



# APPNA Oklahoma Chapter

Policy Title: APPNA-OK Ethics & Grievance Committee Functions Policy

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## **I. Policy Statement:**

The Association of Pakistani Physicians of North America-Oklahoma Chapter (APPNA-OK) is committed to protecting the ethical and legal rights and privileges of its members.

## **II. Purpose:**

The purpose of the Oklahoma Ethics & Grievance Committee (OEGC) of APPNA-OK is to advise the Board of Trustees (BOT) and the Executive Committee (EC) on all matters related to ethics, professionalism, and conduct as outlined in the APPNA-OK bylaws. Responsibilities include, but are not limited to, formulating advisory opinions, developing guidelines, establishing procedures, reviewing grievances or complaints, and recommending disciplinary actions where appropriate.

## **III. Composition & Qualification of OEGC Members:**

The EC of APPNA-OK shall, while adhering to the highest standards of transparency and accountability, appoint five (5) or seven (7) APPNA-OK members to the OEGC who meet the following qualifications:

- A. Must be an APPNA-OK member in good standing for at least two (2) years prior to appointment.
- B. Must remain in good standing throughout the entire duration as a member of the OEGC.

C. Must not be a member of the BOT or the EC during the entire term of the OEGC. Also, efforts should be made so that OEGC members avoid serving on other EC appointed committees during their tenure. EGC members may resign to become members of EC or BOT if nominated or elected for such membership.

D. Senior members of the OEGC must provide new members with orientation and onboarding within 30 days of appointments to the OEGC.

E. The executive committee (EC) will make good faith efforts to maintain the following Oklahoma City to Tulsa membership ratio on the OEGC. If this cannot be achieved despite reasonable efforts, the EC may proceed with the most diverse composition feasible from both areas, and the appointing body will document the efforts made.

- a. If the OEGC has 5 members, then two (2) must be from Tulsa & surrounding areas and three (3) must be from the Oklahoma City & surrounding areas; or
- b. If the OEGC has 7 members, then three (3) must be from Tulsa & surrounding areas and four (4) must be from the Oklahoma City & surrounding areas.

F. The executive committee (EC) will make good faith efforts to include at least two members from underrepresented gender identities to promote diverse gender representation on the committee. If this cannot be achieved despite reasonable efforts, the EC may proceed with the most diverse composition feasible, and the appointing body will document the efforts made.

G. Must abide by the APPNA-OK bylaws.

H. Must agree to maintain the highest standards of professionalism and ethics.

#### **IV. Term of OEGC Membership:**

A. Each member of the OEGC committee:

shall serve a term of two (2) years as an OEGC member.

B. May be eligible for re-appointment by EC for one additional consecutive two (2) year term.

C. No member of the OEGC shall be eligible to serve more than two consecutive two (2) year terms.

D. Term of membership shall commence on January 1 of the new year following the year of appointment.

## **V. Termination of Membership:**

A. Any member of the OEGC may be dismissed from OEGC for cause by a majority vote of the EC, or an OEGC member may request to terminate their membership on the OEGC via resignation prior to completion of their term

B. The EC shall appoint an alternative APPNA-OK member temporarily to replace and complete the term of the dismissed member.

C. The temporary term of the alternative APPNA-OK member on the OEGC shall not count towards the consecutive two-year term mandate in Section IV(A) in the event the EC considers appointing the alternative member for a full term to the OEGC.

## **VI. Functions of OEGC:**

The OEGC shall perform the following functions:

A. process reported violations of relevant provisions of **THE RULES** (as defined in OEGC Grievance Policy) by an APPNA member in accordance with APPNA-OK OEGC policies and make final recommendations against the APPNA-OK member to BOT.

B. Interpret **THE RULES** and provide advisory opinions to APPNA members and officers on questions concerning ethical standards and practices for the medical community

C. Educate the membership about their ethical obligations

D. Provide professional guidance on issues pertaining to member ethical conduct.

E. Develop guidelines, policies & procedures &/or periodically revise these guidelines, policies & procedures as needed to protect the due process rights of APPNA-OK members and assist OEGC members in the performance of their duties and submit as "OEGC Recommendations" to EC for approval prior to implementation. The EC may either:

- Approves OEGC Recommendations without revisions; or
- Approves OEGC Recommendations with revisions; or
- Reject OEGC Recommendations.

The decision of the EC shall be final.

F. Orientation and on-boarding provided by senior members of the OEGC to new OEGC members should be completed within 30 days of appointment.

G. Collaborate with and be a resource to APPNA-OK executive committee and other APPNA-OK committees

## **VII. Meetings of OEGC:**

The OEGC shall run its meetings following the latest version of Robert's Rule of Order and conduct its affairs as follows:

- A. Regular scheduled meetings shall be held per the meeting calendar
- B. Special meetings may be called by OEGC committee chair or majority members of the OEGC
  - i. notice of special meeting shall be given to OEGC members at least three (3) business days prior to meeting.
- C. An emergency meeting may be called by OEGC chair at less than three (3) business days' notice if the matter is urgent as determined by OEGC chair like the safety of an APPNA-OK member being in question
- D. Meeting shall be conducted by the OEGC chair or where necessary chair appointed OEGC representative
- E. meeting attendance may be in person or virtually.
- F. A quorum for a 5-member committee will be 3 members including the chairperson and a 7-member committee will be 5 members including the chairperson for all meetings. For any meeting requiring voting or decision-making, a quorum shall consist of the OEGC Chair and at least one member from each of the two designated geographic areas, Tulsa and Oklahoma City.
- G. Final decisions of the OEGC on any matter shall require an affirmative vote by a majority of the members present who constitute the quorum.

## **VIII. Confidentiality of OEGC**

- A. All discussions/deliberations at OEGC meetings and any records, notes, minutes, etc. (Information) that is generated as a consequence of the OEGC meetings and determined by the OEGC committee to be confidential shall be regarded as confidential and shall remain with the OEGC and shall not be shared outside of the OEGC except the following:
  - i. Information not deemed confidential by OEGC may be shared by OEGC with BOT & EC
  - ii. Final opinions of OEGC that are forwarded to the BOT
- B. APPNA OK to provide committee members with indemnity insurance.