



**AAAAI Program Directors Assembly (PDA)  
Purpose, Structure, Policies, and Procedures  
Last Revised May 2022**

Article I

Purpose: The purposes of the PDA are to:

- 1.1 Promote resident education in the specialty of Allergy and Immunology.
- 1.2 Provide high quality educational content for training programs and thereby enhance methods of resident training.
- 1.3 Provide a forum for the interchange of ideas and mutual assistance among the Directors of training programs in Allergy and Immunology.
- 1.4 Provide a forum to promote communications between related organizations such as the Accreditation Council for Graduate Medical Education (ACGME) Residency Review Committee of Allergy and Immunology (RRC-AI), the American Board of Allergy and Immunology (ABAI) and other specialty societies.
- 1.5 The PDA is an Assembly organized under the Research and Training Division of the Board of Directors of the American Academy of Allergy, Asthma and Immunology (AAAAI).

Article II

Membership

- 2.1 Either the Program Director or the Associate/Assistant Director of a fellowship training program in Allergy and Immunology that have been approved by the ACGME or by the Royal College of Physicians and Surgeons of Canada is eligible to participate in the PDA and is entitled to one vote in matters pertaining to the business of the PDA.
- 2.2 In institutions where two or more approved programs in Allergy and Immunology exist, the Director or Associate/Assistant Director from each program will have a vote. Institutions that have a single, combined (Medicine/Pediatrics) approved training program in Allergy and Immunology will be entitled to a single vote.
- 2.3 If the Director or Associate/Assistant Director of a training program cannot be present at a meeting of the PDA, a designee shall be assigned as the program representative for voting purposes.
- 2.4 Subcommittee participation or leadership of a subcommittee may be filled by members of the PDA after approval. Individuals interested in joining the subcommittee, who are not members of the PDA, will need additional approval before placement. Subcommittee membership is limited to the approved appointments by the PDA Executive Committee.

2.5 A Program Director and Associate/Assistant Director from the same institution cannot serve as Chair and Vice Chair of the same subcommittee.

### Article III

#### Officers

3.1 The officers of the assembly shall be elected by the membership and shall include the Chair, Vice-Chair, Past Chair and Councilors. Officer positions may only be held by a Program Director or Associate/Assistant Director who is a Fellow of the AAAAI. The term of each office shall be two years.

3.2 Elections will be approved by the Chair of the Research and Training Division of the AAAAI Board of Directors, the President-Elect of the AAAAI and the Board of Directors of the AAAAI, as outlined under Article IV 9.6 in the AAAAI Bylaws.

3.3 Nominees for Vice Chair must reflect the rotation of the Chair between Pediatrics and Internal Medicine specialties at two-year intervals.

3.4 Prior to the regular annual meeting (see Article V) of the PDA, the Executive Committee of the PDA will nominate a member for each of the upcoming vacancies on the Executive Committee, including the positions of Vice Chair and Councilors.

3.5 The Chair of the PDA shall initiate a call for nominations for each of the upcoming vacancies to all members of the PDA in a timely fashion. Each approved program may submit one name for Vice Chair and one name for each Councilor position. The officers of the PDA shall reflect both the Pediatric and Internal Medicine aspects of the Allergy and Immunology training programs.

3.6 The member receiving the greatest number of nominations from the PDA membership for the position of Vice Chair will be placed on the ballot with the nominee from the Executive Committee of the PDA. The members receiving the greatest number of nominations from the PDA membership for each of the vacant positions of Councilor will be placed on the ballot with the nominee from the Executive Committee of the PDA.

3.7 A ballot listing the two nominees for the position of Vice Chair and two nominees for each Councilor position will be sent to all approved Program Director for voting.

3.8 Voting will be closed thirty days prior to the PDA Forum and Networking Luncheon. The officers of the PDA shall be elected by a majority of the votes received. The Vice Chair and each Councilor position will represent the PDA for a two-year term beginning at the PDA Forum and Networking Luncheon held during the AAAAI Annual Meeting.

3.9 Campaigning for office by nominees shall be proscribed.

### Article IV

#### Executive Committee

4.1 The Executive Committee of the PDA shall consist of the Chair, Vice Chair, immediate Past Chair and four Councilors and will report directly to the Research and Training Division of the AAAAI Board of Directors. There shall be two Councilors representing Pediatrics and two

Councilors representing Internal Medicine, each with a two year term. All Executive Committee members shall be a Director or Associate/Assistant Director of a fully accredited program who is also a Fellow of the AAAAI.

4.2 If the program of an Executive Committee member has its accreditation withdrawn the Executive Committee member must immediately relinquish his/her position on the Executive Committee.

4.3 If a member of the Executive Committee will no longer serve as a Program Director or Associate/Assistant Director of an A/I training program during his/her term, the remaining members of the Executive Committee must vote to determine whether or not the individual will retain his/her position on the Executive Committee until the completion of his/her term. This decision must be approved by the AAAAI President.

#### Chair

4.4 The Chair shall preside at all meetings of the PDA and shall serve as the Program Chair of the PDA for all meetings of the organization.

#### Vice Chair

4.5 The Vice Chair (or Past Chair) will lead all meetings of the PDA should the Chair not be available. He/she shall assume the office of the Chair upon completion of the current Chair's term of office at the end of the PDA Forum and Networking Luncheon held during the AAAAI Annual Meeting. In the event of incapacitation or resignation of the Chair, the Vice Chair shall assume the role of Chair, and the office of Vice Chair will be filled through a special election of the membership, to be carried out according to existing election rules.

#### Past Chair

4.6 Past Chair will serve the PDA for a term of two years and be available to lead meetings of the PDA should the Chair or Vice Chair not be available.

#### Councilors

4.7 The Councilors of the PDA shall serve on the Executive Committee of the PDA to advise the Chair.

#### Article V

##### Meetings

5.1 The PDA shall hold one annual Business Meeting for their membership.

Additional meetings of the PDA may be held as deemed appropriate by the PDA Executive Committee to enhance resident education. For example, the PDA has met annually for their Winter Meeting which focuses on best practices in resident education. The assembly members are also invited to participate in their Forum and Networking Luncheon which takes place during the AAAAI Annual Meeting.

#### Article VI

##### Nomination Process for AAAAI Board of Directors

6.1 The PDA Executive Committee Chair will nominate an Executive Committee member to serve as the assembly representative on the AAAAI Nominating Committee.

6.2 The PDA Executive Committee Chair will create a PDA Nominating Workgroup to assist in the nomination process. The PDA Nominating Workgroup will be comprised of 5 members including the PDA Executive Committee Vice Chair, two PDA Councilors: one from Pediatrics and one from Internal Medicine, a current non-Executive Committee member of the PDA selected by the PDA Executive Committee Chair, and one At-Large Director representative to the AAAAI Board of Directors (selected at the discretion of the AAAAI President). If any of the leadership of the PDA Nominating Workgroup wishes to be considered for nomination, they would recuse themselves from the process and another leader from that workgroup would be selected (at the discretion of the President of the AAAAI) to fill their position on the PDA Nominating Workgroup.

6.3 The process of selection of three candidates for the At-Large BOD Directors by the PDA Nominating Workgroup will conclude prior to the selection of candidates for At-Large BOD Director by the AAAAI Nominating Committee.

6.4 The PDA Nominating Workgroup will send an open call for nominations to the members of the PDA as well as those individuals currently serving in leadership roles within Allergy/Immunology Divisions who are Fellows of the AAAAI. Candidates must meet criteria established by the Nominating Committee and the PDA to be considered.

6.5 All nominations received via the AAAAI's open nomination and the PDA call for nominations process will be considered by the PDA Nominating Workgroup.

6.6 An individual Fellow may also self-nominate to the PDA Nominating Workgroup to have their name considered.

6.7 The PDA Nominating Workgroup will verify the candidates' interest, eligibility and contributions to the PDA and the AAAAI.

6.8 The PDA Nominating Workgroup will hold conference call(s) to discuss, vet and determine the final three proposed candidates.

6.9 Following selection, the three candidates along with their previously submitted biosketch and vision statement are then submitted to the Nominating Committee.

6.10 The Nominating Committee will review the proposed candidates along with their previously submitted materials to make the determination of the slate for the ballot to be submitted for review and final approval by the AAAAI Board of Directors.

## Article VII

### Miscellaneous

#### Plebiscites

7.1 Issues of special importance shall be decided by a majority written vote of the membership.

#### Amendments

7.2 This document shall be reviewed by the PDA Executive Committee every two years allowing revisions that reflect the current needs of the assembly as well as changes made by the AAAAI

Board of Directors. The amendments will also be shared with the AAAAI Board of Directors for approval. The approved version will be shared with the assembly members. Should an assembly member have an additional edit to the document, advance notice describing the proposed amendment must be given to the PDA Executive Committee. The proposed amendment must be sponsored by at least four members of the PDA.