



## **Policy and Procedures of the Clinical TMS Society**

*Updated 16 June 2024*

### **I. CTMSS Committees:**

The CTMSS has various Standing Committees as set forth in the Bylaws. In addition, there are other ad hoc committees and task forces as may be authorized from time to time by the BOD. The Society strives to maintain a device-neutral perspective as a core value.

#### **A. Standing Committee**

Standing Committees, also called operating committees, are formed by the BOD to address matters that demand ongoing attention and are of vital concern to the organization and the BOD. For example, the Legal, Business, and Ethics Committee exists to tackle matters in those three areas and report to the BOD. Members of a standing committee are chosen only from the general membership of the organization. The duration of a standing committee is typically unlimited.

#### **B. Ad Hoc Committee**

Ad Hoc committees, also known as Task Forces, are formed to provide recommendations on specific issues. An ad hoc committee is generally understood to be temporary in nature. An ad hoc committee may be created by the BOD or by one of the existing standing committees and is advisory to the forming body. Members of an ad hoc committee are chosen from the general membership. “Advisors” or “Guests” may be appointed from outside the general membership but have no voting privileges. For example, an Ad hoc committee may be created to recommend an architect for the design of a new facility, and a person with specialized expertise in this area may be selected as an advisor to the ad hoc committee.

#### **C. Standing Committees Roles and Responsibilities:**

##### **i. Executive Committee:**

Per the bylaws, during the intervals between meetings of the Board, the Executive Committee may exercise all of the powers and authority of the Board in the management and direction of the business and affairs of the Society, in such manner as such committee shall deem to be in the interests of the Society, and in all cases in which specific directions shall not have been given by the Board, subject to the oversight of the Board of Directors and to any limitations imposed by statute, the Certificate of Incorporation or the Bylaws.

The Executive Committee (EC) acts on behalf of Board of Directors (BOD) in between BOD meetings and is in charge of the day-to-day running of the organization in conjunction with the management organization, if any. The EC is expected to exercise its prudent judgment, good faith and due diligence in discharging its duties and may need to notify the BOD in between meetings of the Board for matters of particular importance and or urgency. Furthermore, it



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is expected to act in a manner that can be reasonably assumed to be in the best interest of the Society, consistent with its values and mission statement and is also consistent with the general direction, tenor and expectations of the BOD, to the extent that the EC can ascertain that. The EC is required to keep accurate minutes of its meetings and to communicate those in a timely fashion. The BOD provides ultimate oversight of the EC, as set forth elsewhere.

*With the above guidelines in mind, the EC has full latitude and authority to act on behalf of the BOD except to:*

- Appoint or remove officers except in emergency situations, pending BOD approval at next BOD mtg
- Create or dissolve committees, or appoint or remove committee chairs except in emergency situations, pending BOD approval at next BOD mtg
- Amend the Bylaws or Policy & Procedures
- Approve major financial transactions, such as mergers, acquisitions, or other significant expenditures or transactions that might credibly expose CTMSS to undue risk
- Dissolve, merge, or otherwise fundamentally alter the structure of the Society.

### **Board Oversight of EC:**

The Executive Committee (EC) is uniquely authorized by the Society's Bylaws to act on behalf of the Board of Directors and the Society as a whole. The actions of the EC shall be reported in the minutes of their meetings, and these minutes shall be circulated to the Directors soon after each meeting to make the Board aware of these actions in a timely fashion. As well, at the periodic meetings of the Board, the Society President shall review the EC's actions since the prior meeting of the Board, and the Board shall vote on affirming these interim actions.

### ii. **Membership and Outreach Committee:**

Per the bylaws, the Membership and Outreach Committee shall be responsible for promoting the value of membership in the Society and expanding the membership of the Society. It will also serve as the communication liaison between the Society, the members, and the general public.

As far as membership, the duties of this committee include the expansion of membership, which shall include all TMS providers and others who are involved with administering, selling, manufacturing, testing, servicing, or



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otherwise using TMS devices. In addition, this committee shall be responsible for reviewing applications for new membership and for reviewing membership of existing members.

The Membership and Outreach Committee shall make recommendations, as is necessary, to the Board, for acceptance and termination of membership.

Duties of this committee shall include developing and maintaining outreach to patients, family members, members of the organization, medical professionals who are not TMS prescribers, and the general public via the website, press releases, social media, and the newsletter. The website is under the umbrella of this committee.

iii. **Clinical Standards Committee:**

The duties of this committee shall be to develop and maintain the clinical standards of treating patients with TMS. These guidelines shall cover patient selection, use of protocols, and the level of training and supervision required for administration of treatment. As other indications arise, the committee shall develop and maintain further standards consistent with the previous standards.

iv. **Research Committee:**

The duties of this committee shall be to review current and past applicable research in order to keep the Society members informed of the data via the website and/or newsletter of the Society.

The committee can encourage members to share and pool their clinical outcome data in order to submit ideas to institutions for research to help the goals of the Society. The committee is responsible for promoting and coordinating the research poster section at the Annual Meeting.

v. **Insurance Committee:**

The duties of this committee shall be to liaise with public and private payors, to create policies relevant to treatment guidelines, and to provide members with materials that will assist in the pre-authorization and appeals processes.

vi. **Legal, Business, and Ethics Committee:**

Per the bylaws, the Legal, Business, & Ethics Committee manages all legal, business, and ethical issues related to the Society.

The duties of this committee shall be to inform and educate the Society members on legal, business, and ethical issues. This information can be made available through coordination with Outreach Committee in the newsletter or on the website.



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The committee reviews grievances and recommends responses. In addition, the Legal, Business, & Ethics Committee shall periodically review the Bylaws, Policies and Procedures, Conflict of Interest forms, and other official documents, and make recommendations to the Board for any proposed changes.

This committee shall be responsible for reviewing all Board of Director and committee chairs and co-chairs' conflicts of interest, except for the LBE Committee, whose co-chairs should be reviewed by the Society Secretary.

vii. **Annual Meeting Committee:**

The Annual Meeting Committee shall plan and host the Society's Annual Meeting.

viii. **Education Committee:**

The Education Committee shall fulfill the mission of Society by collaborating, planning and executing educational activities and materials, including but not limited to the Grand Rounds program.

ix. **TMS Training Committee:**

The TMS Training Committee shall be responsible for overseeing in-person and online training courses. By the 3<sup>rd</sup> Board meeting of each board year, the TMS Training Committee will present the slate of proposed PULSES course locations and dates for the following calendar year. For example, the plan for 2025 would be prepared to present to the Board of Directors and Executive Committee before the February 2024 Committee Meetings.

x. **Nominating Committee:**

The Nominating Committee shall consist of at least three (3) members, two (2) of whom must be voting member of the Society. They are appointed by the BOD for a 2-year term.

A. In regard to the BOD election, the duties are to:

1. Ensure there is an adequate number of qualified candidates to fill the vacancies on the BOD.
2. In the event that there is an inadequate number of candidates, solicit other nominees.
3. Screen all candidate applications to ensure that the applicant is qualified to serve. This includes reviewing candidate statements, video, CV's, and confirming their membership status.



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4. Review their COI statements and explore any potential conflicts that may disqualify them, as per the Society's COI policy. It is assumed that virtually all candidates will have some conflicts to report but only rarely will the conflicts disqualify them from serving on the BOD. Any COI concerns shall be referred to the LBE and/or EC Committees for consideration.
  5. Present the final list of qualified candidates to the voting members at least thirty (30) days prior to the Annual Meeting.
- B. In regard to Officer elections, the duties are the same as above, except that the list of nominees shall be presented to the BOD at least thirty (30) days prior to the Annual Meeting.

xi. **Budget and Finance Committee:**

The Budget and Finance Committee shall be responsible for advising the Board on appropriate budgeting, accounting practices, and investments as a nonprofit corporation. Other functions of this Committee shall be to propose an annual budget and to monitor income and expenditures and conduct an audit as directed by the Board. The Budget and Finance Committee shall be composed of at least three (3) members, which shall include the Treasurer, serving as the chair, the President, and the President-Elect.

**D. Committee Objectives:**

CTMSS Standing Committees will establish objectives to include specific projects and activities to benefit the CTMSS membership. As appropriate, the CTMSS Executive Committee and/or Board may direct or suggest that individual CTMSS Standing Committees study and make recommendations on certain projects, programs, or policy positions. CTMSS standing committees should report quarterly to the CTMSS Board on their respective activities and work programs.

On no occasion will a Standing Committee endorse a program/project or adopt a policy position on behalf of the Society. In such instances, CTMSS Standing Committees will communicate with the Executive Committee in between Board meetings and seek the Executive Committee's advice and direction.

**E. Committee Membership:**

Membership on CTMSS Standing Committees is limited to individuals who are active CTMSS members in good standing.

**F. Term and Attendance:**

Committee members are appointed for a specified term, not to exceed 2 years. Committee membership is conditioned upon attendance at seventy-five percent of the committee meetings and activities in each calendar year.



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CTMSS is appreciative of the voluntary work of Society members who serve on our committees. It is the Society's desire that members have sufficient time to devote 1 hour monthly or bimonthly and any other time needed to perform the tasks of the committee. If a member misses 25% or more during a 12-month period or three (3) consecutive meetings, as unexcused absences determined by the co-chairs, then the co-chairs of that committee may remove and replace them. If the absenteeism of the committee is sufficiently high that it is difficult to obtain a quorum, the co-chairs may replace absentee committee members with new committee members beginning with the member with the most absences.

### **G. Meetings:**

Each committee can determine how frequently the committee should meet. A minimum of four committee meetings will be held each calendar year.

### **H. Guest Attendance at Committee or Task Force Meetings**

Committees and Task Forces may find it in their interest to engage guests for reasons of expertise, judgment, and/or consultation. Guests are allowed to attend any regular or special meeting subject to the following:

- i. Guests may appear only by invitation of the chair or leader of the meeting. Suggestions or recommendations by members should be directed to the chair or leader.
- ii. Guests may or may not be current or former members of the Society.
- iii. Guests may observe, present information, and discuss topics, but may not vote on any matter.
- iv. Generally, guests will be excused from the meeting during voting, but may remain at the discretion of the chair(s).
- v. Guests' participation in the meeting is limited to the subject for which their input is sought; they should be called into the meeting only for that discussion and once that discussion is concluded, should be excused.
- vi. Guests must complete a Conflict-of-Interest form in advance of the meeting to allow review by the chair or leader as well as a signed acknowledgement of having read and agreed to abide by this policy.

### **I. Size of Committees:**

In general, standing committees should consist of no more than 12 active members, but this number may be increased at the discretion of the committee's co-chairs.

### **J. Composition of Committees:**

Standing Committees are formed with consideration to:



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- i. Potential members' individual fields of expertise, related experience, and size and type of governmental unit;
- ii. The committee's technical area of interest; and
- iii. The committee members' overall geographic balance.

### **K. Appointment of Standing Committee Members:**

The following process will be completed before appointment to a standing committee:

- i. The executive director and staff will develop an application form for completion by individuals interested in serving on a CTMSS standing committee. The form will solicit pertinent information regarding the individual's background and expertise. In addition, the form will make clear to the candidate the degree of commitment required to serve on a standing committee.
- ii. Staff will provide the committee member applications to the committee cochairs. The cochairs will review and approve. Applications will be passed by staff to each committee's cochairs for review and approval.
- iii. To the extent possible, committee membership shall be diverse and represent constituents from large and small entities, academic and clinical.

### **L. Interim Terms:**

Should a committee chair opening occur, the Executive Committee shall appoint a replacement to serve for the remainder of the unexpired term. To the extent possible, preference should be given to current members of the committee.

Should a committee membership opening occur, the co-chairs of that committee shall appoint a replacement to serve for the remainder of the unexpired term.

Should an individual temporarily be unable to serve in their role (e.g., due to a time-limited illness), a temporary replacement may be appointed; this shall be done by the co-chairs if the individual is serving on a Committee, or by the EC if it is co-chair or a representative from the Society to another body (e.g., ACROSS Representative.)

### **M. Quorum:**

Official actions by a committee require a quorum of more than fifty percent of voting members to be present and voting. Should a quorum not exist, the committee may file a report summarizing committee recommendations, but the report should indicate that a quorum did not exist, and official action was not concluded. Ex Officio members do not count toward a quorum.





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### **N. Staff Support:**

CTMSS staff members responsible for standing committees are to provide logistical, editorial, and technical support, and general secretarial services. Committee members are to continue to have primary responsibility for developing and completing programs and projects of benefit to the CTMSS membership.

### **O. Ex-Officio Members:**

The CTMSS President may serve as a Voting Member of standing committees in an ex-officio capacity, and as such is excluded from the determination of quorum. After the expiration of the President's term, they will be eligible for appointment to any standing committee.

### **P. Breakdown of Terms for Chairs:**

In order to minimize confusion, both chairs will be called co-chairs and will have equal responsibilities. Co-chairs will take turns chairing the meetings. For following terms and to have continuity in the committee leadership, whomever has the longest tenure would be reappointed for ONE year while the new cochair will be appointed for TWO years. If both co-chairs were appointed at the same time, then whomever was on the committee longest gets the 1-year term with the ability to be reappointed for 2 years after that. Regardless of who gets 1- or 2-year terms, the next tenure reappointment would be for 2 years.

## **II. Surveys**

### **A. Standard Operating Procedures for CTMSS Surveys**

This SOP covers policies and procedures for the approval, dissemination, and use of any survey to be sent on behalf of the CTMSS.

Survey creators can be any CTMSS member or a relevant outside organization working in alignment with the CTMSS.

### **B. Survey Approval:**

- i. Survey creator establishes a document that contains:
  - a. Title of the survey
  - b. Purpose of the survey
    - Should be meaningful to the Society
    - Plan for Institutional Review Board (IRB) approval or reasoning why IRB is not needed
    - Specify whether publication is anticipated
  - c. Survey questions
    - With formatting (e.g. Likert scale or free text answers)
    - Should not be overly taxing





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- d. Identified audience
- e. Requested survey distribution date
- f. Survey duration
- g. Online data collection platform to be used (optional)
- h. Survey data analysis methods (optional)
- i. Specify whether survey respondents will be kept anonymous
- ii. Survey creator presents the document to the relevant committee
- iii. Committee members vote and pass on the document, or refuse, with or without requested amendments. Survey creators may resubmit with response to feedback or revised version of the document.
- iv. Committee co-chair presents the document to the Executive Committee or Board of Directors for approval.
- v. The Executive Committee or Board of Directors passes or refuses, with or without requested amendments. If refused with amendments, committee may resubmit with response to feedback or revised version of the document.

### **C. Survey Dissemination:**

- i. CTMSS administration emails survey at the requested timeline.

### **D. Survey Use:**

- i. CTMSS administration provides survey answers back to the committee/survey creator.
- ii. Committee/survey creator evaluates survey responses.

### **E. Data Ownership:**

- i. The CTMSS owns the data.

## **III. Members Council & Special Interest Councils**

### **A. Purpose:**

The Society may establish Special Interest Councils (SIC), each with a topical or geographical focus. Special Interest Councils are for members to participate in Society activities and mission, outside of the primary leadership and committee structure.

### **B. Responsibilities of the Member-at-Large as pertaining to the Special Interest Councils:**

The Member-at-Large shall review applications for new Special Interest Councils, respond to questions and concerns from the Special Interest Councils, and act as a liaison between the Special Interest Councils and the Clinical TMS Society leadership.

The Member-at-Large will be the point of contact for the Council Leads and will



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meet with the Council Leads as needed. The Member-at-Large may bring Council concerns or suggestions to the Executive Committee or Board of Directors or to appropriate committees. The Member-at-Large will invite all of the Council Leads for a general meeting at least annually. The Member-at-Large may also call further meetings with all or with subset groups of Council Leads if the Member-at-Large deems such meetings to be necessary or useful.

**C. Application process to form a Special Interest Council:**

Applications to form a Special Interest Council may be submitted at anytime of the year, without a deadline. The application will be submitted to the Member-at-Large and accepted or rejected by the Executive Committee or Board of Directors. The applications will include the following: a name for the Council, a mission statement defining the scope, an identified Council Lead, a proposed meeting or activity schedule, and a list of Society members committed to joining the Council. The minimum number is three members with no maximum.

**D. SIC Membership:**

All members of CTMSS may form or participate in one or more SIC's. A SIC member must be a current member of the CTMSS.

**E. Renewal process for Special Interest Councils:**

Renewal applications will be submitted to the Member-at-Large annually, during the calendar month before the CTMSS Annual Meeting is held. Renewal applications will include the following: name of the Council, mission statement of the Council, the Council Lead for the previous year and the intended Council Lead for the upcoming year, number and dates of meetings held since the last application or renewal, list of Council members, a summary of Council activities and goals, requests from the Council for the CTMSS, and suggestions from the Council for the CTMSS. Within one month after assuming office, the Member-at-Large will review renewal applications and will propose to the Executive Committee or Board of Directors that a Council be renewed for another year or disbanded. Councils may be disbanded at any time following a proposal from the Member-at-Large and approval from the Executive Committee or Board of Directors.

**F. Responsibilities of the SIC Lead:**

The SIC Lead will schedule SIC meetings, liaise with the Member-at-Large, serve as the point of contact for current and potential SIC members, submit initial and renewal applications, notify the Member-at-Large regarding any changes in SIC scope, mission, or Lead, and maintain the list of SIC members and attendance. The SIC Lead will be expected to act in good faith and use the proper channels of communication and approval for any activities that may be interpreted as actions of the CTMSS.



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### **IV. Policy on Statements & Press Releases**

#### **A. When are statements considered?**

Any committee may consider statement requests based on input from general members, committee members, the Executive Committee, or the Board of Directors. They may also consider statements in the context of recent Food and Drug Administration (FDA) or comparable regulatory body decisions. Statement requests will be considered in the context of broader workload, issue timeliness/impact, and other factors at the committee's discretion. Committee chairs should consider whether the statement topic falls within the scope of the committee as described in I.C. Committees may elect to collaborate on a statement where scopes overlap.

Individual Society members should not make official statements on behalf of the Society without prior authorization from the Board of Directors or the Executive Committee.

#### **B. What happens when statements are requested or considered?**

Statement requests are raised for discussion at monthly Committee meetings at the discretion of the Chairs. At a minimum, this discussion should address: A) statement type (see below), B) target audience, C) timeliness, and D) mechanism of release/distribution. A majority vote will determine if the Committee proceeds with drafting a statement.

#### **C. What happens once a statement is drafted?**

The finalized statement will be voted on by the Committee. If accepted, it will be sent to the BOD or Executive Committee for review. If approved, the statement will be appropriately distributed. The BOD or EC may also choose to reject the statement with no offer of revision or send the statement back to the Committee for revision.

#### **D. Statement Types**

- i. **Clarification:** used to address protocols, devices, or indications that have not yet been reviewed by the FDA or comparable regulatory body but have generated questions from the parties described above. The goal is to clarify the protocol, device, or technique, not to render an opinion.
- ii. **Concern:** used to address protocols, devices, or indications that have limited evidence and/or negative consequences and/or poor outcomes.
- iii. **Support/Non-Support:** used to address protocols, devices, or indications that are in the process of review by the FDA or comparable regulatory body or have recently been cleared or approved. The goal is to comment on issues such as side effects or safety concerns, not to replicate governmental



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regulatory processes.

- iv. **Public Policy Position:** used to offer expert and reasoned opinion about a contemporary issue germane to the practice of TMS.
- v. **Public Announcement:** used to notify the media that a new externally facing statement has been issued by the CTMSS.

### **E. Intended Audience**

- i. All statements should be clearly identified as internal or external.
  - a. Internal: Statements or other positions, documents, or committee work products that are intended only for the use of the Society membership should be considered internally facing and proprietary. They are available only to members through password-protected distribution or paywall.
  - b. External: Statements intended for the general public are considered externally facing and available on the public portion of the Society website. Information contained in external statements should either be clearly identified as opinion, or reference generally available sources and data.
  - c. Default to internal: if there is uncertainty about whether a statement is intended for internal or external audience, the recommended default is to the internal audience.

### **F. Sunset Provisions**

A statement should:

- i. Remain active as long as it is useful to the current practice of TMS.
- ii. Specify the interval for review, revision, or archiving.
- iii. If internal, be reviewed by the originating committee at least every 3 years.
- iv. If external, be reviewed by the originating committee at least annually.
- v. If a press release, be archived after 3 months.
- vi. Be clearly labeled with a posting date, review or revision date, and expiration date.