Regulations of the Israel Medical Association

(IMA)

May 2018
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A. Name
1. The name of the organization is the Israeli Medical Association (hereinafter: the IMA).

B. Legal Competence of the IMA
2. The IMA is a legal entity, with all the attendant rights and responsibilities. The Central Committee is the body authorized to set IMA policy on issues on the public, social, professional and economic agenda. The Central Committee acts through an elected Secretariat. Unless otherwise determined, the signatures of two of the following officials, along with the IMA seal, shall be binding for the IMA: IMA president, a vice president, secretary general and treasurer. The IMA has the authority to establish companies, if it is for the benefit of the physicians and to advance IMA objectives.
3. The IMA is the official workers' organization representing physicians in Israel, and acts as an independent, apolitical, professional organization, which seeks to advance the cause of physicians and medicine in Israel.
4. IMA offices shall be in any region of the State of Israel decided upon by the national convention. The IMA maintains several active branches throughout the country, as needed, which serve the physicians in their areas of residence, primarily from a social aspect.
5. These regulations shall be governed by the laws of the State of Israel.

C. Objectives and Activities of the IMA
6. The objectives of the IMA are to advance the professional, scientific and economic affairs of its members, to maintain a suitable professional and ethical standard in medicine, and to ensure the status of the individual physician and medicine in Israel in all relevant fields, including:
**Employment**

6.1 The IMA is the only representative organization of physicians in Israel.

6.2 The IMA, as the representative employees' organization, negotiates with employers and signs collective bargaining agreements that regulate the physicians' working conditions, wages and benefits.

**Scientific-professional**

6.3 The IMA, through the Scientific Council, determines the professional medical standard, oversees the course of residency, and develops and promotes continuing medical education.

6.4 The IMA incorporates associations and societies from all medical specialties. These associations and societies constitute the scientific and professional basis of the medical community and IMA activities. The IMA supports and encourages the activities of the associations and societies.

**Ethical**

6.5 The ethics board formulates the physicians' code of ethics and modifies and updates the regulations when necessary. The ethics committees and ethics board address all issues related to medical ethics, as well as complaints between colleagues and complaints filed by the public against physicians.

**Legal**

6.6 The IMA is actively involved in the legislative process affecting the medical community and medicine in Israel.

6.7 The IMA, through its legal department, addresses aspects of the law that apply to physicians and their work.

6.8 The legal department accompanies IMA activity, provides legal counsel to IMA institutions and deals with all legal aspects related to their work.

**Quality**
6.9 The IMA works to improve the quality and safety of medical care.

6.10 The IMA coordinates the activities of the medical community in quality assurance in medicine and risk management, including informed consent forms, clinical guidelines and follow-up of surveys and investigations.

**Welfare**

6.11 The IMA organizes a range of activities and services related to social welfare for physicians. These include medical insurance, a consumer club, preparatory course for retirement and activities for pensioners, financial assistance for those in need, retirement homes, and funds.

**Public**

6.12 The IMA acts to ensure the public's rights to medical care, advance medical education and information, and protect patients' rights.

6.13 The IMA holds seminars and conventions on various topics for physicians and the wider public.

6.14 IMA implements community activities, *inter alia*, through public information campaigns and involvement in various institutions, such as patients' organizations, HMOs, the Knesset and government departments.

6.15 The IMA publishes position papers on topics on the public agenda that are relevant to physicians, the medical profession, and public health.

**International**

6.16 The IMA is a member in international organizations and maintains close ties with medical associations in other countries. The IMA may join any professional international organization in research, medicine and medical administration, as a branch, department or other organizational unit.
The IMA encourages ties between the State of Israel and physicians in other countries, *inter alia*, by holding international conferences for Jewish physicians, and accepting them as international members.

**Information**

6.17 The IMA publishes professional journals in Hebrew and English related to research and medical science.

6.18 The IMA publishes a journal that serves as a platform for public debate on central issues on the political, economic and medical ethics agenda in Israel. The journal also publicizes IMA policy, positions and objectives and presents updated information in various fields. The IMA publishes information brochures for physicians and associations, which are distributed several times a year.

6.19 The IMA initiates and participates in various enterprises that aim to increase public awareness of health and medical issues, including compilation of the Israeli Medical Encyclopedia, publication of health magazines in the daily newspapers and special broadcasting days in cooperation with the electronic media.

6.21 The IMA has a website designed for the use of the medical community in Israel and abroad, as well as for the public. The main site has diverse sub-sites, which include information on IMA publications, the consumer club and other issues. The site provides updated information on activities of the IMA and associations, in a number of languages, information about examinations and routine updates on the position of the IMA.
D. Membership in the IMA

Full members

7. Physicians licensed to practice medicine in Israel and dentists licensed to practice dentistry in Israel are eligible for full membership in the IMA.

7.2 Full members, who pay membership fees to the IMA, have the unrestricted right to vote, to be elected to IMA institutions, and to benefit from the entire range of services, rights and obligations.

Associate members

8. Academic degree holders who work in the life sciences are eligible to join the IMA as associate members.

9. Associate members share the same rights and obligations as other IMA members, with the exception of the right to vote and to be elected to IMA institutions, provided they pay membership fees as required.

Physicians in the IDF, Israel Police Force and security forces

10. Physicians serving in the IDF, Israel Police Force and other security forces may be accepted as full members of the IMA, subject to limitations of their terms of service. Membership fees shall be determined for each group in accordance with the rights and services received from the IMA. This section shall not apply to civilians working for the IDF.

Student members

11. Sixth year medical students and medical school graduates holding a diploma from a recognized medical faculty (interns) shall be accepted to the IMA as student members.

12. Student members are not required to pay membership fees to the IMA and do not have membership rights, except for the right to receive IMA publications.
13. After receiving a license to practice medicine in Israel, student members shall become full IMA members, as specified in section 7 above.

Friends of the IMA

14. The Central Committee has the authority to grant the title of Friend of the IMA to any person who acted in an exceptional manner on behalf of physicians and medicine in Israel.

International members

15. Physicians residing abroad who wish to support IMA activities and contribute to its development shall be accepted to the IMA as international members. These physicians are entitled to limited rights, as specified by the Central Committee.

Special groups and exemptions

16. A group or groups of physicians who are IMA members may be exempt from membership fees or may be entitled to a discount in membership fees, in accordance with circumstances and criteria defined from time to time by the IMA secretariat.

17. An IMA member may submit a written request for a discount or exemption from membership fees, accompanied by the reason for the request, to the IMA welfare department, which will consider the request in accordance with criteria defined by the chair of the finance and welfare committee.

E. Acceptance as an IMA Member

18. 18.1 A physician wishing to be accepted as an IMA member is required to fill out and sign an application form. The form shall be submitted to the acceptance committee. If no reason is found to prevent acceptance of the applicant as an IMA member, his or her acceptance shall be approved subject to section 18.3 below.
18.2 A physician who pays membership fees without submitting the aforementioned form shall be entitled to all rights of members, unless s/he has otherwise notified, as specified in section 19 below.

18.3 The IMA legal advisor may object to the acceptance of a physician as an IMA member and/or may ask to suspend the handling of the applicant's request for membership, provided that s/he explains his or her position. The Central Committee shall rule after the applicant is given the opportunity to present his or her case.

19. A physician who wishes to cancel his or her membership in the IMA shall submit written notice to the IMA. The IMA shall cease collecting membership fees from the month following submission of notice, and the physician's rights and obligations as an IMA member shall be terminated.

20. A candidate who cancels his or her membership in the IMA may rejoin the organization, subject to the process of acceptance as an IMA member, as specified in section 18 above, and subject to the conditions specified in section 26 below.

21. An applicant who is denied membership in the IMA or whose membership is terminated by the IMA under the conditions and circumstances specified in section F below, may reapply for IMA membership. The application shall specify the reasons for rejection of the previous application or termination of membership. The Central Committee shall discuss the application in the case of one or more of the following conditions:

21.1 It has been over five years since the Central Committee's decision to reject or terminate membership for any reason whatsoever.

21.2 Circumstances for the rejection or termination of membership have changed.
21.3 There are special reasons, which shall be specified.

F. Termination of Membership in the IMA

22. IMA membership shall automatically terminate:

22.1 Upon the member's death.

22.2 Upon notice by the member of termination of membership. Notification by the member shall be sent by registered mail, and shall take effect in the month following notification.

22.3 As a result of a final verdict, which can not be appealed to any court, including the IMA tribunal, on one of the following matters:

22.3.1 A member who is found guilty of a dishonorable offense

22.3.2 A member who has acted against the IMA or against its objectives and decisions

22.3.3 Notwithstanding the aforesaid, the Central Committee has the authority to decide whether to terminate membership in circumstances of a final verdict in the abovementioned issues, for special reasons that shall be specified.

22.4 Upon the final decision of the IMA ethics board or the tribunal regarding suspension or expulsion of the member.

23. A physician whose license to practice medicine has been legally revoked shall cease to be an IMA member.

24. The membership of an IMA member ceases with the decision of the Central Committee to cancel such membership. The Central Committee may decide to cancel membership under the following circumstances:

24.1 It is convinced of circumstances that, had they been known, would have prevented the applicant from being accepted as an IMA member.
24.2 The Central Committee may suspend an IMA member who has been charged with a verdict that is not conclusive and has been sentenced to imprisonment.

25. Membership in the IMA shall be terminated if the member did not pay legally determined fees or other payments for a period of four months or more, consecutively, without a reasonable explanation and despite a warning letter delivered by registered mail, at least two months after membership fees ceased to be paid.

If the address or fax number of the member cannot be located, despite a reasonable effort to do so, membership shall be terminated and the member shall have an opportunity, if s/he so desires, to pay membership fees up to one year retroactively, in order to preserve his or her rights during that period.

25.1 Termination or suspension of membership, whether initiated by the member or by the IMA, shall not affect a member's obligation to pay membership fees or any other fees levied until the day his or her membership is terminated, or until the start of suspension, or until one month after the Central Committee receives the member's registered letter stating his or her intention to terminate membership, as the case may be.

25.2 If IMA membership is terminated by the member for any reason, the physician's rights in the IMA shall be revoked immediately and s/he shall not be entitled to receive any services or other benefits from the IMA or benefit from the insurances covered by the IMA or discounts on insurances to which members are entitled.

25.3 Notwithstanding the above, upon the death of an IMA member, his or her family members are entitled to continue rights that were in effect at the time of such member's death.
26. A physician who chooses to reinstate his or her membership in the IMA after a period shall retroactively pay full membership fees and fees for insurance rights, in accordance with criteria developed from time to time by the IMA secretariat.

27. The Central Committee may decide to publicize the termination or reinstatement of a physician's membership in whatever manner it deems appropriate, provided the means of publication is uniform for all physicians.

28. A member who rejoins the IMA after his membership terminated for any reason shall pay monthly membership fees and shall be entitled to all rights due to an IMA member, subject to section 26 above.

G. Rights and Obligations of IMA Members

29. All members are required to act in accordance with the IMA regulations and the instructions of its administrative bodies and act in accordance with the principles of medical ethics.

30. An IMA member may not act in a way that is likely to be detrimental to the IMA and/or its objectives and/or its decisions and/or its policy.

31. If an IMA member believes that another member contravened the specifications in clauses 29 and/or 30 above, s/he shall file a complaint with the IMA tribunal or the ethics board, as relevant.

32. All members are required to notify the IMA Central Committee offices of any change in address, workplace and professional status within two months of the change.

33. All members are required to pay monthly membership fees, and other fees that have been or will be established by the governing bodies of the IMA, unless eligible for a discount or exemption under clauses 16-17 in this regulation.

34. IMA members who have paid their fees or who received an exemption under these regulations are eligible to benefit from all
IMA services and activities, as established from time to time in recognized IMA institutions and as publicized in IMA publications.

35. All full members of the IMA who pay fees under these regulations and corresponding decisions of the Central Committee are eligible to benefit from all rights offered to IMA members, and to vote for or be elected to any position in the IMA, all under the specifications in these regulations.

35.1 The right to be elected to executive positions such as: IMA president, Chair of the Scientific Council, IMA treasurer, member of the secretariat, member of the presidium, member of the central committee, member of the executive committee and chair of an association, requires that the principal practice of the physician shall be in medicine.

35.2 Senior medical administrators, as specified in Appendix A, may not be elected to the positions specified in clause 35.2 above.

36. IMA members who reside abroad temporarily and who do not wish to pay the full amount of fees during their stay abroad may:

35.1 Suspend their membership in the IMA for the period of their absence from Israel

35.2 Pay a sum and receive partial benefits only, as determined by the Central Committee. A list of these benefits shall be provided to the physician on request.

37. An IMA member elected at the convention for any position, who leaves his place of employment and as a result ceases to be a member in the professional organization in which he was a member at the time of his or her election,
shall submit written resignation to the chair of the institution in which he served. The professional organization shall send written notice to the central committee regarding the appointment of a new member in his or her place.

37.2 If an IMA member, elected to serve in an IMA institution by virtue of his or her position in a professional organization, concludes such position in the organization for any reason, s/he shall resign from his position in the IMA, and be replaced by his or her substitute in the professional organization.

37.3 Every position in an IMA committee or the Scientific Council or in the institutions and committees that serve them, must be filled by a full member of the IMA.

37.4 An office holder who ceases to be an IMA member shall be viewed as having resigned from his or her position in the committee or institution of the IMA or Scientific Council in which s/he served, and shall be replaced by the professional organization s/he represented.

38. If an IMA member, elected at the national convention to serve in an IMA committee or institution, is out of the country for more than six consecutive months, or is unable to serve in his or her position for any reason whatsoever, the Central Committee may appoint a temporary or permanent substitute, in accordance with the recommendations of the professional organization, unless stated otherwise in these regulations.

H. Obligations of Officials in the IMA

39. An official of the IMA must act with precautionary and fiduciary obligations to the IMA, and may not take part in any activity nor fulfill any function that could present a
conflict of interest with his or her position in the IMA, or cause him or her to act contrary to its objectives. To remove all doubt, it is clarified that the activities in the professional organization do not in and of themselves constitute a conflict of interest with IMA activities.

39.2 If a member of the IMA or any of its institutions believes that an IMA official faces, or may face, a conflict of interest, s/he shall refer the matter to the chair of the ethics board who will consult with the legal advisor and decide whether to bring the matter before the ethics board.

If it is decided to bring the matter before the ethics board, the board shall appoint a special committee to discuss the matter, apart from the regular hearings, and this committee shall hand down its decision within 30 days of its appointment. The ethics committee has the authority to make one of the following decisions:

39.2.1 The official is not faced with, nor is likely to be faced with, a conflict of interest.

39.2.2 The official is faced with, or is likely to be faced with, a conflict of interest and therefore must cease his or her activity outside the IMA so as to no longer be in such a situation. Alternatively, s/he must resign from the IMA position.

38.3.3 The official is currently, or was in the past, faced with a conflict of interest that prevents him or her from continuing to hold office in the IMA.

39.3 The ethics board will approve or overturn the decision of the committee within 60 days of receiving the complaint.

39.4 If the ethics board decides that the official is faced with a conflict of interest, the decision will apply to all physicians
facing the same circumstances on which the decision was based, and they shall be similarly required to terminate their activities and/or position, as aforementioned.

39.5 An appeal of the decision made by the ethics board may be submitted to the IMA tribunal within 30 days of the decision and the decision of the tribunal shall be final. Implementation of the decision shall be postponed until the tribunal reaches its decision.

40. A complaint against an official in the IMA, suspected by an IMA member of having acted contrary to the rules of ethics or in conflict with the objectives of the IMA, or of behaving in a dishonorable manner, shall be referred to the chair of the ethics board. The chair, in consultation with the legal advisor, shall decide whether to bring the matter before the ethics board. Should the chair decide to bring the matter before the ethics board, the board shall either investigate the complaint or reject it. The complainant and the respondent shall have a right of appeal to the IMA tribunal within 30 days and its decision shall be final.

41. The specifications in clauses 39-40 shall apply also to officials in the scientific associations, societies, special organizations and branches of the IMA.

42. A complaint against the chair of the ethics board or against one of its members shall be submitted to the legal advisor and brought before the IMA tribunal. The complaint shall be adjudged by a panel of three. If the parties appeal the ruling of the tribunal, the appeal will be adjudged by a panel of five, and their decision shall be final.
I. IMA Institutions

The national convention

43. The national convention assembles once every four years in one or more sessions. No more than three months shall elapse between sessions. If, for any reason, the central committee cannot assemble the convention on time, the central committee and other IMA institutions may continue functioning until the reason for postponement is eliminated and a new convention is assembled. The secretariat shall decide the time and place of the convention.

44. The national convention debates and decides upon all issues pertaining to IMA policy and activities. The convention ratifies activities and decisions of the central committee and the rules of medical ethics defined by the ethics board. Its decisions are binding on all IMA members and institutions. The convention has the right to overrule the decisions of all other IMA institutions with the exception of quasi-judicial rulings pertaining to individuals.

44.1 The national convention reviews and confirms reports, including financial reports and reports of the central committee.

44.2 The national convention establishes IMA working procedures.

44.3 The national convention elects IMA institutions and appoints the following officials: the central committee, IMA president, chair and members of the IMA tribunal, chair of the Scientific Council, presidium, executive committee, chair and members of the appeals committee, chair and members of the ethics board, chair and members of the mutual assistance fund, chair and members of the world fellowship.
The national convention is comprised of delegates elected by IMA organizations, as defined in sections 248-261, below. One delegate is elected for every 60 members; another delegate may be added for each additional 30 votes. The professional organizations shall aim to have the appointed delegates represent the diverse membership of their organizations.

Elections are supervised by the elections committee. The elections committee has five members who are appointed by the central committee seven months before the national convention. The members of the elections committee may not hold executive positions in the IMA or in the professional organizations, nor may they be delegates to the convention. The committee chooses a chair from among its members. Decisions are made by a majority of voting members. In the event of a tie, the chair shall cast the deciding vote.

If a member of the elections committee resigns or for some reason is unable to fulfill his duties, the secretariat shall elect a member to replace him.

The elections committee determines, at least six months before the convention, the number of delegates each organization is entitled to send to the convention, based on the average monthly fees paid by the organization to the IMA for the 12 months prior to such decision. The organization in question or the IMA treasurer or any other organization may appeal the decision of the elections committee to the IMA Tribunal within two weeks of the decision. The IMA Tribunal shall rule on the appeal within one month of receiving it, and its decision shall be final.

The members of the central and executive committees participate as delegates in the national convention with full privileges, with the exception of the director general of the Ministry of Health or his representatives, director of the department of medical
professions in the Ministry of Health and the representative of hospital directors.

50. The convention is run by a presidium, proposed by the IMA president from among its members and approved by the convention. A member of the convention presidium may not be elected to the standing committee, as defined in clause 51.2. The convention presidium shall function in accordance with the regulations specified in Part J of these regulations, (hereinafter: the procedural rules). If the procedural rules fail to provide clear guidelines, the presidium shall function at its own discretion and in accordance with decisions adopted by a majority of its members.

51.  

51.1 At least four months before the convention opens, the secretariat shall decide upon the size of the preparations committee, according to an agreed key, taking into account the relative strength of the professional organizations in the outgoing central committee and the number of convention delegates. The secretariat shall inform the organizations of the number of representatives they are entitled to send to the preparations committee, at least three months before the opening of the convention. The organizations shall inform the secretariat of the names of their representatives to the preparations committee, as well as an alternative for each, who shall substitute for representatives who are unable to fulfill their duties on a regular basis. The representatives shall be delegates to the convention. This includes individuals who act as ex-officio delegates. If a member of the preparations committee resigns or is unable to serve for any reason, his or her appointed
substitute will serve instead.

51.2 The preparations committee shall prepare and formulate recommendations to be discussed at the convention, and submit them to the convention delegates for review at least two weeks before the convention opens. After the convention opens, the preparations committee becomes eligible for election as the standing committee. The convention may confirm the preparations committee as the standing committee, or make changes as it sees fit, provided its decisions take into account the relative strength of the professional organizations as represented in the standing committee and the convention in general.

51.3 Up to three days before the convention begins, the convention delegates have the right to suggest changes in the decisions proposed or in the IMA regulations formulated by the preparations committee, or to submit new proposals, provided such proposals are submitted in writing.

51.4 Upon concluding its deliberations and deciding to approve a proposal, the standing committee shall submit its decision to the convention for approval.

51.5 The standing committee shall review all recommendations before they are put to a vote at the convention. A recommendation submitted by a convention delegate or by a group of delegates that did not receive the support of 30 percent of the standing committee members, shall be stricken from the agenda and shall not be put to a vote at the convention. The standing committee shall explain the reason for their decision to strike the proposal. Nominations for IMA officials, with the exception of the IMA president who shall be elected in accordance with
clauses 94-95, shall be brought only through the standing committee.
The preparations committee or the standing committee, as the case may be, may select sub-committees for any matter from among its members or the convention delegates, in order to facilitate their job, provided that all proposals of the sub-committees are returned to the standing committee for discussion and formulation.

52. The standing committee has overriding authority to accept any decision related to the national convention.

53. The secretariat shall appoint a Regulations Committee, comprised of a chair and six members, as well as a member of the IMA Legal Department.

53.1 The Regulations Committee shall formulate and draft proposed changes to the IMA regulations that shall be raised between conventions.

53.2 The Regulations Committee shall forward all proposed changes, with accompanying explanations, to the Central Committee for its approval.

53.3 Each change approved by the Central Committee shall be submitted for approval of the national convention.

54. If the regular convention does not cover all the points on its agenda, it may call for an additional session or sessions, or authorize the central committee to discuss and decide on the outstanding issues, without assembling the convention.

55. The central committee, by decision of a proportional majority of 70 percent those present at a meeting, may, whenever it sees fit, convene an extraordinary convention. When additional sessions or an extraordinary convention are convened, the delegates of the most recent regular convention shall serve as delegates for every
purpose, provided that the proposal to call the special session or convention appears on the agenda of the central committee.

56. The additional session or extraordinary convention shall have the same order of discussions as in an ordinary convention. An extraordinary convention is authorized to replace the members of the presidium or the members of the standing committee, at its discretion.

57. If a delegate resigns or is prevented for any reason from fulfilling his duties, or has ceased to work for the employer whose professional organization has made him a delegate, s/he will be replaced by a delegate whose name appears on the list of the same organization as that of the delegate s/he is replacing, provided that they both belong to the same sector. If no such person is on the list, the organization shall appoint the replacement.

The Central Committee

58. The central committee is responsible for establishing IMA policy and implementing IMA objectives in accordance with the decisions of the national convention.

The central committee also oversees IMA institutions, establishes work procedures in various fields and serves as the legislative body of the IMA between conventions.

59. The central committee fulfills, inter alia, the following functions:

59.1 Makes decisions regarding items on the agenda
59.2 Appoints IMA vice presidents, the treasurer and secretariat members.
59.3 Receives reports from IMA institutions
59.4 Grants final approval for scientific associations and societies
59.5 Disbands scientific societies in accordance with
regulations
59.6 Approves and disbands physicians' committees not within the purview of the professional organizations
59.7 Makes discretionary rulings regarding the termination of IMA membership following a court ruling
59.8 Suspends an IMA member following a non-absolute court ruling accompanied by imprisonment
59.9 Convenes the national convention or an exceptional convention
59.10 Appoints ad hoc committees
59.11 Collects membership fees through the service and welfare department
59.12 Defines the number of IMA branches and authorizes closing of branches
59.13 Ratifies the positions of the ethics board and changes in rules of ethics between conventions

60. The central committee has the authority to make significant decisions related to the objectives and future of the IMA. These decisions may be overruled by the convention. Until nullification, the decision of the central committee is valid.

61. The central committee has the authority to make decisions related to the relations between the IMA and the institutions, the organizations, the associations and the societies operating under its auspices.

62. The central committee has the authority to make decisions related to IMA regulations that cannot be postponed until the next convention. The central committee does not have the authority to change the name, legal capacities, objectives or scope of activities of the IMA or the authority of the national convention.

63. The central committee may disband an association committee, a society committee or a special organization committee that does
not comply with the clauses specified in these regulations and appoint a temporary committee, which shall have the authority to act until new elections are held for institutions of the association, society, or special organization. The central committee shall determine dates for the new elections. The central committee shall not act according to this regulation until it hears the relevant claims of those involved.

64. The central committee collects fees from all IMA members: from physicians who are members of professional organizations, through these organizations, and from physicians who are not members of professional organizations, directly. If fees are not paid to the central committee through the professional organizations for a period of three months, the central committee is entitled to collect them by itself. The central committee has the right to increase the amount of fees and to organize special collections.

65. The central committee may appoint committees and authorize them to undertake specific actions within its authority. These committees shall answer to the central committee.

66. Decisions of the central committee are binding on IMA members and its institutions, branch committees, organization committees, scientific associations, societies, and special organizations, as long as they are not changed or overruled by the central committee or the national convention.

67. Members of the central committee are elected by the national convention for a period of four years, or between conventions. The number of members in the central committee shall be determined by the national convention, and shall not be less than 40. Its composition shall be determined by the relative number of representatives elected by the various IMA organizations. In any event, the central committee shall include as members at least
one representative of each IMA organization as well as the chair of the Scientific Council. Its members shall also include three medical residents representing the residents' sector and three pensioners representing the pensioners' sector. The chair of the ethics board and an independent physician, representing independent physicians, shall serve as observers.

68. The IMA president shall serve as chair of the central committee.

69. The central committee, in its first meeting following its election by the national convention, shall select from among its members deputy chairs and members of the secretariat, one of whom shall serve as the substitute for the IMA president. The committee shall also appoint a treasurer as well as other officials, as determined by the central committee.

70. The IMA president shall convene the central committee no later than two months after the convention, and thereafter, at least once every four months.

One third of the members of the central committee, among them the IMA president and/or his substitute, shall constitute a quorum for meetings. If there is no quorum, the meeting shall take place one half-hour after the appointed time and it shall be legal with any number of participants.

71. Should a member of the central committee, other than the chair and his or her substitute, resign, or for some reason be permanently unable to fulfill his or her duties, another member from the same professional organization as this member shall be added to the central committee. This addition shall be made in accordance with the recommendation of the relevant professional organization, provided that the number of resident and pensioner delegates does not change. On the basis of this provision, the central committee has the right to consider a member of the central committee who, for whatever reason, does not serve for
12 months, or who is absent from three meetings, whichever is
earlier, as having resigned, and to act towards him or her in
accordance with this provision. This is provided that prior notice is
sent to the member, who is given the opportunity to amend his or
her ways, and that both the member and the professional
organization to which s/he belongs are given a fair opportunity to
state their cases.

72. The resignation of a central committee member within three
months before the national convention shall not entitle the
professional organization to which s/he belongs to add another
member to the central committee.

73. If a member of the central committee is unable to fulfill his or her
duties, for any reason, for a period of six months or more, s/he
may recommend to the central committee to appoint a substitute
for the period of his or her absence. The substitute must belong
to the same professional organization and receive approval of the
organization. The substitute shall carry full responsibility, as any
other central committee member, for the term of the position.

74. If an organization to which a member of the central committee
belongs announces its decision to terminate the physician's
membership in the central committee, in accordance with the
regulations of such organization, the membership in the central
committee shall be terminated as of that date. Prior to the
decision the member shall be given an opportunity to state his or
her case. If a member's participation in the central committee is
terminated as described in this section, steps shall be taken to
appoint another member, as specified in section 71 above.

75. When fulfilling his or her role as a member of the central
committee, the member must act in the best interests of the IMA
and act to advance its goals and interests. A member of the
central committee shall not act in any way that constitutes a
conflict of interests between his or her role in the central committee and any other public position.

76. If a disagreement arises between the IMA president and the central committee, and either of the two parties decides, in a secret vote and with a proportional majority of 70 percent of all committee members, that settling the disagreement is a matter of good faith, the IMA president shall convene, within a reasonable time, a special meeting of the central committee. The agenda sent to the members shall include the subject of the disagreement. If the central committee decides in this meeting, by secret ballot and with a proportional majority of 70 percent of central committee members, to oppose the position of the IMA president, the president and the members of the central committee shall resign. If less than 70 percent of central committee members were present at the vote, the IMA president shall convene an additional meeting within two weeks, and the agenda sent to the members shall include the subject of the disagreement. If the central committee decides, at the second meeting, in a secret ballot and with a proportional majority of 70 percent of central committee members present at the meeting, to oppose the position of the IMA president, the president and the members of the central committee shall resign. An extraordinary meeting of the national convention shall be convened within two months of the resignation to elect a new president and central committee. The central committee and the president shall continue to fulfill their duties until the date of the national convention. The president and the central committee newly elected by the convention shall complete their predecessors' terms.

The secretariat

77. The secretariat is responsible for implementing the policy and decisions of the central committee. It is also responsible for
proposing new policy, including proposals for amendments to IMA regulations. The secretariat serves as the operating arm of the IMA, initiates activities that contribute to implementation of IMA objectives and oversees the committees and institutions that it appoints.

78. The secretariat fulfils, *inter alia*, the following functions:

78.1 Makes decisions related to policy, financial and organizational issues, etc.

78.2 Approves collective agreements

78.3 Declares national and local strikes

78.4 Discusses issues on the IMA agenda and recommendations to the central committee

78.5 Approves the IMA budget

78.6 Makes decisions regarding IMA branches

78.7 Determines services for the scientific associations

78.8 Reports to the central committee

78.9 Appoints the finance and welfare committee

78.10 Appoints an internal controller

78.11 Convenes periodic meetings with the chairs of the Scientific Council, ethics board and World Fellowship, who report on their activities

78.12 Any authority not explicitly granted by these regulations to another IMA institution.

79. The secretariat is elected in the first meeting of the central committee following the national convention. In this meeting, the number and composition of its members is also decided. The IMA president and vice presidents head the secretariat. The chair of the Scientific Council serves as a member of the secretariat. In addition, two pensioners to be recommended by the pensioners' committee and approved by the central committee, and two
residents shall serve as members. The IMA treasurer, chair of the World Fellowship and chair of the finance committee shall be observers to the secretariat. The secretariat may appoint additional observers to join at its discretion. The chair of the ethics board shall be regularly invited to participate in meetings of the secretariat. The secretariat meets by decision of the IMA president, at least once a month.

80. One third of the members of the secretariat, among them the chair and/or his substitute, shall constitute a quorum for meetings. If there is no quorum, the meeting shall take place one half-hour after the appointed time and shall be legal with any number of participants.

81. The secretariat shall stipulate its working methods from time to time. The secretariat is entitled to appoint committees and authorize them to perform certain duties within its mandate.

82. The secretariat shall appoint a pensioners’ committee comprised of a chair and at least 4 members, to be appointed by the secretariat. The objectives of the committee shall be:
82.1 to advance the needs of physician pensioners, including preserving their rights;
82.2 Concern for their social welfare;
82.3 concern for social and leisure activities;
82.4 To assist in finding sources of employment

83. If a member of the secretariat or an observer resigns or is unable to fulfill his or her duties on a regular basis, for any reason, the secretariat shall add another member, belonging to the same professional organization as such member, subject to the recommendation of the organization and the decision of the central committee.

Under this clause, the secretariat may view any member who has not fulfilled his or her duties, for any reason, for a period of four
months, as having resigned, and to act according to this clause, provided that the member is given a fair opportunity to state his or her case.

84. The secretariat shall keep minutes of its meetings. The minutes of the previous meeting shall be approved at the beginning of each meeting. The minutes shall be distributed to secretariat members and to all relevant parties.

Forum of deputies

85. The forum of deputies is made up of the IMA deputy presidents, as appointed by the central committee, and the IMA president.

86. The forum of deputies serves as a limited entity that implements the decisions made by the secretariat, prepares proposals and issues for discussion in the secretariat, handles routine matters and makes decisions that cannot be postponed. As a rule, the activities of the forum shall be approved and supported by the secretariat in its regular meetings. The deputies are required to report their decisions to the secretariat, without delay.

87. The deputies fulfill the following functions, *inter alia*:

87.1 Make decisions on routine issues on the IMA agenda

87.2 Make ad hoc decisions

87.3 Initiate projects to advance the IMA, its policy and objectives, which will be subject to secretariat approval

87.4 Prepare an annual work plan for approval by the secretariat

87.5 Represent the IMA in various organizations and institutions

88. The forum will convene from time to time, as it sees fit, but at least once a month.

89. If the deputy serving as vice president of the IMA resigns, or is unable to fulfill his or her position on a regular basis for any reason, another member will join the forum of deputies, according
to the decision of the professional organization to which the member belongs and with approval of the IMA central committee.

**IMA president**

90. The president of the IMA heads the IMA, and has the authority to represent it in all areas entrusted to it. The IMA president manages the central committee, the secretariat and the forum of deputies, assembles meetings of the central committee, the secretariat and the forum of deputies and defines the agenda of these meetings.

91. The IMA president shall be a full member of the IMA and shall not fulfill any function in the IMA or in any IMA organization other than the position of president.

92. The IMA president is elected by the national convention or by direct, personal and secret ballot, as decided by the central committee at least one year prior to such elections and in accordance with rules that shall be determined, and serves as president until the next convention.

93. The outgoing president shall, within a period of three months after the elections, transfer the position of president to the newly elected president in a proper and thorough manner. The new president shall begin his or her term immediately upon election at the national convention.

94. 94.1 A physician who is a member of the IMA and wishes to be elected as IMA president shall submit his or her candidacy to the elections committee, along with the signatures of 25 full members who support his or her candidacy, at least 45 days before the national convention.

94.2 A physician who submits candidacy for the position of IMA president may not also serve as a member of the preparations/standing committee.
95. 95.1 If there are more than two candidates for the position of IMA president, the national convention shall elect the president by secret ballot and with a proportional majority of more than 50 percent of the delegates. If no candidate receives the minimum number of votes for a proportional majority, the two candidates who received the most votes shall compete in a second vote held by secret ballot, and the candidate who receives the most votes in the second runoff shall be elected.

95.2 If there are only two candidates for the position of IMA president, the national convention shall elect the president by secret ballot and a regular majority.

95.3 If there is only one candidate, the candidate shall be confirmed by the convention as IMA president.

96. If the IMA president resigns or is permanently unable to fulfill his or her duties, his or her substitute shall fill the position for six months. At the end of six months, new elections for IMA president will be held, in accordance with IMA regulations.

97. If the president is absent for a limited time, for whatever reason, the deputy who has been appointed as his or her permanent substitute shall serve in his or her absence.

98. If the IMA president leaves the State of Israel, the deputy who is his or her substitute shall serve as president until his or her return.

99. If the president's substitute is unable to serve as specified in clauses 96-98 above, the president shall appoint a deputy to serve in his or her place and if this is not possible, the regular substitute shall choose the deputy.

100. The IMA president or one of the deputies are invited to all conventions, councils and conferences of any IMA organization, and participate without voting rights.

100.1 An IMA president who has completed his or her term of office shall be referred to as IMA president emeritus.
IMA treasurer

101. The IMA treasurer is appointed by the central committee and is responsible for managing the finances of the IMA, based on the decisions of the central committee and secretariat. The finance and welfare committee work together with the treasurer. The treasurer and the finance and welfare committee oversee the financial activities of IMA institutions and branches by routine auditing of budgets and reports. The treasurer reports to the central committee and secretariat.

102. The IMA treasurer shall not serve as the treasurer of a branch or professional organization or scientific society/association.

Finance and welfare committee

103. The secretariat shall elect a finance and welfare committee with six members and a chair.

104. The finance committee fulfils the following functions:
   104.1 Prepares the IMA budget for approval by the secretariat and handles any other issues pertaining to the IMA budget, including receiving reports on IMA investments
   104.2 Oversees IMA accounting and the financial activities of IMA branches, associations and the mutual assistance fund, receives a report from the Yachad club, etc.
   104.3 Implements financial and welfare policy established by the secretariat, initiates new activities in these areas and submits them to the secretariat for approval

105. The finance and welfare committee shall convene at least once every three months.

106. The finance and welfare committee shall submit an annual activity report to the secretariat.
The mutual assistance fund

107. The mutual assistance fund provides financial assistance for IMA members and their families, based on criteria and work procedures defined by the fund management members and subject to approval by the IMA secretariat.

108. The IMA secretariat shall define, every year, the rate of deduction from membership fees designated for use by the fund.

109. The chair of the fund may ask the secretariat to increase the budget during the year.

110. The criteria and work procedures according to which the fund is managed shall be examined every three years, unless the majority of the fund management members decide that the criteria should be examined earlier. The fund management members shall examine the process and submit its results to the secretariat for approval.

111. The chair of the fund and the members are elected in the national convention. The fund shall have seven members plus chair, representing the different professional organizations.

112. Should the chair or any member wish to resign from the fund, written notice shall be submitted to the IMA secretariat. If a fund management member does not attend four consecutive meetings of the fund management, s/he shall be considered as having resigned, and the professional organization to which s/he belongs shall appoint another representative in his or her place.

113. The fund management shall convene at least three times a year. Decisions shall be made by at least three participants: the chair or his/her substitute and two other members.

114. In exceptional cases, when decisions cannot be postponed, the chair of the fund is authorized to make a decision, after consulting with the fund management. The decision of the chair shall be approved by telephone by the majority of fund members.
115. The fund management shall submit an annual report of its activities to the finance and welfare committee and to the IMA secretariat at the end of every calendar year, and no later than the end of March of the following year. The report will include details of the number of annual applications to the fund, number of applications that were accepted and rejected, the fund budget utilized and any other information that the fund management deems relevant.

**IMA world fellowship (WF)**

116. The national convention shall elect the chair and five members of the world fellowship.

117. The outgoing WF chair shall, within a period of up to six months after the elections, transfer the position of chair to the newly elected chair in a proper and thorough manner. The new chair shall begin his or her term immediately upon election at the national convention.

118. The objectives of the WF are:

118.1 To form and strengthen mutual relationships between Israeli health professionals and their colleagues in other countries;

118.2 To give individual WF members and WF branches the opportunity to identify and express their solidarity with Israel, the IMA and with the advancement of medicine in Israel.

119. WF activity shall include:

119.1 Assistance to colleagues abroad who wish to form connections with physicians in Israel in all fields and all medical institutions for social or professional reasons, creation of networking opportunities, exchange of information and other opportunities for collaboration between WF members and branches;

119.2 Provision of grants to young Israeli physicians participating in fellowship programs abroad;
119.3 Collaboration with medical institutions and organizations abroad in advancing professional and social objectives.

**Institute of quality in medicine**

120. The institute of quality in medicine is a body within the IMA that works in conjunction with the Scientific Council and the scientific associations and societies. The institute for quality in medicine advances scientific collaboration, *inter alia*, via:

- 120.1 patient safety and risk management
- 120.2 informed consent forms
- 120.3 continuing medical education
- 120.4 medical technologies assessment
- 120.5 clinical guidelines and professional position papers

121. The institute for quality in medicine shall be appointed by the IMA secretariat and shall comprise a chair and at least ten members.

122. The chair of the institute shall be an associate professor in either the regular or the clinical track in an Israeli university, holder of a specialist title and eminence in the field of medicine, at the time of his or her appointment.

123. The chair of the institute and its members shall be appointed for a term of four years or from one national convention to the next. The members shall not serve more than three consecutive terms.

124. The chair of the institute shall prepare an annual report on the activities of the institute for the IMA secretariat. The report shall be distributed to the Scientific Council.

**The internal controller**

125. The internal controller is appointed by the IMA secretariat immediately after the national convention.

126. The internal controller oversees activities of IMA institutions, the decision-making process and implementation of the decisions.
127. The internal controller oversees the financial activities of the IMA accounts department.
128. The internal controller submits an annual audit to the secretariat, and reports to the national convention every four years.

**The Scientific Council**
129. The Scientific Council is the scientific branch of the IMA. The Scientific Council is responsible by law for residency of physicians in the state of Israel. The Scientific Council maintains the high level of the medical profession by, *inter alia:*
   129.1 Ensuring a full and high quality residency in each branch of medicine, establishing appropriate courses of residency (syllabuses) and conducting examinations
   129.2 Recognizing and overseeing departments, clinics and units for residency
   129.3 Recognizing and overseeing professional training and continuing medical education for IMA members
   129.4 Representing the IMA in educational, academic and medical institutions in Israel and other countries

130. The Scientific Council functions through committees with the following responsibilities:
   130.1 Residency committee, responsible for establishing residency syllabuses and fellowship courses and establishing criteria for recognizing new medical specialties
   130.2 Examinations committee, responsible for arranging certification examinations in basic specialties and subspecialties and for arranging additional examinations as determined by the IMA or the Scientific Council, which are under the umbrella of the Scientific Council
   130.3 Accreditation and quality control committee, responsible
for recognizing departments, institutes, clinics and units within medical institutions for the purpose of residency and fellowships

130.4 Professional committees, responsible for assessing the individual residency track: the physician's eligibility for a recommendation for specialty certification, and requirements for the completion of residency or examinations.

130.5 Education committee, responsible for recognizing advanced study programs in medicine, establishing criteria to grade these programs and recognizing credit points due to physicians participating in the programs.

130.6 Basic sciences committee, responsible for approving six-month rotations in basic sciences within the course of the residency.

131. The working procedures of the committees are specified in Appendix B.

132. Any issue related to the Scientific Council that is not covered by sections 129-229 shall be administered according to the specifications in Appendix B.

133. The members of the Scientific Council institutions, including the presidium, the executive committee and the superior appeals committee, shall be elected by the national convention. The national convention shall elect the chair of the Scientific Council and his deputies, who constitute the presidium of the Scientific Council.

134. The chair of the Scientific Council and the members of its institutions are elected for a term of four years or until the next national convention.
135. Officials elected by the national convention or appointed by the executive committee shall serve for no more than three consecutive terms.

The Executive Committee

136. The executive committee is elected by the national convention.

137. The chair of the Scientific Council shall serve as chair of the executive committee.

138. The chair of the Scientific Council shall convene the executive committee no later than one month after the national convention, and after that, at least once every four months.

139. The executive committee shall be comprised of members of the Scientific Council presidium, IMA deputy presidents and physicians representing the various groups, as follows:

- Clalit Health Services doctors' organization: 14 representatives
- Association of state-employed physicians: 9 representatives
- Scientific associations: 10 representatives
- Hadassah Medical Center: 2 representatives
- Ichilov General Hospital: 1 representative
- Residents: 2 representatives, and two alternates who shall be invited to all meetings as observers, but who may vote only when the official representatives are absent
- Chief medical officer of the IDF
- Hospital directors: 1 representative
- Director of the department of special professions in the Ministry of Health: 1 representative
- Peripheral hospitals: 2 representatives
- Small health funds: 1 representative
- Community clinics: 1 representative
- One medical school dean, to be selected by the association of deans
- The director general of the Ministry of Health or his/her
representative, provided that s/he is a physician

140. Members of the executive committee who serve ex-officio shall serve as members of the committee for as long as they hold office.

141. A legal quorum for a meeting is one third of the members, among them the chair and/or his or her substitute. If there is no legal quorum, the meeting shall take place one half hour after the set time, and shall be legal with any number of participants.

142. Notwithstanding the aforesaid in section 141, fundamental decisions shall be made by at least fifty percent of all executive committee members and a majority of two thirds of the members present. A committee made up of the Scientific Council chair, IMA president, two members of the presidium and the legal advisor has the authority to decide which subjects shall be considered fundamental.

143. The role of the executive committee is to determine and approve general policy of the Scientific Council, to receive reports and to approve decisions of the presidium. The executive committee will clarify fundamental problems and raise subjects of wide interest, related to activities of the Scientific Council and its interactions with various parties both within and outside the IMA, in particular issues related to residency. The executive committee shall follow the work procedures specified in Appendix B of these regulations.

144. Members of the executive committee participate in the national convention as representatives with full rights.

145. If a member of the executive committee resigns or is permanently unable to fulfill his or her duties, for whatever reason, the executive committee may replace him or her, in coordination with the organization to which the member belongs.

146. The resignation of an executive committee member within three months before the national convention shall not entitle the
professional organization to which s/he belongs to add another member to the executive committee.

147. The executive committee and the Scientific Council committees shall maintain close ties with the scientific associations. In all questions relating to a scientific association, the executive committee shall consult with the relevant association before reaching a decision on the matter. If a scientific association does not agree with the decision taken in a matter affecting it, it may appeal to the IMA tribunal within 90 days of the decision, and the decision of the tribunal shall be final. The appeal does not absolve the scientific association from abiding by the decision of the executive committee until it rules on the appeal.

148. The scientific associations and societies shall not adopt any decision that contradicts or does not reconcile with the decisions of the executive committee, and any such decision shall be null and void.

149. Members of the executive committee are elected for a term of four years or until the next convention. Members of the executive committee shall not serve for more than three consecutive terms. The terms of the executive committee do not include a period in which an official served ex-officio as a member of the presidium or as IMA deputy or IMA president.

150. If there is a dispute between the presidium of the Scientific Council and the executive committee, and either of the two parties decides, by a proportional majority of 70 percent, that settling the dispute is a matter of good faith, the IMA president shall convene the plenum of the Scientific Council, which shall settle the dispute by a proportional majority of 70 percent of the members of the plenum, provided that the agenda is sent to the members within a reasonable time before the meeting and includes the subject of the disagreement.
If at least 70 percent of the members of the Scientific Council are not present at this meeting, the IMA president shall convene an additional meeting within a reasonable time, specifying the topic on the agenda. A special majority of 70 percent of those present shall be required at that meeting.

151. If the decision of executive committee is accepted, the presidium of the Scientific Council shall resign and the substitute of the chairman of the Scientific Council shall serve in his place until the next extraordinary convention. An extraordinary convention shall be convened no later than two months after the resignation, to elect a new chair and members of the Scientific Council presidium. The presidium elected by the extraordinary convention shall complete its predecessor's term.

Presidium

152. The Scientific Council presidium includes the chair of the Scientific Council, who serves as chair of the presidium, the IMA president, and five deputy chairs, with an option of adding two deputy chairs as decided by the convention. The chair of the Scientific Council shall be a full professor and his or her deputies shall hold the title of professor from a university in Israel, including in the clinical track, and shall be eminent specialists. The deputies shall serve as chairs of the following committees: residency, examinations, accreditation and quality control, and education. The legal advisor of the IMA and the residents' ombudsman shall serve as observers to the presidium.

153. The presidium fulfils the following functions, *inter alia*:

153.1 Implements policy established by the executive committee

153.2 Coordinates between various Scientific Council committees and debates issues and problems that arise in the course of the committees' activities
153.3 Discusses and decides on routine issues, such as eligibility to take examinations, exemptions, issues that the presidium has authority to decide and issues that need immediate determination, as detailed in Appendix B.

154. Decisions of the presidium are passed by a relative majority.

155. The presidium shall submit a semiannual report to the executive committee.

156. If a member of the presidium resigns or is permanently unable to fulfill his or her duties for any reason, the joint presidium-secretariat forum shall be convened, as specified in section 159 below, and shall nominate a new chair or member from the executive committee. The executive committee, by a majority of 70 percent of its members, shall confirm the nomination. Until the election of a new chair, the regular alternate shall serve as chair.

**Scientific Council chair**

157.

157.1 The chair of the Scientific Council shall be a full professor in the regular or clinical tracks in a university in Israel at the time of his election, and shall be an eminent specialist. The chair of the Scientific Council shall not concurrently serve in any other executive position in the IMA other than positions in which he serves ex-officio.

157.2 The chair of the Scientific Council is elected by a search committee appointed by the IMA president and his deputies, five months before the convention. The search committee is comprised of three members with the rank of professor, who are not members of the IMA secretariat or presidium. The IMA president and legal advisor shall be observers to the committee with no voting rights. Deliberations of the search committee are confidential.
157.3 A physician who wishes to be elected to the position of Scientific Council chair shall submit his or her candidacy no later than 45 days after the announcement in the IMA media regarding the formation of the search committee and a call for candidates. A physician submitting candidacy for position of chair of the Scientific Council may not simultaneously submit a bid for candidacy in the presidium.

157.4 The search committee shall submit to the IMA secretariat the list of its candidates for the position of Scientific Council chair, along with its recommendations and reasoning. These recommendations shall be the main component in the considerations of the secretariat when it nominates a candidate to the convention.

157.5 If the chair of the Scientific Council resigns or is permanently unable to fulfill his duty for any reason, a new search committee shall be established, as specified in section 157.2 above, within 14 days from the date of resignation or the date that the incumbent chair is unable to fulfill his or her duty. The committee shall submit its recommendations to the IMA secretariat within one month, along with its reasoning. These recommendations shall be the main component in the deliberations of the secretariat, when it recommends a candidate to the central committee. The central committee shall convene within 30 days to elect a new chair. Until the election of a new chair, the regular alternate shall serve as chair.

157.6 The outgoing chair shall, within a period of three months after the elections, transfer the position of chair to the newly elected chair in a proper and thorough manner. The
new chair shall begin his or her term immediately upon
election at the national convention.

**Joint presidium-secretariat forum**

158. The joint presidium-secretariat forum includes all members of the
presidium and secretariat, observers of the presidium and
secretariat and the chair of the ethics committee as an additional
observer.

159. The IMA president is the chair of the joint presidium-secretariat
forum. The chair shall convene the joint presidium-secretariat
forum regularly once every three months, but may convene it ad-
hoc whenever the need arises.

160. The chair of the Scientific Council may request ad-hoc convention
of the joint presidium-secretariat forum, should an issue arise in
sessions of the presidium that require broader deliberation.

161. The joint presidium-secretariat forum shall convene within two
weeks of the request of the Scientific Council chair.

162. The joint presidium-secretariat forum shall nominate a member of
the presidium in the event of resignation, as specified in section
156 above and shall similarly nominate a member for the appeals
committee in the event of resignation, as specified in section 170,
and shall approve the addition of a member to the executive
committee as specified in section 145 above.

163. The institution's deliberations shall comply with the procedural
rules specified in these regulations.

**Residents' ombudsman**

164. The joint presidium-secretariat forum shall appoint a residents'
ombudsman. The ombudsman shall be a specialist with experience
in similar positions and shall be acceptable to all IMA branches.
165. The role of the ombudsman is to clarify, advise and mediate among the various parties and to find a suitable solution to the problems of the residents.

166. An individual or a body within the IMA that receives an inquiry from the ombudsman shall respond within 60 days. The response shall relate to the problem, and if appropriate, suggest solutions to the problem raised. If no response is received, the ombudsman shall transfer the issue to the chair of the Scientific Council.

167. The ombudsman shall make decisions, as needed, regarding personal issues of residents.

168. The appointment of an ombudsman, his or her authority and contact details shall be publicized in IMA publications and in the material given to each resident when opening a residency log book.

169. The ombudsman shall submit an annual report to the joint presidium-secretariat forum outlining his or her activities and recommendations.

**Appeals committee**

170. The appeals committee is comprised of twelve members plus chair, elected at the convention:
   
   170.1 The chair shall be a professor in the regular or clinical track in a university in Israel and an eminent specialist.
   170.2 Eleven physicians who are specialists in various fields
   170.3 One representative of the residents
   170.4 The legal advisor of the IMA, as an observer
   170.5 The individual responsible for the body or committee whose decision is being appealed shall be invited to the hearing.

   The appeals committee shall not include members who hold office in the scientific committee or principal committees of the IMA.
If a member of the appeals committee resigns or is permanently unable to fulfill his duty for any reason, the joint presidium-secretariat forum shall convene, as specified in clause 158-163 above, and shall nominate a new member.

171. The appeals committee shall hear an appeal with a composition of five members: the chair or his/her representative and four physicians. In certain cases, at the discretion of the chair, the appeal shall be heard with a broader composition.

172. A physician, or any party that sees itself adversely affected by a decision of any forum or committee of the Scientific Council in areas addressed by the appeals committee (including residency, accreditation for residency, residency examinations and exemptions for examinations) and subjects within the jurisdiction of the appeals committee as stated in clause 174, may file an appeal to the committee.

173. The committee shall hold its deliberations in accordance with the procedural rules outlined in Appendix B.

174. The appeals committee shall rule on decisions that were allegedly taken as follows:

174.1 In the institutions of the Scientific Council, without explanation

174.2 Without jurisdiction and in contravention of the procedures of the Scientific Council

174.3 In opposition to the rules of natural justice

174.4 Inequitably

174.5 Based on irrelevant considerations, or arbitrarily

175. The chair of the appeals board or the IMA legal advisor may reject an appeal without bringing it before the committee if they find that one of the following applies:

175.1 The reason for the appeal is not within the jurisdiction of the appeals committee.
175.2 The appellant has not exhausted all options available within the framework of the Scientific Council.

176. The members of the appeals committee shall be elected for a four-year term or until the next convention. Members of the committee shall not serve for more than three consecutive terms.

177. Any issue related to the appeals committee that is not specified in clauses 170-178 shall be conducted according to the specifications in Appendix B. Any issue that is not resolved in Appendix B shall be conducted according to IMA regulations, including procedural rules.

178. The appeals committee shall not rule on the content of examinations, i.e., the content of questions and answers.

**Professional committees for approving specialist degrees**

179. The professional committees have the authority to determine whether a physician is eligible for a specialist degree, based on the examination of residency terms and written criteria.

180. The professional committees shall decide on partial or full recognition of the physician's residency in Israel and other countries.

181. There will be nine committees, according to the following division, as specified in the table in Appendix C:

181.1 Surgical fields, including sub-specialties
181.2 Pediatrics, including sub-specialties
181.3 Internal medicine, including sub-specialties
181.4 Obstetrics and gynecology, urology
181.5 Additional fields 1
181.6 Psychiatry and neurology
181.7 Additional fields 2
181.8 Medical administration, public health, occupational medicine
181.9 Family medicine
182. Each committee will be composed of 15 members, according to the following key: nine members nominated by the associations and six members nominated by the organizations. The members shall be approved by the executive committee.

The joint presidium-secretariat forum shall elect the chair of the professional committee from among the committee members.

182.2 Senior physicians with at least five years experience as specialists in one of the basic and sub-specialties related to the field may serve as committee members.

183. The committee shall comply with the procedural rules specified in Appendix B.

184. Members of the professional committee shall be elected for a four-year term or until the next convention. Committee members shall not serve for more than three consecutive terms.

**Exemptions committee**

185. The exemptions committee is authorized to grant exemptions from Stage II examinations to physicians who have completed residency abroad, in accordance with criteria determined by the Scientific Council. The committee shall also rule on complex situations of doctors who completed residency abroad, referred to it by the professional committees or the chair of the Scientific Council.

186. The exemptions committee shall consolidate information regarding medical training in various countries, update it from time to time and determine guiding principles that will serve the professional committees in their deliberations about physicians who performed
their residency abroad.

187. The committee shall be comprised of heads of the professional committees, as detailed in section 181, above, and the residents' ombudsman shall serve as chair of the committee.

188. The committee is authorized to recommend to the presidium to update criteria and procedures for recognition of specialist titles from abroad in accordance with issues raised in the course of its work.

189. The committee shall hold its deliberations in accordance with the procedural rules outlined in Appendix B.

**Accreditation and review committee**

190. The accreditation and review committee shall be selected by the executive committee of the Scientific Council.

191. The committee is authorized to fulfill the following functions:

191.1 Define criteria for accreditation, including preparation and consolidation, in coordination with the scientific associations. Accreditation criteria shall be largely based on the residency syllabus and shall receive final approval in the presidium and executive committee of the Scientific Council.

191.2 Manage organized and routine monitoring in the departments, units and institutions, including collection of information and preparation of reports on the body under examination.

191.3 Discuss and make final decisions regarding accreditation of the body under examination.

192. The committee shall be comprised of 27 members and a chair, elected according to the following key:

IMA organizations: 10 representatives
Scientific associations: 10 representatives
Association of hospital directors: 1 representative
Peripheral hospitals: 3 representatives
Community clinics: 1 representative
Residents: 2 representatives

The committee chair shall be a member of the Scientific Council presidium, who shall be elected in accordance with the regulations for electing members of the presidium.

193. The committee members shall be directors of departments, units and institutes, with the exception of one member, who shall represent hospital directors, as specified above.

194. The committee members shall be elected for a four-year term and may not serve for more than three consecutive terms.

195. Committee meetings shall be held with a minimum composition of nine members, including the chair. Decisions shall be carried by a two-thirds majority.

196. The committee shall comply with the procedural rules, as specified in Appendix B.

Residency committee

197. The residency committee fulfills the following functions:
   197.1 Accredits new professional fields
   197.2 Determines residency programs
   197.3 Modifies and updates the residency programs
   197.4 Defines policy in fundamental issues related to the residency programs
   197.5 Accredits fellowship programs

198. Fundamental issues, such as accreditation of new professions, residency programs and significant changes in the residency and fellowship programs, shall be brought before the presidium and executive committee for approval.

199. The committee shall be comprised of 25 members and a chair according to the following key:

   IMA organizations: 10 representatives
Scientific associations: 10 representatives
Peripheral hospitals: 2 representatives
Community clinics: 1 representative
Residents: 2 representatives

The committee chair shall be a member of the presidium

200. The chairs of the accreditation and review committee, examinations committee and the relevant association shall join the committee meetings ex-officio.

201. Committee members shall be elected for a term of four years and may not serve more than three consecutive terms.

202. The committee shall comply with the procedural rules specified in Appendix B.

**Chairs of residency committees in medical institutions**

203. A residency committee shall operate in every institution accredited for residency. The committee is responsible for accompanying and overseeing the residency programs.

204. Committee members shall consist of senior physicians who represent various professions, and a representative of the physicians' committee in the hospital.

205. The committee chair shall be appointed by the hospital director, in coordination with the chair of the Scientific Council. The chair of the committee shall be a senior specialist physician in the hospital, who currently serves or has previously served as the director of a department, unit or institution for at least five years. The chair of the residency committee in the hospital shall meet the residents, department directors and hospital administration on a regular basis and shall maintain regular contact with the Scientific Council and the relevant committees.

206. Once every six months, the Scientific Council presidium shall meet with all the chairs of the specialty committees to clarify their duties, review Scientific Council decisions and policy, and
exchange opinions.

207. The chair of the specialty committee shall submit an annual report of the committee's activities to the chair of the Scientific Council. A general report of the activities of all the chairs shall be presented at a conference of all the chairs.

208. The reports shall also be submitted to the presidium and the executive committee and publicized in the IMA media as relevant.

Examinations committee

209. The examinations committee serves as a steering committee to define examination policy, in accordance with the law.

210. The supreme examinations committee shall be elected by the executive committee of the Scientific Council.

211. A limited advisory committee shall initiate and implement policy of the supreme examinations committee. The advisory committee shall be appointed by the chair of the supreme examinations committee and shall be approved by the Scientific Council presidium.

212. The supreme examinations committee shall strive to ensure uniformity in Stage A and Stage B examinations in the different professions, focusing on an approach to solving clinical problems. The supreme examinations committee shall, through the advisory committee, routinely oversee implementation of examination procedures and approve examination results.

213. The supreme examinations committee shall be comprised of 25 members and a chair, according to the following key:

IMA organizations: 10 representatives
Scientific associations: 10 representatives
Peripheral hospitals: 2 representatives
Community clinics: 1 representative
Residents: 2 representatives

The committee chair shall be a member of the presidium.
214. The chairs of the internal medicine and surgical boards, residency committee, and accreditation and review committee shall join ex officio, as needed. The chairs of the relevant associations shall also be invited to the meetings, as required by the agenda.

215. In exceptional cases, with the consent of the chair of the supreme examinations committee, one or two members who do not meet these criteria may be invited to join the committee as observers.

216. The chairs of the internal medicine and surgical boards shall be nominated by the chairs of the Scientific Council and supreme examinations committee, and the executive committee shall approve the appointments.

217. The internal medicine and surgical boards shall convene after every Stage A and Stage B examination. The board chair shall report the examination results and the board shall draw conclusions after discussion. The chair of the supreme examinations committee shall also participate in these meetings.

218. Each board shall convene once a year to discuss the examinations. The board chair shall submit conclusions to the supreme examinations committee for discussion.

219.  

219.1 The examinations committees of the different professions shall comply with the rules of the Scientific Council. Any deviation from the rules requires prior approval from the chair of the supreme examinations committee. The committee/s shall record the reason for deviation in a detailed protocol.

219.2 The examinations committees in the different professions shall convene before and after Stage A and Stage B examinations, to discuss preparation for and results of the examinations. The conclusions shall be submitted to the chair of the supreme examinations committee. If
necessary, the conclusions shall be submitted to the relevant board and the supreme examinations committee for discussion. The supreme examinations committee shall discuss with the relevant exam committee all examinations with a failure rate of over fifty percent.

219.3 The examination shall be documented, and detailed explanations of reasons for failure shall be noted. The examinees shall remain anonymous, and the discussions in the examinations committee shall remain confidential.

220. The supreme examinations committee shall submit an annual report to the presidium and executive committee of the Scientific Council. The report shall include a summary of its activities and decisions during the year.

221. The committee members shall be elected for a four-year term and may not serve for more than three consecutive terms.

222. The committee shall comply with the procedural rules specified in Appendix B.

**Education committee**

223. The education committee shall be selected by the executive committee and fulfills the following functions:

223.1 Responsibility for continuing medical education (CME)
223.2 Accredits courses and conferences
223.3 Defines a physician's eligibility for a certificate and for benefits in accordance with the criteria
223.4 Ensures opportunity for physicians from all sectors, including the periphery, to participate actively in CME.

224. The education committee is comprised according to the following key:

- Organizations: 16 representatives, of which eight are from the community and two from peripheral hospitals
- Associations (internal medicine, pediatrics, surgery, family
medicine, gynecology and obstetrics): 5 representatives
Deans: 1 representative
Continuing education schools of faculties of medicine: 1 representative
Ministry of Health: 1 representative
Residents: 2 members

The chair of the committee shall be a member of the presidium and shall be appointed by the joint presidium-secretariat forum. The appointment shall be approved by the executive committee of the Scientific Council.

225. The members of the committee shall be elected for a term of four years and may not serve for more than three consecutive terms.

**Basic sciences committee**

226. The basic sciences committee approves a six months rotation in the basic sciences during residency training, and approves work in the basic sciences.

227. The committee shall be comprised of four members and a chair, who shall be representatives of the major fields: internal medicine, surgery, pediatrics, psychiatry and obstetrics and gynecology, as well as a representative of the residents.

228. The committee members shall be elected for a term of four years and may be elected for two more terms, unless the presidium-secretariat forum decides otherwise in specific cases.

229. The committee shall comply with the procedural rules as specified in Appendix B.

**The IMA ethics board**

230.

230.1 The national convention shall elect the members and chair of the ethics board. The chair of the ethics board shall be
a specialist physician, whose main occupation is the practice of medicine, with at least ten years experience in medicine.

230.2 The ethics board shall be comprised of at least 20 members, representing the different organizations, as well as the chief medical officer of the IDF, representatives of the chief medical officers in the Israeli Prison Service and the police force and the chief physician of the rehabilitation division of the Ministry of Defense.

230.3 The chair, with the approval of the entire ethics board, shall nominate three deputies, and one shall act as his substitute.

230.4 A physician who has been found guilty of a dishonorable offense or one who has been found guilty in the IMA tribunal or the ethics board shall not serve as a member or as the chair of the ethics board. A member of the ethics board who has been indicted shall suspend him or herself until the end of the proceedings in his or her case.

230.5 If the chair of the ethics board resigns or is permanently unable to fulfill his or her role for any reason, the deputy and substitute shall serve as chair of the ethics board until the next convention. If the substitute resigns or is permanently unable to fulfill his or her role, one of the remaining two deputies shall serve as chair. If they are also unable to fulfill the position, members of the ethics board shall elect, by secret ballot, another chair from among its members who shall serve until the next convention.

230.6 The outgoing chair of the ethics board shall transfer the position of chair to the newly elected chair within a period of three months after the elections, in a proper and
thorough manner. The new chair shall begin his or her term immediately upon election at the national convention.

231. The ethics board fulfills the following functions:

231.1 Promotes education and awareness of proper ethical behavior among physicians in the State of Israel.

231.2 Discusses and approves basic decisions in ethics as well as regulations and position papers relating to ethical issues.

231.3 Takes steps to influence public opinion and legislation on the status of physicians and medicine in Israel in relation to ethics, in accordance with IMA policy.

231.4 Submits proposals for changes to ethical principles to the national convention.

231.5 Appoints sub-committees or forums that shall act as an arm of the ethics board for specific ethical issues, and determine their authority.

231.6 Deliberates on ethical complaints against a member of the IMA filed by physicians, IMA associations or societies and/or medical institutions, via mediation or investigative committees, among others.

232. The position papers and the decisions of the ethics board shall be binding on IMA members as the organization's ethical policy, 21 days from publication in IMA media. The positions of the ethics board shall be discussed in the IMA secretariat and ratified by the central committee in its periodic meetings. After ratification they shall receive the status of medical ethics regulations and declared as such in the IMA media. If there is a disagreement between the central committee and the ethics board, the position paper shall be discussed and decided upon at the next national convention. After ratification by the convention, the position paper shall be accepted as a rule of medical ethics and shall be declared as such in the IMA media.
233. If the ethics board decides that a change is required to the ethical principles and/or in the legal procedures of the board specified in the appendix to the regulations, the change shall be discussed by the secretariat and approved by the central committee. Should the central committee accept the change, the change shall be published in the IMA media and shall come into effect 21 days from its publication. Should the central committee reject the change, the change shall not be published until it is discussed and decided upon in the next national convention. Should the convention approve the changes requested by the ethics board, the change shall be published in the IMA media and shall come into effect 21 days from publication.

234. The ethical committees in the scientific associations shall derive their authority from the IMA ethics board and shall act in accordance with the IMA ethical code.

235. The deliberations of the investigative and appeals committees of the ethics board are subject to the procedures in effect in the IMA ethics board as specified in Appendix D.

236. The mediation process shall be conducted in accordance with Appendix E of the regulations.

The IMA tribunal

237. The tribunal of the IMA has the authority to rule upon:

237.1 Disputes between an IMA member and an IMA institution, including a professional organization, association, society, and special organization, and disputes between IMA institutions.

237.2 Disputes or accusations of a personal nature between IMA members, provided that these disputes are related to the practice of medicine and that both parties agree in advance to abide by the ruling of the tribunal.

237.3 Disputes between an IMA member and individuals or
institutions outside the IMA, provided that such disputes have some connection to the practice of medicine, and both parties, including the party unconnected to the IMA, agree to abide by the ruling of the tribunal.

237.4 An appeal by an IMA member on the reasonableness of a central committee decision to postpone the national convention.

237.5 An appeal by an IMA member or institute on any decision made by an IMA institution regarding the propriety of the decision making process, provided that the considerations of the tribunal shall not replace the considerations of the institute against which the appeal was filed.

237.6 An appeal by a scientific association on a decision of the executive committee, as described in section 147 above.

237.7 The tribunal shall debate all appeals in accordance with IMA regulations, the natural rules of justice and the conventional procedures.

238. If both parties agree to mediation by an IMA mediator appointed by the tribunal, the parties shall sign the mediation agreement, as it appears in Appendix E, in the presence of the mediator, with the required changes.

239.  

239.1 In any dispute covered by clauses 237.1 and 237.2, every IMA member or institution is required to file the complaint with the IMA tribunal prior to taking other legal or public steps.

239.2 If an IMA member contravenes clause 239.1, the IMA legal advisor may file a complaint against him in the IMA tribunal.

Composition of the tribunal

240. Chair of the tribunal
The chair of the tribunal shall be a specialist with 20 years of medical experience and at least 10 years in his field of specialty. The chair shall be an eminent physician and shall be accepted by the different IMA organizations. Physicians charged with a dishonorable offense or convicted by the IMA tribunal or ethics board may not serve as the chair or as a member of the tribunal.

241. The tribunal has the authority to:

241.1 Establish the composition for sessions in the first instance
241.2 Establish the composition for sessions on the appellate level, and establish a chair for the composition
241.3 Reject a claim for reason of inappropriate instance and/or failure to exhaust the procedures
241.4 Recommend mediation to the parties in the dispute, as specified in clause 238 above

242. The national convention shall elect the tribunal chair and 24 members. The members shall have at least 20 years of experience in medicine and shall not serve in one of the other IMA institutions. The chair shall appoint one of the members as his or her replacement in the chair's absence provided that the member is not from the same professional organization as the chair.

243. The composition of the tribunal shall be as follows:

243.1 Initial suits shall be heard in the first instance by a panel of three.
243.2 Appeals shall be heard by a panel of five, provided that at least four of the tribunal members were not present in the first instance.
243.3 In disputes that present fundamental issues, the tribunal chair may establish broader hearings.
243.4 Members of the hearing shall disqualify themselves from the hearing, if they are aware of a conflict of interest that
might affect them.

244. Each side shall have the right to object to the appointment of one judge without stating a reason.

245. The chair of the tribunal shall give the judges copies of all relevant legal material in the file.

246. The chair of the tribunal and the IMA legal advisor may reject an appeal without bringing it before the tribunal, or transfer it to a different IMA institution, if they find that one of the following applies: The reason for the appeal is not within the jurisdiction of the IMA tribunal or the appellant has not exhausted all options available within the framework of the IMA.

247. Rules and procedures in the IMA tribunal shall be as specified in Appendix D.

IMA organizations (professional organizations)

248. At least 100 physicians employed by one or several employers of the same type are entitled to join together as a professional organization of salaried physicians for the purpose of safeguarding their professional and other interests vis-à-vis their employer/s, in accordance with the decisions of the organization. The organization shall be administered by a committee elected by the members. The organization committee shall maintain regular contact with the central committee.

249. The central committee shall not recognize two organizations comprised of physicians of the same type of employment (hospitals, clinics, etc.) and with the same employer. If, nonetheless, two organizations of the same type, with the same employer, are established, the central committee shall recognize only the organization with the larger number of members employed by the same employer.

250. A physician who has more than one employer shall belong to one organization, according to his primary place of employment. If his
work is shared equally among two or more employers, the physician shall choose to which organization he wishes to belong, and shall notify the IMA of his choice.

251. Independent physicians, who primarily practice independently, and who are employed less than 20 percent of the time as salaried physicians, may join together to form a professional organization in order to advance their interests as independent physicians.

252. The organizations are required to bring all decisions on general matters concerning IMA member physicians for discussion before the central committee.

253. The organizations shall represent the IMA in negotiations with the employer/s of members of the organizations. On all issues concerning physicians in general, the central committee shall negotiate with the employers. Similarly, in all cases where the organization committee requests the intervention of the central committee, negotiations shall be conducted with the employers after consultation with the representatives of the organization.

254. If there is a disagreement or dispute between the organization's committee and the central committee, the views of the organization's committee shall prevail, provided that they have the support of a two-thirds proportional majority in the central committee. If the organization's committee does not have this majority, the decision of the central committee shall prevail. If the disagreement relates to a basic problem that cannot be resolved through negotiation or as described above, an extraordinary convention shall be convened within two months to settle the matter. Until the convention, the decision of the central committee shall prevail.

255. A professional organization that is recognized by the central committee becomes an integral part of the IMA, whether or not it
is an independent legal entity, provided that the regulations of the organization require each member to belong to the IMA and the organization adopts the specifications in sections 248-261 of these regulations as part of its own regulations. In all matters related to the interaction between the professional organization and the IMA, the organization is bound by IMA regulations.

256. A professional organization is required to hold a national convention three to nine months before the national convention of the IMA.

257. Prior to the IMA national convention, the IMA election committee shall notify the organization of the number of delegates that it is entitled to send to the convention, as specified in section 48, above. The organization shall divide the number of delegates at its discretion, provided that it takes into account regional and/or sectional and/or structural distribution of the organization.

258. The delegates to the IMA national convention shall be chosen by the organization, according to the methods outlined in its regulations for choosing convention delegates.

259. Delegates to the IMA convention shall be chosen from each region or hospital in accordance with the number pronounced by the organization committee. A substitute shall be chosen for each delegate. The organization shall submit the list of delegates and their substitutes to the central committee, at least two months before the IMA convention.

260. An organization is entitled to select its institutions by whatever method it chooses, according to its regulations, provided that each organization member who fulfills his obligations to the organization and to the IMA is permitted to participate in the election process for the organization's institutions and the IMA convention. If this participation is not ensured, the organization shall not be permitted to send delegates to the IMA convention.
and its recognition will be revoked.

261. The central committee has the right not to recognize an organization or to revoke such recognition only if it is convinced that the organization does not comply with the specifications in sections 248-261 or the organization and/or its activities are detrimental to or are likely to be detrimental to the IMA and/or its operation, objectives and/or organizations, or if the organization has not transferred its members' fees to the central committee for a period of six months. The central committee may exercise its right according to this provision only after it has given the organization an opportunity to state its case. The organization may appeal the decision of the central committee before the IMA tribunal. The decision of the tribunal shall be final.

An organization whose recognition has been revoked may submit a new request for recognition after it has fulfilled all the provisions of these regulations or pays the required fees.

**Physician committees**

262. At least 10 physician members of the IMA who are employed by one employer and are not already organized within the IMA or one of its organizations, may organize and elect a physician's committee by such employer.

263. The physicians' committee is an integral part of the IMA, created by force of IMA regulations and deriving its authority from these regulations.

264. The physicians' committee must work in conjunction with the IMA and keep regular contact with its institutions. Any decision and/or action of the physicians' committee that does not reconcile with and/or contradicts and/or contravenes IMA policy shall be null and void.
Whenever there is a suspicion that the committee's money has been spent on a purpose in contravention of IMA policy, its decisions or activities, the IMA secretariat can request a report on the committee's expenses. When such a request is received, the committee must produce a report of its expenses to the IMA secretariat within 30 days.

The physicians' committee is the body representing the physicians vis a vis the management of the employer. The committee administers the regular activities on site and deals with needs of its members.

All matters of the physicians' committee shall be conducted in accordance with the sample regulations in Appendix G of these regulations.

**Professional-scientific associations**

Physicians working in a medical profession recognized as a specialist field in accordance with the Physicians Regulations (Certification of the Title of Specialist and Examinations) 5733-1973, have the right to organize into a scientific association designed to further their scientific activities and develop their medical field, to be hereinafter referred to as "the association".

Should the Scientific Council decide to merge specialist fields, the associations shall act to merge accordingly. Should the Scientific Council decide to separate specialist fields, the association shall decide whether to separate into two associations or to remain one association.

A number of associations that focus on or are interested in a common subject may form a common forum with the necessary changes.

Only IMA members who are specialists in the relevant field may be accepted as full members of an association, and only they have the right to vote and to be elected to the association's institutions.
272. In accordance with its regulations, the association may also accept, as associate members, IMA members who are residents in the relevant field or non-physicians who have a scientific interest in this field.

273. Associate members of an association shall enjoy all rights of full members, with the exception of the right to vote and to be elected to the association's institutions. Associate members may participate in the association's activities and conferences, serve as observers on the association's committee or council and serve as members on committees for certain issues, appointed by the association committee.

274. In order to be elected to executive positions such as chair, secretary or treasurer of the association, the principal occupation of the physician must be the practice of medicine.

275. Officials in the association shall not serve as officials in another association or society, or in an organization that is not part of the IMA that addresses the same issues, in order to prevent conflict of interests.

276. The associations granted recognition by the central committee, following recommendation of the Scientific Council, may advance their interests, at their discretion, provided that these activities are compatible with IMA regulations, decisions and policy and do not constitute action against the IMA. The associations shall update the IMA yearly of their activities.

277. Every group of physicians that wishes to receive recognition as an IMA association shall fulfill the following conditions:

277.1 The association shall submit a statement of declarations, that explains the reason for the request and includes the association's objectives, and the signature of physicians who wish to form the association, and regulations of the association prepared according to the criteria specified in
clauses 279-281.

277.2 Following approval of the regulations by the IMA legal advisor, the association's application shall be forwarded to the Scientific Council, which shall recommend whether to accept the association to the IMA.

277.3 If the Scientific Council recommends accepting the association, the recommendation shall be submitted to the central committee for confirmation of recognition.

278. Any change in the association's regulations shall be approved by the IMA legal department. Changes related to the association's name and objectives shall be approved by the Scientific Council presidium and the central committee.

279. An association is an integral part of the IMA, established by force of sections 268-301 of the IMA regulations, and derives its authority from these regulations. An association shall not be an independent legal entity.

280. An association shall comply with regulations approved in advance by the central committee. Any issue not covered by the association's regulations shall be governed by the sample regulations appearing in Appendix F. Any issue not covered by the association's regulations or the sample regulations shall be governed by IMA regulations. The approval of the IMA secretariat is required for any significant deviation from the regulations.

281. Any of the association's regulations and/or any action that contradicts or conflicts with or does not conform to IMA regulations is null and void.

282. Any decision taken in the general assembly of the association and/or its administrative and auditing institutions, which conflicts with or contradicts or does not conform to decisions of central IMA institutions, is null and void. If it emerges that a decision was taken that conflicts with IMA policy or decisions, the association
shall announce its nullification through the same means it
announced its acceptance. If the association refuses to nullify the
decision, the IMA shall publicize this in its journals and instruct
the physicians not to abide by such decision.

283. An association shall give a full and reasonable opportunity to
every full member to participate in elections for the association's
institutions, as required by the association's regulations and IMA
regulations.

284. The central committee may revoke recognition from an
association:

284.1 If the association does not fulfill all or part of the
conditions specified in clauses 268-301.

284.2 If it is convinced that there are reasons that would have
prevented, had they been known earlier, the approval of
the association's request for recognition

284.3 If it is convinced that the association acted to the
detriment of the IMA, its goals or decisions

285. The central committee shall not revoke recognition from an
association or fail to award it recognition unless it has first given
the founders or the association a fair opportunity to state their
case. The association or founders may appeal a decision of the
central committee to revoke or withhold recognition, or disband
the association committee, as the case may be, to the IMA
tribunal, within 60 days, and its decision in the matter shall be
final.

286. An association whose recognition has been revoked may submit a
new request for recognition as long as it proves that it has fulfilled
all the provisions of these regulations.

287. The central committee may disband the association's committee if
it fails to comply with sections 268-301 of these regulations, and
appoint a temporary committee that shall be authorized to act
until new elections are held for the association's institutions. The central committee shall determine the date of the elections, and they shall be held no more than 60 days after the date the committee was disbanded. In the matter of this provision, an association that does not convene a general assembly every year and/or did not hold a scientific convention for two years and/or does not comply with the regulations for elections in the association, shall be considered as failing to comply with these regulations.

288. An association may collect membership fees, as approved by the central committee.

289. Each association shall appoint an audit committee. The audit committee shall comply with the guidelines established by the IMA internal controller and the ethics committee.

290. Legal-administrative matters, such as the hiring and firing of employees, and legal acts such as signing contracts and other matters defined from time to time by the legal advisor of the IMA, shall be coordinated with the IMA and approved by the legal department.

291. Financial matters under IMA responsibility, as established by the IMA accountant, shall be conducted under the direction of the IMA, unless the association independently employs an accountant or auditor approved by the IMA accountant.

292. Officials in the association are bound by the duty of care and fiduciary obligations towards the association and towards the IMA.

293. The associations are required to notify the IMA of elections and officials.

294. The association shall notify the IMA of its internal structure. The association's internal bodies shall be subject to the regulations of the association and of the IMA.

295. Elections of the association shall comply with the procedures
specified in Appendix F. A protocol of the elections shall be submitted to the IMA no later than 30 days after the elections.

296. The IMA shall provide services to the associations according to criteria and according to a basket of services that shall be updated from time to time by the IMA secretariat.

297. An existing association that seeks recognition as an IMA association, and meets the conditions specified in these regulations, shall apply to the IMA with regulations only. If the association is listed as a fellowship society, it shall cancel its status as a fellowship society with the registrar of fellowship societies as a condition for being accepted into the IMA, unless all of the following conditions exist:

297.1 This status is not detrimental to the IMA.

297.2 There is a justification for the existence of a separate legal entity for a limited period. The period shall be defined by the central committee and shall not exceed one year.

297.3 The central committee has given its approval.

298. An IMA association is permitted to join any professional international organization.

299. The executive committee of the Scientific Council shall consult with the relevant scientific association in all issues pertaining to such association, before any decision is reached in the matter. If an association does not agree with a decision that relates to it, it may appeal to the IMA tribunal within 90 days of the decision, and the decision of the plenum shall be final. The appeal shall not release the association from complying with the decision until the appeal is decided. The scientific associations shall not make any decision that contradicts or is incompatible with a decision of the Scientific Council, and any such decision shall be null and void.

300. A complaint against an official in the association shall be
submitted to the audit committee of the association, the IMA ethics board or the tribunal, in accordance with the legal arrangements and regulations of the ethics board and the tribunal, as specified in Appendix D.

301.

301.1 The IMA secretariat shall appoint a "forum of scientific associations" consisting of 9 representatives of the large associations, 2 representatives of the small associations (in rotation), 2 representatives of the independent societies (in rotation), the chair of the Scientific Council, IMA deputies and the head of the medical policy department of the IMA. The chair of the forum shall be the IMA president, and the forum administrator shall be an office holder appointed by the IMA secretariat.

301.2 The forum of associations shall discuss and make recommendations on substantive and structural issues related to the interaction of the associations with the IMA and issues that span several associations. The recommendations of the forum shall be forwarded for discussion in the joint presidium-secretariat forum.

Scientific societies

302. A group of physicians, numbering no less than 30, from at least two separate specialties, may join as an independent interdisciplinary society, whose membership shall reflect the relativity between the different fields of specialty.

303. A group of physicians from a specific field of specialization, who wish to engage in a section of the specialty, may submit a request to the relevant scientific association to form an association-based society under its auspices. An association-based society shall include in its name the name of the association with which it is affiliated.

304. A group of physicians seeking recognition as an independent IMA
society shall submit to the IMA a document detailing the reasons for its application along with statement of goals of the society, and a set of regulations prepared according to criteria specified in sections 307-308 below.

A group of physicians seeking recognition as an association-based society shall submit, in addition, a statement of the association approving its formation.

305. Following approval of the regulations by the IMA legal advisor, the society's application shall be forwarded to the Scientific Council, which shall recommend the acceptance or non-acceptance of the society to the IMA, taking into account the implications which establishment of the society may have on the specialty. Following approval or no objection by the Scientific Council, the application shall be submitted to the IMA central committee, which shall ask for the opinion of the relevant associations. Based on this, the central committee shall decide whether to accept or reject the application, provided that it explains its decision.

306. Any change in the regulations of the society shall be approved by the legal department of the IMA. Changes related to the name and objectives of the society shall be approved by the presidium of the Scientific Council and the central committee.

307. A society is an integral part of the IMA, established by virtue of clauses 302-327 of the IMA regulations, and draws its authority from these regulations. A society shall not be an independent legal entity. The society shall add the name of the IMA to all its official publications.

308. A society shall act according to regulations approved in advance by the central committee. Any topic not covered by the society's regulations shall be governed by the sample regulations in Appendix F and guidelines publicized by the IMA. Any topic not covered by the society's regulations or the sample regulations or
the guidelines shall be governed by IMA regulations or by the
instructions of the IMA legal advisor to the societies. Any
significant deviation from the regulations requires approval of the
IMA secretariat.

309. Any of the society's regulations and/or activities that contradicts
or does not comply with IMA regulations, decisions and policy is
null and void.

310. Any decision taken in the general assembly of the society and/or
its administrative and auditing institutions that conflicts with or
contradicts or does not conform to IMA policy and/or decisions of
central IMA institutions, is null and void. If it becomes apparent
that a decision was taken that conflicts with a decision of the IMA
or IMA policy, the society shall announce its nullification by the
same means it announced its acceptance. If the society refuses to
nullify the decision, the IMA shall publicize this in its journals and
instruct the physicians not to abide by the decision.

311. A society shall give a full and reasonable opportunity to every full
member to participate in elections for the society's institutions as
required by the regulations of the society and the IMA.

312. A scientific society shall comply with the provisions in sections
302-327. An independent society may accept as full members any
full member of the IMA who displays interest in its goals, as well
as non-physicians, provided that the latter shall not be eligible to
be elected to the positions of chair, secretary and treasurer of the
society.
An association-based society may accept as full members any full
member of the IMA who has specialty certification in the field of
specialization of the association under whose auspices the society
functions. It may accept other physician members of the IMA as
well as non-physicians as associate members.

313. The central committee may revoke recognition from a society if:
313.1 The society does not comply with all or part of the conditions specified in clauses 302-327
313.2 It is convinced that there are reasons that would have prevented, had they been known earlier, the approval of the society's request for recognition
313.3 It is convinced that the society acted against the IMA, its goals or decisions
313.4 The number of members fell below 20 physician members of the IMA
313.5 It is convinced that there were no scientific or organizational activities for two years since the society was established in the IMA.
313.6 It is convinced that there were no scientific or organizational activities for two consecutive years.

314. The central committee shall not revoke recognition from a society or fail to award it recognition unless it has first given the founders or the society a fair opportunity to state their case. The society or founders may appeal a decision of the central committee to revoke recognition or not award recognition or disband the society committee, as the case may be, to the IMA tribunal, within 60 days, and its decision in the matter shall be final.

315. A society whose recognition has been revoked may submit a new request for recognition provided that it submits proof that it has fulfilled all the provisions of these regulations.

316. The central committee may disband a society's committee if it fails to comply with sections 302-327 of these regulations, and appoint a temporary committee that shall be authorized to act until new elections are held for the society's institutions. The central committee shall determine the date of the elections, and they shall be held no more than 60 days after the date the committee was disbanded. In the matter of this provision, a
A society may collect membership fees, as approved by the central committee.

Each society shall appoint an audit committee that shall comply with the guidelines established by the internal controller and ethics board of the IMA.

Legal-administrative matters, such as the hiring and firing of employees, and legal acts such as signing contracts and other matters determined from time to time by the legal advisor of the IMA shall be coordinated with the IMA and approved by the legal department.

Financial matters under IMA responsibility, as established by the IMA accountant, shall be conducted under the direction of the IMA, unless the society independently employs an accountant or auditor approved by the IMA accountant.

Officials in the society are bound by the duty of care and fiduciary obligations towards the society and the IMA.

The societies shall be required to report to the IMA on issues relating to its activities, elections and officials.

Elections in the society shall comply with the provisions in Appendix F. A protocol of the elections shall be submitted to the IMA no later than 30 days after the elections.

The IMA shall provide services to the societies according to criteria and according to a basket of services that the IMA secretariat shall update from time to time.

An existing group that seeks recognition as an IMA society shall approach the IMA with a set of regulations. If it is listed as a fellowship society, it shall cancel its standing as a fellowship
society with the registrar of fellowship societies as a condition for being accepted into the IMA, unless all of the following conditions exist:

325.1 This standing is not detrimental to the IMA.
325.2 There is a justification for the existence of a separate legal entity for a limited duration. The duration shall be defined by the central committee and shall not exceed one year.
325.3 The central committee has given its approval.

326. An IMA society is permitted to join any international professional organization.

327. A complaint against an official in the society shall be filed with the society's audit committee or the IMA ethics board or tribunal, as relevant, in accordance with the legal arrangements and regulations of the ethics board and the tribunal, as specified in Appendix D.

Residents' forum

328. The composition of the residents' forum shall be as follows:

328.1 Representatives of the residents in the physicians' committees and in the various scientific associations.
328.2 A representative of each hospital/community district, to be elected by all the residents who are IMA members in that hospital/community district in direct elections.

329. The objectives of the residents' forum are as follows:

329.1 to advance the issues of the residents, including their social welfare
329.2 to arrange social and leisure activity

330. The forum shall convene at least once every three months. A legal quorum for a meeting shall consist of one third of the members, among them the chair and/or his or her substitute. In the absence of a legal
quorum, the meeting shall take place one half hour after the appointed
time and shall be legal with any number of participants.
331. The forum shall send representatives to the various IMA institutions
according to the following key:
   IMA secretariat-2 representatives
   Institute for quality in medicine-2 representatives
   Committee for evaluation of applications/internet sites-2
   representatives
   World fellowship (WF) - 2 representatives
   School of Entrepreneurship -2 representatives
   Central committee-3 representatives
   Executive committee-2 representatives
   Residency committee-2 representatives
   Accreditation committee-2 representatives
   Examinations committee-2 representatives
   Education committee-2 representatives
   Basic sciences committee-1 representative
332. The residents' forum shall be an integral part of the IMA, and any of
the forum's decisions or activities that contradicts or opposes or
does not comply with IMA regulations, decisions and policy is null
and void.

**Independent physicians' forum**
333. The independent physicians' forum shall discuss issues relating to
independent physicians and shall send representatives to the IMA
central committee in accordance with section 67 of these
regulations.

**Special organizations**
334. A group of IMA members numbering at least 40 may form a
special organization within the framework of the IMA, for a
specific objective that is compatible with IMA goals and
regulations.
335. A group of physicians seeking recognition as a special IMA organization is required to:

335.1 Submit to the IMA a statement of declarations or goals of the organization, and a set of regulations prepared according to criteria specified in clauses 337-338 below.

335.2 Following approval of the regulations by the IMA legal advisor, the organization's application and regulations shall be forwarded to the central committee. The central committee shall only recognize the special organization if it is convinced of the importance of the objectives for which the organization was established and that the organization complies with IMA regulations and its regulations are compatible with IMA objectives and regulations.

336. Any change in the regulations of the special organization requires approval by the IMA legal department. Changes regarding the name and objectives of the special organization require approval by the central committee.

337. A special organization is an integral part of the IMA, established by virtue of clauses 334-357 of the IMA regulations, and draws its authority from these regulations. A special organization shall not be an independent legal entity. The special organization shall add the name of the IMA to all its official publications.

338. A special organization shall comply with regulations approved in advance by the central committee. Any topic not covered by the organization's regulations shall be governed by the sample regulations in Appendix F and guidelines publicized by the IMA. Any topic not covered by the organization's regulations or the sample regulations or the IMA guidelines shall be governed by IMA regulations or by the instructions of the IMA legal advisor. Any deviation from the regulations requires the approval of the
IMA secretariat.

339. Any of the special organization's regulations and/or activities that contradicts or conflicts with or does not conform to the regulations, decision or policy of the IMA is null and void.

340. Any decision taken in the general assembly of the special organization and/or its administrative and auditing institutions that conflicts with or contradicts or does not conform to decisions of central IMA institutions, is null and void. If it becomes apparent that a decision was taken that conflicts with a decision or policy of the IMA, the organization shall announce its nullification by the same means it announced its acceptance. If the organization refuses to nullify the decision, the IMA shall publicize this in its journals and instruct the physicians not to abide by such decision.

341. A special organization shall give a full and reasonable opportunity to every full member to participate in elections for the organization's institutions as required by the regulations of the organization and the IMA.

342. A special organization shall comply with the provisions in sections 334-357. A special organization may accept as full members any full member of the IMA who displays interest in its goals, as well as members who are not physicians, provided that the latter shall not be eligible to be elected to the positions of chair, vice-chair, secretary and treasurer of the organization.

343. The central committee may revoke recognition from a special organization if:

343.1 The organization does not fulfill all or part of the conditions specified in clauses 334-357

343.2 It is convinced that there are reasons that would have prevented, had they been known earlier, the approval of the organization's request for recognition

343.3 It is convinced that the organization acted against the
IMA, its goals or decisions

343.4 The number of members in the special organization fell below 35.

343.5 It is convinced that there were no activities to advance the organization's goals or activities for two years from the establishment of the special organization within the IMA.

343.6 It is convinced that there were no activities to advance its goals and/or organizational activities for two consecutive years.

344. The central committee shall not revoke recognition from a special organization or fail to recognize without giving the founders or the organization a fair opportunity to state its case. The organization may appeal a decision of the central committee to revoke recognition or not award recognition or to disband the committee, as the case may be, to the IMA tribunal, within 60 days. The decision of the tribunal in the matter shall be final.

345. A special organization whose recognition has been revoked may submit a new request for recognition as long as it proves that it has fulfilled all the provisions of these regulations.

346. The central committee may disband the special organization's committee if it fails to comply with the provisions in sections 334-357 and may appoint a temporary committee that shall have the authority to act until new elections for the organization's institutions. The central committee shall determine the date of the elections, provided that they are held no more than 60 days after the date the organization committee was disbanded. In the matter of this provision, a special organization that does convene an annual general convention and/or does not comply with the regulations for elections in the special organization shall be considered as failing to comply with these regulations.
347. A special organization may collect fees from its members, as approved by the central committee.

348. Each special organization shall appoint an audit committee that shall act according to the guidelines established by the internal controller and ethics board of the IMA.

349. Legal-administrative matters, such as the hiring and firing of employees, and legal acts such as signing contracts and other matters defined from time to time by the legal advisor of the IMA, shall be coordinated with the IMA and approved by the IMA legal department.

350. Financial matters under IMA responsibility, as established by the IMA accountant, shall be conducted under the direction of the IMA, unless the special organization independently employs an accountant or auditor approved by the IMA accountant.

351. Officials in the special organization are bound by the duty of care and fiduciary obligations towards the special organization and towards the IMA.

352. The special organization is required to notify the IMA of elections and officials.

353. Elections of the special organization shall comply with the procedures in Appendix F. A protocol of the elections shall be submitted to the IMA no later than 30 days after the elections.

354. The IMA shall provide services to the special organizations according to criteria and according to a basket of services that the IMA secretariat shall update from time to time.

355. An existing group that seeks recognition as an IMA special organization shall apply to the IMA with regulations only. If it is listed as a fellowship society, it shall cancel its status as a fellowship society with the registrar of fellowship societies as a condition for being accepted into the IMA, unless all of the following conditions exist:
355.1 This status is not detrimental to the IMA.
355.2 There is a justification for the existence of a separate legal entity for a limited period. The period shall be defined by the central committee and shall not exceed one year.
355.3 The central committee has given its approval.

356. An IMA special organization is permitted to join any international professional organization.

357. A complaint against an official in the special organization shall be filed with the audit committee of the special organization or the IMA ethics board or tribunal, as relevant, in accordance with the legal arrangements and regulations of the ethics board and the tribunal, specified in Appendix D.

Criteria and authority of office holders in the scientific associations, societies and special organizations

358. Chairperson

Criteria:

- Medical specialist for a minimum of 5 years, in the field of specialization of the association or one of the fields with which the society is involved;
- An IMA member and a member of the association or society, who has paid dues for at least 24 months prior to being elected;
- No prior ethical or criminal convictions for a dishonorable offense, unless such conviction has been expunged.

Roles and authority:

- Responsibility for actualizing the objectives of the association/society, advancing scientific activity and executing a yearly work plan;
- Duty of loyalty and care towards the association/society and the IMA;
- Development of professional work doctrines and writing of position papers, in collaboration with the medical policy division of the IMA;
- Dedicated professional activity and participation in the building of
processes for patient safety, in collaboration with medical policy division of the IMA;

- Responsibility for proper functioning of the association/society according to regulations and guidelines;
- Responsibility for activities of the association/society's institutions, including association-based societies;
- Responsibility to convene scientific conferences of the association/society;
- Convening of the association/society committee and general assemblies;
- Representing the association in Israel and abroad;
- Representation in Knesset committees and providing feedback to proposed laws relating to the association/society, in accordance with IMA policy;
- Formation of sub-committees for specific topics and overseeing their activities;
- Execution of activities in accordance with committee decisions;
- Signatory on the accounts of the association/society;
- Responsibility for the administration, documentation and orderly transfer of documents and information to the officials that follow, in accordance with the relevant IMA procedures.

359. **Secretary**

**Criteria:**

- Medical specialist in the field of specialization of the association or one of the fields with which the society is involved;
- An IMA member and a member of the association or society, who has paid dues for at least 24 months prior to being elected; 
- No prior ethical or criminal convictions for a dishonorable offense, unless such conviction has been expunged.

**Roles and authority:**

- Serves as deputy and alternate chair, shares responsibility and
assists the chair in all his or her functions;

- Holds a duty of loyalty and care towards the association/society and the IMA;
- Maintains an organized and up-to-date registry of association/society members, with the associations department of the IMA;
- Sends notices to members of the association/society regarding meetings, conferences and programs;
- Writes minutes of committee meetings and decisions, and forwards them to the audit committee;
- Transfers a summary of operative decisions to the associations department at the IMA;
- Forwards protocols of elections and their results to the associations department at the IMA;
- Signatory on the accounts of the association/society;
- Regular participation in meetings of the association/society

360. **Treasurer**

Criteria:

- Medical specialist in the field of specialization of the association or one of the fields with which the society is involved;
- An IMA member and a member of the association or society, who has paid dues for at least 24 months prior to being elected;
- No prior ethical or criminal convictions for a dishonorable offense, unless such conviction has been expunged.

Roles and authority:

- Holds a duty of loyalty and care towards the association/society and the IMA;
- Responsible for the prudent use of the association/society's funds and maintaining the association/society's accounts and properties (including comparison of financial proposals from outside vendors);
• Signs contracts and agreements authorized by the IMA;
• Administers cash flow of the association or society in the bank account, including retention of documents;
• Submission of a financial report to the association committee and a yearly report to the members of the association/society;
• Submission of financial documents for review by the association/society's audit committee;
• Submission of documents and receipts to the IMA bookkeeping department;
• Responsibility for employees of the association/society (e.g. secretaries);
• Signatory on accounts of the association/society;
• Regular participation in meetings of the association/society.

361. **Committee member**

Criteria:

• Medical specialist in the field of specialization of the association or one of the fields with which the society is involved;
• An IMA member and a member of the association or society, who has paid dues for at least 24 months prior to being elected;
• No prior ethical or criminal convictions for a dishonorable offense, unless such conviction has been expunged;
• In an independent society, as described in section 302 of the IMA Regulations, a non-physician may serve as a committee member other than chair, secretary or treasurer.

Roles and authority:

• Holds a duty of loyalty and care towards the association/society and the IMA;
• Execution of decisions of the general assembly of the association/society;
• Decision making in accordance with the IMA regulations and
regulations of the association/society;
• Regular participation in meetings of the association/society;
• Active involvement in setting scientific policy;
• Review of financial and activity reports put out by the chair and treasurer;
• Joint responsibility for decisions of the association/society management;
• Responsibility for various issues such as grants, trips, research, education and residency—as chairs of sub-committees or in place of such sub-committees in cases where they are not specifically appointed by the committee;
• Formulation of comments to the audit reports put out by the audit committee.

362. Audit committee
Criteria:
• Medical specialist in the field of specialization of the association or one of the fields with which the society is involved;
• An IMA member and a member of the association or society, who paid has dues for at least 24 months prior to being elected;
• No prior ethical or criminal convictions for a dishonorable offense, unless such conviction has been expunged;
• Independent—neither serves in nor is a candidate for any official position in the association/society management.

Roles and authority:
• The committee acts in accordance with the law, ethical rules, IMA regulations and regulations of the association/society and in accordance with guidelines of the IMA comptroller;
• The committee is independent (not subject to the association/society committee);
• Retroactive review of the association/society’s conduct and the
activity of the various committees;

- Investigation of the financial aspects and expenses of the association/society, on the basis of reports of the treasurer and data found in the IMA bookkeeping department;

- Review of the propriety of decision making in the association/society according to regulations, procedures and natural laws of justice: proper procedure for decision making and activities (without substantive reference), objective criteria for funding by the association/society, absence of conflicts of interest, external considerations, bias or abuse of power or position;

- The discretion and decision of the audit committee are not intended to replace the decision making authority of the association/society committee (it cannot invalidate lawful decisions and activities, even if its members do not agree with them);

- Preparation of a yearly audit report and presentation at the general assembly of the association/society;

- Submission of an audit report to the association/society committee and the associations department at the IMA.

**Branches**

363. IMA branches address issues that are determined from time to time by the IMA secretariat, and in particular, social and welfare issues.

364. The number of IMA branches shall be defined from time to time by the IMA central committee.

365. An IMA branch is an integral part of the IMA. It is established by virtue of the specifications in sections 363-395 of the IMA regulations and draws its authority from these regulations. A branch is not an independent legal entity.

366. An IMA branch shall be recognized if it meets all of the following conditions:
366.1 It has over 1,000 members. In exceptional cases, a request shall be submitted to the central committee to establish a branch with fewer members. The central committee may decide to recognize a branch even if it does not comply with this requirement if there are special circumstances, which shall be delineated in the decision. Membership in a branch shall be established according to the member's residential area and according to the member's wish to be a member of this branch, accompanied by an application to the central committee to register as a member in a certain branch.

366.2 There is a proven need for local activities and services in certain issues that are decided on from time to time, as specified in section 363 above.

367. A branch member shall be an IMA member, who pays IMA membership fees. Only branch members have the right to participate in elections for the branch institutes and to be elected to any position in the branch.

368. All membership fees and other fees shall be levied directly by the central committee via means established from time to time by the central committee. The branch shall not engage in any activity connected to the collection of membership fees. The branch may collect participation fees for social activities, with approval of the secretariat. The secretariat may decide that a portion of the fees shall be transferred directly to the branch, as part of the budget approved by the secretariat.

369. 369.1 The IMA secretariat shall approve a budget for the activities of the branch, taking into account the work plan, the estimated budget submitted by the branch, the funds and assets of the branch, all in accordance with the decision of the IMA secretariat.
369.2 Legal-administrative matters, such as signing contracts and other matters defined from time to time by the legal advisor of the IMA, shall be coordinated with the IMA and approved by the legal department. Financial issues shall be coordinated with and approved by the IMA.

370. Any decision of the branch that conflicts or contradicts with or does not conform to IMA regulations, decisions or policy, is null and void. If it becomes apparent that a decision was taken that conflicts with a decision of the IMA, the branch shall announce its nullification by the same means it announced its acceptance. If the branch refuses to nullify the decision, the IMA shall publicize this in its journals and instruct the physicians not to abide by such decision.

371. A general assembly shall be convened once every four years and the branch committee shall be elected at the assembly. The committee shall be comprised of the chair, vice chair, secretary and treasurer. The assembly shall also elect an audit committee, which shall be comprised of three members who do not hold any position and are not candidates for any position in the branch. The branch shall notify the central committee of the impending elections one month in advance and the date of the elections shall be publicized in IMA publications.

372. The branch committee has the authority to appoint sub-committees and to authorize them to perform activities within its jurisdiction.

373. The branch committee chair shall not serve for more than three consecutive terms of four years each.

374. Elections for branch committees shall be confidential and personal.

375. The branch committee shall appoint an election committee six weeks before the elections. The committee shall be comprised of
three branch members who are not members of the branch committee and are not candidates for the branch committee. The election committee shall run the elections and oversee the proper election proceedings. The election committee shall serve as the ballot committee on the day of the elections and shall notify the central committee of the procedures and results of the elections.

376. Written invitations to the general assembly shall be sent to all branch members one month in advance.

377. An IMA representative shall be invited to oversee the proper procedures of elections together with the election committee.

378. Election results will be published in one of the IMA media.

379. If no branch committee is elected on the date defined in the regulations, the central committee may, after petition by at least 100 branch members and after it has heard both sides, disband the incumbent branch committee and appoint a temporary committee for six months, which will hold elections according to the regulations.

380. Results of the elections come into effect only after confirmation by the central committee. A group of at least 100 branch members with voting rights may appeal the election results in writing to the tribunal no later than seven days after the results have been publicized in IMA publications. The decision of the tribunal shall be final.

381. The chair of the branch committee is the representative of the branch vis-à-vis outside parties. S/he administers meetings of the committee, oversees execution of their decisions and is responsible for the activities of the branch treasurer and the proper management of the branch.

382. The branch treasurer is responsible for ensuring that the finances are managed appropriately. The treasurer is responsible for ensuring the following:
382.1 Funds used by the branch are managed according to instructions received from the IMA.

382.2 Funds used by the branch are managed in a way that is compatible with IMA policy in general and the welfare policy of the IMA in particular.

382.3 Funds used by the branch are managed in a way that is compatible with the work plan submitted by the branch and approved by the finance and welfare committee and by the IMA secretariat.

382.4 The bookkeeping of the branches shall be conducted with the approval of the accounting department of the IMA.

383. If the chair of the branch committee resigns or is permanently unable to fulfill his duties for any reason, s/he shall notify the secretariat. If the secretariat accepts the resignation of the chair, his or her deputy shall serve until a new chair is elected.

384. If the chair of the branch committee resigns, s/he shall finalize all matters related to the work of the branch up to the end of his or her term, with the exception of matters that cannot be finalized. These matters shall be transferred to his replacement in an organized manner, in coordination with the IMA secretariat and after receiving its approval. New elections for chair will be held no later than 90 days after the chair's resignation.

385. If a member of the branch committee resigns or is permanently unable to fulfill his or her duties for any reason, the branch committee may appoint a new member in his or her place. The member who received the most votes after the elected officers shall be appointed.

386. Branch committee meetings shall take place at least once every six months. Meetings shall also be held at the request of authorized bodies within the IMA.

387. The branch committee shall write protocols of its meetings and
shall submit copies of the protocols and decisions to the secretariat at its request.

388. The branch committee shall submit an updated annual report to the IMA secretariat, including a list of members and officials, reports of activities, financial statement and any other document required by the central committee.

389. The IMA secretariat may disband the branch committee if it fails to comply with the specifications in sections 363-395 and may appoint a temporary committee. The temporary committee shall be authorized to act until new elections for the branch's institutions, which shall be held within 90 days.

390. The IMA secretariat may close a branch, subject to the approval by the central committee.

391. The IMA secretariat may decide to close a branch, as noted above, under the following conditions:
   391.1 The branch failed to fulfill all or part of the conditions specified in sections 363-395 above.
   391.2 It is convinced that there are reasons that would have prevented, had they been known earlier, approval of the branch's request for recognition
   391.3 It is convinced that the branch acted against the IMA, its goals or decisions.
   391.4 The number of members fell below 750.
   391.5 It is convinced that the branch did not implement any activities to advance its objectives for two consecutive years.

392. A decision to close a branch shall be made only after the branch committee or the representatives of the members are given a fair opportunity to state their case to the IMA secretariat.

393. The IMA secretariat shall submit its decision to the central committee, which shall decide whether to approve it.
A final decision to close a branch shall appear in IMA publications.

If the secretariat finds that the acts or decisions of the branch committees contradict or conflict with or do not conform to IMA regulations, the secretariat may take the following actions:

- Overrule the decisions of the branch committee
- Disband the elected branch committee
- Request new branch elections

The secretariat shall not act according to this clause before hearing the claims of those involved in the matter.

Bodies established by the IMA

Subsidiary companies and other bodies established by the IMA shall submit an annual report on their activities to the secretariat, according to the procedural rules in existence from time to time.

At the request of the central committee, the subsidiary companies or other bodies established by the IMA shall submit the protocols of their general assemblies and directorate meetings to the central committee.

Subsidiary companies or any other bodies established by the IMA are required to comply with IMA regulations and policy and do not have the authority to make any decision or act in any way that conflicts with or contradicts or does not conform to IMA policy, IMA regulations or decisions of IMA institutions.

J. Procedural Rules

Participation and minutes

Unless otherwise specified, the procedural rules specified in this section apply to all meetings of IMA institutions.

Only members of the relevant institution shall participate in
meetings unless the chair of the meeting decides otherwise. The chair of the meeting may invite other people, at his or her discretion, as observers for a particular session or as permanent observers.

401. Minutes shall be taken at each meeting. The minutes shall state the names of participants and a summary of the main points, with decisions recorded in full. At the beginning of each meeting, the minutes of the previous meeting shall be confirmed.

402. If the regulations do not state otherwise, members of IMA institutions who are absent from four consecutive meetings without adequate reason, shall cease to serve in the relevant institution and shall be considered as having resigned, provided that before their participation is terminated, they are given a fair opportunity to state their case to the institution. The chair of the given institution is charged with initiating action of this kind.

403. If committees are set up to advise another body, this body shall have the same authority as the advisory committee.

**Agenda**

404. Invitations for regularly scheduled shall be sent in writing or by email. The invitation shall include the agenda, unless the chair, at his or her discretion, feels that circumstances render it impossible to do so.

**Quorum**

405. Unless otherwise specified in the regulations, a legal quorum of members in each meeting shall be one third of the committee members. If there is no quorum at the appointed time, the meeting shall be legal with any quorum one half hour after the time set for the beginning of the meeting.
Order of speakers

406. The chair shall establish the order of speakers in a committee.

Decisions

407. Any member may raise a suggestion for a decision regarding topics on the agenda.

408. Decisions shall be made by simple majority and by a show of hands, unless otherwise stipulated in these regulations.

409. Votes shall be cast by secret ballot at the request of 10 percent of eligible voters present at a meeting or by decision of the chair of the meeting and/or if specified in these regulations.

410. An issue that was raised for discussion and defeated shall not be discussed again for six months from the last date on which the issue was raised. If a member feels that the circumstances have changed, s/he may ask the chair of the meeting to raise the issue again before the six months have elapsed. If the chair is persuaded that the member's request has merit s/he shall bring the issue to a revote.

If representatives of an entire sector are absent from a given discussion, the representatives may ask the chair to hold a repeat discussion before six months have elapsed.

411. If representatives of an entire sector are absent at a meeting, they may request the chair to hold another meeting before six months have elapsed.

412. Each member who has the right to vote has one vote. If there is a tie, the chair of the meeting shall decide.

413. Committee members who are elected ex-officio shall continue to serve as committee members for as long as they carry the specific position.

Positions in IMA institutions
414. Unless directly stipulated otherwise, the IMA secretariat may add additional members to any IMA institution or committee, in accordance with the needs of the institution or committee and the profile of the additional members.

415. The IMA president and the chairs of IMA institutions and committees shall not serve more than two full, consecutive terms, unless stated otherwise in these regulations.

416. Every chair of an IMA institution or committee shall have a vice-chair who shall ensure the continuity of the position in the chair's absence.

K. Interpretation

417. The legal advisor of the IMA is charged with interpretation of the provisions in these regulations.

L. Changes

418. The national convention is authorized to approve changes and additions to IMA regulations. Clauses relating to the name and the objectives shall be changed by a majority of 75 percent of voting members present at the convention. Other clauses shall be changed by a majority of at least 50 percent of voting members present at the convention.

419. Notwithstanding the aforesaid, the central committee has the right to accept urgent changes to IMA regulations and to ratify them at the next national convention. The national convention has the authority to accept the decision of the convention ordering a change in the regulations in a way that does not conform to the above, in certain matters that shall be specified in the decision, with the exception of clauses relating to name, legal competence and objectives.
M. Disbanding
420. An extraordinary national convention specially convened for this purpose, has the authority to decide, by a majority of 75 percent of voting members, to disband the IMA. Upon disbanding, all IMA property shall be transferred to other public institutions with the same objectives. These institutions shall be determined by the extraordinary convention called to disband the IMA.

N. Inception
421. These regulations shall take effect upon their approval at the national convention, with the exception of changes related to elections of officials, which shall take effect at the next convention.
Appendix A - Senior Administrators

- **Ministry of Health:** from division heads and above
- **Hospitals:** from assistant hospital director and above
- **Health offices:** from district physician and above
- **Social security:** from multi-district physician and above
- **Ministry of Defense:** from rehabilitation division director and above or his/her equivalent
- **Clinics:** from the level of assistant district director and above

And similar lateral positions

Appendix B - Work Procedures: The Scientific Council

Professional committees for recognizing specialist degrees

a. **Procedures for discussions: professional committees for approving specialist degrees**

1. The professional committee shall convene once every six weeks with a minimum of five committee members. In any event, a first discussion in the committee shall not be postponed for more than eight weeks.

2. In exceptional cases, and following consultation with the chair of the Scientific Council, the committee shall convene with a limited forum of the chair and two members, provided that one is the representative of the profession under discussion.

3. If a committee member resigns or is permanently unable to fulfill his position or is absent from three consecutive committee meetings without adequate reason, the chair of the Scientific Council shall appoint another member in his place, following the recommendation of the chair of the relevant association.

4. The committee coordinator shall prepare, before the discussions, organized information regarding the candidate, including the exact course of residency, duration and place of residency,
relevant certifications, confirmation of cross-checked information in the file and calculation of the residency period.

b. Discussion procedure

5. The committee coordinator shall ensure that the criteria, rules and procedures are available to committee members at all times and shall notify them of any change or exception to existing procedures.

6. During the meeting, deliberations and decisions shall be recorded in an accurate set of minutes, explaining the basis for the committee's conclusions.

c. Discussion results

7. The decisions of the committee shall be submitted with the resident's file to the chair of the Scientific Council. If the chair has reservations about the decisions, based on the regulations of the Scientific Council, accepted criteria or other reasons, he may ask the committee to hold new deliberations, and he shall state his reservations. If the dispute between the chair and the committee members is not resolved, the issue shall be brought for a final discussion and decision before the presidium of the Scientific Council. The committee shall send its decision to the resident within two weeks. If the committee denies the resident's request, it shall send a detailed explanation.

d. Procedures for requests for approval of specialist degrees-expedited procedure

8. Upon receipt of a request for specialty certification in a field that does not require lists of procedures or operations, the Scientific Council shall run an exacting administrative check to verify compliance with all residency requirements in Israel, without exception from the regulations and without interruptions in the residency, excepting those approved by the Scientific Council.
9. Requests as described in the section above shall be brought before the substitute chair of the Scientific Council, who shall approve by his or her signature that the resident has met all requirements of residency, as stated in the regulations, including examinations. The chair of the Scientific Council shall recommend the granting of specialty certification.

10. When the chair of the Scientific Council or his or her substitute is out of the country, such applications shall be brought before one of the members of the presidium, who shall approve by his or her signature that the resident has met all requirements of residency, as stated in the regulations, including examinations. The chair of the Scientific Council or the substitute (on condition that it is not the same doctor who approved the application) shall recommend the granting of specialty certification.

Committee for accreditation and quality control

11. Submission of a request for accreditation
   a. A request for accreditation by a body seeking to provide residency training (units, departments, institutes or clinics) shall be submitted by the director of the aforementioned, and signed by the applicant and the medical director of the institution.
   b. Upon receipt of the request in the Scientific Council, the council shall send the applicant a form to be completed, along with the criteria for accreditation.
   c. Processing of the request shall begin no later than 60 days from the receipt of the request.

12. Information form
   A standard information form shall be designed, suitable for the field of medicine being reviewed. The form shall be designed by the relevant scientific associations and approved by the committee plenum. The form shall include all details related to the work of the department, unit or institute relevant to residency. The relevant
certifications confirming the content of the form shall be attached. The information form submitted to the review committee, as specified in section 13, below, shall include the relevant requirements for accreditation as a department offering residency in a specific profession, and a form specifying the requirements from a resident seeking a specialist degree in the specific profession.

13. **Review stages**

a. **Completion of the review report**

   If, after receiving the necessary information and a completed questionnaire from the body under review, the chair of the superior accreditation committee believes that the conditions for accreditation are seemingly met, s/he shall appoint an accreditation committee. This committee shall visit the body under review for a personal impression, and shall meet separately with the director, the senior medical staff, a group of residents, the chair of the residency committee or his or her representative, and the director of the institution or his or her representative.

b. **Visit by the review committee**

   The body under review may submit an application for a re-check by the accreditation committee, based on new facts and data that were not before the previous committee at the time of their discussion.

14. **Discussion procedure**

   a. The committee plenum shall meet at least once every two months. Detailed minutes shall be kept of the discussions and the decisions taken, including the accordant reasons.

   b. Invitations to the meeting shall be sent three weeks in advance, with an agenda and a summary of the material to be discussed, unless this is not possible.
c. When topics related to accreditation are on the agenda, the committee members shall be sent a summary of the report prepared by the review committee, based on the information form. The committee may invite the chair of the review committee to present the report to the committee plenum and shall be required to do so if his opinion is not accepted.

15. Activity report
   The accreditation and quality control committee shall submit an annual report of its activities to the Scientific Council presidium, joint presidium-secretariat forum, and the executive committee of the Scientific Council. This report shall be publicized in the IMA media.

Appeals committee
1. The appeals committee shall receive the response of the institute or committee whose decision is being appealed.
2. The appeals committee is authorized to call witnesses and request production of documents.
3. The appellant is required to file his appeal within 45 days of the generation of the cause for the appeal.
4. The appeals committee shall respond within 60 days after the appeal is received in the IMA offices. If the response is delayed for more than 60 days, the appeals committee shall send the appellant written notification of the delay, to the address given at the time of the appeal. The response shall not be delayed by more than another 60 days.
5. Only the regulations of the Scientific Council, and not substantive or procedural legal rules, shall apply to discussions within the committee, however the appellant may appear with an attorney.
6. The committee shall keep a record of its proceedings.
7. The decision reached by the appeal committee shall be reasoned and final. The IMA president and/or chair of the Scientific Council
may ask the chair of the appeals committee to hold another session with an expanded panel to discuss topics specified below. The chair of the committee shall decide on the number of members in the expanded panel.

In addition, the appellant may request an additional hearing, as above, through the IMA president and/or chair of the Scientific Council.

The chair of the appeals committee shall make the final decision regarding an additional hearing.

An additional hearing may be requested in the following instances:

a. Fundamental decisions that contradict the procedures of the Scientific Council
b. Fundamental decisions that contradict the general policy of the Scientific Council
c. Decisions that set a precedent and are likely to adversely affect a large segment of IMA members

The decision whether to hold an additional session shall be explained.

The decision shall be sent to the appellant, the institution whose decision is being appealed and the chair of the Scientific Council.

8. Hearings in the committee shall be confidential. The chairs of the Scientific Council and the relevant committee shall be notified of the decisions of the appeals committee. The joint presidium-secretariat forum shall be notified of appeals with fundamental significance.

9. The chair of the appeals committee shall submit an annual report of the committee's activities (statistics and a list of problematic issues raised) to the following:

a. Presidium-secretariat
b. Executive committee of the Scientific Council.

The presidium of the Scientific Council shall decide what data or basic
decisions submitted by the committee are suitable for publication in
the IMA media.

Residency committee

1. Procedures of committee deliberations
   a. The residency committee shall review the residency courses
every five years and update them where necessary.
   b. The committee shall meet at least once every two months.
   c. There shall be at least nine members in each meeting and
decisions shall be carried by simple majority. The chair shall
have the casting vote.
   d. The decisions of the committee shall be reasoned and specific,
and detailed minutes shall be kept of the deliberations.
   e. Invitations to the meetings shall be sent at least ten days in
advance and shall include the agenda and relevant material.
   f. A representative from the relevant scientific association and any
other relevant association shall be invited to all meetings
addressing a specific field of medicine.

2. Decisions related to recognition of a new field of medicine and
courses of residency require legislative changes by the Ministry of
Health. The residency committee shall accompany all stages of the
legislative changes.

3. Decisions shall be distributed to all relevant parties (department
directors, hospital directors) and shall be published in the IMA
media. These decisions shall also be brought to the attention of
the residents, at the discretion of the chair.

4. The residency committee shall submit an annual report to the
presidium, the secretariat and the executive committee.

Examinations committee

1. Decisions in the central examinations committee shall be accepted by
a majority of two thirds of the members. A quorum for discussions
shall constitute at least 50 percent of the committee members.
2. A detailed protocol shall be kept of committee meetings, including the reasoning behind decisions.
3. The committee shall meet at least once every four months. Invitations shall be sent at least two weeks before the meeting, with the agenda and background material.
4. The examinations committee shall submit an annual report to the presidium, secretariat and executive committee and selected statistics shall be published in IMA media.

Examination procedures
The procedures for residents’ examinations shall be publicized in IMA media, in accordance with changes to the examination procedures and their nature, and shall include the syllabi.

Committee of basic sciences
1. Working procedures:
   a. The proposal shall be submitted to the Scientific Council at least three months before the study is scheduled to start.
   b. The committee representative of the relevant field of medicine shall examine the proposal and if s/he approves it, the applicant shall receive notification of approval.
   c. The representative of the field of medicine may transfer the study to an outside advisor.
   d. The committee has the authority to approve or reject the study in a field of medicine that is not represented on the committee. If it is unable to decide, the proposal shall be transferred to an outside advisor.
   e. A list of outside advisors for each field of medicine, who undertake to finish their work within one month, shall be drawn up and approved by the committee members.
2. The chair of the committee shall approve the finished study, following discussion and decision in the committee regarding the compatibility of the study with the requirements of the Scientific
Council.

**Presidium - Working procedures**

1. The presidium shall convene once a month and if necessary, once every two weeks.

2. Deliberations of the presidium shall be recorded in detailed minutes. An agenda and background material shall be attached to invitations to the presidium meetings.

3. Decisions of the presidium shall be carried by a majority of two thirds of its members.

4. Decisions of the presidium shall be brought to the attention of all relevant parties and shall be available for review, unless the presidium decides that the material is confidential.

5. The presidium shall submit a semiannual report to the executive committee and to the joint forum of the Scientific Council presidium and IMA secretariat.

**Executive committee - Working procedures**

1. The executive committee shall convene at least once every two months. The dates of the meetings throughout the year shall be established in advance, and all members of the committee shall be notified of the dates. Invitations to meetings shall be sent at least ten days in advance and shall state the agenda and background material. Changes to the agenda may only be made in special instances.

2. Executive committee discussions and decisions shall be recorded in accurate and detailed minutes. Decisions shall be forwarded to all relevant parties, unless it is decided that the discussion and/or decision is confidential. This decision shall be recorded in detail and explained in the minutes. The chair of the Scientific Council shall lead discussions in the executive committee.

3. Decisions of the executive committee shall be brought to the attention of the major IMA bodies and other relevant bodies, and
shall be publicized once a year in the IMA media.

**General procedure**

1. Attendance in the various committees shall be as specified in Part J of the IMA regulations, unless otherwise specified in the relevant clauses.
2. The representatives of the various committees related to the associations, shall be appointed with the agreement of the chairs of the relevant associations.

**Appendix C**

**Representatives of Associations in the Scientific Council Committees**
<table>
<thead>
<tr>
<th>Specialty</th>
<th>Internal Medicine</th>
<th>Pediatrics</th>
<th>Gynecology and Urology</th>
<th>Additional specialties I</th>
<th>Psychology and Neurology</th>
<th>Family Medicine</th>
<th>Additional specialties II</th>
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<tbody>
<tr>
<td>Surgery</td>
<td>Internal Medicine</td>
<td>Pediatrics</td>
<td>Gynecology &amp; obstetrics</td>
<td>Diagnostic radiology</td>
<td>Adult psychiatry</td>
<td>Family medicine</td>
<td>Anesthesiology</td>
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<td>Internal medicine</td>
<td>Endocrinology</td>
<td>Neonatology</td>
<td>Urology</td>
<td>Nuclear medicine</td>
<td>Child and adolescent psychiatry</td>
<td>Intensive care</td>
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<td>Pediatrics</td>
<td>Nephrology</td>
<td>Medical genetics</td>
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<td>Oncology</td>
<td>Neurology</td>
<td>Emergency medicine</td>
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<td>Rheumatology</td>
<td>Infectious diseases</td>
<td>Pediatric cardiology</td>
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<td>Physical and rehabilitative medicine</td>
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<td>Ophthalmology</td>
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<td>Hematology</td>
<td>Pediatric pulmonary medicine</td>
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<td>Dermatology</td>
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<td>Geriatrics</td>
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<td>Clinical pharmacology</td>
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<td>Palliative medicine</td>
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<td>Pulmonary medicine</td>
<td>Pediatric endocrinology</td>
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<td>Clinical biochemistry</td>
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<td>Pediatric intensive care</td>
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<td>Pediatric nephrology</td>
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* An association that is not represented on one of the committees shall be brought up for discussion in the presidium, and the presidium has the right to include it.
Appendix D – Ethics Board

Procedures in the IMA ethics board

Section 1: Procedures before the Hearing

Part A: Complaint

1. Complaint of an ethics violation
   If the chair of the ethics board receives a complaint of an ethical violation, or such a violation came to his or her knowledge without a formal complaint, and the chair believes that such complaint merits a hearing, s/he shall provide the physician with a copy of the complaint and give him an opportunity to respond in writing.

2. Time period for decision regarding a hearing
   A decision of the chair of the ethics board to hold a hearing regarding an ethical complaint shall be given within 90 days of receipt of such a complaint, unless there are circumstances that justify a delay and these are explained and brought to the attention of the complainant.

3. Time to respond
   If a physician receives a copy of a complaint, as specified in section 1 above, he shall reply within 21 days or within a longer period, as determined by the chair of the ethics board or at the request of the physician. Once this period passes, the chair may hold a hearing on the complaint, even if the physician has not responded.

4. Additional details
   The chair of the ethics board may ask the complainant or the respondent for additional details regarding the complaint or the response, as the case may be, if s/he feels this is required to clarify a matter arising from such complaint or response. Similarly, s/he may, at his or her discretion, request the complainant or any party to the ethical proceeding, to provide an affidavit and other evidence to verify the details of the complaint.
5. **Notice of non-handling of complaint**
   5.1 If the chair of the ethics board receives a complaint as specified in section 1 above, and decides that there are no grounds for a hearing, s/he shall notify the complainant of the decision in writing.
   5.2 If the chair of the ethics board receives a complaint as described in section 1 above, and feels that it is not within his or her ability or mandate to rule on it, but that there are elements that should be examined, s/he may transfer the complaint to the Ministry of Health for continued examination of the matter.

6. **Preparing a complaint**
   A complaint shall be prepared in writing and shall contain the following particulars:
   6.1 The name of the complainant
   6.2 The name of the physician respondent, his or her place of work and place of residence
   6.3 A description of the facts forming the basis for the complaint
   6.4 Documents and proofs supporting the complaint, as available

7. **Joinder of complaints**
   Several complaints may be joined to form one complaint if they are based on the same or similar facts or on a sequence of events related to one another in such a way that they comprise one event.

8. **Joinder of parties**
   It is permissible to join several respondents in one complaint, if each one was involved in one of the violations listed, either as a partner or in some other manner, or if the complaint is based on a sequence of events related to one another in such a way that they comprise one event.

9. **Separation of the hearing**
   The chair of the ethics board may order the separation of the
complaints or of one or more respondents.

Part B: Clarification of the complaint

10. The chair of the ethics committee may be helped at any time by any body or committee for the purpose of clarifying the complaint.

11. **Composition of the clarification committee**

   11.1 If a decision is made to address a complaint, the chair of the ethics board shall appoint a chair and members of the clarification committee. The complainant and the respondent shall be notified of the composition of this committee.

   11.2 The clarification committee shall be comprised of a chair and at least two additional members, all members of the ethics board. In any event, there shall be an odd number of members.

   11.3 The chair of the ethics board may appoint additional members to the committee, as needed to clarify the issue, whether from within the ethics board or not, as long as the non-members do not outnumber the members and as long as the total remains an odd number.

   11.4 The chair of the ethics board may, at the request of the complainant or the respondent, or for other reasons, cancel the appointment of a member of the clarification committee and replace him with another member.

   11.4 If a member of the clarification committee misses three meetings on a specific complaint, the chair of the clarification committee may cancel his appointment in this particular complaint, and replace him with another member.

Part C: Summoning parties and witnesses

12. **Establishing a time for the hearing**

    The chair of the committee shall determine the date for the start of
the hearing, and shall summon the complainant and the respondent in writing.

13. **Bringing witnesses**
The chair of the clarification committee may, at any stage, summon witnesses, to testify or submit documents in their possession, whether at the request of one of the parties or at the chair's own initiative. Similarly, the chair, at his or her discretion, may make use of the recommendation of any individual or body.

**Section 2: Proceedings in the Clarification Committee**

**Part A: Conducting the hearing**

14. **Conducting the hearing**

14.1 The chair of the clarification committee shall conduct the hearing in the committee meetings and may give any instruction necessary to maintain order at the hearing.

14.2 The chair of the clarification committee make receive assistance from the legal advisor to the ethics board, who shall be present at the hearing, as needed, and assist the committee to fulfill its function according to the regulations and the procedures.

15. **Presence of the respondent**

15.1 No hearing shall be held unless the respondent is present.

15.2 The clarification committee, under exceptional circumstances, may conduct a hearing without the presence of the respondent, if it feels that this will better allow clarification of the complaint.

15.3 The clarification committee may conduct a hearing in the absence of the respondent, after issuing a summons to the hearing, in accordance with section 12 above, if the respondent does not appear.

**Part B: Process of clarification**

16. The complainant shall relate his or her version of events, bring witnesses and submit documents at the opening of the hearing.
17. The respondent may respond to the complaint, relate his or her version of events, bring witnesses and submit documents at the opening of the hearing.

18. **Dismissal due to lack of prima facie evidence**
   If the clarification committee finds that the facts of the complaint have not been proven even prima facie, it shall cancel the complaint after giving the complainant an opportunity to state his case.

19. **Facts and witnesses brought by the clarification committee**
   The clarification committee may, on its own behalf, summon any witness, even if his testimony was already heard, or solicit any other fact. The committee may allow the complainant and respondent, at their request, to bring additional facts, if the committee finds it necessary.

20. **Minutes**
   20.1 The chair of the clarification committee shall keep minutes of the hearing, but may direct the minutes to be recorded by someone else, or in a different manner.
   20.2 The complaint, documents received by the clarification committee and any documentation relating to the hearing shall be attached to the minutes and represent an integral part thereof.

**Part C: Ruling**

21. **Dismissal of the complaint**
If the clarification committee finds that the facts of the case have not been proved, it shall dismiss the complaint, after giving the complainant an opportunity to state his or her case.

22. **Ruling**

After clarification of the complaint, the clarification committee shall rule on the respondent's guilt. The ruling shall be explained, and shall be in writing.

23. **Production of the ruling**

The members of the clarification committee shall sign the ruling. A copy of the ruling shall be sent to the complainant and the respondent, as well as to other parties as per the decision of the committee or the chair of the ethics board, at their discretion after receiving such a request.

24. **Conviction of an ethical violation not included in the complaint**

The clarification committee may convict a respondent of an ethical violation where guilt is revealed from facts proven before it, even if these facts were not mentioned in the complaint, provided that the respondent is given a fair opportunity to defend himself.

25. **Decisions of the clarification committee**

25.1 If the clarification committee rules that the respondent is guilty of the violations attributed to him, it may impose any decree necessary to rectify the situation, including an apology.

25.2 If the clarification committee rules that the respondent is guilty of the violations attributed to him, it may impose any of the following punishments, actually or conditionally:

1. Warning
2. Serious warning
3. Reprimand
4. Serious reprimand
5. Suspension of IMA membership
6. Permanent expulsion from the IMA
25.3 If the clarification committee determines a conditional punishment or instruction that the respondent does not fulfill, the committee may execute its authority under sections 25.2 and 25.2, above.

26. Following the hearing in the clarification committee, the committee shall transfer the minutes and all materials in its possession to the chair of the ethics board.

Section 3: Appeal

27. **Submission of a statement of appeal**
   The appellant shall submit a signed and detailed statement of appeal to the chair of the IMA ethics board, no more than 60 days after receiving a copy of the ruling.

28. **Production of copies of the statement of appeal**
   The IMA ethics board shall submit a copy of the statement of appeal to all parties who participated in the clarification committee.

29. **Composition of the appeals committee**
   29.1 The chair of the IMA ethics board shall appoint the chair and members of the appeal committee. The appellant and the parties who participated in the clarification committee shall receive notice of the formation of the committee and its composition.

   29.2 The appeals committee shall be comprised of a chair and at least four additional members of the IMA ethics board, who did not serve as members of the clarification committee that ruled on this matter.

   29.3 The chair of the ethics board may appoint additional members to review the matter, as needed, whether from within the ethics board or not, as long as the non-members do not outnumber the members and as long as the total remains an odd number.
29.4 The chair of the ethics board may, at the request of the complainant or the respondent, or for other reasons, cancel the appointment of a member of the appeals committee and replace such member with another member.

30. **Additional provisions**

The provisions concerning the clarification committee shall apply to an appeal to the ethics board, where appropriate.

31. **Rescinding an appeal**

An appellant may rescind his appeal at any stage of the hearing on his matter, before the ruling.

32. **Joinder of appeals**

If several appeals are submitted on the same issue, the chair of the ethics board may decide to join the appeals.

33. **Appeal in the presence of the parties**

The hearing on the appeal shall be in the presence of all parties who participated in the clarification committee. However, if a party was summoned to the hearing and did not appear, the appeals committee may rule on the appeal in his absence.

34. **Order of arguments in the appeal**

The chair of the appeals committee shall determine the order of speakers in the appeal.

35. **Presentation of new facts and documents**

The appeals committee may, if it feels it is necessary to make a determination, allow the presentation of new facts or documents not brought before the clarification committee. If the respondent brings new facts and documents, the appeals committee may allow the other parties to bring additional facts and documents on their own behalf.

36. **Decision of the appeals committee**

After hearing the arguments of all sides, the appeals committee may decide, by way of reasoned explanation, one of the following:
36.1 To accept the appeal, in whole or in part, to change the final decision or any interim decision of the clarifications committee, or to cancel it and accept another in its place.

36.2 To reject the appeal; the committee may do so even if it accepted one of the arguments brought by the appellant, if it feels that it is not sufficient to change the decision.

37. **Production of the ruling**

   The members of the appeals committee shall sign the ruling. A copy of the final ruling shall be submitted to the parties.

38. The ethics board shall forward to the attention of the IMA central committee a decision of the clarification or appeals committee, as the case may be, to impose a punishment.

**Section 4: Miscellaneous Instructions**

39. **Confidentiality of the hearing**

   39.1 The ethics hearing shall be conducted behind closed doors; however, the fact that a hearing took place, the identity of the parties and the results shall not be confidential. Notwithstanding the above, a party may request from the chair of the clarification committee to impose confidentiality on these aspects as well, in accordance with the circumstances.

   39.2 The committee may, if necessary to clarify the matter or at the request of the complainant or the respondent, allow the presence of individuals other than the parties at the hearing.

   39.3 The clarification committee and/or the appeals committee and/or the chair of the ethics board may instruct the transfer of materials received by the committee, including its decision, to the Ministry of Health.

40. **Publication**

   The clarification and appeals committees shall instruct as to the publication or non-publication of the process and its results, including
exposing the identity of the parties. Publication shall be allowed only once the time to appeal has expired or in the case of a final decision. In any case where the respondent's membership in the IMA was suspended or cancelled, the committee is obliged to publicize his or her identity.

41. Cessation of proceeding
Where the chair of the ethics board receives a copy of a criminal indictment against a respondent in a case being heard by the ethics board, the proceeding or appeal shall cease until the granting of a final judgment in court.

42. Minority opinion
In a decision of the clarification or appeals committee, where there is a minority opinion, all the committee members shall sign the majority opinion; however, the member holding the minority opinion may attach his divergent viewpoint and explanation to the verdict.

43. Procedure in the absence of instructions
In any procedural matter where there are no instructions in these rules, the chair of the ethics board, the chair of the clarification committee or the chair of appeals committee, as the case may be, shall decide how to act to attain justice.

IMA tribunal - Procedures in the Tribunal

The proceeding
44. Anyone wishing to file a complaint with the tribunal shall undertake in writing to follow the instructions of the tribunal and accept its decision.

45. The complaint shall be filed with the chair of the tribunal in duplicate. The names of the parties, a detailed description of the matter and the forms of proof for each item shall be noted.

46. Upon submission of the complaint, or during the period determined by the chair of the tribunal, the complainant shall undertake to pay
any trial expenses determined by the chair of the tribunal.

47. After the complaint is submitted, the chair of the tribunal shall produce one copy of the complaint to the respondent, and a list of the judges to both sides.

48. The chair of the tribunal shall determine the trial date and send the parties and the judges a written invitation. A physician with the same status or standing as the physician whose case is being heard shall be present at each hearing.

49. If the complainant does not appear on the first date or any subsequent dates, and does not provide adequate explanation for his or her absence, the complaint shall be viewed as cancelled.

50. If the respondent does not appear on the first date, the chair of the tribunal shall set a second date and invite the respondent to appear on this date, along with a warning of the consequences of his or her failure to appear on the second date.

51. Means of proof are:
   51.1 Witnesses
   51.2 Documents (certificates)
   51.3 Experts
   51.4 Visit by the tribunal, or a single judge appointed by the tribunal, to the scene of the act.

52. If a party requests that a witness be heard, it is that party's responsibility to ensure the presence of the witness. If the party has difficulty in summoning the witness, he shall request the assistance of the tribunal before the hearing.

53. The tribunal has the right to require IMA members to appear before it as witnesses, if the party with the burden of proof has not succeeded in bringing them to testify.

54. The witnesses shall be heard consecutively, and not in the presence of witnesses who have not yet testified.

55. The tribunal may obtain expert testimony if it deems necessary. If the
parties do not agree on the selection of expert witnesses, the tribunal shall decide. Every IMA member is required to produce, at the request of the tribunal, a written or oral expert opinion. Refusal to submit such an opinion in the manner requested by the tribunal may incur punishment, at the discretion of the tribunal. The payment for such opinions may not exceed actual costs as recognized by the tribunal.

56. Each party has the right to be present at the time evidence is presented. If evidence is to be presented at a specific time, both parties shall be notified of the time in advance so that they may be present.

After evidence is presented, or the tribunal has announced that evidence shall not be presented, the parties - beginning with the complainant - may state their conclusions. The chair of the tribunal shall decide whether to permit additional exchange of arguments. In any case, the respondent shall have the right to present his arguments last.

57. Minutes shall be kept of every tribunal meeting. The chair of the tribunal shall appoint someone for this task. This may be a judge or any person deemed suitable by the chair. The minutes shall include the main issues from the affidavits of the sides, the testimony given, and the expert opinions. The chair of the tribunal shall instruct the individual writing the minutes. At the end of each meeting, the chair and the writer of the minutes shall sign the minutes.

Verdict

58. The chair of the tribunal or another judge specially appointed for this purpose or the legal advisor of the tribunal shall draft the verdict and all the judges shall sign it. A judge expressing a minority opinion may record his divergent opinion in writing.

Appeal
59. Both the complainant and the respondent have the right to appeal.
60. Appeals shall be heard by a panel of five judges, none of whom served on the initial panel.
61. A written appeal shall be submitted to the chair of the tribunal within 21 days of the verdict (not including the day the verdict is produced). An advance on the costs of the appeal shall be paid. The chair of the tribunal shall determine the amount of the advance payment.
62. The appeal shall contain: the names of the parties, the verdict being appealed, the production date of the verdict and the reasons for the appeal. After filing the appeal, further reasons may not be added. The appeal shall be filed in duplicate.
63. After receiving the appeal, the chair of the tribunal shall decide whether to hear the appeal. The chair has the right to reject the appeal orally, in the case of one or more of the following:
   63.1 The date for filing the appeal has passed or the appeal does not comply with the specifications in clauses 61-62 above.
   63.2 The appeal is based only on a technical deviation from the regulations and the chair is convinced that this deviation could not have influenced the decision of the first panel.
   63.3 If the chair of the tribunal decides to hear the appeal, he shall appoint a panel of five judges to hear the case.
64. Witnesses and experts, whose testimony and opinions were heard in the original trial, are not required to testify before the second panel on the same matters, unless the second panel finds it necessary. It shall be sufficient to read the minutes of the first trial. This is also the case regarding a visit by the tribunal to the scene.

Additional procedural rules and counterclaims

65. Parties to a proceeding conducted according to these regulations shall have the right to be represented by a third party, including an attorney.
66. Any verdict of an appeal shall take effect following submission to the parties.
67. If a procedure is not included in these regulations, the tribunal may act as it sees fit to attain justice.

Decision
68. The tribunal may make any decision in accordance with the authority it is given in the regulations.

Punishments
69. a. The tribunal may impose the following punishments:
   1. Warning
   2. Censure
   3. Apology
   4. Revocation of office in the IMA
   5. Prohibition to serve in a high office in the IMA, temporarily or permanently.
   6. Expulsion from the IMA
The tribunal may determine that the punishments specified in sub-sections 4, 5 and 6 above shall be conditional.

b. The tribunal may impose on the defendant the punishment specified in sub-section 3 above, in addition to any other punishment it sees fit to impose according to this clause.

c. In addition to the above, the tribunal may decide that the verdict, in whole or in part, shall be publicized in the IMA media or the general press or both.

Appendix E - Mediation via the IMA

a. The chair of the ethics board may, at his or her discretion, offer the parties the opportunity to choose mediation. If both parties agree to transfer the dispute to mediation by a mediator who is an IMA member, the chair of the ethics board shall appoint the mediator. At the time of the appointment, both parties shall sign the mediation agreement
described below.

b. In disputes brought before the IMA tribunal, if both parties agree to transfer the dispute to mediation by a mediator who is an IMA member, the chair of the tribunal shall appoint the mediator. At the time of the appointment, both parties shall sign the mediation agreement described below.

**Agreement between the parties and the mediator/s**

1. The parties undertake to cooperate with the mediator and conduct the mediation proceeding fairly and in good faith and to reveal all necessary information in order to resolve the dispute between them by voluntary agreement.

2. The parties agree to act with respect towards one another and to allow each side to present his case without interruptions and outbursts.

3. The mediator undertakes to act in good faith, fairly and objectively in order to help the parties resolve their dispute through open negotiation.

4. The mediator is not authorized to give a binding decision on matters relating to the dispute between the parties.

5. The mediator affirms that s/he is not dependent on any of the parties and has no personal interest, either directly or indirectly, in the matters being mediated and that there was no prior personal or business relationship between him or her and any of the parties.

6. The parties may consult with their attorneys or anyone they see fit, at any stage of the mediation.

7. The parties shall sign the mediation agreement, and affirm that they understand that it has the same standing as a contract. The chair of the IMA ethics board and/or the IMA tribunal may
give this agreement the effect of a decision of the ethics board or the tribunal.

8. The mediator may offer the parties solutions to the disagreement and raise suggestions for a mediation agreement.

9. The mediator agrees not to provide professional services to any of the parties in any matter connected with the dispute in question, without the consent of the other parties.

10. The parties agree not to ask the mediator to give testimony, either orally or in writing, or present documents on any matter that was raised, directly or indirectly, during the mediation proceedings.

11. The parties agree that if they did not reach an agreement in the mediation or were not satisfied with the agreement signed, this shall not serve as a claim against the mediator, and that in accordance with this agreement, the mediator is not responsible for the outcome of the mediation.

12. The mediation proceeding shall be conducted according to the following rules:
   a. The mediator shall determine the time and place of each meeting.
   b. The mediator shall determine the procedures of the mediation, where not determined by regulations.
   c. The mediator may administer the documents and make notes during the mediation session. These documents and notes shall serve only the mediator and shall not be open to either side.
   d. The mediator is allowed to consult with an expert and obtain his or her opinion, after notifying the parties of the cost involved and receiving their consent to pay.

13. The mediator's notification of his or her fee is binding for the
parties to the mediation.

Party A  Party B  Mediator
Appendix F - Sample Regulations

A. Name of the association/society
   1. According to the specifications in section 268 of the Regulations of the Israel Medical Association (IMA), only physicians in a branch of medicine recognized as a specialty, as specified in the regulations for specialty recognition, may join together as an association.
      If the branch of medicine is not recognized as a specialty, the physicians shall join together as a society.
   2. The name shall be as follows: "The Israeli Medical Association, the Israel Association/Society for ___".

B. Validity and authority
   1. The association/society is an integral part of the Israeli Medical Association (IMA), established by virtue of the IMA regulations and drawing its authority from these regulations.
   2. Any regulation of the Israel Association/Society for ___ that does not reconcile with or conform to or that contradicts IMA regulations, policy or activities, is inherently invalid.
   3. Any decision and/or activity of the Israel Association/Society for ___ that does not reconcile with or conform to or that contradicts IMA policy, decisions or activities, is inherently invalid.
   4. The name of the association/society on every official document, clinical guideline, position paper, conference invitation and other association/society publications shall explicitly include the name of the IMA.

C. Purposes of the association/society
   The purposes for which the association/society were founded should be stated.

D. Membership
Membership in an association/society, other than international membership, is contingent upon membership in the IMA. There are four types of memberships: full membership, associate membership, international membership and honorary membership (at the discretion of the association/society).

**In an association**

1. **Full membership:** Only physicians who are IMA members and specialists in the relevant branch may be accepted as full members and have the right to vote and be elected to the institutions of the association. The right to be elected to executive positions such as: association chair, secretary or treasurer requires that the main occupation of the physician be the practice of medicine, excluding those associations whose nature requires otherwise such as, medical administration.

2. **Associate membership:** Physicians who are IMA members and are residents in the relevant branch or have an interest in the branch may be accepted as associate members. The association may also accept associate members who are not physicians but nonetheless have an interest in the relevant branch of medicine. Associate members benefit from all the rights of full members, other than the right to vote and to be elected to the institutions of the association.

**In a society**

3. A society may accept with full rights any full member of the IMA, as well as individuals who are not physicians. The latter shall not be allowed to be elected to the positions of chair, secretary or treasurer of the society.

**In an association and society**

4. International member: a physician recognized by a recognized
professional association in his or her country of residence and who wishes to be a member of the association/society (at the discretion of the association/society)

A full member absent from the country for a period exceeding two years who wishes to be an international member of the association/society.

5. Honorary member: a member to whom the association/society wishes to show esteem for his or her special contribution to the profession in Israel. The committee of the association/society shall grant honorary membership by a majority of at least two thirds of committee members.

* These are minimum conditions. The association/society may add other requirements or other types of memberships, or define only some types of memberships, at its discretion.

E. **Acceptance procedures (optional)**

1. A physician who is an IMA member and wishes to be accepted as a member of an association/society shall submit an application to the committee, along with relevant documents.

2. The committee shall decide to accept or reject an application, and shall decide upon the type of membership. The decision shall be forwarded to the applicant in writing.

3. If the committee rejects an application, it shall explain its decision, and give the applicant a fair opportunity to appear before the committee and state his case. The committee's decision may be appealed to the IMA tribunal, and the decision shall be final.

F. **Rights and obligations**

Every member is entitled to participate in conferences of the association/society.

In an association-The right to vote and the right to be elected and the right to vote in a general assembly on matters related to
residency and syllabi are reserved for full members only. In a society-The right to be elected to the positions of chair, secretary and treasurer is reserved to IMA members only. The association/society committee may bar a member from participating in elections if he has failed to pay his fees to the association/society for 24 months preceding the date of the elections.
Every member must abide by decisions accepted by the institutions of the association/society.

**G Termination of membership**

1. At the written request of the member to the association/society committee
2. As a result of the member's resignation or expulsion from the IMA, for any reason
3. The committee may expel a member from the association/society in the following cases:
   a. The member has not paid membership fees or other payments owed to the association/society despite three written warnings, with at least thirty days between each warning. An association/society that manages its database and membership fees through the IMA authorizes the IMA to activate this section.
   b. The committee is convinced that the member violated the regulations and/or disciplinary rules of the association/society, and/or acted contrary to the policy of the association/society or the IMA and or contrary to the decisions of the association/society or the IMA and/or violated the regulations of the association/society or the IMA and/or maliciously caused material or moral damage to the association/society and/or was convicted of a dishonorable offence by the court or the IMA ethics board.
4. In any case where a member is about to be expelled from the association/society, the member shall receive appropriate written notice and shall be given the opportunity to appear before the committee and state his or her case. If the committee decides to expel the member, s/he shall be notified in writing.

5. A member may appeal this decision before the audit committee within one month of the decision of the association/society committee.

6. The audit committee may return the matter for additional discussion in the general assembly or approve the expulsion of the member from the association/society. The member may appeal the decision to the IMA tribunal.

7. The general assembly, at the recommendation of the committee, may, by a majority of its members, decide to suspend or terminate the membership of a member of the association/society. Notice of such a deliberation shall be sent to members at least 30 days before the date of the assembly.

H. **Institutions of the association/society**

1. The institutions of the association/society are:

   a. General assembly
   
   b. A committee numbering ___ members (at the discretion, of the association/society, and preferably an odd number) including a chair, secretary and treasurer
   
   c. Audit committee with three members
   
   d. Sub-committees established as necessary by the association/society committee

2. **General assembly**

   a. The general assembly of the association/society shall be convened once a year. The committee shall determine
the date and location of the assembly. Invitations shall be sent to all members at least thirty days in advance. The committee shall notify the IMA of the date of the assembly. Invitations shall state the agenda of the assembly, or alternatively, shall refer the members to a place where the agenda is publicized. The committee shall determine the agenda. Any topic not included in the agenda as publicized shall not be raised at the assembly unless the majority of the participants at the assembly agree to do so.

b. The assembly shall have a legal majority if at least half of the voting members of the association/society are present. If there is no legal quorum at the appointed time, the assembly shall be postponed for one hour and shall then take place and be legal with any number of participants. Only full members have the right to vote.

c. Decisions of the general assembly shall be passed by a majority of members present and voting. Votes shall be taken by a show of hands unless a secret ballot is called for by 10 percent of participants. If the number of votes is equal, the chair shall have the casting vote.

d. The duties of the assembly include:

(1) Receiving a report of the committee's activity, including a financial report

(2) Electing a chair and committee members at least once every four years (at the discretion of the association/society); elections by electronic means
shall not necessarily take place at the general assembly.

(3) Discussing and deciding topics on the agenda
(4) Defining guidelines and activities for the committee and the association/society until the next assembly

3. **Extraordinary general assembly**
The committee may call for an extraordinary general assembly at any time and shall do so no more than one month after receiving a written request from 20 percent of the full members of the association/society. This assembly shall be legal under the same conditions established for a regular general assembly.

4. **Chair of the association/society**
The chair shall be elected at the general assembly, by a regular majority of members present and voting, for a term of up to four years (at the discretion of the association/society), and may not serve for more than three consecutive terms. A cooling-off period of at least one term is required on completion of service.
The chair’s duties include the functions and authorities stated in section 358 of these regulations, among them representing the association/society before various bodies in Israel and abroad, serving as chair of the association/society committee and responsibility for various activities of the association/society. In the chair’s absence, the secretary of the association/society shall fill his or her place.

5. **Association/society committee**
a. Members of the committee shall be chosen by the general assembly for a period of up to four years and may not serve for more than three consecutive terms. A cooling-off period of at least one term is required on
completion of service.

A committee member who served the maximum number of terms may/may not (for decision by the association/society) submit candidacy for the position of chair without a cooling off period.

Among the committee's duties are the functions and authorities set forth in section 361 of these regulations, including representing the association/society and implementing the decisions of the general assembly.

The committee shall select a secretary and treasurer at its first meeting.

The chair shall convene meetings of the committee and set the agenda.

b. Meetings of the committee shall only be legal with the participation of at least half of the committee members. Committee meetings shall take place at least twice a year. If there is an equal vote in the committee, the chair shall have the casting vote.

The committee shall record its decisions, together with the explanations, in written protocols.

c. The committee shall serve until a new committee is elected at the general assembly of the association/society. The general assembly may replace the committee before the end of its term with a majority of ____________ (at its discretion).

d. The association/society committee shall not make any decision that contradicts or does not conform with IMA regulations, policy, decisions or activities.

A committee member shall not be paid for his services to the association/society.
A committee member may be reimbursed for expenses based on appropriate approvals by the committee, backed up by minutes and production of receipts.

e. If a member of an association/society is absent from four consecutive meetings, without adequate reason, s/he shall be considered as having resigned, and his or her office shall be terminated provided that s/he receives appropriate warning and s/he is given the opportunity to state his or her case before the committee.

f. If a member of the committee resigns or is unseated, or is prevented for any reason from fulfilling his duties, s/he shall be replaced by the member who received the highest votes after the committee members elected at the elections of the association/society.

Notwithstanding the above, if the number of committee members falls below three before the end of their term, the remaining committee members shall convene within 60 days an extraordinary general assembly to decide upon the composition of the committee.

g. The association/society committee is bound by all the legal undertakings (financial and contractual) accepted by the outgoing committee, provided that they were accepted in accordance with the regulations of the association and the IMA, unless the outgoing
committee contravened the regulations of the association or the IMA, all this in accordance with any law.

6. **Treasurer**

The treasurer of the association/society shall be elected by a majority of committee members and shall be responsible, inter alia, for collecting membership fees in conjunction with the IMA, receiving updates as to the number of paying members and assisting to send requests and warnings to non-paying members. The treasurer is responsible for prudent use of the association/society's finances, overseeing financial transactions and transferring documents such as receipts and copies of checks to the IMA accounting department. The treasurer's authority and functions are detailed in section 360 of these regulations. The financial activities of the association/society shall be executed only in coordination with the IMA accounting department. Among the treasurer's duties is to submit to the committee and the general assembly a report of these activities.

The chair or secretary of the association/society shall substitute for the treasurer in his or her absence.

7. **Secretary**

The secretary of the association/society shall be elected by the committee from among its members, by majority vote. The secretary's duties shall include taking minutes of the committee meetings, managing the correspondence of the society/association, keeping an updated list of members and their addresses, and informing members of meetings, assemblies and programs. The secretary's authority and functions are detailed in section 359 of these regulations.
The chair or treasurer of the association/society shall substitute for the secretary in his or her absence.

8. **Audit committee**
   The general assembly shall elect the three members of the audit committee. This committee is responsible for examining all financial issues of the society and the legality of its decisions.
   Its authority and functions are detailed in section 362 of these regulations.

9. **Sub-committees**
   The general assembly or the committee may form additional committees as the need arises. These committees shall answer to the association/society committee.
   Any decision and regulation of an association/society sub-committee that does not reconcile with or conform to, or that contradicts regulations or decisions of the association/society committee, is inherently invalid.

10. ** Undertakings of officials**
    Officials in the association/society are bound by the duty of care and fiduciary obligations towards the association/society and towards the IMA.

11. **Conflict of interests**
    If an official in an association/society acts contrary to the interests and/or the decisions of the committee or the IMA and/or contrary to the benefit of the association/society or the IMA, the committee, with approval of the audit committee, may require his transfer from his position, after he has been given a fair opportunity to state his case. The committee may also file a complaint against him with the IMA ethics board.
    As a rule, the authority to remove an association/society
committee member or a member of the audit committee from his or her position elected at the general assembly is reserved for the general assembly. The authority to remove the secretary and treasurer from their positions is given to the association/society committee in a reasoned, majority decision.

The decision of the general assembly or the association/society committee may be appealed before the IMA tribunal and its decision shall be final.

I. Finances

1. The budget of the association/society and the amount of membership fees for the members of the association/society shall be determined by the committee. The amount of fees shall be approved by the IMA central committee. Prior approval of the IMA is required for any change or update. The committee may levy additional fees or fees for a special purpose, after receiving approval by simple majority of the general assembly and the central committee of the IMA.

2. An honorary member shall be exempt from paying fees (at the discretion of the association/society).

3. The chair, treasurer and secretary of the association/society shall be legal signatories of the association/society’s bank account as long as they are in office. Checks of the association/society shall be signed by two signatories.

4. If a signatory is unable to fill his position for more than three months, for any reason (such as travel abroad), his signature on the bank account of the association/society shall be cancelled, and the committee of the association/society shall appoint a signatory in his place.

5. Positions shall be transferred between treasurers and signatories in the association/society as quickly as possible.
after elections, and no later than 30 days after the election. (Where an appeal of the election results has been filed, the transfer of signatories shall occur within 30 days of the final decision regarding the elections.)

J. **Regulations: approval and changes**

1. The regulations shall be approved by a simple majority in the general assembly.

2. Changes to the regulations may not be made by simple majority at the general assembly, and require a majority of 75 percent, two thirds, or 51 percent of the members present and voting (at the discretion of the association/society).

   The committee shall send written suggestions for changes to the regulations to all members at least thirty days before the general assembly. Under no circumstances shall paragraph ________ be changed (at the discretion of the association/society, usually regulations relating to name and objectives).

   The proposed changes shall be brought before the general assembly, and any changes approved by the required majority shall be explicitly noted in the assembly protocol. These changes shall be confirmed by the IMA central committee and legal advisor before coming into effect. The association shall forward to the IMA an updated set of regulations, that includes all the changes accepted and affirmed.

K. **Disbanding the association/society**

   The decision to disband the association/society may only be made by a majority of 75 percent of full members at the general assembly. If the association/society disbands, its property shall be transferred to the IMA central committee, which shall transfer
it in turn, at its discretion, to an organization similar or identical in its purposes to that of the association/society.

L. **Interpretations**

The clauses in these regulations are given to interpretation by the IMA legal advisor. Any legal issue that is not specified in these regulations shall be addressed by the legal department of the IMA.

Anything written in these regulations in the male form shall apply equally to both the male and female forms.

**Procedures for Elections in an Association or Society**

1. The objective of this regulation is to define proper election procedures in IMA scientific associations and societies.

2. An association/society committee may determine the process of elections as direct elections of a chair and committee members or as general elections, in which the person who receives the majority of votes shall serve as chair and those following – as committee members, as long as the decision is made clear in advance to all members.

3. Ninety days before the elections in the association/society, the committee shall appoint an election committee with three independent members, who are not candidates for any official position in an association/society.

4. The election committee shall inform all association members of the option of standing for election as chair and/or committee member, and shall describe the criteria for standing for election. Candidacy shall be submitted at least 45 days before the election date. If by the final date for submitting candidacies there is only one candidate for the position of chair, and/or the number of candidates is equal to the number of committee members as stated in the regulations of the association/society, the deadline
for submitting candidacies shall be extended by 7 days. The date set for elections shall not change as a result of extending the deadline for submitting candidacy.

5. The elections shall be secret. The association/society committee and the election committee shall determine the manner of elections as secret ballots at the general assembly or, alternatively, as electronic elections via the system developed by the IMA.

6. The election committee, in coordination with the department of scientific associations in the IMA, shall prepare a list of all the full members who have the right to vote and be elected in the institutes of the association/society, in accordance with the criteria specified in the regulations of the IMA and the association/society.

7. The election committee shall send an invitation to the members at least 30 days before the election, which shall include the process of elections as determined. For personal elections, the invitation shall include at minimum the agenda and the opening and closing time of the ballots, order of elections, names of candidates and how they will present their platform to the voters. For electronic elections, the invitation shall include at minimum the days and hours during which it is possible to vote through the system, a link to instructions and explanations how to use the system and names of the candidates along with their platforms.

8. Every member wishing to settle his debts with the IMA or the association/society is required to do so at least 30 days before the elections date.

9. On the day of the elections, the election committee shall be available throughout the voting, for consultation and decisions on exceptional issues.

10. After the ballots or the electronic system are closed, the election
committee shall start to count the votes or receive the election results, respectively. In the case of manual counting, every candidate may ask to station an observer on his behalf when counting the votes.

11. If the vote is tied, there shall be another round of votes between the two candidates who received the highest number of votes. If the vote is tied in the second round, the election committee shall convene to decide between the candidates by a lottery or by determining rotation, with the agreement of the candidates.

12. A member who is elected chair as well as committee member shall remove him or herself from one of the positions, as s/he chooses, in favor of the person who received the next highest number of votes.

13. If there are an equal number of candidates and officials, as defined in the regulations of the association/society, the composition of the committee may be approved by an open vote provided that the voters are given the opportunity to oppose the appointment of a candidate to a position. Notwithstanding the provision in this clause, 20 percent of the members with voting rights in the association/society may ask for a secret ballot in this case.

14. The election committee shall announce the results in writing, no more than ten days after the election, and shall report them to the members of the association/society and the IMA.

15. The elections shall conform to the provisions in the regulations of the IMA and the association/society.

16. An appeal of the election process and results shall be submitted no later than 14 days after the elections to the elections committee of the association/society. The decision of the election committee shall be given within 7 days of receiving the appeal. An appeal of the decision of the elections committee shall be
submitted to the IMA legal advisor within 7 days of receiving the decision of the elections committee, and his or her decision shall be final.

17. The committees of the associations/societies shall be responsible for implementing this provision.

Appendix G - Physicians' committee-sample regulations

Election procedures

1. The right to vote in elections of a physicians' committee is given to each physician IMA member employed by the employer, from his or her first day of employment.

2. The right to be elected to the physicians' committee is given to every employed physician (following the trial period) IMA member who is employed by the employer at least 50% of the time, excluding physicians in managerial positions.

3. No later than 30 days before elections, the general assembly of physicians at the relevant employer shall select an elections committee of at least two physicians.

4. Notice of elections shall be sent to every voting member, no later than 14 days before the elections.

5. A member who wishes to submit candidacy for the local committee, shall submit his or her application in writing to the elections committee no later than one week before the elections.

6. Elections shall be held at the general assembly or through voting booths placed at different locations by the employer, and they shall be confidential.

7. The elected physicians' committee shall be comprised of at least three members.

8. Following the closure of the voting booths, the elections committee shall commence the counting of votes. Each candidate is entitled to request the presence of an observer on his or her behalf at the
counting of the votes.

9. In the event of a tie, there shall be another round of votes between the two candidates who received the highest number of votes. If the vote is tied in the second round, the election committee shall convene to decide between the candidates by a lottery or by determining rotation, with the agreement of the candidates.

10. If there are an equal number of candidates and officials, the composition of the committee may be approved by an open vote provided that the voters are given the opportunity to oppose the appointment of a candidate to a position. Notwithstanding the provision in this clause, 20 percent of the members with voting rights may ask for a secret ballot in this case.

11. The elections committee shall publicize the results of the election, in writing, within 10 days of the elections, and shall update the committee members and to the IMA secretariat.

12. Elections for the physicians' committee shall take place no earlier than one year and no later than three months before the IMA national convention.

13. At their first meeting, the members of the physicians committee shall elect a chair, and may also elect a deputy chair and treasurer.

14. The elected physicians' committee shall require approval of the IMA central committee.

Committee activities

15. The physicians' committee represents the physician employees in negotiations with the employer management. On all fundamental questions or those that relate to all physicians of the employer (including negotiations leading to a collective bargaining agreement with the employer), negotiations shall be conducted with the employer by IMA
representatives along with the physicians' committee.

16. The physicians' committee shall be in regular contact with the IMA institutions, and shall act in accordance with decisions made by them.

17. The physicians' committee shall meet as needed, and at least once every three months.

18. The physicians' committee shall keep a summary of its meetings and shall provide the IMA secretariat with its fundamental decisions or those that relate to all the physicians at the employer.

19. An IMA member may appeal any decision of the local physicians' committee to the IMA secretariat.

20. If a member of the physicians' committee resigns or is unable to continue in his or her position for any reasons, s/he shall be replaced by the member who received the next highest number of votes.

21. The addition of one or more members to the physicians' committee requires the approval of the local general assembly and the IMA secretariat.

22. The physicians' committee shall submit a quarterly report to the IMA secretariat. Broad or fundamental issues, issues regulated in the collective agreements and/or issues that relate to all IMA members, shall be transferred to the immediate attention of the IMA secretariat.

23. The physicians' committee is collectively responsible before the local general assembly and is subject to the instructions and decisions of the IMA secretariat and central committee.

24. The physicians' committee shall convene general assemblies of all physicians in the institution, as needed.

25. Decisions of the general assembly shall be taken by majority vote.
26. The physicians' committee may submit its resignation to the local general assembly, which shall then elect a new committee.