

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Section of Emergency Medicine Informatics
Operational Guidelines

The Section of Emergency Medicine Informatics is chartered by the Board of Directors ("the Board") of the American College of Emergency Physicians ("the College") to provide a forum in which members of the College with special interests in emergency medicine informatics can develop a knowledge base, share information, receive and give counsel and serve as a resource to others interested in this area of emergency medicine.

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 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 Emergency Medicine Informatics.	
2	Purpose	
	To educate the College about the use of emergency medicine informatics, serve as a resource of applicable literature and software, and encourage further training and research into the use of health information technology in the practice of emergency medicine.	
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 educate the membership of the Section about issues related to emergency medicine informatics including but not limited to the use of health information technology for clinical practice, administration and teaching of emergency medicine.
	3.2	To provide a forum for communication about emergency medicine informatics through a newsletter, telecommunications, section meetings, and educational conferences.
	3.3	To develop a bibliography and data base of literature related to the use of emergency medicine informatics, and to assist ACEP in providing an updated list and review of available software pertinent to the practice of emergency medicine.

3.4	To serve as a clearinghouse for information about formal training programs in emergency medicine informatics.
3.5	To encourage further research into the use of emergency medicine informatics, and to encourage funding of such research.
3.6	To serve as an informational resource to the ACEP Board of Directors for issues relating to emergency medicine informatics.
4	Membership
4.1	The membership of the Section of emergency medicine informatics shall consist of physicians who have a special interest or expertise in health information technology, 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 shall be composed of not less than four officers of the Section: the chair, chair-elect, immediate past chair, and secretary.
6.2	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 ("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, 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, write-in candidates will be accepted.
6.3	The election cycle of the Section's officers will be every two years, and 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 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. The Section will also elect a councilor and alternate councilor.

7	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, 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	He shall keep the College informed of Section activities via copies of agendas and minutes.
	7.1.2	He may attend ACEP Board of Directors meetings at his/her own expense
	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	He shall keep the Board of Directors and executive director informed of Section activities via copies of correspondence, agendas, minutes of meetings, etc
	7.1.5	He 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.
	7.1.6	He shall submit to the Board of Directors an informational summary of all section plans, goals, objectives, budgets and meetings.
	7.1.7	He 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.
	7.1.8	He shall appoint chairperson and members to any standing and special committees of the Section to carry out section activities.
	7.1.9	He 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	He 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 chairman-elect:		
	7.2.1	He shall serve as an officer of the Section.	
	7.2.2	He shall serve as an officer of the Section.	
	7.2.3	He shall serve as chairman of the Section Nominating Committee.	
7.3	Duties of the immediate past-chair:		
	7.3.1	He shall serve as an officer of the Section.	
	7.3.2	He shall serve as chair of the Section.	
	7.3.3	He shall assist the chair in their duties for the Section as designated by the chair.	
7.4	Duties of the secretary:		
	7.4.1	He shall take the minutes of the annual meeting of the Section and submit to the appropriate Section communication vehicle.	
	7.4.2	He shall provide the Board of Directors the names of the elected Section officers.	
	7.4.3	He shall assist the Section chair in the preparation of an annual meeting and the chair of other committees of the Section, as requested.	
	7.4.4	He shall distribute to the membership via the Section newsletter or other communication vehicles:	
		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	He 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	He 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	He shall serve as editor of the section newsletter. he/she may also serve as webmaster of the Section webpage.	

	7.4.8	He shall represent the Section at the Council meeting.
7.5	Duties of the councilor and alternate councilor(s):	
	7.5.1	He shall represent the Section at the Council meeting.
	7.5.2	He shall represent the Section at the Council meeting.
	7.5.3	He will have the duties, obligations, and privileges as designated by the Bylaws and procedures adopted by the Council.
	7.5.4	He will 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.
	7.5.5	He will bring resolutions to the Council from the Section, if any are developed.
8 Councilor		
8.1	The Section shall elect a councilor and an alternate councilor(s) to represent the Section to the Council of the College ("the Council"). The councilor and an alternate councilor(s) are Officers of the Section, and their duties are detailed under "Officers". The term of office is two years, with the alternate councilor(s) becoming the councilor at the end of his/her two-year term. If he/she cannot serve as councilor, the Section shall elect a member to fill both positions and resume normal progression from alternate councilor(s) to councilor.	
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 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	A business meeting open to all members of the College with voting limited to section members.	

10.3	At their own expense, the Section may hold special meetings at other ACEP functions.
10.4	The Section may seek outside funding support for its 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, 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 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 will be used to e-mail the ballots and to tally the results.

		<p>Two e-mail notices will be sent, seven days apart, to all section members regarding the upcoming ballot.</p> <p>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.</p>
	14.2.2	Voting by U.S. mail
		<p>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.</p>
15 Amendments		
15.1		<p>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 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.</p>
15.2		<p>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.</p>
15.3		<p>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.</p>
16 Neutral Gender		
		Wherever the pronoun "he" appears, it shall be read as gender-neutral.
<p>Approved ACEP Board of Directors February 2009</p>		