By-Laws of the
American Osteopathic Board of
Neurology and Psychiatry

Adopted in its Entirety March 18, 2010
Amended July 2015
FOREWORD

The American Osteopathic Board of Neurology and Psychiatry was established in 1941 upon approval by
the Board of Trustees of the American Osteopathic Association of the Constitution, Bylaws and
Regulations and Requirements.

This booklet contains the revised Constitution and Bylaws of the Board of Neurology and Psychiatry as
approved by the Board of Trustees of the American Osteopathic Association in July 1984 and the revised
Regulations and Requirements as approved in February 1986; September 1994; February 1995; July 1995;
November 2008; March 2010, and July 2015.
BYLAWS OF THE
AMERICAN OSTEOPATHIC BOARD OF NEUROLOGY AND PSYCHIATRY

Mission Statement
The mission of the American Osteopathic Board of Neurology and Psychiatry is to help maintain a high standard of practice within the osteopathic profession by developing and conducting an ethical and fair process to enable qualified candidates to pursue and achieve osteopathic board certification and recertification in the areas of jurisdiction afforded to this Board.

Article I. Duties

Section 1. Duties
The duties of the American Osteopathic Board of Neurology and Psychiatry (hereinafter also referred to as “the Board” or “AOBNP”) are to:

A. Define the qualifications for and to serve as an advisory Board for all applicants for certification in the specialties of neurology, psychiatry, child neurology, child psychiatry and any other specialty or field of practice which may be assigned to its jurisdiction.

B. Determine, in accordance with the provisions of these Bylaws, the standards of education, formal training and practice required for certification in the specialties of neurology, psychiatry, child neurology, child psychiatry, and of any other specialty or field of practice which may be assigned to its jurisdiction, subject to the recommendation of the Bureau of Osteopathic Specialists (BOS) and the approval of the Board of Trustees of the American Osteopathic Association (AOA).

C. Establish procedures, in accordance with the provisions of these Bylaws, for the conduct of examinations at least once a year.

D. File its recommendations and pertinent information concerning each applicant for certification, as required by the BOS.

E. Provide and issue certificates in all specialties and subspecialties assigned to the AOBNP, in accordance with the provisions of these Bylaws.

F. Recommend the revocation of a certificate in accordance with the provisions of these Bylaws.

G. Record and keep permanently on file all applications submitted, complete records of examination results, and maintain a registry of diplomates.

H. Determine and collect the application and examination fees, in accordance with the provisions of these Bylaws and provide the funds necessary to finance the operation of the AOBNP.

I. Arrange for all meetings necessary for the Board to carry out its functions as provided for in these Bylaws.
J. Recommend a member of the AOBNP to act as representative on the BOS. In case of the
inability of the regular representative to attend the sessions of the BOS, an alternate shall be
recommended, as provided in the AOA "Policies and Procedures of the Bureau of Osteopathic
Specialists and AOA Specialty Certifying Boards" (Policies and Procedures of the BOS).

K. Conduct its activities in relation to the officers of the AOA, the BOS, other Specialty Certifying
Boards and applicants for certification and recertification, in accordance with the Polices and
Procedures of the BOS.

L. Establish, in conformance with these Bylaws, all necessary rules and procedures governing the
activities of the Board which are not provided by the BOS and the AOA Board of Trustees.

M. Report all recommendations regarding candidates for certification and recertification to the BOS
for approval, and all other actions, recommendations and activities through the BOS to the AOA
Board of Trustees for approval.

N. Maintain a recertification process, as approved by the BOS and the AOA Board of Trustees. Issue
certificates of recertification to candidates who successfully complete the recertification process,
subject to the approval of the BOS.

O. Establish and maintain an Osteopathic Continuous Certification (OCC) process.

Section 2. Definitions
For the purpose of the operation of the AOBNP, the following divisions of practice are defined:

A. The practice of neurology shall consist of and include that branch of osteopathic medical science
which deals with the neuromuscular system, both normal and diseased. This includes all accepted
therapies, assessments, and diagnostic studies.

B. The practice of psychiatry shall consist of and include that branch of osteopathic medicine which
deals with disorders of the psyche of organic and functional nature. This includes all accepted
therapies, assessments, and diagnostic studies.

C. The practice of child psychiatry is the specialty of psychiatry as defined above and as it relates
specifically to the pediatric and adolescent age group. This includes all accepted therapies,
assessments, and diagnostic studies.

D. The practice of child neurology is the specialty of neurology as defined above as it relates
specifically to the pediatric and adolescent age group. This includes all accepted therapies,
assessments, and diagnostic studies.

Article II. Membership

Section 1. Membership
The AOBNP shall consist of ten (10) members elected by the process defined in Article VI of the Policies
and Procedures of the BOS.
Section 2. Qualifications
Each member shall be an AOA certified physician in good standing. Insofar as practical, membership shall include a representative from each area of neurology (4), psychiatry (4), child neurology (1), child psychiatry (1) and a representative from each of the time divisions of the United States whenever possible.

Section 3. Term of Office
A. Members shall be elected for terms of three (3) years. The terms shall be staggered so that the new members elected in any year shall not constitute a majority of the Board.

B. Whenever a vacancy occurs on the Board due to the death or resignation of a member whose term has not expired, the procedure outlined in Article VI of the Policies and Procedures of the BOS shall be followed. If deemed urgent that the approval of the nominee be considered prior to the next meeting of the AOA Board of Trustees, a nominee may be submitted, according to established procedure, to the BOS at its next scheduled meeting. If approved, the nominee’s term shall run until July of the year it expires.

C. Members shall continue to serve until their successors are elected.

Section 4. Duties/Responsibilities of Members
Members of the Board shall attend all meetings called by the Co-Chairs and/or Executive Director, participate in telephone conferences, written, clinical and oral examinations, write and edit questions for the written examination section assigned to the member.

Section 5. Removal of a Member
The Board, by majority vote, may request a member to resign if the member misses three meetings during one term and/or does not prepare the section of the written examination as assigned.

Article III. Officers
The officers of the American Osteopathic Board of Neurology and Psychiatry shall be two (2) Co-Chairs; one (1) Neurologist, one (1) Psychiatrist, and a Secretary-Treasurer. The officers shall be elected by this Board during its annual meeting and shall serve for a term of two (2) years or until such time as their successors are elected.

Section 1. Co-Chairs
A Co-Chair shall preside at all meetings, appoint all committees, schedule all meetings of the Board, supervise all examinations, and sign all certificates issued by the Board. The Co-Chairs shall be the chair of their respective Examination Committee, may be a Bureau representative and shall be an ex-officio member of all other committees. Co-Chairs will rotate each year.

Section 2. Secretary-Treasurer
The Secretary-Treasurer shall:

A. Serve as a BOS representative, if so designated.
B. In cooperation with the AOA central office, keep a record of all proceedings, transactions, and rulings of the Board, all examination papers and case records and all old and current basic documents in compliance with the Records Retention Policy of the BOS.

C. Maintain a record of all diplomates of the Board.

D. Have printed and distributed all certificates, application forms, and circulars of information authorized by the Board and necessary for the proper functioning of the Board.

E. Provide all applicants with the requirements for examination, certification and recertification.

F. Sign all certificates issued by the Board.

G. Prepare the complete files and other pertinent information in support of recommendations for certification and recertification for presentation to the AOA.

H. Prepare the annual and midyear reports for the BOS as requested.

I. Notify the Chair and Secretary of the BOS and the AOA Executive Director of the officers elected by the Board and of the appointments of BOS representatives.

J. Receive, protect and disburse the funds of the Board, and issue an accounting of all funds at the annual meeting or at such other times as requested by the Chair of the Board.

K. Prepare a financial statement for submission to the AOA in accordance with established AOA requirements.

In addition, the Secretary-Treasurer shall collect, receive, disburse, and be accountable for all funds of the Board. The Secretary-Treasurer shall maintain a complete and permanent record of the financial transactions of the Board in accordance with accepted accounting practices and shall be bonded, at the discretion of the Board. The Secretary-Treasurer shall make a full financial report at the annual meeting of the Board and, at the discretion of the AOBNP and/or on request by the AOA, shall present the financial records for audit purposes. The Secretary-Treasurer shall perform all other duties that usually and customarily pertain to the office of Secretary-Treasurer and shall perform such other duties and exercise such other powers as may be determined from time to time by the Board.

In addition, the Secretary-Treasurer shall have the custody of all funds, property, and securities of the Board subject to such regulations as may be imposed by the Board. When necessary or proper:

A. May endorse on behalf of the Board for collection of checks, notes or other obligations and shall deposit the same to the credit of the Board at such bank or banks as the Board may designate.

B. Shall make such payments as may be necessary or proper to be made on behalf of the Board.

C. Shall keep and maintain or supervise the maintenance of adequate books and records for the purpose of keeping and maintaining an accurate account of all the monies and obligations received and paid or incurred by him/her for or on account of the Board, which books shall be opened at
all reasonable times for inspection by any Board member for any reasonable purpose and at all reasonable times at the Office of the Board.

D. Shall, in general, perform all duties incident to the office of Secretary-Treasurer, subject to the control of the Board.

One (1) signature is required on all checks. Signature shall be either that of a co-chair or Executive Director (or his/her authorized agent) and shall be registered on file at the bank or financial institution. A CPA shall be retained by the Board to make up a financial statement and file any tax reports on a yearly basis.

Section 3. - Executive Director
An Executive Director will be appointed by the Board membership to assume any or all prescribed responsibilities of the elected Secretary-Treasurer. The scope of such responsibilities shall be solely determined by the Board membership and will include ex-officio membership on this Board. The Executive Director shall be bonded in an amount as this Board may decide. The cost of such bond shall be taken from the funds of this Board.

Article IV. Committees

Committees shall be appointed by the Board Chair, the duties of which are herein prescribed:

Section 1. Credentials Committee
The Credentials Committee shall consist of three (3) members of the Board. The Committee shall:

A. Review all completed applications.

B. Conduct a comprehensive investigation of each applicant in accordance with the rules governing applications.

C. Prepare a complete report, with recommendations for each applicant, for presentation to the Board at its next annual meeting.

Section 2. Examination Committee
A separate Examination Committee will be established for each specialty: Neurology and Psychiatry. The Examination Committee shall consist of the Co-Chair of its respective specialty and no fewer than two (2) members of the Board. Each Examination Committee shall:

A. Plan and prepare for the conduct of examinations in the specialties and subspecialties and/or added qualifications under the jurisdiction of the Board in accordance with the rules governing examinations of the Board.

B. Report the results of the examinations to the Board.
Section 3. Executive Committee
The Executive Committee shall consist of the officers of the Board. The Committee shall meet and conduct business as needed. All business transacted by the Executive Committee shall be reported to the full Board within thirty (30) days of the meeting. The Executive Committee shall meet at the call of the Chair or upon written request of any two (2) members.

Section 4. Ad Hoc Committees
The Chair of the Board may, from time to time, establish Ad Hoc Committees to carry out specific objectives. After an Ad Hoc Committee’s mission has been accomplished, it will be dissolved.

Article V. BOS Representatives

Section 1.
A BOS representative shall be appointed annually from and by the membership of the Board to represent the Board on the BOS and in all matters where such representation is required.

Section 2.
An alternate representative shall be appointed annually from and by the membership of the Board. The alternate shall be empowered to act for the regular representative in his/her absence.

Section 3.
The BOS representative shall:

A. Transmit from the Board all information attesting to the adequacy of the examination.

B. Have available files and records of all candidates being recommended for certification and such other files as may be requested in advance.

C. Report the adequacy of the examinations and the recommendations of the Board on applicants who have completed the examinations to the BOS.

D. Report actions and proceedings of the BOS to the Board.

Article VI. Meetings

Section 1. Annual Meeting/Mid-Year Meeting
The AOBNP shall hold a regular annual meeting to transact business and to conduct examinations. The AOBNP shall hold a regular mid-year meeting to transact business and to conduct examinations.

Section 2. Special Meetings
Special meetings of the Board deemed necessary for the transaction of business may be called by the Chair of the Board or by a majority vote of the total membership of the Board. Notice of the meeting shall be mailed to each member by the Secretary-Treasurer not less than thirty (30) days prior to the proposed meeting date.
Section 3. Quorum
For the transaction of business at any meeting of the Board, six (6) members shall constitute a quorum.

Section 4. Order of Business for AOBNP Meetings

A. Call to Order
B. Roll Call
C. Approval of Minutes
D. Report of Secretary-Treasurer
E. Communications
F. Report of Credentials Committee
G. Report of Examination Committees
H. Report of Special Committees
I. Old Business
J. New Business
K. Adjournment

Section 5. Governing Rules
Meetings of the Board shall be governed by Robert's Rules of Order, Newly Revised, unless otherwise specified in these Bylaws.

Article VII. Certification Program

Section 1. Criteria
In accordance with the Policies and Procedures of the Board and the Policies and Procedures of the BOS, the AOBNP shall establish and publish criteria for certification.

Section 2. Certificates
The AOBNP will issue and maintain certificates of certification and recertification in accordance with the Policies and Procedures of the BOS.

Section 3. Inactivation, Revocation, Reinstatement, and Reactivation
In accordance with the Policies and Procedures of the Board and the Policies and Procedures of the BOS, the AOBNP shall establish and publish information related to the inactivation, revocation, reinstatement and reactivation of a certification.

Section 4. Recertification and Osteopathic Continuous Certification
In accordance with the Policies and Procedures of the Board and the Policies and Procedures of the BOS, the AOBNP shall establish and publish recertification and Osteopathic Continuous Certification (OCC) criteria and issue certificates of recertification to candidates who successfully complete the recertification and/or OCC process and who are approved by the AOA.

Section 5. Appeals
An applicant or candidate for AOA board certification through the AOBNP shall be entitled to appeal, according to the Policies and Procedures of the Board and the Policies and Procedures of the BOS.
SECTION 6. Lapsed Certifications
The AOBNP will follow the procedures as defined in the policies and procedures of the BOS for all lapsed certifications of no more than 3 years. To reactivate certifications that have lapsed for over 3 years requires the individual to complete and pass the Part II oral/clinical examination and the osteopathic continuous certification examination. The individual will also be required to complete an additional 25 1-A or 1-B CME credits within the last year prior to sitting for the Part II oral/clinical examination.

Article VIII. Authority
The actions of the Board regarding recommendations of certification are subject to the approval of the Executive Committee of the BOS. Actions of the Board regarding policy and other matters are subject to the recommendations of the BOS and the approval of the AOA Board of Trustees.

Article IX. Amendments
Amendments to the Bylaws of the Board may be adopted for submission to the BOS and subsequently to the AOA Board of Trustees for approval, by a two-thirds (2/3) vote of the total membership of this Board, provided each member has been notified at least thirty (30) days prior to the date of the meeting, of its being called and of the intention to amend.