

**AMERICAN CONGRESS OF REHABILITATION MEDICINE  
MEASUREMENT NETWORKING GROUP  
RULES OF GOVERNANCE**

**ARTICLE I – NAME**

The name of the Group shall be the Measurement Networking Group (MNG) of the American Congress of Rehabilitation Medicine (ACRM).

**ARTICLE II – VISION AND MISSION**

**Vision:** The ACRM Measurement Networking Group promotes the dissemination, development, application, evaluation, and utilization of state-of-the-art measurement instruments for the advancement of disability and rehabilitation theory and practice. Group members apply instruments in education, research, practice, and quality measurement activities for the purpose of assessment, planning, and evaluation as well as scientific innovations.

**Mission:** MNG members aspire to produce, evaluate, and synthesize evidence of psychometrically advanced and improved measurement that enhances patient care and influences healthcare policy. We seek to promote the development and application of high quality instruments and related approaches that are used to improve patient care, healthcare delivery, and public health. We seek to build the capacity of rehabilitation providers to select, use, and interpret outcome measures to inform evidence-based practice and policy.

**ARTICLE III – FUNCTIONS**

**SECTION 1. Common Interest.** The MNG shall act as a vehicle to serve the networking needs of professionals engaged in rehabilitation research, practice, and advocacy through regularly scheduled meetings and other means of information dissemination to the professional community.

**SECTION 2. Education.**

- (a) **Continuing Education.** The MNG periodically shall assess the education needs of the membership with regard to basic and current knowledge of the field, and provide prioritized input to the ACRM, its committees and other professional bodies regarding education needs. The MNG will identify and seek opportunities to educate those outside of the ACRM. The MNG provides educational content for ACRM's annual meeting.
- (b) **Research.** The MNG shall identify and promote research priorities relevant to the field of rehabilitation measurement and provide prioritized information to the ACRM and other professional and legislative bodies affecting allocation of research funding.
- (c) **Awards.**

Early Career Poster Award: This award is given to an ACRM member who is within 5 years of completing training and who is first author of a poster exhibited at the annual conference. The poster primarily focuses on rehabilitation measurement (methods or application) and demonstrates excellence in topic relevance and importance, research methodology, coherence, writing quality, and overall presentation.

Measurement in Action Award: This award is given to the primary author of a poster presentation at the annual conference that focuses on the application of outcomes meas-

urement to improve or advance clinical rehabilitation practice. Studies that demonstrate the clear potential to influence practice may also be considered here. The poster must also be judged as demonstrating excellence in the areas of topic relevance and importance, research methodology, coherence, writing quality, and overall presentation.

Advancing the Science of Measurement Award: This award is given to the primary author of a poster presentation at the annual conference that focuses on improving and advancing the methodology of measurement. The poster must also be judged as demonstrating excellence in the areas of topic relevance and importance, research methodology, coherence, writing quality, and overall presentation.

Recipients of the MNG awards will be recognized at the MNG annual business meeting and at the ACRM Awards Gala. The primary author of each award-winning poster will receive a complimentary ticket to the Gala on the year the author receives that award and registration to the ACRM Annual Meeting for the following year. These awards will be announced in Rehabilitation Outlook, ACRM Enews, and in the MNG newsletter.

#### ARTICLE IV – MEMBERSHIP

- SECTION 1. Membership.** Membership requirements shall be defined by the Constitution and by-laws of the ACRM. Members of the MNG shall be members in good standing.
- SECTION 2. Application.** Application for membership shall be processed through the ACRM for determination of qualification for membership in the ACRM and MNG, granted upon the candidate meeting said qualifications and renewed on an annual basis.
- SECTION 3. Good Standing.** A member in good standing with the ACRM and whose current dues are paid in full to the ACRM shall be considered a member in good standing of the MNG.
- SECTION 4. Rights.** All members in good standing shall be equally privileged to attend all meetings, participate in all proceedings, vote and hold office. Resignation or loss of membership in the MNG or the ACRM shall mean forfeiture of all rights and title to any share in the privileges and property of the MNG.

#### ARTICLE V – STRUCTURE

- SECTION 1. Formation, Approval and Continuance.**
- (a) The MNG shall be considered a networking group formed in accordance with the Networking Group Rules and Regulations, approved as such by the ACRM Board of Governors and governed and operated under Rules of Governance consistent with the by-laws of ACRM.
  - (b) Continuance of the MNG shall be dependent upon its ability to meet its purpose and obligations consistent with the purpose, objectives and governing by-laws of the ACRM.
- SECTION 2. Obligations.** As a Networking Group, the MNG shall:
- (a) Further the purpose and functions of the ACRM as set forth by the ACRM by-laws,
  - (b) Assume and perform the duties and responsibilities placed on groups by the ACRM by-laws,
  - (c) Conduct its affairs and functions in accordance with its Rules of Governance,
  - (d) Develop and update a Vision Cast according to ACRM's procedures,

- (e) Hold meetings in conformity with the ACRM policy, and
- (f) Limit voting at business meetings to the MNG members.

**SECTION 3. Property and Records.**

- (a) **Responsibilities.** The MNG shall be responsible for and maintain its own property, records and any debts incurred unless specifically authorized in writing by the ACRM Board of Governors to act on behalf of the ACRM.
- (b) **Dissolution and Conveyance.** All property and records in possession of the MNG shall, following payment of all bona fide debts, be conveyed to the ACRM upon dissolution of the MNG.

**SECTION 4. Dissolution.**

- (a) **By the MNG.** The MNG may dissolve by a two-thirds affirmative vote of the membership pursuant to:
  - 1. Inability to sustain its membership number in accordance with the ACRM requirement of 30 or more members during any consecutive twelve-month period.
  - 2. Inability to meet the stated purpose, functions and/or obligations set forth in these Rules of Governance.
- (b) **By the ACRM.** The MNG may be dissolved by a two-thirds affirmative vote of the Board of Governors of the ACRM should
  - 1. Membership total fewer than 30 during any consecutive twelve-month period,
  - 2. The Board of Governors finds the MNG by-laws to be inconsistent with ACRM by-laws, the MNG Rules of Governance and/or policies adopted by the ACRM or,
  - 3. if the MNG is found to imply it speaks for or represents the ACRM or its members other than those holding current membership in the MNG unless so authorized in writing by the ACRM Board of Governors.

**ARTICLE VI – OFFICERS**

**SECTION 1. Executive Committee (EC).** The officers of the MNG shall comprise the EC and consist of a Chair, a Chair-Elect, the Immediate Past Chair, a Secretary, a Communications Officer, an Awards Officer, and an Early Career Officer.

**SECTION 2. Election and Term of Office.**

- (a) **Nominations.**
  - (1) The Nominating Committee will email the MNG membership 90 days before the Annual Conference to solicit suggested nominees for the MNG Executive Committee.
  - (2) The Nominating Committee will review the recommendations from the MNG membership, consider other candidates, determine two (2) candidates for the Chair-Elect position, and make every effort to identify two candidates for the other EC offices.
  - (3) The Nominating Committee will verify that all potential candidates are willing to serve on the Executive Committee if elected, and obtain a brief biography from each candidate.
  - (4) Not later than 45 days before the Annual Conference, the Nominating Committee will provide ACRM staff with the ballot and biographies for the election.

- (5) The ACRM staff will email the ballot to all MNG members for a web-based vote for each position. Members will be provided three (3) weeks to submit their votes. Members will be permitted to write-in candidates other than those who appear on the ballot.
  - (6) ACRM staff will aggregate the findings and inform the Nominating Committee two (2) weeks before the Annual Conference such that the election results can be announced to the candidates prior to the meeting, the MNG membership at the Annual Conference Business Meeting, and emailed to the MNG membership following the meeting.
  - (7) The new MNG Officers will assume their duties at the end of the MNG Annual Business Meeting.
- (b) **Election.** Elections shall be held every two years or when it is necessary to fill a vacancy. Election shall be by ballot when more than one candidate is nominated for a single office. Otherwise, election shall be by voice or hand vote with a majority vote affirming or denying election to the office.
- (c) **Term.**
- (1) **Chair** holds office for two (2) years. At the end of the term, the Chair will automatically assume the Immediate Past Chair position at the conclusion of the annual MNG business meeting.
  - (2) **Chair-Elect** holds office for two (2) years. At the end of the term, the Chair-elect will automatically assume the Chair position for two years at the conclusion of the annual business meeting.
  - (3) **Immediate Past-Chair** holds office for two (2) years.
  - (4) **Secretary** holds office for two (2) years. This position can be extended for two (2) optional two-year terms if agreed upon by the Secretary and Nominating Committee and voted upon by the MNG membership.
  - (5) **Communications Officer** holds office for two (2) years. This position can be extended for two (2) optional two-year terms if agreed upon by the Communications Officer and Nominating Committee and voted upon by the MNG membership.
  - (6) **Awards Officer** holds office for two (2) years. This position can be extended for two (2) optional two-year terms if agreed upon by the Communications Officer and Nominating Committee and voted upon by the MNG membership.
  - (7) **Early Career Officer** holds office for two (2) years. This position can be extended (re-elected) for additional two year terms only if the officer will maintain “Early Career” status (that is, within 5 years of completing postgraduate training) for the duration of additional term.
  - (8) **Limitation.** No member shall hold more than one elected office at any one time. No officer shall be eligible for more than three (3) consecutive terms in the same office.

**SECTION 3. Vacancies.**

- (a) If, before the expiration of term of tenure, the Chair is no longer able to fulfill the obligations of office, resigns, or is disqualified, the Chair-Elect shall assume the position and responsibilities of the office for the remainder of the term.
- (b) If the Chair-Elect is no longer able to fulfill the obligations of office, resigns, or is disqualified, then a Nominating Committee comprised of the current Chair, Past Chair, and a third MNG member external to the EC will follow the same procedures as described in Section

2a, 1-4 above, with the exception that this process will be initiated within 2 weeks of the Chair-Elect leaving office.

- (c) Other within term officer vacancies shall be appointed by the Chair and with a majority vote of approval by the EC. The appointed officers shall assume responsibilities until the next regular election cycle.

In the event of the absence of the Chair at a meeting, the Chair-Elect, or if also absent, the Past-Chair shall run the meeting. If all three chairs are missing, the MNG Executive Committee shall select a Chair pro tem to conduct that meeting.

#### **SECTION 4. Rights and Duties.**

- (a) **Chair.** The Chair shall be a MNG member who has shown a special commitment to and experience with the focus area of the MNG and who has an ability to accomplish tasks on schedule and to work effectively with other people. The Chair shall preside at all business and EC meetings of the MNG, assure that minutes of the meeting are and attendance are recorded, confirm project timelines and assignments, send minutes to MNG members and the ACRM national office, and schedule and conduct additional MNG meetings as approved. The Chair, with input from the EC, will develop a mission and goals, devise an action plan and make assignments to meet the goals for the year, and prepare an agenda for MNG meetings.

*Oversight.* The Chair shall oversee the work of the MNG task forces. The Chair shall appoint Task Forces when indicated. The Chair shall review all proposed Task Force functions, charges, resources, projects and actions, and with input from the Executive Committee approve or modify same as befits the interests and objectives of the MNG and the ACRM as a whole.

*ACRM Linkage.* The Chair will serve as a member of the ACRM Chair-of-Chairs Committee and shall act as a link and information conduit between the two groups to promote the interests, concerns and mutuality of effort of the ACRM and the MNG. The Chair will also ensure that input is provided to the standing committees of the ACRM as deemed necessary by serving as a liaison or appointing liaisons from the Executive Committee.

*Community Linkage.* The Chair may initiate or appoint MNG members to contact and collaborate with other accrediting, regulatory, and professional organizations and governmental entities to promote and advance the mission and vision of the MNG.

*Correspondence.* The MNG Chair will communicate with MNG members at least twice a year by mail or email, and communicate with members who have accepted assignments by mail, email, or conference calls. The President and Executive Director of the ACRM should receive copies of all correspondence and action plans, as well as project requests that may require funding or staff support. The Chair will submit a year-end report to the ACRM Board with an executive summary for distribution at the annual business meeting and subsequent publication in ***Rehabilitation Outlook***.

- (b) **Chair-Elect.** The Chair-Elect shall act to obtain the greatest possible acquaintanceship with the affairs and membership of the MNG so as to effectively and efficiently fulfill the office of Chair upon succession. The Chair-Elect shall oversee that a MNG membership of 30 or more persons is maintained by the ACRM National Office and that an ongoing campaign is maintained to promote MNG membership in order to enhance its ability to fulfill its stated mission and vision. In support of these duties, the Chair-Elect will serve as MNG liaison and

a member of the ACRM Membership Committee. The Chair-Elect will serve as Chair of the MNG Nominating Committee. The Chair-Elect shall preside at general or business meetings in the absence of the Chair and shall succeed to the office of the Chair in the event of removal of the Chair for reasons stated within these Rules of Governance.

- (c) **Immediate Past-Chair.** The Immediate Past-Chair will serve on the MNG Nominating Committee.
- (d) **Secretary.** The Secretary shall maintain a correct and permanent record of the meetings and transactions of the MNG including minutes of all meetings, correspondence by MNG officers, budget, task force reports, membership records, historical list of MNG award winners, lists of persons attending mid-year and annual meetings. The Secretary will also assume responsibility for reviewing and preserving the MNG Rules of Governance with regard to legality, integrity, and consistency within itself and with the existing by-laws of the ACRM and preparing modifications in appropriate form for the membership's input and approval. The Secretary will assist the Awards Chair in reviewing and selecting winning posters for the MNGs poster awards. The Secretary will serve as a MNG liaison and member on an ACRM standing committee as deemed necessary and negotiated with the Chair.
- (e) **Communications Officer.** The Communications Officer will lead and appoint members to the Knowledge Translation Committee to assist with communication using print, electronic, website, and social media. The Communications Officer will serve as editor of the MNG's newsletter and contribute content to ACRM's newsletter, *Rehabilitation Outlook*. The Communications Officer will be responsible for assuring that the content of the MNG newsletter is reflective of the purpose of the MNG and consistent with professional standards for periodical literature as well as assuring its timely distribution on a biannual basis.

The Communications Officer in coordination with the ACRM National Office will be responsible for assuring that the content of MNG portion of the ACRM website is up to date and reflective of the mission and activities of the MNG. The Communications officer may appoint a web associate editor from the Knowledge Translation Committee members.

The Communications Officer in coordination with the ACRM National Office will also be responsible for the establishment and maintenance of communications using social media, as deemed necessary by the BI-ISG membership. The Communications officer may appoint a social media associate editor from the Knowledge Translation Committee members.

The Communications Officer in coordination with ACRM's Communications Committee will support MNG Task Forces in reviewing Information/Education content for *Archives of Physical Medicine and Rehabilitation*.

The Communications Officer in coordination with the ACRM National Office will evaluate and respond to dissemination requests for MNG-related activities and research including determination of appropriateness of the request and facilitation/coordination. In support of this duty, the Communications Officer will serve as MNG liaison and member of the ACRM Communications committee.

- (f) **Awards Officer.** The Awards Officer shall ensure that the MNG sponsored program content and the identification and presentation of poster awards occur at the ACRM annual meeting. The Awards Officer will serve on the ACRM Program Committee. The Awards Officer will assure that ACRM program content sufficiently addresses MNG interests and that sponsored MNG programs are coordinated with the Program Committee.

The Awards Officer will review poster abstracts accepted for ACRM's annual meeting and identify abstracts that are relevant to MNG's mission and vision. The Awards Officer will re-view relevant abstracts and work with ACRM's staff to determine which abstract authors are qualified to receive awards. The Award Officer will select two MNG members with strong research experience to review the relevant abstracts and select recipients. The winners will be announced at the MNG Annual Business Meeting and at the ACRM Awards Gala.

- (g) **Early Career Officer.** The Early Career Officer shall act as liaison between the ACRM Early Career Networking Group and the MNG and provide a regular reporting of early career ACRM membership needs and concerns. The Early Career Officer will provide input on all decisions to assure that the MNG is meeting the needs of early career members and professionals. The Early Career Officer may undertake projects or design and promote initiatives that improve early career membership value and enhance ACRM and MNG recruitment and retention of early career professionals.
- (h) **MNG Operational Record-Keeping.** Each MNG officer will store all documents pertaining to his or her activities on the centralized data system supported by the ACRM National Office.

## **ARTICLE VII – COMMITTEES**

**SECTION 1. Standing Committees.** The MNG may establish standing committees, which currently consist of the Executive Committee, the Nominating Committee, the Knowledge Translation Committee, and the Awards Committee.

- (a) **Executive Committee.** The Executive Committee shall consist of the officers of the MNG: Chair, Chair-Elect, Immediate Past-Chair, Secretary, Communications Officer, Awards Officer, and Early Career Officer. The Executive Committee shall:
  - (1) Determine and promote educational opportunities within the ACRM,
  - (2) Recommend educational programs for allied health professionals,
  - (3) Determine and plan presentations and programmatic content for other organizations, groups or training institutions related to measurement topics,
  - (4) Create and dissolve Task Forces,
  - (5) Appoint Chairs of Task Forces, and
  - (6) Develop an agenda for Business Meetings
- (b) **Nominating Committee.** The Nominating Committee shall consist of the Chair-Elect and Immediate Past-Chair. The Chair of the MNG shall appoint one other member from the general membership. All members shall serve a term of two years. The Committee is charged with soliciting and preparing a slate of nominations for offices to be filled, conducting elections, and providing the MNG with recommendations as to modification of procedures for nominations and elections. The Nominating Committee shall also be responsible for nominating members of the MNG to the ACRM Board of Governors.
- (c) **Knowledge Translation Committee.** The Knowledge Translation Committee will be led by the Communications Officer and consist of interested MNG members in good standing who are appointed or volunteer to serve. The purposes of the Knowledge Translation Committee include:

- (1) Anticipating, coordinating and obtaining appropriate material from within and outside of the organization for inclusion in the MNG newsletter and overseeing delivery of this material to the ACRM national office in a timely manner to insure maintenance of the semi-annual publication schedule;
- (2) Leading or assisting with the maintenance, review, or creation of materials posted on the MNG portion of the ACRM website,
- (3) Leading or assisting with the social media activities of the MNG, and
- (4) Evaluating and responding to publication requests for MNG-related activities and research including determination of appropriateness of the request and facilitation as needed to obtain appropriate authors and material for submission. Potential sources of these requests might be the MNG newsletter, *Rehabilitation Outlook*, *Archives of Physical Medicine and Rehabilitation*, and other professional organizations.

**SECTION 2. Task Force Action Approval.** Task Force chairs shall seek and obtain approval by the MNG Executive Committee with regard to all specific functions, tasks, projects, written documents and the like prior to their initiation. The Chair may determine that approval by the membership is appropriate. Completed projects and the like shall be presented to the Chair for review, who shall determine if dissemination to the membership is indicated.

**SECTION 3. Task Forces.**

- (a) The MNG may establish task forces with time-limited agendas following approval of the Executive Committee.
- (b) An activity proposal must be submitted to the Executive Committee, describing the project, intended products from the activity, and an anticipated time frame to completion of the mission. Yearly updates on task force progress and anticipated goals for the upcoming year shall be submitted by the Task Force Chair to the Executive Committee at the Annual Meeting and approved by the Executive Committee for continuation.
- (c) Task Force Chairs are appointed by the MNG Chair. Recommendations for Task Force Chairs can be submitted to the Executive Committee by the general membership. Task Force Chairs shall be responsible for accomplishing charges within their self-determined time frame and shall produce an annual report of progress and status to the Executive Committee at the annual meeting.
- (d) The term of a Task Force Chair will be reviewed annually by the Executive Committee and extended at the discretion of the Executive Committee.

**SECTION 4. Other Committees.** Ad hoc committees and sub-committees may be established to meet special needs or those needs not met by the existing standing committees or Task Forces upon request of the MNG Chair or by the two-thirds affirmative vote of the membership present at a given meeting. Ad hoc members may be re-appointed by the Chair of the MNG for no more than two consecutive terms.

**SECTION 5. Chairs.** A member shall serve as Chair of not more than two committees. Officers of the MNG may serve as the Chair of a committee.

**SECTION 6. Inter-organizational Collaboration.** Liaisons will be appointed by the Chair to maintain communication between the MNG and other measurement-related organizations as a means of facilitating clinical and research collaboration and to increase exposure of the MNG.

**Liaisons.** Liaisons are responsible for requesting that participating organizations designate a contact person. The liaison should remain current on activities and projects of the organization they represent to promote collaborative efforts. The contact person will be invited to attend MNG meetings. Minutes of these meetings should be exchanged between the MNG and the collaborating organizations, and a copy of the MNG newsletter provided. Liaisons will report to the membership at the MNG annual meetings. A liaison Chair may be appointed by the MNG Chair to oversee and coordinate liaison activity.

## **ARTICLE VIII – MEETINGS**

- SECTION 1. Business Meeting.** An MNG annual business meeting shall be scheduled at the same general time and site as ACRM’s annual meeting. Members in good standing and guests invited by the officers may attend.
- SECTION 2. General Meetings.** The MNG shall meet a minimum of two times annually: once for the annual meeting of the MNG held at the same general time and at the site of ACRM’s annual meeting, and on one other occasion which may or may not be in conjunction with ACRM’s mid-year conference.
- SECTION 3. Other Meetings.** Other meetings, in addition to the business and general meetings, may be convened at the discretion of the MNG Chair, with notification of the membership one month in advance.
- SECTION 4. Quorum.** Sixteen (16) members shall constitute a quorum for transaction of all business meeting functions.
- SECTION 5. Rules of Order.** All meetings shall be conducted in a manner similar to that outlined in the current edition of *Robert’s Rules of Order*.