AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Emergency Telemedicine Section
Operational Guidelines

The Emergency Telemedicine Section is chartered by the Board of Directors of the American College of Emergency Physicians (College) to provide a forum in which members of the College with special interests in emergency telemedicine 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 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 the section shall be the Emergency Telemedicine Section.

2. **Purpose**
The purpose of the section is to provide a forum for discussion of issues relating to the use of emergency telemedicine, encourage educational efforts, stimulate research, disseminate information regarding emergency telemedicine, and establish guidelines and policies regarding emergency telemedicine.

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 promote the development of the specialty of emergency medicine and specifically emergency telemedicine across the world.

   3.2 To promote collegiality and cooperation among the physicians who practice, benefit from, or are interested in emergency telemedicine.

   3.3 To provide an opportunity for physicians interested in emergency telemedicine to meet, interact and network.

   3.4 To develop and present educational programs on the many facets of emergency telemedicine.

   3.5 To prepare and distribute an interesting, educational and informative newsletter for the members of the section.
3.6 To serve as a resource to the College’s president, Board of Directors, College committees and ACEP members on issues relating to emergency telemedicine.

3.7 To coordinate activities with other organizations involved in emergency telemedicine.

3.8 To advance and publicize legislative and regulatory issues related to emergency telemedicine.

3.9 To provide a pathway for professional leadership development within the organization.

3.10 To develop a section where all ACEP members who are interested in Telemedicine may share and develop a base of knowledge and access to Telemedicine.

3.11 Conduct meeting activities in conjunction with the ACEP Scientific Assembly.

3.12 Participate in College activities, e.g., College Committees, Council Meeting, etc. as outlined in the "Policy on Sections of Membership."

3.13 Network with and provide a forum for all national agencies and international entities within which information exchange can be facilitated.

3.14 Develop system(s) for the collection and distribution of information that will advance the science, art, and payment associated with Telemedicine.

3.15 Develop a semi-annual newsletter.

4. Membership
The membership of the Emergency Telemedicine Section shall consist of physicians who have a special interest or expertise in emergency telemedicine, 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 may be officers of the section. The section also allows non-member subscribers who work in the telemedicine field and attend Scientific Assembly such as vendors, representatives from billing companies, etc.

5. Nominating Committee
The section leadership will determine the composition of the Nominating Committee. See Section 10, Standing and Special Committees.

6. Executive Committee
6.1 The governing body of the Section is the Executive Committee and shall be composed of four officers of the Section: 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 thirty (30) days prior to the section’s annual meeting which will be held in conjunction with the College’s 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 at the section’s annual meeting.

7. Officers

The officers of the Section shall be the Chair, the Chair-elect, the Immediate Past-Chair, Secretary/Newsletter Editor and Webpage Editor. The officers shall be members of the Section and serve for a term of two years. Following the Chair’s term, 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 related College committee if one exists.

7.1.2 May attend the ACEP Board of Directors meetings as 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, the College will pay their expenses.

7.1.4 Shall keep the Board of Directors and executive director informed of section activities of the past year and goals and objectives for the coming year.

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 informational 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 the chair is absent, the chair-elect will assume the functions of the chair.

7.1.8 Shall appoint chairpersons 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 the section members. If approved by the executive committee, shall submit the proposal to the appropriate committee or task force assigned to manage the Section Grant Program.

7.1.12 With the exception of the position of chair-elect, the chair shall fill vacancies that occur in officer, councillor or alternate councillor positions for the remainder of the unexpired term.

7.2 Duties of the chair-elect of the section:

7.2.1 Shall serve as an officer of the section.

7.2.2 Shall assist the chair in section duties 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 of the section:

7.3.1 Shall serve as an officer of the section.

7.3.2 Shall serve as chair of the 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 of the section:

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 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, the minutes of the annual meeting and other such information that shall be of interest to the members of the section.

7.4.5 Shall notify the 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 Section Executive Committee to the membership of the section and the Board of Directors of the College.

7.4.7 Shall serve as editor of the section newsletter. As editor and organizer of the newsletter, the secretary/newsletter editor shall be responsible for obtaining the content and editing the section newsletter that shall be published no less than twice a year.

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.

7.5 Duties of the webpage editor:

7.5.1 Shall be responsible for obtaining the content, design, maintenance and management of the section website.

8. **Staff Liaison**

8.1 The Staff Liaison shall assist the officers of the section in the execution of their duties.

8.2 The Staff Liaison shall assure that copies of all section meeting agenda, minutes, operational guidelines, and other correspondence are appropriately disseminated to the Executive Director of the College, to the Sections Coordinator of the College ("Sections Coordinator"), and to the Board.

8.3 The Staff Liaison shall coordinate all activities of the Section with the Section officers, with the Sections Coordinator and with any relevant College Committees, including setting up Section meetings, and preparation of the Section newsletter.

9. **Councillor**

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

9.2 Duties of the councillor and alternate councillor(s):

9.2.1 Shall represent the section at the Council meeting.

9.2.2 Shall have duties, obligations, and privileges as designated by the Bylaws and procedures adopted by the Council.

9.2.3 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.
9.2.4 Shall bring any resolutions that are developed to the Council from the section.

10. **Standing and Special Committees**
10.1 The section chair shall appoint a Nominating Committee as a standing committee and the immediate past chair shall serve as its chair. In addition to the immediate past chair, the Nominating Committee shall consist of at least three (3) members.

10.2 The chair may appoint special committees when indicated.

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

11.1 1) A professional program open to all members of the College, professionals, paraprofessionals, and guests invited by the section.

11.2 2) A business meeting open to all members of the College with voting limited to section members.

11.3 At their own expense, sections may hold special meetings at other ACEP functions.

11.4 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 the *Scientific Assembly*.

12. **Dues**
The Board of Directors of the College establishes the dues for the section.

13. **Additional Funding for Activities**
13.1 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.

13.2 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.

13.3 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.

14. **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.
15. Voting

15.1 Voting on any issue, except amendments to these Operational Guidelines, may be accomplished either during the annual meeting or by a mail ballot. Mail ballots may be electronic and/or US mail. The chair shall determine which method is appropriate for each item coming before the Section.

15.2 Except when e-voting for officers, when using 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.

15.2.1 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.

15.2.2 Voting for Officers by E-mail

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 there is no opposing candidate, the candidate will be considered elected by acclamation.

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

15.2.3 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.
16. **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 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.

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
April 2014