nominating Committee shall have one official meeting or video/conference call a year, unless there are no open seats on the Council, which shall be conducted prior to the fall meeting of the Council. Additional meetings may be called when necessary.

Between meetings, an e-ballot may be initiated by the chair of the Committee or staff members. The Committee shall have the discretion to fulfill its responsibilities by video/conference call in lieu of a meeting.

Section 6. Residency Review Committee

A. Representation

The composition of the Residency Review Committee shall include two representatives from each specialty area in which specialty residency training occurs to be recommended by the boards, two representatives from the AACPM Council of Teaching Hospitals (hereinafter referred to as "COTH") to be recommended by AACPM; four representatives from residency programs at large to be selected by the Council and at least three Council members. The specialty organizations and COTH each shall be requested to provide a list of names from which the Council chair shall select an appointee for the Committee. If the chair does not identify a suitable appointee, then the Council may request a second list of names. The members of the Committee are appointed by the Council chair and confirmed by the Council.

The costs associated with attendance at meetings of RRC by representatives from the specialty organizations and COTH shall be paid by the respective organizations.

B. Length of Terms

Terms for Council members have no time limitations. Terms for representatives from the specialty boards, COTH, and the at-large residency training community shall extend for three years and can serve no more than two terms. Members of the Residency Review Committee who are not members of the Council shall be appointed to full terms even in situations when the previously appointed member did not complete their full term and be limited to serving no more than two terms. However, in rare instances when 1/3 or more of the Committee members will complete their terms at the same time, the Council chair may extend an individual's term for up to one year to balance the number of new members on the Committee.

C. Responsibilities

As delegated by the Council, the Residency Review Committee shall be responsible for determining eligibility of applicant institutions for initial on-site evaluation of fellowships and residencies, approval of resident transfers, and authorization of requests for additional fellowship and residency positions, and recommending to the Council accreditation of fellowship and residency programs. The Committee shall review applications, evaluation reports, applications for increases in positions, requests for transfers, progress reports, and other information submitted by the institutions within its review area. The Committee may recommend to the Council minor or emergency modifications in policies, standards, requirements, and procedures and recommend to the responsible ad hoc advisory committee modification of policies, standards, requirements, and procedures relative to the areas of responsibility of the Residency Review Committee.

D. Procedures

The Residency Review Committee shall follow the rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

E. Governance

The Residency Review Committee shall be accountable to the Council and to the recognized specialty boards. Although the Committee is the joint responsibility of various organizations, the Council and its staff shall administer the affairs of the Committee. Appropriate agreements and financial compensation are arranged among the participating organizations for the appointment of specialty area representatives and administration of the Committee.

Subject to the approval of the Council, the Council chair shall appoint a chair of the Residency Review Committee. The chair of the Committee shall be a Council member. The chair of the Committee shall provide a report on the activities of the Committee at each meeting of the Council.

F. Meetings, E-Ballots, and Video/Conference Calls

The Residency Review Committee shall have either two or three official meetings a year. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair.

Between meetings, an e-ballot may be initiated by the chair of the Committee or staff members. For substantive issues of great urgency that arise between meetings of the Committee, a video/conference call may be initiated by the chair of the Committee or by the Council chair.

Section 7. Specialty Board Recognition Committee

A. Representation

The composition of the Specialty Board Recognition Committee shall include two representatives of the APMA House of Delegates to be elected by the House, at least three representatives of the Council to be appointed by the Council, one representative of the public to be selected by the Council, one representative from the health care community (e.g., hospitals, managed care agencies, HMOs, etc.) to be selected by the Council, one psychometrician to be selected by the Council, and at least one practitioner or residency director that should hold certification from both recognized boards to be selected by the Council. The members of the Committee (excluding those elected by the House of Delegates) are appointed by the Council chair and confirmed by the Council.

Members of the Specialty Board Recognition Committee may not have held a leadership position with a specialty board within the past 5 years. A leadership position with a specialty board is defined as one holding a position on the board of directors, serving as a committee chair, employment with the board, or any other position within the specialty board that calls into the question the committee member's ability to fairly perform the duties of the Committee.

B. Length of Terms

Terms for Council members have no time limitations. Terms for all other Specialty Board Recognition Committee members shall extend for three years. Members of the Specialty Board Recognition Committee who are not members of the Council shall be appointed to full terms, even in situations when the previously appointed member did not complete their full term and be limited to serving no more than two consecutive terms. However, in rare instances when 1/3 or more of the (non-HOD) Committee members will complete their terms at the same time, the Council chair may extend an individual's term for one year to balance the number of new members on the Committee.

C. Responsibilities

As delegated by the Council, the Specialty Board Recognition Committee shall be responsible for recommending to the Council granting new and continuing recognition to specialty boards in podiatric medicine. The Specialty Board Recognition Committee shall review applications, annual reports, petitions for continued recognition, progress reports, and other information submitted by the specialty boards within its review area. The Specialty Board Recognition Committee may recommend to the Council minor or emergency modifications in policies, standards, requirements, and procedures and recommend to the responsible ad hoc advisory committee modification of policies, standards, requirements, and procedures relative to the areas of responsibility of the Specialty Board Recognition Committee.

D. Procedures

The Specialty Board Recognition Committee shall follow CPME's rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws. Decisions and actions that are within the purview of the Committee shall be made in conformance with published procedures for those functions.

E. Governance

The Specialty Board Recognition Committee shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Specialty Board Recognition Committee. The chair of the Committee shall be a Council member. The chair of the Committee shall provide a report on the activities of the Committee at the meeting of the Council that follows the most recent Committee meeting. The Council may request that the chair of the Committee provide other reports to the Council as necessary.

F. Meetings, E-Ballots, and Video/Conference Calls

The Specialty Board Recognition Committee shall have at least one official meeting a year. Additional meetings may be called when necessary by the chair of the Committee or by a majority of Committee members. Such additional meetings are subject to the approval of the Council chair. Between meetings, an e-ballot may be initiated by the chair of the Committee or by staff members.

For substantive issues of great urgency that arise between meetings of the Committee, a video/conference call may be initiated by the chair of the Committee or by the Council chair.

CHAPTER 6. OTHER COMMITTEES

Section 1. Ad Hoc Advisory Committees

A. Representation

The composition of the Ad Hoc Advisory Committee shall be constituted in keeping with the planned major review of documents and publications scheduled on a six-year cycle. Committee members shall represent the organizations within the community of interest relative to the area of activity for which documents and publications are scheduled for review.

The chair of the Committee relative to the area of activity for which documents and publications are scheduled for review shall be an ex-officio member of the Ad Hoc Advisory Committee. Any specialty organizations each shall be requested to provide a list of names from which the Council chair shall select an appointee for the Committee. The members of the Committee are appointed by the Council chair and confirmed by the Council.

B. Length of Terms

Terms are limited to the completion of the work of the Committee.

C. Responsibilities

As delegated by the Council, the Ad Hoc Advisory Committees shall be responsible for recommending to the Council any major revisions in CPME publications that relate to standards, requirements, (criteria and guidelines for SBRC), and procedures subject to final approval by the Council.

D. Procedures

The Ad Hoc Advisory Committee shall follow the rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws. Decisions and actions within the purview of the Committee shall be made in conformance with published procedures for those functions.

E. Governance

The Ad Hoc Advisory Committee shall be accountable to the Council. Subject to the approval of the Council, the Council chair shall appoint a chair of the Ad Hoc Advisory Committee. The chair of the Committee shall be a Council member or a former Council member. The chair of the Committee shall transmit a written or oral report to the Council, detailing the progress of the work of the Committee.

F. Meetings, E-Ballots, and Video/Conference Calls

The Ad Hoc Advisory Committee shall conduct meetings as necessary subject to the approval of the Council chair. The Committee shall have the discretion to fulfill its responsibilities by video/conference call(s) or e-ballots in lieu of meetings. Video/conference calls may be initiated by the chair of the Committee or by staff members.

Section 2. Ad Hoc Appeals Committee

A. Representation

For Colleges of Podiatric Medicine: The composition of the Ad Hoc Appeals Committee shall be constituted in keeping with the specific procedures relative to the area of activities for which an adverse decision has been made. The Committee shall be drawn from a pool of eight or more candidates possessing knowledge of accreditation purposes and procedures and will be constituted to meet the panel composition requirements set forth in publication CPME 935a. This pool of candidates is appointed by the Council Chair subject to approval by the Council. The members of the Committee are appointed by the Council chair subject to approval by the institution for which the adverse action is proposed.

For Residencies, Fellowships, Providers of Continuing Education, and Specialty Boards: The composition of the Ad Hoc Appeals Committee shall be constituted in keeping with the specific procedures relative to the area of activities for which an adverse decision has been made. The Committee shall be drawn from a pool of candidates possessing knowledge of accreditation purposes and procedures and will be constituted to meet the panel composition requirements set forth in CPME 935b. The members of the Committee are appointed by the Council chair subject to approval by the Council and the institution for which the adverse action is proposed.

B. Length of Terms

For Colleges of Podiatric Medicine: Terms for all members serving in the pool of the Ad Hoc Appeals Committee shall be limited to a maximum of three full three-year terms. However, in rare instances when 1/3 or more of the Committee members will complete their terms at the same time, the Council chair may extend an individual's term for one year to balance the number of new members on the Committee.

For Residencies, Fellowships, Providers of Continuing Education, and Specialty Boards: Terms are limited to the completion of the work of the Committee.

C. Responsibilities

As delegated by the Council, the Ad Hoc Appeals Committee shall be responsible for reviewing the facts surrounding the institution's contentions as well as the procedures used by the evaluating team, committee, and Council in reaching their respective conclusions. The Committee shall be empowered to review substantive matters based upon information that was reasonably available to the evaluating team, committee, or Council. The Ad Hoc Appeals Committee also shall be empowered to determine whether CPME procedures were followed in accordance with published CPME expectations. Following the appeal hearing, the Committee shall provide a written report to the Council and the appropriate committee (i.e., Accreditation Committee, Continuing Education Committee, Residency Review Committee, or Specialty Board Recognition Committee) recommending either that the proposed adverse action be sustained or set aside, along with reasons for the recommendation.

D. Procedures

The Ad Hoc Appeals Committee shall follow the published rules and procedures for the conduct of meetings, video/conference calls, and e-ballots as outlined in these Bylaws. Decisions and actions within the purview of the Committee shall be made in conformance with published procedures for those functions.

E. Governance

The Ad Hoc Appeals Committee shall be accountable to the Council. The Council chair shall appoint a chair of the Ad Hoc Appeals Committee. The chair of the Committee shall prepare and transmit a written report to the Council, and the appropriate committee (i.e., Accreditation Committee, Continuing Education Committee, Residency Review Committee, or Specialty Board Recognition Committee) providing the actions or recommendations of the Committee.

F. Meetings, E-Ballots, and Video/Conference Calls

The Ad Hoc Appeals Committee shall conduct a hearing for the purpose of reviewing written and oral testimony concerning the proposed adverse action. E-ballots may not be utilized in the conduct of appeal proceedings or deliberations.

A video/conference call may be conducted for the purpose of finalizing details prior to or following the hearing. A video/conference call may be initiated by the chair of the Committee.

Section 3. Collaborative Residency Evaluator and Education Committee

A. Representation

The composition of the Collaborative Residency Evaluator and Education Committee (hereinafter referred to as "CREC") shall include the executive director of the Council, or their designee, and the executive director of each specialty board recognized by the Council or that individual's designee(s), who must be an employee of the organization represented. The Committee shall include two additional members from each organization represented and

appointed by the organization. Non-voting ex-officio members may include the Residency Review Committee chair, the Council chair and a Podiatry Residency Resource (PRR) representative.

The expenses incurred by each Committee member as a result of participation in Committee meetings shall be reimbursed by each member's sponsoring organization.

B. Length of Terms

Terms for Council and specialty board staff have no time limitations.

C. Responsibilities

As agreed to by each participating organization, the Committee shall be autonomous in conducting its work. These functions include, but are not limited to, establishing bylaws and procedures; allocating budget and expenditures; implementing its own rules and procedures; and administering its own affairs.

The Committee is charged with developing, implementing, reviewing, and improving procedures to select, train, assess, remediate, and dismiss podiatric residency evaluators and team chairs.

The committee is charged with training and educating residency programs to ensure they meet Council standards and requirements.

D. Procedures

Although the Committee is the joint responsibility of the Council and specialty boards, the Council and its staff shall administer the affairs of the Committee.

E. Governance

The Collaborative Residency Evaluator and Education Committee shall be an autonomous, collaborative effort of the specialty boards and the Council. The Committee shall have the powers designated by its bylaws to conduct its affairs; carry on its operations; elect a chair and define their duties; and make and alter policies, not inconsistent with its bylaws, or with applicable statutes, for the standardization of training of residency evaluators.

Notwithstanding the above, the Committee shall not engage in any business or other activity that is not in the furtherance of and exclusively for its purpose, and which does not comply fully with applicable laws.

F. Meetings, E-Ballots, and Video/Conference Calls

The Committee shall hold at least two regular meetings during each fiscal year at times determined by the Committee. The meetings are held to transact regular and special business. The Committee may establish regular meeting times.

CPME staff shall notify each member of the Committee of any meeting scheduled. Materials related to meetings and video/conference calls shall be prepared and distributed in advance of the deliberations. A detailed agenda shall be prepared and distributed prior to Committee meetings.

Section 4. External Committees

The chair of the Council, with approval of the Council, will be responsible for the appointment of representatives of CPME to any external (non-CPME) committees.

CHAPTER 7. NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE

Section 1. Members

A. Areas of Need

The Council shall assure that its membership reflects an appropriate representation from among the community of interest that it serves (such as college administrators and faculty, residency program directors, private practitioners, and others). Such representation is crucial to maintaining fairness and equity in the Council's accreditation and recognition processes. Assurance of appropriate representation from affected communities of interest is required by both the Council for Higher Education Accreditation and the U.S. Secretary of Education of all accrediting bodies they recognize.

The Council must include at least one member from each of the following categories:

- **Practitioner** - someone directly engaged in a significant manner in the practice of podiatric medicine.
- **Educator** - someone currently or recently directly engaged in a significant manner in an academic capacity at an accredited college of podiatric medicine who may not be an academic dean.
- **Academic** - someone currently or recently directly engaged in a significant manner in postsecondary education and/or research.
- **Administrator** - someone currently or recently directly engaged in a significant manner in a postsecondary podiatric medical program or institutional administration.

At its fall meeting, the Executive Committee of the Council shall review the qualifications and experience of its at-large members. Based upon this review, the Executive Committee shall formulate and transmit to the Council the broad areas of need and qualifications for Council positions to be elected in the following year. The areas of need shall be identified in the call for candidates published in the *APMA News* and other publications identified by the Council.

B. Eligibility Criteria

Notwithstanding the areas of need, the Council shall determine standing eligibility criteria. Individuals seeking election to at-large positions on the Council shall satisfy at least two of the following criteria:

- Have been active for a period of at least two years as a director of a CPME-accredited podiatric residency, fellowship, or provider of continuing education.
- Have been active for a period of at least two years as an academic administrator or a full-time faculty member at a CPME-accredited college of podiatric medicine.
- Have demonstrated leadership within the profession or distinguished themself as a practitioner.
- Have served actively on one of the Council's committees for a minimum of one full term.
- Have served on at least one CPME on-site evaluation team to a college of podiatric medicine, or three CPME on-site evaluation teams to residency programs, fellowship programs, or continuing education providers.

Public members and the postsecondary educator must not have a significant relationship (either direct or indirect) with podiatric medical organizations or podiatric medical educational institutions. These individuals shall have no vested interest in or financial relationship to the podiatric medical profession.

C. Nomination Procedures

The Council shall publish a timely announcement in the *APMA News* and other publications identified by the Council, calling for candidates to submit qualifications in response to the eligibility criteria and the areas of need. A prospective candidate must submit their qualifications no later than June 15. The names of all candidates who respond by June 15 shall be transmitted to the Nominating Committee. The Committee may solicit additional candidates if deemed necessary.

The names and credentials of prospective candidates for public member and postsecondary educator positions may be submitted for the consideration of the Nominating Committee by Council members, representatives of the Council community of interest, or others.

The Nominating Committee shall review the qualifications of the candidates. The Nominating Committee shall have the independence and responsibility to develop a ballot based on its best judgment. The Committee shall forward a ballot of all qualified candidates to the Council office at least 30 days prior to the fall meeting of the Council. At the time of the Council meeting, there shall be no nominations from the floor.

D. Elections

Prior to elections, the Council may conduct candidate interviews. Elections for available Council positions shall be conducted at the fall meeting of the Council by closed written ballot or closed electronic ballot. The CPME executive director shall administer the elections. Votes shall be counted in the presence of the Council. Valid ballots must contain one vote and only one vote for each available position. Council members may abstain from voting for any or all available positions.

A candidate shall be considered elected to the available position when they receive a majority vote of the Council (at least six votes). In a contested election involving more than two

candidates, should no candidate receive a majority vote, the one (if only one) candidate receiving the fewest votes shall be declared to be not elected and a second ballot will be conducted for the remaining candidates. If after three consecutive ballots involving a contested election, the Council is unable to elect a member by majority vote, the Council may elect to suspend the election. If the Council is unable to elect a member for an available position or if the Nominating Committee fails to recommend at least one candidate for an available position, the position will remain vacant until the Nominating Committee can recommend at least one candidate the Council can accept. In this case, a special election may be conducted by video/conference call vote of the Council.

E. Length of Terms

Membership on the Council shall be limited to a maximum of three full three-year terms, with the exception of CPME chairs, who may serve a second year as chair after having completed three full terms. Terms shall be staggered to ensure that no more than approximately one-third of the members shall be elected each year. All terms of office begin at the close of the fall meeting.

F. Limitations on Members

No member elected to the Council shall be, or during their term of office on the Council become, a member of the governing board of a college of podiatric medicine or serve as a consultant to a college of podiatric medicine, residency, fellowship, provider of continuing education in podiatric medicine, specialty board, or other institution or organization within the jurisdiction of the Council. Upon obtaining such an appointment, the Council member shall be deemed to have forfeited their position on the Council. No member while serving on the Council shall hold office on or seek election to the APMA Board of Trustees.

G. Incapacitation or Dismissal

Should a member be unable to fulfill their elected term of office, the CPME Executive Committee shall identify an individual for confirmation by the Council to serve on an interim basis until the next scheduled election at which time an election shall be conducted for the open position in keeping with the bylaws in this section.

If the chair of a CPME committee is temporarily unable to perform their duties, the Council chair shall appoint an acting committee chair to serve until the committee chair is able to resume their duties.

Section 2. Officers

A. Nomination Procedures

Council members seeking election as chair or vice-chair may be self-nominated or nominated by another member of the Council. Nominations shall be made from the floor at the opening of the spring meeting of the Council.

B. Elections

Chair and vice-chair elections shall be conducted as the last agenda item at the spring meeting of the Council. In contested elections, a private ballot shall be utilized. The chair and vice-chair shall be elected by majority vote of Council members (at least six votes). In a contested election involving more than two candidates, should no candidate receive a majority vote, the one (if only one) candidate receiving the fewest votes shall be declared to be not elected and a second ballot will be conducted for the remaining candidates. In the event of a tie, voting is continued until a winner is determined. Alternatively, if not all members are present to vote and a majority vote is not obtained, a private electronic ballot may be used to allow all members to vote in the election of the chair and vice-chair.

C. Length of Terms

The terms of office for the chair and vice-chair extend for a one-year period. The chair and vice-chair each may be reelected by the Council to a second one-year term. Terms of office begin at the close of the fall meeting. During the interim period between the election and subsequent installation, elected officers are designated as chair elect and vice-chair elect.

D. Incapacitation

Should the chair elect or vice-chair elect be unable to fulfill their designated appointment, a subsequent election shall be held at the time of the next scheduled CPME meeting. Should the chair be unable to complete their term of office because of resignation or permanent and/or significant incapacity, the vice-chair shall serve as acting chair until a subsequent election is held at the time of the next scheduled CPME meeting. Should the vice-chair be unable to complete their term of office because of resignation or permanent and/or significant incapacity, a new vice-chair shall be elected at the next scheduled CPME meeting.

CHAPTER 8. RESPONSIBILITIES OF MEMBERS AND OFFICERS

Section 1. Council Members

A. Duties

Council members are expected to attend all CPME meetings and meetings of committees to which they are appointed. They are expected to respond to e-ballots and participate in video/conference calls as needed.

Council members may submit, with the approval of the chair, specific agenda items for discussion at any scheduled meeting of the Council. Council members may submit agenda items to the chairs of any CPME committee.

Each CPME member is encouraged to participate in college, fellowship, and residency on-site evaluations regardless of the area of need for which the member was elected.

B. Confidentiality

The information concerning actions taken or under consideration about institutions, organizations, and individuals available to Council members is of a highly sensitive and confidential nature. Under no circumstances shall a Council member discuss the details of a particular institution, organization, or program with anyone other than Council members and staff.

The Council shall have grounds to pursue the removal from office of any member who fails to respect the confidentiality of information available about institutions, organizations, and individuals or about actions taken by the Council.

All Council members must sign, either electronically or handwritten, the CPME Code of Ethics, conflict of interest and confidentiality policies statement annually.

C. Conduct

A Council member shall not initiate any official correspondence and shall forward immediately to the office of the CPME executive director any correspondence of an official nature that they receive. A Council member other than the chair or the vice-chair, acting as the designee for the chair, shall neither act nor speak on behalf of the Council, nor shall they make any commitments nor enter into any agreement on behalf of the Council, without authorization of the Council. A Council member shall conduct themself in a professional manner.

D. Recusals

Council members are expected to recognize potential conflicts and remove themselves from deliberations concerning programs, institutions, and organizations with which a conflict of interest exists as set forth in Chapter 15.

A Council member who is affiliated in an official capacity with, or who has financial interest in, or receives compensation from a college of podiatric medicine, residency, fellowship, certifying board, or provider of continuing education shall remove themself from all deliberations when their institution, organization, or program is being considered. A Council member shall remove themselves from any deliberation, discussion, and voting on any matter pertaining to a program, institution, or organization for which they have served as an on-site evaluator until an accreditation action has been taken by the Council.

E. Orientation

CPME staff shall provide an orientation to new Council members. A “post-training” session provided by the Council chair, committee chair, and staff should become a part of the orientation process provided to Council members a year after election. This training should be tailored to the Council member, including opportunities for professional growth (i.e., learning about the functions of other committees, deficiencies in the current position, and planning future role(s) with CPME) and provide opportunities for feedback from the individual.

Section 2. Committee Members

A. Duties

Committee members are expected to attend all meetings of committees to which they are appointed. They are expected to respond to e-ballots and participate in video/conference calls as needed. Committee members may submit, with the approval of the committee chair, specific agenda items for discussion at any scheduled meeting of the committee.

The chairs of CPME committees shall lead and facilitate discussions and the formal business associated with their respective committees. The Committee chair shall not act independently without authorization by Council chair, executive director, or staff.

Chairs shall assist Council staff in providing an orientation to new Committee members. Prior to meetings of the committees, chairs shall work with CPME staff members in developing agendas for the meetings. Chairs also shall assist staff in answering questions of institutional representatives and be available to help staff in rendering solutions to non-routine problems related to their committee's functions.

Each committee chair submits at each regular meeting of the Council a report of their committee’s activities and recommendations. The chair shall be prepared to present the recommendations or actions of their committee.

B. Confidentiality

Committee members shall maintain the confidentiality of discussions, decisions, and actions about programs, institutions, and organizations that are within the committee's purview. The Council will have grounds to pursue the removal of any committee member who fails to respect the confidence of the aforementioned entities.

All committee members must sign, either electronically or handwritten, the CPME Code of Ethics, conflict of interest, and confidentiality policies statement annually.

C. Conduct

A committee member shall not initiate any official correspondence and shall forward immediately to the office of the Council executive director any correspondence of an official nature that they receive. A committee member shall neither act nor speak on behalf of the committee or Council, nor shall they make any commitments nor enter into any agreement on behalf of the committee or Council. A committee member shall conduct themself in a professional manner.

D. Recusals

Committee members are expected to recognize potential conflicts and remove themselves from deliberations concerning programs, institutions, and organizations with which a conflict of interest exists as set forth in Chapter 15.

A committee member who is affiliated in an official capacity with, or who has a financial interest in, or receives compensation from a college of podiatric medicine, residency program, fellowship program, certifying board, or provider of continuing education in podiatric medicine shall remove themself from all deliberations when their institution, organization, or program is being considered. A committee member shall remove themselves from any deliberation, discussion, and voting on any matter pertaining to a program, institution, or organization for which they have served as an on-site evaluator until an accreditation action has been taken by the Council.

E. Orientation

All new committee members shall receive an orientation from Council staff prior to attendance at their first meeting.

Section 3. Officers

A. Chair

The chair shall preside at all sessions of the Council and appoints, with the approval of the Council, committee chairs and committee members at such times as may be required and as allowed by these Bylaws. They designate, with the approval of the Council, liaison representatives to other organizations. The chair may vote on all Council matters.

Following consultation with staff, the CPME chair appoints evaluation teams to conduct on-site visits to colleges, residency programs, fellowship programs, and providers of continuing education. Whenever possible and appropriate, the vice-chair and the appropriate committee chair shall be consulted in developing appointments.

The chair should attend meetings of the APMA Board of Trustees as well as other meetings as appropriate. They also are an ex-officio member of all CPME committees, may attend any or all meetings of these committees, and may cast a vote in the case of a tie. The chair may attend workshops, panels, or other sessions sponsored and coordinated by CPME. The chair shall attend the APMA House of Delegates. The chair may present an oral report to the APMA House of Delegates.

The chair may respond or direct response to inquiries on the basis of established Council policies and procedures and shall provide copies of all correspondence, memoranda, and significant communications to the executive director of the Council.

The chair performs such other duties as may be assigned by the Council.

B. Vice-Chair

The vice-chair performs all functions and duties of the chair in the absence or inability of the chair to serve. The vice chair shall attend the APMA House of Delegates. The vice-chair should attend meetings of the APMA Board of Trustees on behalf of the chair when the chair is unable to attend. The vice-chair may attend meetings of all CPME committees at the discretion of the

Council chair. When feasible, the vice-chair is consulted in the appointment of committees and evaluation teams. The vice-chair performs such other duties as may be assigned by the chair.

CHAPTER 9. REMOVAL FROM OFFICE

Section 1. Removal of a Member of the Council

A. Grounds

The Council may consider the removal of an individual member from the Council prior to completion of a term of office if said individual is alleged to have either failed to fulfill their commitments and responsibilities or violates the rules of the Council. The grounds for dismissal shall be considered by the Executive Committee.

B. Review and Dismissal Procedures

The CPME executive director shall provide the member under review a statement developed by the Executive Committee outlining the grounds for dismissal. After opportunity is provided for the member to address the grounds for dismissal, at their request either in writing or in person, the Executive Committee shall vote to recommend dismissal or vote to refuse dismissal. If the Committee votes for dismissal, a recommendation is transmitted in writing to the Council by the CPME executive director. An action to dismiss a Council member requires a minimum of seven votes of the Council. The Council member shall be informed immediately by the Council executive director of a decision to dismiss.

C. Appeal to Board of Inquiry

The dismissed Council member may seek additional review in accordance with the provisions of Article 14 of the APMA Bylaws.

Section 2. Removal of a Committee Member

A. Grounds

The Council may consider the removal of an individual, who serves on a Council committee but who is not a member of the Council, from committees prior to the completion of a term of office. Such removal shall be based upon either the individual's alleged failure to fulfill their commitments and responsibilities or violation of the rules of the Council. The grounds for dismissal shall be considered by the Executive Committee.

If an individual appointed to a committee as a representative of another organization loses their affiliation with that organization during the period of appointment, the individual shall no longer be eligible to serve on the committee as a representative of the organization. The individual's appointment to the committee shall be viewed to terminate immediately when their affiliation ends. The organization shall be requested to provide a slate of potential candidates for the CPME

chair to consider in selecting, for approval of the Council, a replacement member of the committee. The replacement member shall begin a full term.

B. Review and Dismissal Procedures

The CPME executive director shall provide the member under review a statement developed by the Executive Committee outlining the grounds for dismissal. After opportunity is provided for the member to address the grounds for dismissal, at their request either in writing or in person, the Executive Committee shall vote to either recommend dismissal or vote to refuse dismissal. If the Committee votes for dismissal, a recommendation is transmitted in writing to the Council by the CPME executive director. An action to dismiss a committee member requires a minimum of seven votes of the Council. The committee member shall be informed immediately by the Council executive director of a decision to dismiss.

C. Appeal to Board Inquiry

The dismissed committee member may seek additional review in accordance with the provisions of Article 12 of the APMA Bylaws.

D. Dismissal of External Agency Representatives

In the case of the dismissal of a representative of an external agency on a committee, the organization shall be given full notice, including grounds, of the plans to consider the dismissal of the organization's representative. Opportunity shall be given for the organization to provide information in support of its representative.

Section 3. Removal of Chair or Vice-Chair

A. Grounds

The Council may consider the removal of the chair or vice-chair from their elected offices prior to completion of a term for negligence in duty, breach of ethics, or other deficiencies in fulfilling their responsibilities.

B. Review and Recall Procedures

A request to recall the chair or vice-chair may be initiated by four members of the Council. The members shall formulate, in writing, their contention and reasons for initiating a request to recall. A request with the signatures of at least four members is the only acceptable method for initiating such recall.

The request for recall shall be submitted to the Council executive director. The Council executive director shall inform the chair and vice-chair that a recall request has been received. The matter of the recall shall be considered at the next scheduled meeting of the Council or at a special meeting of the Council (whichever is most expedient and feasible). When considered at a

normally scheduled Council meeting, all other CPME business shall be suspended and the issue of the recall request shall be considered as a special order of business.

The Council shall elect an ad hoc committee to investigate allegations. The committee shall be comprised of three individuals (none of whom shall be among the initiators of the recall request). The committee shall convene immediately to hear verbal testimony and/or receive written evidence in support of and against the recommendation to recall. The committee shall report its findings and recommendations to the Council, and a vote will be taken.

The recall of a chair or vice-chair requires a minimum of seven votes of the Council. The vote shall be final, and no further deliberation of the matter may be conducted. This procedure may not be limited to one request per individual, but based on new facts, additional requests to recall the same individual may be considered. Should the chair or vice-chair be recalled by the Council, an election shall be held immediately to replace the recalled individual. The newly installed individual will serve to the conclusion of the term vacated by the recalled officer.

CHAPTER 10. MEETINGS, E-BALLOTS, AND VIDEO/CONFERENCE CALLS

Section 1. Meetings

A. Regular

The Council shall hold at least two regular meetings during each fiscal year at times determined by the Council. The meetings are held to transact regular and special business.

B. Special

Special meetings may be convened by the chair, upon written request of at least six members of the Council or when a request is received to recall the chair or vice-chair. The call for a special meeting shall specify the purpose of the meeting. At least 15 days' notice is required for a special meeting. No other business shall be conducted at such special meetings except by unanimous consent of the Council. Whenever possible, special matters shall be deliberated by video/conference call rather than a special meeting.

C. Notification

Council staff shall notify each member of the Council or committee of any meeting scheduled. A similar notification is required for a video/conference call. Materials related to meetings and video/conference calls shall be prepared and distributed by staff in advance of the deliberations.

D. Agenda

A detailed agenda shall be prepared by staff in consultation with the chair of the Council or committee for all meetings. The general order of business for a regular meeting of the Council normally shall consist of the following agenda items:

a. Call to Order and Roll Call
b. Adoption of Agenda
c. Review of Conflicts of Interest
d. Approval of Minutes of Previous Meeting
e. Report of E-Ballot and Video/Conference Call Votes
f. Report of Chair
g. Staff Reports
h. Liaison and Special Reports
i. Committee Reports
j. Committee Appointments
k. Other Business
l. Adjournment

E. Advisors/Consultants

The Council may extend an invitation to any qualified person to act in an advisory capacity during any of its meetings.

F. Visitors

Non-executive sessions of the Council and its committees may be attended by guests and/or observers who register in advance. Guests and/or observers may not participate in discussions and/or deliberations of the Council and its committees unless approved to do so by the Council or committee chair. Guests and/or observers may make presentations, but the chair of the Council and the chairs of the committees must approve all presentations prior to their respective meetings.

Executive sessions of the Council and its committees are not open to the public. Consideration of accreditation and recognition decisions are conducted in executive session. Guests and/or observers may attend executive sessions of the Council, if invited by the chair of the Council but may not participate in any discussions and/or deliberations conducted in executive session. Guests and/or observers may not attend executive sessions of the Council's committees.

Each invited guest/observer attending a meeting of one of the Council's committees must sign the CPME conflict of interest and confidentiality policies statement.

Council members may observe meetings of committees to which they are not assigned with the permission of the committee chair and Council chair.

G. Voting

Council members shall be present at meetings in order to execute their voting privileges. The vote of a Council member cannot be transferred to another designated member under any circumstance.

A record shall be maintained identifying the individuals, if any, who abstained or recused

themselves from discussion and voting on each agenda item and accreditation or recognition decision.

H. Executive Session

At any meeting of the Council, the chair, with consent of the majority present, may declare the meeting to be an executive session, at which only members and staff may be present except that, with the consent of the majority present, an invitation may be extended to any persons whose presence may be necessary for the conduct of the business of the Council. All deliberations that pertain specifically to accreditation or recognition of programs, institutions, or organizations shall be conducted in executive session.

I. Quorum

The required number of Council members necessary for a quorum to conduct a meeting shall be eight. A quorum for a committee requires at least 50 percent or more of the members to be in attendance.

J. Dress Code and Protocol

Council members and committee members are expected to attend meetings in appropriate attire. For committees that do not expect to have visitors in attendance, the chair of the committee may recommend more comfortable attire for members.

Council and committee members are expected to be courteous and polite during meetings. Deliberations shall be conducted in a professional and cooperative manner. The chair of the Council or any committee reserves the right to suspend deliberations if, in their opinion, conduct of members becomes indecorous.

K. Rules of Order

The deliberations of the Council and the committees shall be governed by consensus or by parliamentary procedures at the discretion of the Council or committee chair, respectively.

L. Reports

A written record shall be made in the form of reports providing committee background information, recommendations, actions, and Council actions.

Section 2. E-Ballots

Between meetings of the Council, an e-ballot may be initiated by the CPME chair, CPME staff, or upon written request of at least four members of the Council. Between meetings of the committees, an e-ballot may be initiated by the committee chair or CPME staff. For issues of substance, discussion should be held until the next scheduled meeting of the Council or committee or a video/conference call should be arranged. The Committee or Council chair will determine if the issue is non-substantive and can be completed via e-ballot. If the Committee or

Council chair determines the issue is substantive, an e-ballot will not be used, and the decision will be moved to either the in-person meeting or a video/conference call of the Committee or Council.

The e-ballot shall state the proposition and should be accompanied by any necessary explanatory material. Council/committee members shall have a predetermined window of time set by CPME staff within which to vote for or against the proposition, or indicate that they wish the matter to be tabled until additional information can be secured and provided by staff or held over until the next scheduled meeting or video/conference call.

Unanimous votes are required from all eligible Council or committee members for final actions with the use of e-ballots. E-ballots do not provide for conditional voting. Each vote is either for approval or not for approval of a Committee/Council recommendation or appointment of a Committee/Council member. Comments are not considered in counting votes. Votes may be changed during the discussion period, which extends to the due date identified by staff. If a conflict with the recommended action is raised, Council or committee members must contact the Council chair, committee chair, or CPME liaison noted for each item to discuss the concerns prior to making a final vote.

The action proposed by e-ballot shall be considered final if unanimous. If unanimous vote is not received by e-ballot, it will require reconsideration by video/conference call or at the next meeting of the Council or committee.

Staff members will report final actions to the Council and/or committee. E-ballot actions of the Council and committees are confirmed at the next meeting in order that the actions may become part of the official record.

One or more Council or committee members may defer a Council or committee e-ballot to a video/conference call or the next Council or committee meeting (whichever occurs first).

Section 3. Video/Conference Calls

When issues of great urgency arise between meetings of the Council or the committees and when the substance of these issues is not appropriate for an e-ballot, a video/conference call may be conducted. A video/conference call of the Council may be initiated by the CPME chair or by four members of the Council. A video/conference call of a committee may be initiated by the CPME staff or the chair of the committee, or by the Council chair.

The agenda for a video/conference call shall be determined and approved by the Council chair or committee chair prior to the call. Additional agenda items may not be introduced at the time of the video/conference call without two-thirds majority approval of the Council or simple majority approval of the committee.

Prior to the conduct of a video/conference call, staff shall contact all involved parties to make arrangements. A quorum shall be required for the video/conference call. Any necessary explanatory material shall be distributed to members by staff prior to the video/conference call. Council members or committee members shall have the opportunity to deliberate and vote on the

matter involved in the video/conference call. Staff members shall develop minutes or a report of the video/conference call deliberations.

CHAPTER 11. FINANCES

Section 1. Budget

The Budget Planning Committee of the Council shall prepare an annual budget for the operation of the Council and its committees. The budget shall be submitted to the Council at its fall meeting for review and final adoption. The fiscal year for the Council shall coincide with the fiscal year of the APMA.

Section 2. Funding Sources

The financial support of the evaluation, accreditation and recognition services provided by the Council shall be the responsibility of the institutions and organizations that utilize these services and which may directly or indirectly benefit from these services as well as the responsibility of the organized podiatric medical profession.

As a general rule, the costs associated with the on-site evaluation of colleges of podiatric medicine, residency programs, fellowship programs, and providers of continuing education shall be borne by the institutions and organizations seeking CPME accreditation.

Section 3. Contributions from Other Organizations

The Council reserves the right to establish fees for other organizations that derive direct or indirect benefits from Council services. These organizations include recognized specialty boards.

Section 4. New Initiatives

The Council may seek special appropriations from APMA for mutually agreed upon new program initiatives related to the functions and services provided in the memorandum of agreement or as a result of new federal mandates.

Section 5. Assessment Policies

The Council shall establish fee schedules for various aspects of its evaluation, accreditation, and recognition activities. The Council shall reserve the right to modify fee schedules at any time and shall provide advance notice to affected institutions and organizations.

Section 6. Travel Reimbursement

The Council shall establish a reimbursement policy for individual Council members, committee members, on-site evaluators, and consultants to enable reimbursement for expenses related to participation in on-site evaluations or attendance at meetings, workshops or seminars. The reimbursement policy shall be in accord with the general policies established by APMA. The Council may establish its own per diem for reimbursement.

Certain members of the RRC shall be reimbursed by their respective organizations. The Council shall reimburse a representative of the American Podiatric Medical Student Association to attend each Council meeting. The reimbursement for Council staff expenses shall follow the policy established for APMA staff.

CHAPTER 12. RESIDENCY AND FELLOWSHIP EVALUATORS

Section 1. Appointment

Individuals who represent ABFAS, ABPM, or the Council in the capacity of on-site evaluators are selected on the basis of educational background, interest in the accreditation process, and recommendations from peers and superiors. An individual may be solicited to be a prospective evaluator based upon their demonstrated leadership and/or experience in the podiatric medical profession or in the affairs of postsecondary education in general. The boards and the Council forward the names of the individuals appointed to represent the respective organization to the Collaborative Residency Evaluator/Educator Committee (CREC).

Section 2. Training

The Collaborative Residency Evaluator/Educator Committee develops standardized methods by which evaluators are trained. Standardized training could include role-playing, specific topics addressed during a seminar, online, examination, participation in an on-site evaluation as an observer, etc.

Section 3. Assessment

CREC monitors the effectiveness of on-site evaluators by reviewing evaluation questionnaires completed by institutions regarding the performance of on-site evaluators, as well as those completed by the team leaders and other team members. The Committee forwards a report of its review, identifying areas requiring follow-up and evaluators who might require remediation or dismissal to the Executive Committee of the Council for its review.

Evaluator performance that is less than acceptable is considered by CREC and the Council to be a serious matter. The evaluator in question may be asked to review CPME publications related to the evaluation process, provided remediation, requested to participate in training opportunities to refresh and enhance their skills, or, in extreme cases, reprimanded for inappropriate performance. In all cases of poor performance, CREC will contact the evaluator to address concerns.

CHAPTER 13. PROFESSIONAL AND CLERICAL STAFF

Section 1. Employment

A. Executive Director

The executive director of the Council shall be appointed by the Council in consultation with and with the concurrence of the APMA CEO/executive director. The executive director of the Council

is considered to be an employee of APMA. In filling a vacancy in the CPME executive director position, the following procedures shall be employed: (1) the APMA CEO/executive director and the CPME chair shall initiate a search by an appropriate method that has been accepted by the CPME chair; (2) the APMA CEO/executive director and the CPME chair shall screen all initial applications received from potential candidates; (3) a slate of viable candidates shall be determined and arrangements shall be made for these candidates to be interviewed as a conjoint effort of the members of the CPME Executive Committee and the APMA CEO/executive director; and (4) a final candidate shall be selected in consultation with and concurrence of the Council with appointment to follow by the APMA CEO/executive director. In the case of a lack of concurrence, the matter shall be referred to arbitration in accordance with the procedures and rules of the American Arbitration Association. The decision of the arbitration panel shall be binding on all parties.

B. Professional, Clerical, and Temporary Staff

The CPME executive director and the APMA CEO/executive director shall designate an appropriate complement (in terms of size and qualifications) of professional and clerical staff and temporary staff to serve the Council and to facilitate the functions and services of the Council. Staff of the Council are considered to be employees of APMA. This complement of staff shall be reviewed by the Council on an annual basis in terms of size and qualifications. Based upon this review, recommendations shall be conveyed to the APMA CEO/executive director when modifications in the staff complement are deemed to be necessary. Said staff shall be appointed by the APMA CEO/executive director based upon the recommendation from the CPME executive director.

Section 2. Duties and Responsibilities

Council staff members shall act as liaisons between the community affected by the actions of the Council or its committees and the Council and committees, providing guidance to members of the Council and its committees and information to institutions/organizations.

Specific job descriptions for each Council staff position shall be prepared by the CPME executive director and be consistent with the form and structure of APMA position descriptions. These position descriptions shall be reviewed at least annually and shall be revised when necessary. The position descriptions shall serve as the basis for evaluation of staff performance. Priority of assignments and allocation of staff time shall be at the discretion of the Council executive director for CPME staff and at the discretion of the Council chair for the CPME executive director.

Section 3. Evaluation

Council staff members shall be evaluated annually based upon performance standards related to their respective positions. The CPME executive director shall be evaluated in writing and/or in person as a collaborative effort of the Council chair and their designees and the APMA CEO/executive director. Council staff members shall be evaluated in writing by the CPME

executive director and the completed evaluations shall be reviewed by the APMA CEO/executive director.

Section 4. Dismissal

A. Executive Director

A decision to dismiss the Council executive director shall require the concurrence of the APMA CEO/executive director and the Council. The APMA executive director and the Council must be in agreement on the reasons for the dismissal. In the case of a lack of concurrence, the matter shall be referred to arbitration in accordance with the procedures and rules of the American Arbitration Association. The decision of the arbitration panel shall be binding on all parties.

B. Professional, Clerical, and Temporary Staff

In the event that a member of the Council staff must be dismissed, the policies described in the APMA Employee Handbook shall be followed.

Section 5. Legal Counsel

The Council may elect to use APMA general counsel or seek legal advice and/or legal services from independent attorneys. The nature of a legal matter, including its subject matter, jurisdiction, or required specialization may necessitate the engagement of counsel with specific expertise or licensure in a particular location. The final determination with respect to obtaining legal advice or legal services from other attorneys shall be made by the Council. Notwithstanding the foregoing, in any matter where the legal advice sought or position taken by CPME may reasonably be expected to have an impact on APMA, CPME shall ensure that its retained counsel consults with APMA's general counsel. Such consultation shall be undertaken in good faith for the purpose of identifying and addressing any potential legal, operational, or reputational implications for APMA.

CHAPTER 14. MAINTENANCE OF RECORDS

The Council staff shall utilize a filing system that combines the archiving and retrieval of data and information from hard copies and computer files. The Council shall maintain copies of all publications, documents, and forms (past and present editions). The Council also shall maintain up-to-date documents and materials related to CPME-accredited colleges, residency programs, fellowship programs, providers of continuing education, and recognized specialty boards in podiatric medicine.

The Council shall maintain records of all decisions made throughout an institution's or program's affiliation with the agency regarding the accreditation, preaccreditation, and candidate status of any college of podiatric medicine, including all correspondence that is significantly related to those decisions. The Council shall maintain complete and accurate records of its last full accreditation, preaccreditation, and candidate status reviews of each college, including on-site evaluation team reports, the college's responses to on-site reports, periodic review reports,

any reports of special reviews conducted by the agency between regular reviews, and a copy of the college's most recent self-study. The Council shall maintain records of all substantive change decisions. Effective with on-site evaluations conducted in 2010, the Council maintains electronic versions of all correspondence, documents, and reports. The Council shall maintain evaluation reports and significant correspondence related to each college of podiatric medicine from the time of the initial CPME review.

The Council shall endeavor to maintain records regarding CPME-accredited podiatric residency and fellowship programs, including documents, applications, reports, site review materials, substantive change materials, and significant correspondence for each program inclusive of the previous on-site visit. The Council shall endeavor to maintain evaluation reports and significant correspondence related to each residency program from the time of the initial CPME on-site evaluation. The Council shall endeavor to maintain evaluation reports and significant correspondence related to each fellowship program from the time of the initial CPME action or on-site evaluation, whichever occurred first. The Council also shall endeavor to maintain a record by the CPME-accredited institutional sponsor of the names of residents who have successfully completed CPME-accredited residency programs since 1964. The Council may make this information available for credentialing purposes to hospitals and other health care institutions for a modest fee.

The Council shall maintain residency files related to determining eligibility of applicant institutions for initial on-site evaluation of fellowship and residency programs, applications for authorization of increases in positions, certificate requests, and resident transfers that are withdrawn or never approved, and verifications of residency completion for a period of ten years after a decision has been reached regarding the request or application. Incomplete applications or requests shall be maintained for 12 months from the date of receipt.

The Council shall endeavor to maintain reports and significant correspondence related to each CPME-accredited provider of continuing education from the time of the initial CPME action.

The Council shall endeavor to maintain records, documents, and significant correspondence pertaining to recognized specialty boards from the time of initial recognition by the Council.

Unless a specific time period is stated above, all records referenced in this Chapter shall be maintained by CPME for the time periods set forth in the Document Retention Policy adopted by the Council.

CHAPTER 15. CONFLICT OF INTEREST

The Council strives to avoid conflict of interest or the appearance of conflict of interest in all aspects of its activities. The Council expects all individuals involved in any relationship with an organization that entails a leadership role to declare potential conflicts of interest as they appear. For purposes of this Chapter, a "leadership role" is defined as holding a position on the organization's board of directors, serving as a committee chair, or being employed by such organization. All Council representatives, including Council members, committee members, evaluators, consultants, and staff, shall have the freedom to exercise their independent judgment

without any undue pressure or perceived alliance to any organization or institution that the Council recognizes or to any entity within the podiatric medical profession.

No Council representative as specified above may participate in any way in decisions in which they have a pecuniary or personal interest (or the appearance of same) or with respect to which, because of either present organizational, institutional, or program association or organizational, institutional, or program association during the past five years (e.g., college dean or faculty member, or program director or faculty member), they have divided loyalties or conflicts (or the appearance of same) on the outcome of the decision. This restriction is not intended to prevent participation and decision-making in matters which have no direct or substantial impact on the organization, institution, or program with which the Council representative is associated. A Council representative who represents an institution or organization must receive permission from the CPME chair to make a presentation regarding that institution or organization to the Council or one of its committees.

Council members and standing committee members are precluded from serving as hired/retained consultants to colleges of podiatric medicine, residencies, fellowships, providers of continuing education in podiatric medicine, specialty boards, or other institutions or organizations within the jurisdiction of the Council, while serving as a member of the Council or standing committee.

If a conflict of interest arises, the matter shall be forwarded to the executive director of the Council who shall gather information, solicit advice as appropriate, and attempt to resolve the matter to the satisfaction of all concerned, consistent with the published policies and procedures of the Council and with consideration of standard practice within the postsecondary accreditation community. Should the executive director of the Council be unable to achieve resolution, they shall refer the matter to the Council chair or the Executive Committee as appropriate. The Council chair or the Executive Committee shall seek resolution through procedures developed to address the specifics of each case. These procedures shall avoid conflict of interest or the appearance of same.

Any representative of the Council who becomes aware of circumstances that they believe pose a conflict of interest for another Council representative should take the following steps:

- Discuss the issue with the representative
- If the issue is not resolved to the satisfaction of both parties, inform the Council executive director of the underlying facts and their assessment of the appropriate resolution of the potential or actual conflict
- If the issue is not resolved to the satisfaction of all parties, the executive director presents the issue to the Council chair or Executive Committee for decision as appropriate

Council representatives are expected to recognize potential conflicts and remove themselves from deliberations concerning programs, institutions, and organizations with which a conflict of interest exists. A Council representative who is affiliated in an official capacity with, or who has a financial interest in, or receives compensation from a college of podiatric medicine, residency program, fellowship program, certifying board, or provider of continuing education in podiatric medicine shall remove themself from all deliberations when their institution, organization, or

program is being considered. A Council representative with a known conflict will receive no information related to that program, institution, or organization.

A Council representative must remove themselves from any deliberation, discussion, and voting on any matters pertaining to programs, institutions, or organizations for which they have served as an on-site evaluator until an accreditation action has been taken by the Council.

Council representatives are precluded from accepting gifts, entertainment, etc., from programs, institutions, or organizations for which the Council has professional oversight.

Public members must sign, either electronically or handwritten, an attestation form annually or prior to each Council meeting, appeal hearing, and on-site evaluation in which they participate that confirms that they are aware of, and actually meet the following definition of public member as provided in the U.S. Department of Education's Requirements for Recognition of Accrediting Agencies.

> A public member means a person who is not: (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or preaccredited by the agency or has applied for accreditation, preaccreditation, or candidate status; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) A spouse, parent, child, or sibling of an individual identified in (1) or (2) of this definition.

The CPME publication *Policies and Miscellaneous Documents* includes a formal Council policy related to the principles of conflict of interest.

CHAPTER 16. NONDISCRIMINATION

The Council prohibits discrimination related to all of its activities on the basis of sex, creed, race, national origin, age, color, sexual orientation, gender identification, political belief, disability, or any other factor protected by law.

CHAPTER 17. INDEMNIFICATION OF MEMBERS AND OFFICIAL REPRESENTATIVES

The Council shall indemnify and hold harmless each elected or appointed member, or representative, now and hereafter serving the Council, from and against any and all claims and liabilities which they may be or become subject to by reason of their now and hereafter being or heretofore having been a member, officer, or representative of the Council and/or by reason of their alleged acts or omissions as a member, officer, or representative as foresaid, and shall reimburse each member, officer, or representative of the Council for all legal and other expenses reasonably incurred by them, subject to approval of the Council, in connection with the defense against such claims or liabilities, provided, however, that no member, officer, or representative shall be indemnified against any claim or liability arising out of /their own negligence or willful misconduct.

The foregoing rights of members, officers, or representatives of the Council shall not be exclusive of other rights to which they may lawfully be entitled.

CHAPTER 18. PUBLICATIONS

Section 1. Distribution

The Council, its committees, and CREC utilize numerous copyrighted documents and publications in the completion of accreditation and recognition related affairs. These publications shall be identified by both descriptive and numerical labels. Numerical codes beginning with the same first digit shall be associated with groups or series of publications. CPME publications are available upon request. The Council shall reserve the right to establish fees for these publications. The Council shall publish a comprehensive list of all publications, which shall also be available upon request.

Section 2. Periodic Review

A series of Council publications shall be reviewed either by an Ad Hoc Advisory Committee or by a CPME committee. Review of a series of CPME documents by an Ad Hoc Advisory Committee shall occur six years following the adoption of revisions resulting from the previous Ad Hoc Advisory Committee review. An interim review by the Accreditation Committee, Continuing Education Committee, Residency Review Committee, or Specialty Board Recognition Committee is completed three years following the adoption of revisions resulting from the previous Ad Hoc Advisory Committee review.

Section 3. Opportunity to Comment

The Council shall not make final any document changes affecting the accreditation and recognition functions until opportunity has been provided for the APMA House of Delegates, APMA Board of Trustees, and other constituents to comment on proposed revisions to these policies. The Council shall make available special opportunities for these constituents to review and provide comments on proposed document changes in CPME policies and procedures.

The Council also shall accept for consideration resolutions to the CPME submitted by the APMA House of Delegates, APMA Board of Trustees, and other constituents regarding CPME policies and procedures. The Council shall review and provide due consideration of these resolutions in the light of their feasibility and appropriateness. The Council shall provide a report when it deems appropriate to the presenter of the resolution regarding the action taken.

CHAPTER 19. RESOLUTION OF COMPLAINTS

The Council shall establish a mechanism to review formal complaints directed toward accredited or otherwise recognized entities. Under no circumstances shall the Council act as a judicial board in resolving disputes among individual parties. The Council shall review only viable complaints that relate to a specific area in which it is alleged that the Council's standards, requirements, criteria, or procedures have not been followed. The Council shall act upon instances of violation

of standards, requirements, criteria, or procedures. Provisions also shall be adopted by the Council for reviewing complaints about the Council's performance related to its own standards, requirements, criteria, and procedures or about agency conduct inconsistent with good accreditation and recognition practices.

CHAPTER 20. DISSOLUTION

This Council may be dissolved upon approval of a plan of dissolution adopted by an eight-member vote of the Council membership and approved by the APMA. Such a plan of dissolution shall be distributed to Council members at least sixty days prior to consideration thereof by the Council.

CHAPTER 21. AMENDMENTS

Amendments to these Bylaws may be proposed by any member of the Council. Amendments shall be submitted to Council members at least 30 days prior to consideration thereof during a regularly scheduled full meeting of the Council. Amendments shall be adopted by a two-thirds vote of the Council and shall become effective when adopted, unless otherwise specified. If an amendment is submitted to Council members within 30 days prior to a Council meeting, the amendment may be considered but cannot be adopted until the next full meeting of the Council. Council staff must maintain a formal record of all proposed Bylaws revisions to include the proposed language and rationale for the proposed substantive revision.

STRUCTURE, ROLES, AND RESPONSIBILITIES

Organizational Structure of the Council

The organizational structure of the Council on Podiatric Medical Education includes a decision-making body (the Council) and various committees with specialized assignments that make recommendations to the Council regarding accreditation and recognition actions, and policy and procedural matters. These committees report and recommend a course of action to the Council. The committees may have final decision-making authority for certain matters. The Council has established protocols for the professional conduct of all committee meetings.

The formulation and adoption of written policies constitute the method by which the Council exercises its leadership. The Council delegates to the CPME executive director the administration, operation, and organization of the Council.

The committee arrangement of the Council is designed to provide access to representatives of the community of interest served by accreditation by playing a specific role in the evaluation and accreditation processes. Also, as a secondary purpose, involvement on CPME committees allows individuals to gain additional experience with the Council's various functions, making them potential candidates for nomination and election to the Council at a later time.
CPME member expectations include the following:

1. Participate actively in CPME activities
2. Support the CPME bylaws and any other policies, standards, procedures, and guidelines as adopted by the Council and its committees
3. Devote sufficient time to the Council and its committees, including attending and preparing for meetings and video/conference calls – the overall workload associated with membership
4. Be willing to be evaluated regarding their performance on CPME committees/activities
5. Comply with conflict of interest and confidentiality policies of the Council
6. Maintain up-to-date knowledge of CPME accreditation and recognition processes
7. Represent accurately CPME policies and interpretations at all times
8. Be adept with technology used by the Council
9. Agree to represent oneself as a spokesperson of the Council only with the express authorization of the Council chair or executive director
10. Refer communications and requests from constituents and organizations on matters of policy, administration, and other items of public concern affecting CPME to the CPME executive director.

Roles and Responsibilities of Individuals Associated with CPME

The Council has defined the roles and responsibilities of members of the following groups:

- Members of the Council shall be expected to attend and actively participate in meetings, offering opinions in rendering decisions regarding accreditation and recognition of institutions, programs, and organizations, as well as in the formulation of accreditation policy. Council members do not represent special interest groups. Council members are obliged to observe rules of confidentiality.

- Committee members shall be expected to attend and actively participate in meetings, offering opinions in making recommendations regarding issues that are pertinent to their assigned committees. Individuals who represent specific organizations represent the interests of their constituents. Committee members are obliged to observe strict rules of confidentiality.

- Ex-officio individuals without vote including Council staff, will provide information when requested, and are obliged to observe rules of confidentiality.

- On-site evaluators shall be expected to participate in on-site evaluations, gather and report information, and maintain objectivity. On-site evaluators are obliged to observe rules of confidentiality.

The Council has established the following protocols for the professional conduct of all Council and committee meetings. The Council chair and each committee chair shall be expected to remind members of these protocols at the beginning of each meeting.

1. Preparation for meetings: Council and committee members shall become familiar with the standards, requirements, criteria, and interpretive guidelines to ensure consistency in actions and recommendations. Members are expected to read all information provided in advance of meetings.

2. Confidentiality: Council and committee members shall be reminded that all deliberations of the Council or committee are confidential.

3. Conduct: Council and committee members shall be reminded of their general purposes (i.e., to encourage and support educational improvement). The Council chair and the chairs of the committees shall remind members of their roles as accreditors in helping to foster programmatic improvement.

4. Depersonalizing: No names of individuals shall be associated in any way with deliberations about the quality of programs, institutions, or organizations.

5. Participation in deliberations by on-site evaluators: Council and committee members may not involve themselves in deliberations (discussions and voting) about any educational program for which they participated in the most recent on-site evaluation. A recusal from deliberations shall extend to the time at which a subsequent final action is taken by the Council.

6. Participation in deliberations and potential for conflict: Council and committee members shall be expected to recognize potential conflicts of interest and remove themselves from deliberations concerning programs, institutions, and organizations when such conflicts may exist.

7. Review predicated on current status: Council and committee members shall be reminded that the review of programs, institutions, and organizations is predicated on current data and not upon historical factors. Ongoing and continuing matters of noncompliance over an extended period of time are, however, always within the purview of committees and the Council.

EXTERNAL RECOGNITION/ACCREDITING COMMUNITY

Recognition by the Council for Higher Education Accreditation

The Council for Higher Education Accreditation was formed in 1996 to succeed the Commission on Recognition of Postsecondary Accreditation and Council on Postsecondary Accreditation as the national organization to review institutional and specialized accrediting bodies, assuring that these agencies are reputable and that their accrediting practices meet established criteria. The Council is recognized by the Council for Higher Education Accreditation as the accrediting body for first professional degree programs in podiatric medicine.

Council staff, in consultation with the Council, shall prepare the petition for continuing CHEA recognition to be submitted when necessary. The staff also shall prepare progress reports and other materials in accordance with CHEA requests and expectations.

Recognition by the United States Department of Education

The National Advisory Committee on Institutional Quality and Integrity reviews accrediting bodies that have petitioned the United States Department of Education (USDE) for purposes of appearing on the Secretary's list of recognized agencies. The Secretary's list serves federal and state funding sources as the determinative factor in qualifying institutions. The Council is recognized by USDE as the accrediting body for first professional degree programs in podiatric medicine.

Council staff, in consultation with the Council, shall prepare the petition for continuing USDE recognition to be submitted when necessary. The staff also shall prepare progress reports and other materials in accordance with USDE requests and expectations.

Community of Interest

The Council shall disseminate to its community of interest any proposed changes in educational standards, requirements, criteria, and procedures. The Council's community of interest includes colleges of podiatric medicine, sponsors of residency programs, sponsors of fellowship programs, providers of continuing education in podiatric medicine, specialty boards, students, the general public, organizations representing these constituencies, APMA, and others. Wide circulation of proposed changes is required by the Council for Higher Education Accreditation and the United States Department of Education for continued recognition.

Association of Specialized and Professional Accreditors

The Association of Specialized and Professional Accreditors (ASPA) was formed in 1993 as a national umbrella organization to represent the interests of specialized and professional accreditation. The Council on Podiatric Medical Education is a charter member of ASPA. Members of Council staff attend biannual meetings of ASPA and participate in ASPA standing committees.

DOCUMENTS AND PUBLICATIONS

The Council and its committees utilize numerous publications in the completion of its activities. Both descriptive and numerical labels identify these publications. Numerical codes beginning with the same first digit are associated with series of publications. For example, publications related to college accreditation all fall within the "100" series. The list of all CPME publications and the schedule for review of these publications are included in this section. The Council also maintains and places on its website and makes available in writing, a list of the names, academic and professional qualifications, and relevant employment and organization affiliations of CPME and Accreditation Committee members and CPME's principal staff.

CPME 100 Series - Colleges of Podiatric Medicine

CPME 100, *Accredited Colleges of Podiatric Medicine*
CPME 109, *College Accreditation Eligibility Requirements*
CPME 120, *Standards and Requirements for Accrediting Colleges of Podiatric Medicine*
CPME 125, *Accreditation Guide*
CPME 130, *Procedures for Accrediting Colleges of Podiatric Medicine*
CPME 140, *Annual Report to AACPM and CPME*
CPME 141, *Abbreviated Annual Report to AACPM and CPME*
CPME 160, *Post Survey Questionnaire* (to be completed by chief executive officer)
CPME 170, *Post Survey Questionnaire* (to be completed by individual team member)

CPME 200 Series - Specialty Boards
CPME 200, *Recognized Specialty Boards in a Special Area of Podiatric Medical Practice*
CPME 209a, *Specialty Board Eligibility Application Requirements*
CPME 209b, *Specialty Board Initial Recognition Application*
CPME 209c, *New Subspecialty Certification Application and Requirements*
CPME 220, *Standards and Requirements for Recognition of a Specialty Board for Podiatric Medical Practice*
CPME 230, *Procedures for Recognition of a Specialty Board for Podiatric Medical Practice*
CPME 240, *Recognized Specialty Board: Annual Data Report*
CPME 250, *Petition for Continuing Recognition*

CPME 300 Series - Residency Programs

CPME 300, *Accredited Residencies in Podiatric Medicine*
CPME 309, *Application for Provisional Accreditation*
CPME 312, *Agenda Guide*
CPME 320, *Standards and Requirements for Accrediting of Podiatric Medicine and Surgery Residencies*
CPME 325, *Protocol for CPME Residency Evaluation Teams*
CPME 330, *Procedures for Accrediting of Podiatric Medicine and Surgery Residencies*
CPME 340, *Annual Report for Residencies in Podiatric Medicine*
CPME 370, *Evaluation Team Report for Podiatric Medical and Surgical Residency*
CPME 380, *Evaluation Team Report For Provisional Accreditation of Podiatric Medical and Surgical Residency*
CPME 390, *Post Evaluation Questionnaire for a Podiatric Residency Program*
CPME 391, *Post Evaluation Questionnaire - Team Chair*
CPME 392, *Post Evaluation Questionnaire - Individual Team Member*
CPME/RRC 310, *Pre-evaluation Report*
CPME/RRC 345, *Application for Increase in/Reclassification of Positions*

CPME 700 Series - Continuing Education Programs
CPME 700, *Accredited Providers of Continuing Education in Podiatric Medicine*
CPME 705, *Agenda Guide*

CPME 715, *Application for Accrediting of Provider of Continuing Education in Podiatric Medicine*
CPME 720, *Standards and Requirements for Accrediting of Continuing Education Providers in Podiatric Medicine*
CPME 730, *Procedures for Accrediting of Continuing Education Providers in Podiatric Medicine*
CPME 735, *Petition for Continued Accreditation*
CPME 755, *Report of On-site Evaluation of Provider of Continuing Education*
CPME 765, *Annual Report for Provider of Continuing Education in Podiatric Medicine*

CPME 800 Series - Fellowship Programs

CPME 800, *Accredited Fellowships in Podiatric Medicine*
CPME 811, *Agenda Guide*
CPME 820, *Standards and Requirements for Accrediting of Fellowships in Podiatric Medicine*
CPME 830, *Procedures for Accrediting of Fellowships in Podiatric Medicine*
CPME 840, *Annual Report for Fellowships in Podiatric Medicine*
CPME 850, *Evaluation Team Report for Podiatric Fellowship*
CPME/RRC 809, *Application for New Fellowship Program*
CPME/RRC 810, *Pre-evaluation Report*
CPME/RRC 845, *Application for Increase in Positions*

CPME 900 Series

CPME 900, CPME *Bylaws*
CPME 925, *Complaint Procedures*
CPME 935a, *Guidelines for the Conduct of Appeals by Colleges of Podiatric Medicine*
CPME 935b, *Guidelines for the Conduct of Appeals by Residencies, Fellowships, Providers of Continuing Education, and Specialty Boards*

CPME Policy and Miscellaneous Documents

Expense Voucher (Council/committee members)
Staff Travel Expense Voucher
CPME, Accreditation Committee, and Staff Roster
Annual Schedule
Expense Reimbursement and Travel Policies
Accreditation and Evaluation Fees and Other Assessments

SCHEDULE FOR REVIEWING CPME PUBLICATIONS

Content Area	**Scheduled Review, Next Successive Review** (*Indicates review by ad hoc committee)
Colleges of Podiatric Medicine (CPME 100 series)	2029*, 2032
Specialty Boards (CPME 200 series)	2028*, 2031
Residency Programs (CPME 300 series)	2026, 2029*
Continuing Education Programs (CPME 700 series)	2027, 2030*
Fellowship Programs (CPME 800 series)	2026, 2029*
Council Bylaws, Complaint Procedures, Appeal Guidelines (CPME 900 series)	2029