

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Pediatric Emergency Medicine Section
Operational Guidelines

The Section of Pediatric Emergency Medicine is chartered by the Board of Directors ("the Board") of the American College of Emergency Physicians ("the College") to enable those physicians who have a special interest or expertise in pediatric emergency care to meet for the purpose of initiation, discussion, and development of ideas which will improve the care of children with acute problems utilizing emergency facilities.

Since sections are considered a subcategory of membership of the College, 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 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 constitution and 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 the Section of Pediatric Emergency Medicine.

2 Purpose

The section is for members who want to improve the care of children with health problems which result in presentation to EMS systems and emergency departments by providing discussion forums, stimulating research, disseminating pediatric emergency care knowledge, and playing an active role in the prevention of childhood injuries.

3 Objectives

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

- 3.1 To improve the care of children with health problems which result in presentation to EMS systems and emergency departments by:
 - 3.1.1 Providing a forum for the discussion of problems relating to treatment and care of pediatric cases in the emergency department.
 - 3.1.2 Stimulating research in, and the teaching of, emergency care for children.
 - 3.1.3 Disseminating knowledge of pediatric emergency care through College channels to the medical profession at large.
 - 3.1.4 Playing an active role in the prevention of childhood injuries and illnesses
- 3.2 To stimulate programs for the education of non-professional and paraprofessional people in the field of pediatric emergency care.
- 3.3 To serve as consultants to the President of the College and to make recommendations for programs on matters relating to emergency care of children.
- 3.4 To provide a pathway for professional leadership development within the organization.

4 Membership

- 4.1 The membership of the Section of Pediatric Emergency Medicine shall consist of physicians who have a special interest or expertise in pediatric emergency medicine, who are 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.

5 Nominating Committee

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

6 Section Executive Committee

- 6.1 The governing body of the Section is the Executive Committee and shall be composed of five officers of the Section: Chair, Chair-elect, immediate past Chair, Secretary, and Microsite Editor.
- 6.2 Nominees for officers shall be members of the Section presented by the Section's Nominating Committee to the Section membership through either its newsletter or 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 U.S. mail ballot, write-in candidates will be accepted.
- 6.3 The election cycle of the Section's officers will coincide with the dates of the *Scientific Assembly*.
- 6.4 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 Section will elect a chair-elect and a secretary. If the current chair-elect cannot serve as Chair, the Section will also elect a Chair.

7 Officers

The officers of the Section shall be at a minimum the Chair, the Chair-elect, the immediate past-Chair, and Secretary, and Microsite Editor. 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.

7.1 Duties of the Chair of the Section:

- 7.1.1 May be appointed by the College President to serve as a voting member of a College Committee.
- 7.1.2 May attend ACEP Board of Directors meetings at his own expense; and he will receive minutes of meetings of the Board, Council, Steering Committee, etc. of the College.
- 7.1.3 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.
- 7.1.4 Shall keep the Board of Directors and Executive Director informed of Section activities via copies of correspondence, agenda, minutes of meetings, etc.
- 7.1.5 Will submit an annual report to the College President and Executive Director. This shall consist of a list of achievements and activities of the past year and goals and objectives for the coming year.
- 7.1.6 Shall submit to the Board of Directors for approval all section plans, goals, objectives, budgets and meetings before they are implemented by the Section.
- 7.1.7 Shall preside at the annual meeting of the Section and at any other meetings of the Section. In his absence, he shall assign this function to the Chair-elect.
- 7.1.8 Shall appoint Chairs and members to any standing and special committees of the Section to carry out Section activities.
- 7.1.9 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.

7.1.10 Shall be a member ex officio of all standing and special committees of the Section.

7.1.11 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.

7.2 Duties of the Chair-elect:

7.2.1 Shall serve as an officer of the Section.

7.2.2 Shall assist the Chair in his duties for the Section as designated by the Chair.

7.2.3 Shall serve as Chair in the absence of, resignation, or death of the Chair.

7.2.4 Shall serve as webmaster of the section website, coordinating all educational materials and posting content to the website with the assistance of a chosen Microsite Advisory Board.

7.2.5 Shall work under the direction of the Chair of the Section.

7.3 Duties of the immediate past-Chair:

7.3.1 Shall serve as an officer of the Section.

7.3.2 Shall serve as Chair of the Section Nominating Committee.

7.3.3 Shall assist the Chair in his duties for the Section as designated by the Chair.

7.4 Duties of the Secretary-Treasurer:

7.4.1 Shall take the minutes of the annual meeting of the Section and submit to the appropriate section communication vehicle.

7.4.2 Shall provide the Board of Directors the names of the elected Section officers.

7.4.3 Shall assist the Section Chair in the preparation of an annual meeting and the Chairs of other committees of the Section, as requested.

7.4.4 Shall distribute to the membership via the Section newsletter or other communication vehicle:

7.4.4.1 The minutes of the annual meeting of the Section.

7.4.4.2 Such information as shall from time to time be of interest to members of the Section.

7.4.5 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.

7.4.6 Shall give due notice of all meetings of the Section and the Executive Committee of the Section to the membership of the Section and the Board of Directors of the College.

7.4.7 Shall carry out such other duties as are assigned by the Chair of the Section and the Board of the College.

7.4.8 Shall report on expenses, budget and balance of section funds at the annual meeting.

7.5 Duties of the Staff Liaison:

7.5.1 The staff liaison shall assist the officers of the section in the execution of their duties.

7.5.2 The staff liaison shall assure that copies of all section meeting agenda, minutes, operating guidelines, and other correspondence are appropriately disseminated to the Executive Director of the College, to the Section Coordinator of the College ("Section Coordinator"), and to the Board.

7.5.3 The staff liaison shall coordinate all activities of the Section with the Section officers, with the Section Coordinator and with any relevant College Committees, including setting up Section meetings, and preparation of the Section newsletter.

7.5.4 The staff liaison shall carry out or arrange to be carried out such other Section duties as are assigned by the Chair of the Section, the Executive Director, or the Board in order to facilitate approved Section operations.

8 Councillor

8.1 The Section shall elect a councillor and an alternate councillor to represent the Section to the Council of the College ("the Council"). Term of office is two years, with the alternate councillor becoming the councillor at the end of his/her two-year term. If he cannot serve as councillor, the Section shall elect a member to fill both positions and resume normal progression from alternate councillor to councillor.

8.2 Duties of the councillor and alternate councillor:

8.2.1 Shall represent the Section at the Council meeting.

8.2.2 Will have the duties, obligations, and privileges as designated by the bylaws and procedures adopted by the Council.

8.2.3 Will keep the Section informed of all Council activities before, during, and between sessions and report to the Section, in either its newsletter and/or other communication vehicles, all important matters considered.

8.2.4 Will bring resolutions to the Council from the Section as they are developed.

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. From time to time, the Section Chair shall appoint special committees when indicated.

9.2 The Nominating Committee shall consist of at least three members appointed by the Chair of the Section for a term of one year. In addition, the Immediate Past Chair will chair the Committee.

10 Meetings

The annual meeting of the Section will be held during the annual *Scientific Assembly* of the College and will 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 An open business meeting, with voting limited to section members only.

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 fundraising 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, except amendments to these Operational Guidelines, may be accomplished either during the annual meeting, or via an electronic or U.S. mail ballot. 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 Snap Survey software will be used to e-mail the ballots and 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 e-mail, 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 through the Section Newsletter to the members 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 the secretary of the Section, in care of the staff liaison, for counting.

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 by the approved communication vehicle 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.

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.

Adopted amendments will be reviewed by the Section Executive Committee and the Board of Directors of the College. 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.

Approved by the Board on September 28, 2018.