

Worldwide Network for Blood and Marrow Transplantation (WBMT)

WBMT HOUSE RULES

(re-formatted October 2016)

This House Rules document accompanies WBMT Bylaws and serves as a “Policy/Procedure” statement and “Board or Executive Committee” document as noted in previous Bylaws versions (prior to October 2016). It is designed to expand descriptions of and further clarify particularly operational topics seen first in Bylaws.

ARTICLE I: COMMITTEES*

*Administrative Committees (e.g., Board, Executive Committee) are detailed in WBMT Bylaws. A Nominating Committee is detailed below.

1.0 Definitions:

Three types of non-administrative committees exist within the structure of WBMT; these are Standing Committees (identified by the Board), Special Committees (identified by Standing Committees) and Task Forces (identified by the Board).

- 1.1 Standing Committees are those designated by the Board to continue on a constant, long-standing basis to conduct the major portion of the more clinically-based, HSCT-related work of the broader organization. They are described in more detail below.
- 1.2 Special Committees are those designated more often by Standing Committee leaders to accomplish projects identified within that are more focused on committee-specific goals and tasks related to that Committee’s mission. They may be on a continuous or limited time basis and membership is addressed when created.
- 1.3 Task Forces are those groups designated in a limited way again by the Board to accomplish specific tasks that are more related to the broader WBMT mission and membership is addressed when created.

2.0 Chair Terms:

Nominating Committee and Standing Committee (and Chair) details are listed below.

Special Committee and Task Force membership and Chair details are identified at the time of creation.

Standing Committee Chairs serve 3 year terms and are permitted to serve no more than 2 consecutive terms except in the case of extenuating circumstances as noted in Bylaws (Section 8.1) where terms may be extended after approval by the Board. Like Board Member Society representatives, there is a 3 year cycle identified during which expired and/or renewed Chair terms are reconsidered. (See Bylaws section 8.1).

3.0 Committee Review Rules:

The mission statement and activities/accomplishments of each Standing Committee are reviewed annually by the Board. Ideally, a verbal report for each is presented during the annual in-person business meeting.

4.0 Standing Committees and their Missions:

4.1 Association for Harmonization of Cellular Therapy Accreditation = AHCTA (manages the WBMT regulatory committee)

4.1.1 Mission

The mission of the Accreditation Committee is to recommend to the Executive Committee policies, programs, and actions in the area of any/all issues pertaining to regulatory matters, practices and codes with both inter- and intra-national implications. This involves procedures related to all activities of the other Standing Committees. In its vigilance to avoid duplication of efforts, WBMT members agreed early (2009) that AHCTA would fulfil the role of the WBMT Accreditation Committee.

4.2 Donor Issues

4.2.1 Mission

The mission of the Donor Issues Committee is to recommend to the Executive Committee policies, programs, and actions in the area of any/all issues pertaining to the identification of stem cell donors [bone marrow (BM), peripheral blood (PB) and cord blood (CB)], harvesting procedures, product transportation, donor safety practices, and outcomes/long term follow-up within a member collection center; this includes the conduct of individuals and processes related to these procedures and practices.

4.3 Education and Dissemination

4.3.1 Mission

The mission of the Education and Dissemination Committee is to recommend to the Executive Committee policies, programs, actions and materials pertaining to the development or design of resources prepared for the express purpose of educating a populace about HSCT. This committee collaborates with all partners within the WBMT - but particularly the ESH - and assists in “single voice” preparation of opinion or advisory materials for the WBMT and/or WHO. It plays an important role in Workshop program design.

4.4 Graft Processing

4.4.1 Mission

The mission of the Graft Processing Committee is to recommend to the Executive Committee policies, programs, and actions in the area of any/all issues pertaining to the handling of a harvested product: storage, preparation and manipulation equipment, product transportation practices, and documentation within a member cell processing center; this includes the conduct of individuals and processes related to these procedures and practices.

4.5 Nuclear Accident Management (NAMC)

4.5.1 Mission

The mission of the Nuclear Accident Management committee is to support a global network of collaboration in the event of a nuclear accident in any region in the world. The current NAMC leaders represent the APBMT, EBMT and the US based Radiation Injury Treatment Network (RITN).

4.6 Patient Advisory/Advocacy

4.6.1 Mission

The mission of the Patient Advocacy/Advisory Committee is to recommend to the Executive Committee policies, programs, and actions in the area of any/all issues pertaining to the establishment of international patient advocacy groups and activities. This includes projects in collaboration with international disease or treatment specific organizations that are scientifically or practically related to stem cell transplantation (pre-and post-transplantation issues) particularly those with emphasis on patient, donor, family and/or care giver subject matter. There will be mentorship and harmonization in the development and/or distribution (access to) of patient/public educational materials.

4.7 Transplant Center and Recipient

4.7.1 Mission

The mission of the Transplant Center/Recipient Committee is to recommend to the Executive Committee policies, programs, or actions in the area of any/all recipient issues pertaining to the performance of hematologic transplantation and other cellular therapies/procedures within a member transplant center; this includes recording recipient outcomes, maintenance of records and the conduct of individuals and processes carrying out these procedures and practices. The committee administers activities related to the global transplant activity (GTA) reports and GTA data use proposal reviews/deliberations.

5.0 Standing Committee Membership:

- 5.1 The members of standing committees, unless otherwise specified herein or by the Board, shall be appointed by the Board at its annual business meeting. Committee memberships shall be for a three-year term (unless otherwise specified herein) and may be renewed one time. The members of the standing committees, unless otherwise specified herein or by the Board, may be removed by the President with the approval of the Board at any time.
- 5.2 Standing Committee membership is reviewed annually by Chairs of each Committee in consultation with the central office where membership lists are maintained. This review occurs early each year so committee Chair reports can be provided to the Board at its annual in-person meeting each northern spring as noted above.
- 5.3 The President, Past-President, President-Elect, and Vice President are non-voting, ex officio, members of all standing committees.
- 5.4. Each Standing Committee itself shall determine both the number of members and the terms of membership (including extension of appointment).
- 5.5 The Chairs of Standing Committees, unless otherwise specified herein or by the Board, shall be appointed by the President with the advice and approval of the Board. Standing Committee Chairs, unless otherwise specified herein or by the Board, may be removed by the President with the advice and approval of the Board.

6.0 Nominating Committee:

6.1 Function:

This committee oversees the nominating and election procedures for Executive Committee level officers as necessary and also serves to deliberate upon Honorary Member nominations to verify criteria are met and that the candidate is suitable for Board consideration. Also see Bylaws, Article XII.

6.2 Membership: The Nominating Committee consists of the Secretary (or Vice-President and vice-versa if either is a running candidate under consideration) and one Board member of each of the following world regions: Americas; Eastern Mediterranean; Europe/Africa; South East Asian Region/West Pacific Region. The Secretary (or Vice-President; see above) acts as chair of the Nominating Committee.

6.3 Duties:

- To seek suitable candidates for the various vacant positions,
- To take action when necessary to identify nominees, so that no position remains vacant,
- To take into account the criteria for WBMT officers considering the balance of donor registry, transplant centre, geographical regions, attraction of new members, involvement in the WBMT, willingness to serve, etc,
- To decide whether an incomplete nomination or a late nomination is valid or invalid,
- To review all nominations prior to distribution of the ballots,
- To oversee the balloting process which is provided via the WBMT Central Office,
- To review the tally of votes cast for each position,
- To announce election results.

6.4 Terms:

Nominating Committee members serve on a continuing basis until such time that they choose to relinquish their positions in which case the Executive Committee considers relevant geographic regional replacement.

6.5 Position details:

6.5.1 Elections for Executive Committee officers include President-Elect (automatically assumes the President role after 1 year), Vice-President, Secretary and Treasurer occur in December prior to the annual in-person business meeting.

6.5.2 Refer to Bylaws for designated terms for these positions (See Bylaws Article XI, 6.2h)

6.5.3 Any WBMT participant in good standing and with known commitment to WBMT or a member in good standing of a WBMT Member Society is eligible for nomination and election to serve as an Officer. This includes any previously elected officer (after one lapsed year), a Member Society representative who has actively served on the Board, a WBMT Committee/Task Force Chair person or any active WBMT Committee member.

6.5.4 New officers take office on the April 1st following Board ratification at the annual in-person meeting (conducted either during BMT Tandem Meetings or EBMT on a rotating basis).

6.6 Procedure:

6.6.1 A written *call for nominations* for any open Executive Committee Officer Position(s) will be issued on September 15 by the WBMT Central Office to all voting members of the Board [current officers, Member Society representatives (one vote per Society) and Standing Committee Chairs (one vote per committee)].

6.6.1 A position-specific nomination form accompanies the *call for nominations*. Voting members are eligible to nominate one candidate for each open Executive Committee position. Self-nomination is permitted. These nominations serve as advice to the Nominating Committee.

6.6.1 A formal nomination must include a completed nomination form, nominee's curriculum vitae (abbreviated version) as well as a nominee statement of willingness to serve.

6.6.1 The nomination deadline is October 31; relevant materials will be provided to the Nominating Committee on November 1st or nearest working day.

6.6.1 The WBMT Central Office coordinates a teleconference for the Nominating Committee during which submitted nominations are discussed; other candidates as suggested by committee members can be brought forth for discussion. Two candidates are finally identified per each vacating position; geographic region, professional experience, level of prior WBMT engagement, etc. are all considered in selecting the final 2 candidates. Final selections must be unanimous within the Nominating Committee.

6.7. Balloting:

6.7.1 Ballots will be distributed by the WBMT Central Office via electronic mail on December 1 (or nearest working day) to voting WBMT Board Members (see above).

6.7.2 Ballots are returned no later than December 31 to the WBMT Central Office, which is responsible for tabulating/recording election results.

6.7.2 The Nominating Committee Chairperson reviews election results and, thereafter, forwards results to the Executive Committee in email writing within 15 days.

6.8 Election Results:

6.8.1 The nominee with the highest number of votes will be elected to fill the open position for which he/she was nominated.

The WBMT Central Office, in coordination with the Nominating Committee Chair, is responsible for notifying those nominees who did not win the election.

6.8.2 Election results will be ratified by the WBMT Board at the annual, in-person business meeting. New officer photos and contact information are posted on the WBMT website soon thereafter.

6.8.3 Electronic ballots must be retained by the WBMT Central Office until at least one month following the in-person meeting and remain available for review, if requested, by a member of the Board.

ARTICLE II: CORPORATE MEMBERSHIP

WBMT offers several membership levels, each providing corporations with information and resources useful for marketing managers, medical doctors, product managers and transplant coordinators. According to WBMT bylaws, the mission of the WBMT is to promote excellence in stem cell transplantation, stem cell donation,

cellular therapy and accreditation through collaboration of existing international societies using coordination, communication and advocacy. The corporate sponsorship will not pre-empt the activities of WBMT Member Societies.

Depending on the contribution level, corporate sponsors may be eligible for: Meeting with Executive Committee Members, a WBMT Directory, acknowledgment of support, annual activity survey information and scientific consultation on global studies.

To become a corporate member a Corporate Contribution Form (available on www.wbmt.org) must be completed in order to begin partnership with the WBMT to support research and access data for business decisions. Decision on acceptability or otherwise (including continued membership) of a proposed corporate member will be made by the Board on recommendation of the Executive Committee.

ARTICLE III: WBMT REPRESENTATIVE TO WHO

The individual serving in this role is considered the primary representative of the WBMT in consistent contact/communication with the World Health Organization; it is critical to WBMT that a bi-directional bridge be maintained between it and the WHO. This Executive Committee position is an automatic extension (by one year) of the immediate past-President's 1-year term. The first year holds voting privileges, the second year not.

Typical relevant activities and issues can include but are not limited to:

- *NGO in official working relations* status renewal every three years,
- Special projects associated with and important to the WHO and relevant to WBMT Standing Committee activities (e.g., Unproven Therapies, Medical Products of Human Origin, etc.),
- Invitations to and attendance at WHO regional meetings,
- Organization of meetings with WHO,
- Funding opportunities,
- Projects as suggested by the WHO.

ARTICLE IV: HOUSE RULES HISTORY

Worldwide Network for Blood and Marrow Transplantation House Rules			
Date/Location	Version	Description of Changes	By
September 2010	1	WBMT House Rules document created	Hildegard Greinix (WMDA)
March 2015	2	Nomination process House Rules revised	WBMT Central Office
October-December 2016	3	Complete re-formatting and re-creation of WBMT House Rules* Approved by Board with recommendations on December 8, 2016	WBMT Secretariat and WBMT Central Office

