

**AMERICAN COLLEGE OF EMERGENCY PHYSICIANS**  
**Observation Medicine Section**  
**Operational Guidelines**

The Observation Medicine Section is chartered by the Board of Directors (Board) of the American College of Emergency Physicians (College) to provide a forum in which members of the College with special interest or expertise in short term observation services 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.

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 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 Observation Medicine Section.

**2 Purpose**

To provide a forum in which members of the College with special interest or expertise in short term observation services 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.

**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 a section where all ACEP members who are interested in observation services may share and develop a base of knowledge and improve the quality of patient care.
- 3.2 Conduct meeting activities in conjunction with the *ACEP Scientific Assembly*.
- 3.3 Participate in college activities, eg, College committees, Council meeting, etc. as outlined in the "Policy on Sections of Membership."
- 3.4 Network with and provide a forum for all national agencies and international entities within which information and scientific exchange can be facilitated.
- 3.5 Develop system(s) for the collection and distribution of information which will advance the science, art, and techniques associated with observation services.
- 3.6 Develop a quarterly newsletter.

**4 Membership**

- 4.1 The membership of the Observation Medicine Section shall consist of physicians who have a special interest or expertise in short term observation services, 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: chair, chair-elect, immediate past chair, and secretary/newsletter editor.
- 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*. 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.
- 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 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 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/newsletter 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. Chair 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 related College Committee if one exists.
- 7.1.2 May attend ACEP Board of Directors meetings at his 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 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 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 Shall submit to the Board of Directors an informal summary of all section plans, goals, objectives, budgets and meetings.
- 7.1.7 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.
- 7.1.8 Shall appoint chairperson 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 an *ex officio* member 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 of 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, resignation, or death of the chair.

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 their duties for the section as designated by the chair.

7.4 Duties of the secretary/newsletter editor:

- 7.4.1 Shall review the minutes of the annual meeting of the section and submit to the appropriate section communication vehicle.
- 7.4.2 Shall review the names of the elected section officers for appropriate dissemination.
- 7.4.3 Shall assist the Section chair in the preparation of an annual meeting and the chair of other committees of the section, as requested.
- 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 When asked by the chair, shall notify members regarding their appointment to any committees of the section.
- 7.4.6 When requested by the chair, shall give due notice of all meetings of the section and the Section Executive Committee to the membership of the section and the Board Liaison.
- 7.4.7 Shall serve as editor of the section newsletter.
- 7.4.8 Shall carry out such other duties as are assigned by the chair of the section and the Board of Directors of the College.

## **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 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 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. 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 An 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, 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.

14.2 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.

14.2.1 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.

#### 14.2.2 Voting by US 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 US mail to all section members with a due date for return in 10 days. Executed mail ballots will be forwarded by e-mail or US mail to the section staff liaison.

#### 14.2.3 Electronic Voting for Officers

Elections conducted electronically will be held 20 days prior to the annual meeting. Call for nominations will be submitted via the section e-list 45 days prior to the annual meeting. The slate of candidates will be drawn up by the nominating committee and will include names of those that self nominate. Candidates at their discretion may submit a brief bio including a statement of qualifications to serve as section officer. This material will be submitted to the section via e-list prior to the election. A simple majority of those casting votes will determine the successful candidate. In the event of a lack of opposition the candidate will be considered elected by acclamation.

Snap Survey software will be used to e-mail the ballots and to tally the results.

### **15 Amendments**

- 15.1 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.
- 15.2 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.
- 15.3 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.

Approved ACEP Board of Directors  
February 2009