



Meeting Minutes

Date: 9-25-2025

Time: 8:00 pm (ET), 5:00 pm (PT)

London Time: 1:00 am (BST)

Via Zoom

LBE Committee Roll Call | Attended | Did Not Attend

Co-Chair	Ian Cook, MD, DLFAPA, FCTMSS	<input checked="" type="checkbox"/>	Co-Chair	Jonathan Becker, DO	<input checked="" type="checkbox"/>
Member	Mohamed Abdelghani, MBBCh, MSc, FRCPsych, FCTMSS	<input type="checkbox"/>	Member	Ibrahim Alsherief, DO	<input type="checkbox"/>
Member	Maria Davila, MD, DFAPA, FCTMSS	<input checked="" type="checkbox"/>	Member	Rachel Goldberg, MD	<input type="checkbox"/>
Member	Kevin Kinback, MD	<input checked="" type="checkbox"/>	Member	Orlando Landrum, MD, MBA	<input type="checkbox"/>
Member	Jonathan Schwartz, MD	<input checked="" type="checkbox"/>	Member	Saydra Wilson, MD, FCTMSS	<input checked="" type="checkbox"/>
President	Joshua C. Brown, MD, PhD	<input checked="" type="checkbox"/>	Vice President	Tracy Barbour, MD	<input type="checkbox"/>
Non-voting Member	Charles Weber, DO, FASAM, FCTMSS	<input type="checkbox"/>			

Guests & Staff: None

I. The meeting was called to order at 8:04pm (ET)

II. Reviewed & Approved Meeting Minutes (Attachment #1)

There was a motion to approve August 28, 2025 minutes, Seconded, Approved.

III. Old Business:

A. Code of Ethics for Techs Task Force: Review Edits (Ian Cook and Jonathan Becker) – Tabled

B. Upcoming modifications to Bylaws and Policy and Procedures (pending BOD/EC acceptances):

i. Bylaws: Officer Terms and Board Membership “loophole” language to be added to end of §4.2(a):

The LBE Committee motioned and approved the amended language, “In the event that the term of an EC member exceeds that of their term as Director, then the term of that Director shall be extended by one year. In the event that this would bring the number of Directors above the stipulated size in §3.2(c), this would be allowed for that term as an exception.”, Seconded, Approved.

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ACTION – Add the recommendation to the Executive Committee agenda for review and approval at the November 3, 2025, meeting. (Executive Office)

- ii. Bylaws: Removal of the five words from Bylaws §4.2(j) "for a two-year term".

The LBE Committee motioned and approved the removal of the five words, "for a two-year term" in §4.2(j), Seconded, Approved.

ACTION – Update the language in the Bylaws, notify the Board of Directors, and include the revised Bylaws in the October 8, 2025, Board meeting materials for review and vote. (Executive Office)

- iii. Policy and Procedures: Liaisons to other organizations – The committee revisited draft language clarifying responsibilities and financial support for Society liaisons to external organizations. The group reaffirmed that liaison membership dues should be self-funded, stipends will not be provided, and reimbursements for expenses require Executive Committee pre-approval.

The following section and text were added to P&P:

V. E. Financial Support

CTMSS Liaisons shall cover the costs of membership in their external organizations on their own. There are no stipends from the Society for serving as a Liaison. Expenses associated with representing the Society at meetings of the external organizations will not automatically be reimbursed by the Society, but must be reviewed on a case-by-case basis by the EC in advance of any expenditures being made. Application for such review and potential reimbursement must be filed at least 45 days in advance of the activity at which the Liaison will be representing CTMSS to be considered.

The LBE Committee motioned and approved the addition of the language outlined above to the Policy and Procedures regarding Society Liaisons, Seconded, Approved.

ACTION – Incorporate the approved language into the Policy and Procedures document and include the updated version in the October 8, 2025 Board meeting materials for review and vote, following confirmation with the Board President that it is appropriate to advance for Board consideration. (Executive Office)



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- iv. Policy and Procedures: Committee Service Task Force – Progress on defining voting and non-voting committee roles was noted, but the draft charter had not yet been circulated. Members agreed to continue refining the framework before final approval.

ACTION – Reach out to Sam Huber for an update. (Ian Cook)

- v. Bylaws & Policy and Procedures: Nominating Committee – Amendments previously reviewed were confirmed as ready to advance to the Board of Directors. No further discussion was required on this matter.

- C. Journal Charter: The governance document for the Society’s journal was reviewed. Markups addressed consistency in capitalization, succession planning, conflicts of interest, trainee involvement, and financial stipends. It was agreed that the Editor-in-Chief should have discretion to manage conflicts, such as recusal from reviews. Some differences between draft versions were identified, and the decision was made to harmonize documents offline before circulation to the full committee. This item will be revisited at the next meeting.

ACTION – Send additional sentences describing the journal’s content review process for inclusion in the governance document. (Josh Brown)

ACTION – Harmonize the documents and distribute them to the LBE Committee for review at the next meeting. (Ian Cook)

- D. Pathway for Applications Proposal from the TMS Training Committee – The proposal from the TMS Training Committee remained tabled pending Executive Committee endorsement and final language review.

IV. New Business: No additional new business was introduced. Members confirmed upcoming meetings on **October 23, 2025**, and **December 4, 2025**, with acknowledgment of the Board of Directors meeting scheduled for October 8, 2025.

V. Next Meeting Date: Thursday, October 23, 2025 @ 8pm ET / 7pm CT / 5pm PT and Friday, October 24, 2025 @ 1am BST

VI. Adjourned the Meeting at 9:00pm (ET)