

Medical Device Packaging Technical Committee Bylaws

1. Name:

- 1.1. The name of the organization shall be The Medical Device Packaging Technical Committee (“MDPTC”, “the Committee”) of the Institute of Packaging Professionals (“IoPP”).

2. General:

- 2.1. The Committee will operate under the Bylaws of the Institute of Packaging Professionals with the additions and exceptions as noted below.

3. Purpose:

- 3.1. The purpose of MDPTC is to act as a resource and ally to the medical device/healthcare packaging industry through the following:
 - 3.1.1. To educate its membership and the Medical Device/Healthcare packaging industry on foundational knowledge, novel knowledge, and industry trends.
 - 3.1.2. To attract, retain, and develop talent into the Medical Device/Healthcare packaging industry.
 - 3.1.3. To serve as a forum for Medical Device/Healthcare packaging community engagement.

4. Membership:

4.1. Qualifications:

- 4.1.1. All members of MDPTC shall be in good standing with IoPP.
- 4.1.2. All members shall be involved in the Medical Device or Healthcare Industries, media professionals, or educators, who advance the mission of the committee.

4.2. Expectations:

- 4.2.1. All members shall conform to the IoPP Anti-trust Policy Statement and General Rules of Anti-trust Compliance at each meeting.
- 4.2.2. All members are expected to complete tasks for which they have committed to, in a timely manner.
- 4.2.3. All members are expected to regularly attend Committee functions.
- 4.2.4. All members are expected to strike a balance between contributions to the functions and mission of the MDPTC, and their own requests for support, information, or committee focus.

4.3. Expulsions:

- 4.3.1. Expulsions require a three-quarters (3/4) majority vote of the voting members or the Executive Board of MDPTC, or a recommendation from the Board of Directors of the Institute of Packaging Professionals.**
- 4.3.2. Any member may be expelled from the committee:**
 - 4.3.2.1. If their membership in IoPP lapses.**
 - 4.3.2.2. For negligence of commitments to the Committee.**
 - 4.3.2.3. For habitual, repeated, or negligent absences from Committee functions.**

5. Meetings:

5.1. Cadence:

- 5.1.1. The Executive Board is authorized to schedule periodic general membership meetings virtually, or in locations chosen to be most convenient to the general membership of the Committee.**

5.2. Notice:

- 5.2.1. Written or electronic notice of any general membership meeting of the Committee will be distributed to all members in good standing not less than ten (10) days prior to the meeting.**

5.3. Quorum:

- 5.3.1. A quorum for any meeting of the Executive Board shall be at least a 3/4 majority of the total number of voting members on the Executive Board at the time of the meeting.**

6. Executive Board

6.1. Officers:

6.1.1. Representation:

- 6.1.1.1. No more than two (2) officers from one (1) organization may serve concurrently on the MDPTC Executive Board, unless subject to articles 6.1.3.2 or 7.2.4.1.**
- 6.1.1.2. It is preferred for the board to consist of approximately equal representation of Medical Device Manufacturers, Suppliers, Consultants, etc.**

6.1.2. Term:

- 6.1.2.1. Executive Board members shall be elected for a term of two (2) years.**

6.1.3. Vacancies:

- 6.1.3.1. Vacancies occurring during the term of office of any Executive Board member shall be filled as soon as practical, by appointment from the Executive Board.**

- 6.1.3.2. To fill a vacancy, more than two (2) officers from one (1) organization are permitted for the remainder of the term.
- 6.1.4. All Executive Board members shall:
 - 6.1.4.1. Work together in planning meetings, and communications with The Institute of Packaging Professionals.
 - 6.1.4.2. Oversee general operation of MDPTC.
 - 6.1.4.3. Guide its members based on the mission and sponsored projects of the Committee.
- 6.2. Chair:
 - 6.2.1. The Chair shall:
 - 6.2.1.1. Be Chief Executive Officer of the Committee.
 - 6.2.1.2. Preside at all meetings of the Executive Board and general membership meetings.
 - 6.2.1.2.1. If unavailable, the Chair shall appoint a delegate to preside at the meeting.
 - 6.2.1.3. Have general supervision of the administrative affairs of MDPTC.
 - 6.2.1.4. Serve as a non-voting advisory to the MDPTC Executive Board for a period of six (6) months after the completion of their term(s) as Chair.
- 6.3. Vice Chair:
 - 6.3.1. The Vice-Chair shall:
 - 6.3.1.1. Carry out duties as assigned by the Chair.
 - 6.3.1.2. Assume the duties of the Chair in the Chair's absence.
- 6.4. Secretary:
 - 6.4.1. The Secretary shall:
 - 6.4.1.1. Prepare minutes and agendas for Executive Board and General Membership Meetings including attendees, location, and date.
 - 6.4.1.2. Be responsible for recordkeeping of the MDPTC.
 - 6.4.1.3. Serve as the liaison to IoPP National for MDPTC website maintenance/updates.
- 6.5. Event Chair:
 - 6.5.1. The Event Chair shall:
 - 6.5.1.1. Be responsible for supervising and coordinating the events of the Committee, such as participation in seminars, webinars, panel discussions, conferences, networking events, IoPP events, or other gatherings.

6.6. Program Chair:

6.6.1. The Program Chair shall:

- 6.6.1.1. Be responsible for the general supervision of the Committee sponsored Programs.**
- 6.6.1.2. Assist the Executive Board in maintaining commitment goals and objectives surrounding sponsored Programs.**

6.7. Ombudsman:

6.7.1. The Ombudsman shall:

- 6.7.1.1. Serve as an independent opinion and/or authority between committee members and the Executive Board in the event of a complaint or problem.**

6.8. Treasurer:

6.8.1. The Treasurer shall:

- 6.8.1.1. Supervise all financial concerns of the Committee.**
- 6.8.1.2. Prepare an annual budget recommendation.**

6.9. Membership Chair:

6.9.1. The Membership Chair shall:

- 6.9.1.1. Maintain a permanent record of membership.**
- 6.9.1.2. Maintain a record of membership status (Active, Passive).**
- 6.9.1.3. Ensure that each Committee member is an IoPP Member.**

6.10. Communications Chair:

6.10.1. The Communications Chair shall:

- 6.10.1.1. Serve to develop, maintain, and lead a Committee Communication Strategy.**
- 6.10.1.2. Be responsible for general communications from the Committee.**

7. Elections of the Executive Board Members (Officers):

7.1. Guidelines:

7.1.1. Election of Executive Board members will be held annually.

7.1.2. The Executive Board Officer roles shall alternate in a two (2) year election cycle:

7.1.2.1. Year 1 (odd years): Chair, Ombudsman, Event Chair, Program Chair, Communications Chair.

7.1.2.2. Year 2 (even years): Vice-Chair, Secretary, Membership Chair, Treasurer.

7.1.3. The Election shall be held in the fourth quarter of the year, with the new term starting in January of the following year.

7.1.4. During the end-term transition period, any outgoing officers shall mentor their successor.

7.2. Nominations:

- 7.2.1. A Nominating Committee, responsible for reviewing nominee submissions, shall consist of at least three (3) members in good standing with at least one (1) being an officer of the Executive Board.**
- 7.2.2. The Nominating Committee will submit electronically or in writing to the Chair or Vice Chair of the MDPTC its slate of officer nominees.**
- 7.2.3. All nominees must be members in good standing of the Committee per section IV of these bylaws.**
- 7.2.4. Balance and Representation of Executive Board Officers should be considered during the nomination process. The following is recommended:**
 - 7.2.4.1. One (1) representative per organization is preferred. If no nominations for an Executive Board position are present during a nomination cycle, more than one (1) officer nominations from one (1) organization are permitted.**
 - 7.2.4.2. It is preferred to have an approximately equal representation of Medical Device Manufacturers, Suppliers, Consultants, etc. on the Executive Board.**

7.3. Elections

- 7.3.1. No later than fifteen (15) days after approval of the candidates, written or electronic ballots will be prepared and distributed to the membership of the Committee.**
- 7.3.2. All members of the Committee who are in good standing are eligible to vote.**
- 7.3.3. Voting eligible members of the Committee have fifteen (15) days to return their ballot.**
- 7.3.4. The election shall be decided via majority (popular) vote.**
- 7.3.5. In the event of a tie, a runoff vote will be administered.**

8. Program Leaders

8.1. Duties:

- 8.1.1. Ensuring program team members are IoPP Members.**
- 8.1.2. Leading a committee sponsored project.**
- 8.1.3. Maintaining project deliverables and schedule. (E.g.: Project Charter)**
- 8.1.4. Providing periodic updates to the Executive Committee via the Program Chair, or General Membership on the progress of their Program.**

8.2. Appointment:

- 8.2.1. The Program Leader(s) shall be appointed by the Executive Committee.**
- 8.2.2. Program Leader vacancies occurring during the term shall be filled as soon as practical by appointment from the Executive Committee.**

8.3. Removal:

- 8.3.1. The Executive Committee may remove a Program Leader based on the criteria defined in article 4: Membership, or duties described in article 8.1: Program Leaders, Duties.**
- 8.3.2. Removal of a Program Leader requires a three-quarters (3/4) majority vote of the voting members of the Executive Committee of MDPTC.**

8.4. Term:

- 8.4.1. Program leaders shall be appointed for a term based on the lesser of one (1) year, or the project duration.**
- 8.4.2. Program leaders may serve an extended term determined by the Executive Committee.**

9. Bylaws

9.1. Suspension:

- 9.1.1. Any section of these Bylaws, except Article 9., may be suspended for a specified purpose and for the duration of the membership at which such action is taken by a two-thirds (2/3) vote of the responding members, or members at such meeting.**

9.2. Amendments:

- 9.2.1. Amendments to these Bylaws may be proposed by any Member at any time.**
- 9.2.2. All members to vote shall be notified electronically or in writing of the proposed changes and are to submit a vote within fifteen (15) days of the notification. Acceptance of the amendments requires two-thirds (2/3) majority of the responding voters.**

9.3. Dissolution:

- 9.3.1. The Committee shall use its funds to accomplish the objectives specified in the Bylaws of the Committee and no part of said funds shall inure or be distributed to members of the Committee.**
- 9.3.2. On dissolution of the Committee, any remaining funds shall be contributed to the general fund of the Institute of Packaging Professionals.**