

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Democratic Group Practice Section
Operational Guidelines

The Democratic Group Practice Section is chartered by the Board of Directors (Board) of the American College of Emergency Physicians (ACEP). The purpose of the ACEP Democratic Group Practice Section is to provide a forum in which members of ACEP involved in or interested in democratic group practice can develop a knowledge base, share information, and serve as a resource to the ACEP Board.

Because sections are considered a subcategory of ACEP membership, sections will not have separate bylaws or formal incorporation documents. Their existence and operations are 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 were created to facilitate operation of the section. These guidelines will conform to the ACEP Bylaws, and the activities of the section to the decision of the ACEP Board. Projects in the areas of education, internal governance, legislation, or public relations can be undertaken only with the advice and consent of the ACEP Board. The activities of the section will be intimately coordinated with those of ACEP.

1 Name

The name of this section will be the Democratic Group Practice Section.

2 Purpose

The purpose of the Democratic Group Practice Section is to provide a forum in which members of ACEP involved in or interested in democratic group practice can develop a knowledge base, share information, and serve as a resource to the ACEP Board.

3 Objectives

In addition to the general objectives of ACEP as set forth in the Bylaws, the objectives of the Democratic Group Practice Section are:

- 3.1 To provide a forum that promotes the rights of all emergency physicians to have the ability to both determine their own medical practices (within the confines of a majority vote democratic milieu) and to have the realistic opportunity to obtain equal ownership in those same practices.
- 3.2 To provide a forum in which members of ACEP involved in or interested in democratic group practice can develop a knowledge base about the advantages and disadvantages of democratic group practice;
- 3.3 To provide coordinated input to the College from that segment of the general membership with a specific interest in democratic group practice;
- 3.4 To be available to the College to provide consultative advice on areas related to democratic group practice;
- 3.5 To provide a forum in which members of the College with a specific interest in democratic group practice may communicate;
- 3.6 To further development of democratic group practice as an important practice style of emergency medicine;
- 3.7 To promote due process in emergency medicine, including individual and group contracting, consistent with the ideals of the College; and
- 3.8 To educate all emergency physicians about aspects of democratic group practice in emergency medicine including:
 - 3.8.1 obtaining and maintaining a contract,
 - 3.8.2 understanding economic, hospital, and health care policy,
 - 3.8.3 furthering career opportunities,

- 3.8.4 maintaining career longevity and economic viability.
- 3.9 To serve as a resource to the College president, Board of Directors, College committees, and ACEP members on issues related to democratic group practice.
- 3.10 To prepare and distribute an interesting, educational, informative newsletter for members of the section.

4 Membership

The membership of the Democratic Group Practice Section shall be open to those ACEP members in good standing who have a special interest in the above objectives. Section members may vote on section matters and be officers of the section.

5 Section Benefits

ACEP will make available to the section certain basic services based on the Policy on Sections of Membership. These services include:

- 5.1 Publication of a quarterly newsletter not to exceed 12 pages;
- 5.2 Notice of section meetings in the section newsletter and the *Scientific Assembly* program;
- 5.3 Space for a section meeting at the annual Scientific Assembly and at other national meetings upon the request of the section chair;
- 5.4 National ACEP staff member support in coordinating activities of the section;
- 5.5 Other benefits may be petitioned by the section, subjected to approval by the Board of Directors of ACEP.

6 Nominating Committee

The make-up of the Nominating committee will be determined by the section leadership. See section 9.1, Standing and Special Committees.

7 Section Executive Committee

- 7.1 The governing body of the section is composed of the chair, chair-elect, immediate past chair, and secretary of the section.
- 7.2 Nominees for officers shall be members 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*. If elections are held during the annual meeting, nominations from the floor will also be accepted at the time of the section annual meeting. If elections are held via e-mail or US mail, write-in candidates will be accepted.
- 7.3 The election cycle of the section's officers will be every two years, and will coincide with the dates of the *Scientific Assembly*.
- 7.4 Unless otherwise scheduled via e-mail or US 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, a secretary, and councilor. If the current chair-elect cannot serve as chair, the section will also elect a chair.

8 Officers

The officers of the section shall be the chair, the chair-elect, the immediate past-chair, secretary, councilor and an alternate councilor. The officers shall be members of the section and serve for a term of two years. Officers may not serve more than two consecutive terms. The following duties shall be assigned to each of the officers of the section.

- 8.1 Duties of the chair of the section:
 - 8.1.1 Appoints the editor of the section newsletter

- 8.1.2 Shall appoint chair person and members to any standing and special committees or task forces as needs arise to further activities of the section.
 - 8.1.3 From time to time, section leaders may be asked by the President to attend Board meetings of other entities. In this case, their expenses will be paid by the College.
 - 8.1.4 Serves as an ex officio member of all standing and special committees of the section.
 - 8.1.5 Evaluates the performance of the section committees, task forces, and leaders on an annual basis.
 - 8.1.6 May be appointed by the college president to serve as a voting member of related ACEP committees (if one exists).
 - 8.1.7 May attend ACEP Board meetings at own expense and receive minutes of the Board, Council, Steering Committee, etc.
 - 8.1.8 Shall submit to the Board and Executive Committee a written annual report listing achievements and activities. The annual report also will contain proposals for section activities and goals for the coming year.
 - 8.1.9 Informs the Board and Executive Director of section activities via copies of correspondence, agendas, minutes, etc.
 - 8.1.10 Submits to the Board for approval all section plans, goals, objectives, budgets, and meetings before the section implements them.
 - 8.1.11 Shall have the privilege of recommending to the President members of the section for appointment to ACEP committees or section members representing the interests of the college with external organizations.
 - 8.1.12 Shall review all Section Grant proposals developed by 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.
- 8.2 Duties of the Chair-Elect
- 8.2.1 Serves as an officer of the section
 - 8.2.2 Assists the chair in his/her duties for the section as designated by the chair.
 - 8.2.3 Serves as chair in the absence of, resignation, or death of the chair.
 - 8.2.4 Assumes the role of chair at the completion of two years.
- 8.3 Duties of the Councilor
- 8.3.1 Informs the section of all Council activities at section meetings when appropriate.
 - 8.3.2 Prepares an annual report of Council activities for the section newsletter.
 - 8.3.3 Attends and represents the section at the Council at own expense.
 - 8.3.4 Presents resolutions prepared by the section to the Council
 - 8.3.5 Maintains privileges and duties designated by the Bylaws of the College and granted by the Council.
 - 8.3.6 Attends meetings of the Council Steering Committee at own expense when appropriate and receive minutes of the meeting.
 - 8.3.7 Reports to the chair any pertinent action of the Council or the Council Steering Committee.
- 8.4 Duties of the Alternate Councilor
- 8.4.1 Represents the section at Council meetings if the councilor is unable to attend.
 - 8.4.2 Shall be appointed by the chair with approval, by majority vote, of the executive committee. Term of office: two years.
- 8.5 Duties of the Secretary
- 8.5.1 Takes minutes of the meetings of the section and submit to the appropriate section communication vehicle

- 8.5.2 Assists the chair in the preparation of agendas for the meetings and the chair of other committees of the section, as requested
- 8.5.3 Assists the chair in the preparation of the annual activities report
- 8.5.4 Shall provide the Board of Directors the names of the elected section officers
- 8.5.5 Shall distribute to the membership via the section newsletter or other communication vehicle
 - the minutes of the annual meeting of the section.
 - such information as shall from time to time be of interest to members of the section.
- 8.5.6 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.
- 8.5.7 Shall give due notice of all meetings of the section and section executive committee to the membership of the section and the Board of Directors of the College.
- 8.5.8 Shall serve as editor of the section newsletter.
- 8.5.9 Shall carry out such other duties as are assigned by the chair of the section and the Board of Directors of the College.

8.6 Duties of the Immediate Past Chair

- 8.6.1 Shall assist the chair in their duties of the section as designated by the chair
- 8.6.2 Serves as chair of the Nominating Committee
- 8.6.3 Serves as an officer of the section

9 Meetings

The Democratic Group Practice Section will meet at least once per year for business purposes. The Annual Meeting will be in conjunction with the annual ACEP Scientific Assembly.

- 9.1 Attendance at the business meeting and any educational offerings will be open to all interested persons. Voting privileges are restricted to active members of the Section.
- 9.2 The section may hold special meetings at other ACEP functions at their own expense.
- 9.3 Outside funding support for the meeting may be sought as long as it is not in conflict with the College's fund raising activities associated with *Scientific Assembly*.

10 Dues

Dues for the section are established by the Board of Directors of the College.

11 Additional Funding for Activities

- 11.1 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.
- 11.2 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.
- 11.3 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.

12 Parliamentary Authority

The parliamentary authority of the section will 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.

13 Voting

- 13.1 Voting on any issue, except 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 US mail. The chair shall determine which method is appropriate for each item coming before the section.
- 13.2 For e-mail and US 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 US mail ballots, write-in candidates will be accepted.

13.2.1 Voting by E-mail

Snap Survey software 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.

13.2.2 Voting by US Mail

- 13.3 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 US 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 US mail to the section staff liaison.

14 Amendments to the Operational Guidelines

Amendments to these guidelines may be proposed by any member of the section in good standing. An amendment must be submitted in writing to the section chair in care of the ACEP Staff Liaison at least 90 days in advance of a scheduled section business meeting.

- 14.1 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, and will be placed on the agenda of the section annual meeting. Any proposed amendment must be approved by two-thirds of the members present and voting during the annual meeting or the section will follow the procedures for electronic voting.
- 14.2 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.