



European Board of Medical Genetics Standard Operating Procedure of the Branch of Medical Geneticists

I. General

The Branch of Medical Geneticists is one of the three professional Branches of the European Board of Medical Genetics (EBMG) and represents specialists in Medical Genetics within the. European Board.

The purpose and goals of the Branch overlap with those of the Section of Medical Genetics of the European Union of Medical Specialists (UEMS-SMG, see www.uems-genetics.org). Whereas UEMS is an organisation of medical specialists, with medical genetics being one of many specialty sections, the EBMG represents all professions in the field of medical genetics and offers the opportunity for interprofessional exchange and collaboration. The Branch also seeks close cooperation with the European Society of Human Genetics (ESHG).

II. Aims of the Branch

The aims of the BMG are the establishment, harmonisation and improvement of professional standards regarding the education, training, qualification, practice, and continuous education of Medical Geneticists in European countries.

The aims of the Branch must not differ from the main non-profit goals of the EBMG as laid down in the EBMG Statutes, or of the purposes of UEMS as expounded in the UEMS Statutes and Rules of Procedures.

The aims and objectives of the Branch require a high level of commitment, professionalism and integrity of all colleagues elected to organize, coordinate, lead and perform the activities of the Branch. The UEMS Code of Conduct for Officers [https://www.uems.eu/__data/assets/pdf_file/0004/147280/UEMS-Code-of-Conduct-for-Officers-of-UEMS-bodies-2021.pdf] should apply to each elected or nominated officer of the Branch. By signing the declaration upon assuming their duties, officers accept its stipulations. All Branch members are expected to observe the Code of Conduct.

III. Branch Board Members

1. Forms of Branch Board Membership



EUROPEAN BOARD OF MEDICAL GENETICS

- i. The Branch Board consists of 10 full members who are all medical doctors specialised in Medical Genetics. All full members have voting rights.
- ii. In addition, the Branch Board may have associated members, i.e. persons affiliated with the Branch Board for a specific task. Branch Board associates do not have voting rights. They can act in an advisory capacity.

2. Composition of the Branch Board

The 10 full members form the Branch Board which consists of

- i. The five Bureau members of UEMS-SMG, i.e. the President, Secretary, Treasurer, Vice-President, and Chair of the Examination Committee.
- ii. Three persons delegated by the ESHG: an ESHG Board member, a member of the ESHG Education Committee, and a member of the ESHG Young Geneticists Committee.
- iii. Two 'open' positions with the persons to be freely nominated.

3. Nomination and election

- i. The five Bureau members of UEMS-SMG are elected by the National Delegates of the Section according to UEMS regulations.
- ii. The three ESHG delegates are nominated by the ESHG Board. They must be confirmed by the Assembly of National Delegates of UEMS-SMG.
- iii. The remaining two persons can be nominated by UEMS-SMG, ESHG, or EBMG-BMG. The Branch calls for nominations; then the ESHG, UEMS-SMG, and EBMG seek a consensus on these nominations. In the event of not reaching a consensus, the Assembly of National Delegates of UEMS-SMG has the right to elect the two members among the candidates.

4. Mandate periods

- i. The mandate period of the five Bureau members of UEMS-SMG is defined by their mandate as UEMS-SMG Bureau member.
- ii. The mandate period of the other five delegates is four years, beginning with the EBMG General Assembly (GA) meeting, and is renewable for one further 4-year period.

5. Termination of Membership

- i. The membership of full members of the Branch Board ends at the end of their term, or when they no longer hold a valid registration as Medical



EUROPEAN BOARD OF MEDICAL GENETICS

Geneticists, or in the event of death of that person. They may also resign for health or other valid reasons.

- ii. Exclusion of a full member is executed according to the EBMG Statutes (article V.4).
- iii. The membership of associated members ends when their contribution to a specific task or project is concluded. Membership can also end by cancellation by the majority of full Branch members, or by exclusion by the EBMG Council.

IV. Officers

1. The Branch Board has a Chair, a deputy Chair, a financial officer, a Secretary, and a deputy Secretary. Other officers with specific tasks may be nominated by the Branch Board. All officers have to be full Branch Board members.

2. Nomination and election

- i. The Chair of the Branch Board is the President of UEMS-SMG.
- ii. A Branch member is appointed deputy Chair by simple majority of vote of the Branch Board members. The deputy Chair may be the same person as the Secretary, financial officer or deputy Secretary, but may also be another Branch Board member.
- iii. The Treasurer of UEMS-SMG is the financial officer of the Branch, unless the Branch Board members decide otherwise by simple majority of vote.
- iv. The Secretary of UEMS-SMG is the Secretary of the Branch Board, unless the Branch Board members decide otherwise by a simple majority vote.
- v. A Branch Board member is appointed deputy Secretary by a simple majority vote of the Branch Board members. The deputy Secretary may be the same person as the financial officer or deputy Chair, but may also be another Branch Board member.
- vi. For the election of officers of the Branch, each Branch member has to be given the opportunity to vote. This can be done at a Branch meeting if all members are present, or by circulation procedure.

3. Duties

- i. The Chair of the Branch Board drafts the agenda for the Branch Board meetings. He/ she reports to the EBMG Executive and the EBMG General Assembly on the activities of the Branch Board.
- ii. The deputy Chair fulfils the duties of the Chair in his/ her absence.



EUROPEAN BOARD OF MEDICAL GENETICS

- iii. The financial officer manages all financial matters of the Branch Board and compiles the annual financial report.
- iv. The Secretary organizes the Branch Board meetings, takes the minutes and prepares the elections.
- v. The deputy Secretary fulfils the duties of the Secretary in his/ her absence.

4. Terms of officers

The term of the officers is according to their mandate period as Branch Board member.

V. Functioning

1. Branch Board Meetings

- i. The Branch Board meeting is the highest authority of the Branch.
- ii. The Branch Board meets at least once a year, either in person or virtually.
- iii. One Branch Board meeting is held preferentially in association with the ESHG conference.
- iv. The invitation must be sent out at least two weeks in advance of the Branch Board meeting, and must include date, time, location, minutes from the last meeting, and the agenda.
- v. At least six Branch Board members must be present, physically or by proxy for another member, for binding decisions of the Branch Board meeting.
- vi. All votes and resolutions of the Branch Board are made with simple majority of votes. Exceptions are stated in this SOP (§VII.2).
- vii. The Branch Board Chair will lead the meeting. If unable to attend, in line to take over the duty are: the deputy Chair, the Secretary, the most senior Branch member.
- viii. Full Branch members can give proxy for voting in the Branch Board meeting to another member of the Branch Board. A full member cannot represent more than themselves and one other full member. The Branch Chair and the Secretary shall be notified about proxies at least 48 hours before the meeting, or in case of a sudden emergency preventing the participation of a member as soon as possible and before the opening of the meeting.

2. Working Groups

- i. The Branch Board may create working groups for specific goals.
- ii. Working group chairs are assigned by the Branch Board chair.



EUROPEAN BOARD OF MEDICAL GENETICS

- iii. Each working group has an unrestricted number of members. It may comprise full Board members and associate Board members. At least one full Board member must be part of a working group.
- iv. Members of working groups are also expected to observe the Code of Conduct.

3. Examinations

- i. The Branch offers together with UEMS-SMG and ESHG an annual exam for the European Certificate in Medical Genetics and Genomics (ECMGG). This exam is intended to be the main knowledge-based assessment tool for Medical Genetics and Genomics training in Europe, with the aim of establishing standards in the specialty to world class levels throughout all European countries. More information can be found at www.uems-ecmgg.org.
- ii. The ECMGG exam is designed, written, quality assessed, analysed and organized by the Examination Committee of UEMS-SMG.
- iii. The examination procedure is expounded in separate documents, in particular the Examination General Document, all available on the ECMGG website.

4. Registry of the EBMG Branch of Medical Geneticists

If the Branch Board should start and maintain a registry, the registration procedure has to be expounded in a separate document.

5. Relations with the EBMG

- i. The Branch Board reports to the EBMG Exec and to the General Assembly.
- ii. The Branch Board seeks exchange with the other Branches of the EBMG and supports their activities where possible.
- iii. An opportunity for interprofessional exchange is given, in particular, through the EBMG Council and the General Assembly. The Chair of the Branch Board is a member of the EBMG Council, and all full Branch Board members are invited to attend the General Assembly.
- iv. The Branch Board nominates the incoming EBMG President, General Secretary or deputy General Secretary according to the rotating system between branches; thus, it is up to the Branch of Medical Geneticists to nominate a candidate for the respective positions. The Branch Board seeks a consensus for all nominations for the EBMG Exec (incoming President,



EUROPEAN BOARD OF MEDICAL GENETICS

General Secretary or deputy General Secretary). If no consensus is reached, a decision is taken by simple majority of votes at a Branch Board meeting (in person or virtually).

6. Relations with the ESHG

- i. The Branch Board seeks a close collaboration with the ESHG and aims at harmonising respective activities.
- ii. The ESHG is represented by at least three members on the Branch Board.

VI. Finances

1. The Branch of Medical Geneticists acts as a financially independent unit within the EBMG and decides exclusively on its own matters within the borders set by the EBMG Statutes (article VIII.5.7).
2. The financial year begins on January 1st and ends on December 31st, each year.
3. Expenses and income form part of the accounting of UEMS-SMG.

VII. SOP Amendment procedure

1. An amendment to this SOP has to be taken into consideration if brought forward by at least three Branch Board members.
2. Changes to these SOPs may be made by two-thirds majority vote of the Branch Board members, i.e. a vote of at least seven of the 10 Branch Board members.
3. Each Branch Board member has to be given the opportunity to vote on a proposed amendment to the SOP. This can be done at a Branch Board meeting if all members are present, or by circulation procedure.

VIII. Arbitration Committee

1. The Arbitration Committee of the Branch has the remit to solve disputes regarding issues associated with the Branch Board activities, which may include examination issues such as an appeal from an ECMGG candidate.
2. The Arbitration Committee of the Branch consists of three persons: a permanent member elected by the Branch Board as chairperson (or his/ her deputy, equally elected by the Branch Board), and two further members who shall be made known to the chairperson in writing by each litigant. The members of the Arbitration Committee may not hold a different function or be employed by the Branch Board or the EBMG.
3. The decision of the Arbitration Committee shall be final in its entirety.
4. The Arbitration Committee conducts the proceedings to the best of its knowledge and belief. The decision shall be taken by a simple majority in the presence of all members and after granting the parties hearing.



5. Their meetings and votes can be made electronically or in a circulation procedure.

Version 1.0 of March 21, 2022

Adopted 26.09.2022