

## APPENDIX 9

### CME COMMITTEE REGULATIONS

The ERA-EDTA Council has decided to establish a CME Committee to help the Council select and help in the organization of the ERA-EDTA CME Courses and other related Educational activities.

#### COMPOSITION

The CME Committee will usually be composed of a Chair and 6 ordinary members (for a final maximum total of 7 persons). However, in some years, there will be an extra member in the person of the Chair Elect (who is elected one year before his/her term starts as Chair).

The ERA-EDTA Council will nominate one of its members as the reference person, within the Council, for this Committee (included in the 7 members). This ordinary member of the Committee should preferably be an ordinary Council member and his/her role will last for the entire duration of his/her term as an ordinary Council member.

#### ELECTIONS AND TERM

- 1) The Chair of the CME activities must be elected by the ERA-EDTA Council. The selection must be done according to the qualifications of the candidate; the Council can also ask, if necessary, the opinion of the SAB. There will be no call for candidates. Normally the current Chair should submit 2-3 names of possible candidates to Council; he should also receive their approval that they are willing to fill in this position, if elected by the Council.
- 2) The term of the Chair of the CME activities will be three years (independently of any eventual term spent in the Committee as an ordinary member) and can be renewed for another three year term; after this he/she must leave the committee.
- 3) One year before the current Chair ends his/her term, the Chair Elect will be elected by Council: he/she will participate in all the CME Committee activities for one year before starting his/her term. During this period he/she will have voice but not vote in the Committee.
- 4) The CME ordinary committee members must be shortlisted by the CME Chair (upon invitation, there will be no open call for these positions) and then approved/elected by the Council. The Council however has the power to consult the SAB, if deemed necessary, and directly nominate committee members.

- 5) Candidates for the CME Committee are any persons who are active in the field of nephrology and related areas, are active in CME activities, or whose expertise is considered relevant for ERA-EDTA CME activities. Keeping in mind this essential requirement, if possible, a balanced geographical representation of the committee members should also be taken into consideration when the members are appointed.
- 6) All the committee members should be Full ERA-EDTA members (categories A and B).
- 7) The term of the ordinary Committee members is three years and can be renewed for another three year term, but no more than that.
- 8) The term of the ordinary Committee member representing the Council is instead linked to his/her mandate in the Council.
- 9) Leaving the position within the CME Committee is possible:
  - a. By voluntary resignation which is possible at any time, but must be communicated in writing to the CME Chair and does not absolve the resignee from the fulfillment of commitments made up to the date of resignation.
  - b. A member may be excluded from the CME Committee because of violation of CME Committee duties or the provisions of the present bylaws, or again, if he/she does not participate in two consecutive meetings with no valid reason. For this to happen however a majority vote is necessary by the CME Committee.
- 10) When a current member leaves the Committee before his/her term ends, the rules mentioned above for the replacement must be put in place, according to the role within the Committee that must be replaced. The newly elected person will follow the normal term duration according to his/her role within the Committee.

## CME CHAIR

The CME Chair represents the Committee at the Council Meetings: however, when not invited, he/she must make reference to the CME Committee ERA-EDTA Council representative.

During any kind of vote, in case of an equal vote, the Chair will have the casting vote.

The Chair is also the official ERA-EDTA Representative at the Renal Section of UEMS.

## ACTIVITY AND REPORTS

The activity of the CME Committee will be presented to the Council by its Chair once a year during one of the Congress ERA-EDTA Council Meetings. This annual report will also include a financial one.

The presentations of the annual CME Courses, when possible, will be available to ERA-EDTA members only (categories A and B), in a specific restricted library of the ERA-EDTA web-site.

There should be no more than one face-to-face meeting per year. This meeting should be held during the ERA-EDTA Congress. If necessary (upon request of one member to the Chair), other meetings during the year can be held, but only by teleconference.

For the Council acceptance of the CME program that is not yet finalized at the time of the presentation to Council of the annual report of the CME committee, it will not be necessary to wait for the next Council Meeting to present this to Council for acceptance: an e-mail approval, by Council, is also sufficient.

The rules regarding the practical aspects of the annual CME Courses have been prepared by the CME Committee and accepted by the Council ("CME COURSE REGULATIONS"). Any modification done to this regulation must be promptly presented to the ERA-EDTA Council for approval before it can be effective. For the rules regarding the reimbursement policy for CME Committee Members who participate in the face-to-face meeting organized at the time of the annual ERA-EDTA Congress (if any is organized – see Appendix 3 item 13), one must refer to Appendix 18 of these Regulations (see also Appendix 3 item 12).

With regard to the diploma for the Chair, please see Appendix 3 item 14.

*(Last update: Council Meeting Warsaw (Poland), October 15-17, 2017).*