

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
SECTION OF DIVERSITY, INCLUSION AND HEALTH EQUITY
OPERATIONAL GUIDELINES

The Diversity, Inclusion, and Health Equity Section (DIHE Section) is chartered by the Board of Directors (“the Board”) of the American College of Emergency Physicians (College) to provide a forum in which members of the College with special interests in Diversity, Inclusion, and Health Equity in Emergency Medicine can develop a knowledge base, share information, receive and give guidance, and serve as a resource to others interested in this area of emergency medicine.

Because sections are considered a subcategory of College membership, sections will not have separate bylaws or formal incorporation documents, and their existence and operations shall be subject to the terms and conditions stated in the Policy on Sections of Membership, as adopted and/or amended by the Board.

These operational guidelines have been drawn up to facilitate operation of the section. They shall conform to the Bylaws of the College, and the activities of the section to the decisions of the Board. Projects in the areas of education, internal governance, legislation, or public relations shall be undertaken only with the advice and consent of the Board. The activities of the section shall be intimately coordinated with those of the College.

1 Name

The name of this section shall be Diversity, Inclusion, and Health Equity Section.

2 Purpose

To create an atmosphere of cultural awareness, diversity and inclusion within the Emergency Medicine Community and to promote health equity within the communities we serve

3 Objectives

In addition to the general objectives of the College as set forth in the Bylaws, the objectives of this section shall be:

- 3.1 To develop strategies to create a true culture of promoting diversity and inclusion, and of addressing issues of health equity within the emergency medical community.
- 3.2 To promote practical and realistic solutions in efforts to address diversity, inclusion, and health equity within the emergency medicine community.
- 3.3 To provide an opportunity for physicians interested in cultural awareness, diversity, inclusion, and health equity in emergency medicine to meet, interact, and network.
- 3.4 To develop and present educational programs on the many facets of cultural competency, diversity, inclusion, unconscious bias, and health equity within emergency medicine.
- 3.5 To prepare and distribute interesting, educational, and informative newsletters for members of the section.
- 3.6 To serve as a resource to the College President, Board of Directors, College committees, and ACEP members on issues relating to diversity, inclusion, and health equity within emergency medicine.

- 3.7 To coordinate DIHE activities with outside organizations involved in emergency medicine at the invitation of the President and/or Board of Directors.
- 3.8 To advance and publicize legislative issues related to diversity, inclusion, and health equity in the emergency medicine communities.
- 3.9 To provide a pathway for professional leadership development within the organization.
- 3.10 To generate awareness of and promote pathways to address unconscious bias in emergency medicine.
- 3.11 Create an inclusive mentoring environment with focus on developing a diverse leadership and workforce in Emergency Medicine
- 3.12. Identifying the impact of a diverse workforce on health equities and patient outcomes and workforce in Emergency Medicine
- 3.13. Create and support research, collect data, and create publications that will assist to improve the performance of Emergency Medicine in the areas of diversity, inclusion and health equities.
- 3.14. Develop and make available to members of the college a Diversity and Inclusion Toolkit

4 Membership

- 4.1 The membership of the DIHE Section shall consist of physicians, or any health care professional interested in contributing toward the objectives of the section, and who fulfill membership requirements as defined in the ACEP Bylaws. Section members may vote on section matters and be officers of the section as defined by the ACEP Bylaws. The membership committee will have the following specific objectives.
- 4.2 Consist of a minimum of three section members to serve the on the membership committee
- 4.3 Promote the benefits of DIHE Section Membership through newsletter and other section communications
- 4.4 Promote the benefits of DIHE Section Membership through social media
- 4.5 Member spotlight in section publications featuring individual perspectives on the added value of DIHE Membership

5 Nominating Committee

- 5.1 The Nominating Committee will lead the process of creating and submitting candidates for section leadership positions as defined by the section membership and in accordance with the ACEP bylaws, rules and regulations

- 5.2 The Nominating Committee shall consist of at least 3 section members as per the standing committee guidelines
- 5.3 Determine process for selection of Councilors/Alternate Councilors
- 5.4 Determine need for other elected positions within the DIHE Section

6 Awards Committee

- 6.1 The Awards Committee shall identify and designate awards each year to recognize those members showing excellence in the preceding year
- 6.2 The Awards Committee shall publicize awards to ensure outstanding entries
- 6.3 The Awards Committee shall actively seek and solicit nominations for awards
- 6.4 Review nominations and select award winners from applications
- 6.5 Coordinate and present physical awards at the Annual Section Meeting during Scientific assembly
- 6.6 Create new awards, as needed
- 6.7 Revise and restructure awards and application process, as needed

7 Research and Education Committee

- 7.1 The Research and Education Committee will be responsible for development, implementation, and oversight of research and education projects that promote the objectives of the DIHE Section.
- 7.2 Shall establish a committee with a minimum of five members, from both community and academic institutions.
- 7.3 Promote DIHE education by providing didactic sessions during ACEP Scientific Assemblies.
- 7.4 Work concurrently with external organizations, e.g., SAEM, EMRA, etc., to promote shared knowledge and teaching strategies.
- 7.5 Apply for internal and external grants that further the mission and objectives of the DIHE Section.

8 Section Executive Committee

- 8.1 The governing body of the section shall be composed of not less than four officers of the section. The Section chair, chair-elect, immediate past chair, and secretary shall be officers of the executive committee.
- 8.2 Nominees for officers shall be members, in good standing, of the section presented by the section's Nominating Committee to the section membership through its newsletter or

through the section e-list at least 30 days prior to the section's annual meeting, which will be held in conjunction with the College's annual Scientific Assembly. Elections held during the annual meeting will accept nominations from the floor during the time of the section annual meeting. Elections held via e-mail or U.S. mail will accept write-in candidates.

- 8.3 The election cycle of the section's officers will be every two years and will coincide with the dates of the Scientific Assembly.
- 8.4 Unless otherwise scheduled via e-mail or U.S. mail ballot, the election of officers shall be by a majority vote of the Section members present and voting at the annual meeting. The election of officers shall be by a majority vote of the section members present and voting at the annual meeting. The section will elect a chair-elect, secretary, Councilor and Alternate Councilor. If the current chair-elect cannot serve as chair, the section will also elect a chair.

9 Officers

The officers of the section shall be at a minimum the chair, the chair-elect, the immediate past-chair, secretary, councilor, and alternate councilor. The officers shall be members of the section and serve for a term of two years. Following the chair's term of two years, there will be an additional two-year term designated as immediate past-chair. Officers may not serve more than two consecutive terms.

9.1 Duties of the chair of the section:

- 9.1.1 May be appointed by the College president to serve as a voting member of a related College committee if one exists.
- 9.1.2 May attend ACEP Board of Directors meetings at his/her own expense.
- 9.1.3 From time-to-time, section leaders may be asked by the President to attend the Board meetings of other entities. In this case, their expenses will be paid by the College.
- 9.1.4 Shall keep the Board of Directors and executive director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.
- 9.1.5 Shall submit an annual report to the College president and executive director, which consists of a list of achievements and activities of the past year and goals and objectives for the coming year.
- 9.1.6 Shall submit to the Board of Directors an informational summary of all section plans, goals, objectives, budgets, and meetings.
- 9.1.7 Shall preside at the annual meeting of the section and at any other meetings of the section. If absent, the chair-elect will assume the functions of the chair.
- 9.1.8 Shall appoint chairperson and members to any standing and special committees of the section to carry out section activities.

- 9.1.9 Shall have the privilege of recommending to the President the appointment of section members to committees of the College or section members representing the interests of the College with external organizations.
- 9.1.10 Shall be an ex officio member of all standing and special committees of the section.
- 9.1.11 Shall review all Section Grant proposals developed by their section members. Those developed section grant proposals that are determined to be appropriate for submission are then signed and submitted to the appropriate committee or task force assigned to manage the Section Grant Program.

9.2 Duties of the chair-elect:

- 9.2.1 Shall serve as an officer of the section.
- 9.2.2 Shall assist the chair in section duties as designated by the chair.
- 9.2.3 Shall serve as chair in the absence, resignation, or death of the chair.

9.3 Duties of the immediate past-chair:

- 9.3.1 Shall serve as an officer of the section.
- 9.3.2 Shall serve as chair of the Section Nominating Committee.
- 9.3.3 Shall assist the chair in their duties for the section as designated by the chair.

9.4 Duties of Secretary

- 9.4.1 Shall take the minutes of the annual meeting of the section and submit to the appropriate section communication vehicle.
- 9.4.2 Shall provide the Board of Directors the names of the elected section officers.
- 9.4.3 Shall assist the section chair in the preparation of an annual meeting and the chair of other committees of the section, as requested.
- 9.4.4 Shall distribute to the membership via the section newsletter or other communications vehicle.
 - 9.4.4.1 The minutes of the annual meeting of the section.
 - 9.4.4.2 Such information as shall from time to time be of interest to members of the section.
- 9.4.5 Shall notify members regarding their appointment to any committees of the section and shall send copies of such notification to the executive director of the College.

- 9.4.6 Shall give due notice of all meetings of the section and the Section Executive Committee to the membership of the section and the Board of Directors of the College.
- 9.4.7 Shall serve as editor of the section newsletter, webmaster, and e-list coordinator unless other section members are appointed these responsibilities.
- 9.4.8 Shall carry out or oversee duties of creating and maintaining a social media presence such as Tweeter, Facebook, Instagram or established another social media presence as indicated. Shall maintain the microsite for the webpages
- 9.4.9 Shall carry out such other duties as are assigned by the chair of the section and the Board of Directors of the College.

8. Councilor

- 8.1 The section shall elect a Councilor and an Alternate Councilor(s) to represent the section. If he/she cannot serve as Councilor or Alternate Councilor, the section shall elect a member to fill both positions and resume normal progression from alternate councilor(s) to councilor.
- 8.2 Duties of the councilor and alternate councilor(s):
 - 8.2.1 Shall represent the section at the Council meeting.
 - 8.2.2 Shall have duties, obligations, and privileges as designated by the Bylaws and procedures adopted by the Council.
 - 8.2.3 Shall keep the section informed of all Council activities before, during, and between sessions and report to the section, in its newsletter and/or other communication vehicles, all important matters considered.
 - 8.2.4 Shall bring any resolutions that are developed to the Council from the section.

9 Standing and Special Committees

- 9.1 The chair shall appoint a Nominating Committee as a standing committee and designate the immediate past-chair to serve as chair. In addition to the immediate past-chair, the Nominating Committee shall consist of at least three members.
- 9.2 The section chair shall appoint special committees when indicated.

10 Meetings

The annual meeting of the section will be held during the annual Scientific Assembly of the College and may consist of two portions:

- 10.1 A professional program open to all members of the College, professionals, paraprofessionals, and guests invited by the section.
- 10.2 A business meeting open to all members of the College with voting limited to section members.

- 10.3 At their own expense, sections may hold special meetings at other ACEP functions.
- 10.4 Sections may seek outside funding support for their meeting as long as it is not in conflict with the College's fund-raising activities associated with Scientific Assembly.

11 Dues

The dues for the Section are established by the Board of Directors of the College.

12 Additional Funding for Activities

- 12.1 To increase its funds, the Section may apply for: 1) An allocation of 15% of its total dues collected during the previous year; or 2) A one-time per project voluntary special assessment.
- 12.2 The Section may raise funds from outside entities such as corporations. All such fundraising must be approved in advance by the College and meet the criteria established by the College.
- 12.3 The Section may apply for a Section Grant. Projects can be funded which benefit individual sections as well as advance emergency medicine and educate the public.

13 Parliamentary Authority

The parliamentary authority for all proceedings of the section shall be the parliamentary authority approved for use for proceedings of the College. However, should conflicts or inconsistencies arise between the parliamentary authority and this instrument, this instrument shall govern.

14 Voting

- 14.1 Voting on any issue, including amendments to these Operational Guidelines, may be accomplished either during the annual meeting, or via a mail ballot. Mail ballots can be electronic and/or U. S. mail. The Chair shall determine which method is appropriate for each item coming before the Section.
- 14.2 For e-mail and U.S. mail ballots, the voting membership will be defined as the section membership on the date the ballot is sent. The majority of dues paying section members (based on the number of dues paying members on the day the ballot is sent) must approve any item in order for the item to be approved.

For e-mail and U.S. mail ballots, write-in candidates will be accepted.

14.2.1 Voting by E-mail

Survey software selected by ACEP will be used to e-mail the ballots and to tally the results.

Two e-mail notices will be sent, seven days apart, to all section members regarding the upcoming ballot.

Seven days after the second notification email, the ballot will be e-mailed once to all section members with a due date for return by e-mail in 10 days.

14.2.2 Voting by U.S. Mail

Mail ballots shall be distributed to members through the section newsletter or the section e-list a minimum of thirty (30) days prior to the voting deadline. The ballot will also be sent once via U.S. mail to all section members with a due date for return in 10 days. Executed mail ballots will be forwarded to by e-mail or U.S. mail to the section staff liaison.

15 Amendments

Any member of the section membership may originate a proposed change in these section operational guidelines. Proposed amendments to the operational guidelines must be submitted in writing via email to the chair, in care of the section's staff liaison, at the College at least ninety (90) days prior to the scheduled annual meeting or date of scheduled vote.

Proposed amendments will be published in the section newsletter or e-mailed via the section e-list immediately preceding the annual meeting of the section or date of scheduled vote and will be placed on the agenda of the section annual meeting or circulated to the members pursuant to the procedures set forth in 14.2.1. Any proposed amendment must be approved by two-thirds of the members present and voting during the annual meeting or by two-thirds of those members voting using electronic ballot.

The Section Executive Committee and the Board of Directors of the College will review adopted amendments. Amendments approved by the Board of Directors of the College will be published in the section newsletter preceding the next annual meeting of the section.