



CME ACCREDITATION APPEALS AD HOC COMMITTEE CHARTER

SOURCE OF AUTHORITY AND GOVERNING RULES:

MSSNY's (the "Society") Continuing Medical Education (CME) Appeals Ad Hoc Committee is governed by the Society's Bylaws and the New York State Not-For-Profit Corporation Law.

COMMITTEE CHARTER TERM DURATION: Ongoing

OPERATIONAL ALIGNMENT:

Works with the Society's Staff Liaison for this committee in the Public Health Department.

PURPOSE AND RESPONSIBILITIES:

CME Providers that receive an adverse decision from MSSNY have the opportunity to request reconsideration (a process that the CME Committee conducts). If, following reconsideration, the CME Committee affirms its original decision, the institution may request a hearing before the CME Accreditation Appeals Committee (CAAC). If a written request for such a hearing is not received by the Chair of the CME Committee within thirty (30) calendar days following the date of receipt of the letter of notification of the Committee's affirmation of the adverse accreditation decision, the decision of the Committee will be final. The request for a hearing before a CAAC shall include a statement of reasons for appealing the decision of the CME Committee. Appeals may be based only on the grounds that the CME Committee's decision was arbitrary, capricious, or otherwise not in accordance with accreditation standards and procedures of ACCME and MSSNY, or not supported by substantial evidence.

DELIVERABLES:

The objectives of the CME Accreditation Appeals Ad Hoc Committee are:

- Conduct hearings that take place no later than sixty (60) calendar days following receipt by the Chairman of the CME Committee of a request for a hearing.
- The following shall be the basis for the findings of the Appeals Committee:
 - all correspondence sent to the appellant by MSSNY regarding this accreditation process and decision;
 - the self-study report;
 - any additional materials submitted to MSSNY by the Provider after the survey interviews;
 - the surveyor report form;
 - the MSSNY decision report;
 - the documentation files submitted by the provider;
 - the documentation review forms;
 - minutes of the CME Committee relative to the appellant's initial decision and reconsideration as well as formal presentations at the hearing;
 - statements submitted as part of the reconsideration process.

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- Although the Appeals Committee is only called into service if a CME Provider appeals an adverse decision, the chair may, at their discretion, call an annual committee meeting (independent of hearings) for educational, team-building, and engagement purposes.
 - Hearings are to be held remotely, via video-conferencing.
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CME COMMITTEE CHAIR:

The Chair of the CME Accreditation Appeals Ad Hoc Committee is appointed annually by the President of MSSNY for a maximum of three consecutive one-year terms. The Chair cannot serve as Chair of more than one Committee simultaneously. The Chair may continue to serve on the committee as a member after fulfilling a term limit.

COMPOSITION:

The CME Accreditation Appeals Ad Hoc Committee shall consist of three members, none of whom are members of the CME Committee.

Members of the CME Accreditation Appeals Ad Hoc Committee are appointed by the President of the Medical Society of the State of New York and approved by Council.

TERM:

A MSSNY member may be appointed to the committee for a term of one year and may be reappointed to continue serving on the committee as long as they are a member in good standing and attend meetings.

AGENDAS & MATERIALS:

See "DELIVERABLES." The committee is only called into service in cases of appeals, as described in "PURPOSE AND RESPONSIBILITIES."

SELECTION PROCESS AND QUALIFICATIONS:

CME Committee members are identified through an open call for qualified volunteers. This call will be issued annually between August and September with a deadline of September 30th. The President Elect will review the recommended roster for this Committee in January/February and final approval will be sought at the Council Meeting that will be held immediately after the conclusion of the Annual Meeting of House of Delegates Meeting.

Selection to serve on this committee is based on these qualifications.

- MSSNY member in good standing.
- Familiarity with the MSSNY membership structure and member needs.
- The ability to engage, deliberate, and support consensus in a civil and objective manner.
- Be strategic and have a high degree of emotional intelligence.
- Ability to work independently and virtually to complete deliverables.



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- Ability and willingness to become familiar with ACCME criteria, standards, and policies and to stay up to date with changes in them as they occur.
 - Not a member of the MSSNY CME Committee.
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REMOVAL OF COMMITTEE MEMBERS:

CME Accreditation Appeals Ad Hoc Committee members (including the Chair and Vice Chair) may be removed with cause, upon the affirmative vote of a majority or more of the Council members present at a duly called meeting of the Council where a quorum is present.

APPROVAL:

MSSNY Council approved this Charter on September 18, 2025.