I) Officers

A) Vice Chair & Chair:

A Vice Chair will be elected every two years by direct vote of all members of the Section. The winner of the election (elected by a plurality of those Section members voting) will serve as Vice Chair for two years with the term beginning at the close of Digestive Disease Week® (DDW) in the year of the election. After two years, the Vice Chair will become Chair of the Section at the close of DDW—at the same time a new Vice Chair takes office.

The Chair and Vice Chair are responsible for all decisions relating to the Section. Responsibilities of the Chair and Vice Chair include the following:

1) Represent the Section at AGA Institute Council meetings

2) Develop the Section's program for DDW:
   a. Choose topics, speakers, and moderators for non-abstract driven sessions such as Clinical or Research Symposia and State-of-the-Art Lectures
   b. Choose abstract review committees
   c. Oversee the abstract review process
   d. Develop abstract-driven oral sessions (choose and order abstracts, select moderators), such as Research Fora
   e. Review abstracts from outside their Section to identify abstracts that may complement their Section's submissions, and communicate with other Section Chairs | Vice Chairs to develop thematic Topic Fora that include 24 abstracts from each of two or three Sections
   f. Select abstracts for poster presentation at DDW and group accepted posters by theme or topic

3) Review and update the Section’s descriptors

4) Set the agenda and preside over the annual business meeting of the Section

5) Select Section members to serve as officers for the Section as necessary (e.g., Associate Chairs for overseeing abstract review, assisting in development of the Section’s DDW program)

6) Field press inquiries directed to the AGA regarding subjects within the Section

7) Periodically develop proposals for educational programs separate from DDW

8) Provide input and recommendations and/or select Section members to provide input and recommendations to the AGA Institute Council Chair or Governing Board as requested

Additional officers to assist in conducting the business of the Section may be appointed by the Chair and Vice Chair for two-year terms or may be elected by the Section members for two-year terms.
II) Committees

A) Nominating Committee:

The Chair of the nominating committee will be a non-elected position held by the immediate past Chair of the Section. The remainder of the nominating committee will be composed of four members of the Section who are elected every two years, the election to be held in concert with the election of the Vice Chair. The winners of the election for Nominating Committee will be the candidates with the highest vote totals; a majority will not be required for election. Neither the current chair nor current Vice Chair will be a member of the nominating committee, but they may join the meeting of the Nominating Committee to provide information and assistance to the Nominating Committee. Members of the Nominating Committee, including the Chair, will serve a two-year term. The nominating committee will meet by teleconference or other electronic means to choose candidates for Vice Chair and for the nominating committee. Two to four candidates will be chosen for the Vice Chair election, and the number of candidates for the nominating committee must exceed the number of nominating committee positions by at least one person. The chair of the nominating committee will communicate with the nominees to determine their willingness to serve. The names of candidates must be provided to the AGA Staff Office by January 31st in the year the Section's election is scheduled. If a tie occurs between two candidates for an office, a vote of the nominating committee will determine which of these two candidates will be the winner of the election.

B) Abstract Review Committees:

The Chair and Vice Chair will be responsible for selecting three- to four-member abstract review committees to review and grade abstracts submitted to the Section. The members of the Abstract Review Committees may also offer advice on acceptance of abstracts for presentation and development of DDW sessions. Each abstract review committee will be assigned to review abstracts from a descriptor, or multiple descriptors, of the Section. The Section Chair and Vice Chair will select a Chair for each Abstract Review Committee. The chair of the Abstract Review Committee will be responsible for collating the reviews of the other committee members, chairing a teleconference of the Abstract Review Committee to review the Committees ratings and develop final ratings by consensus, and communicating the Committee’s conclusions regarding the abstracts and potential DDW presentations to the Chair and Vice Chair. The Chair and members of each abstract review committee will be chosen for one- to four-year terms, but there is no limitation on the number of terms they may serve.