

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

Section of Toxicology Operational Guidelines

The Section of Toxicology is chartered by the Board of Directors (“the Board”) of the American College of Emergency Physicians (College) to provide a forum in which members of the College with special interests in medical toxicology 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 this section shall be the Section of Toxicology.

2 Purpose

The purpose of this section is to improve the prevention and treatment of all forms of toxicological emergencies.

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 across the world and to specifically promote the further growth and development of the subspecialty of medical toxicology.
- 3.2 To promote collegiality and cooperation among the physicians who practice emergency medicine and medical toxicology.
- 3.3 To provide an opportunity for physicians interested in emergency medicine and medical toxicology to meet, interact, and network.
- 3.4 To develop and present educational programs on the many facets of emergency medicine related to medical toxicology.
- 3.5 To prepare and distribute an interesting, educational, and informative newsletter for members of the section.
- 3.6 To serve as a resource to the College president, Board of Directors, College committees, and ACEP members on issues relating to emergency medicine and medical toxicology.
- 3.7 To coordinate activities with other organizations involved in emergency medicine and medical toxicology at the invitation of the President and/or Board of Directors.
- 3.8 To advance and publicize legislative issues related to emergency medicine.

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

4 Membership

4.1 The membership of the Section of Toxicology shall consist of physicians who are interested in medical toxicology, 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 the section chair, the immediate past-chair, the chair-elect, the secretary, and the councillor.

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 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.

7 Officers

The officers of the section shall be the chair, the chair-elect, the immediate past-chair, secretary, councillor, and alternate councillor. 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 To serve on related College committees at the request of the President.

7.1.2 To attend meetings of the Board of Directors or other entities, at the request of the president, the Board, or the College.

7.1.3 To keep the Board of Directors and executive director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.

7.1.4 To 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.

7.1.5 To submit to the Board of Directors an informational summary of all section plans, goals, objectives, budgets, and meetings.

- 7.1.6 To 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.
- 7.17 To appoint a chairperson and members to any standing and special committees of the section to carry out section activities.
- 7.18 To recommend to the president or the Board appropriate section members who may serve on committees of the College or represent the interests of the College with external organizations.
- 7.1.9 To be an ex officio member of all standing and special committees of the section.
 - 7.1.10 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 To serve as an officer of the section.
 - 7.2.2 To assist the chair in section duties as designated by the chair.
 - 7.2.3 To serve as chair in the absence, resignation, or death of the chair.
- 7.3 Duties of the immediate past-chair:
 - 7.3.1 To serve as an officer of the section.
 - 7.3.2 To serve as chair of the Section Nominating Committee.
 - 7.3.3 To assist the chair in his/her duties for the section as designated by the chair.
- 7.4 Duties of the secretary:
 - 7.4.1 Shall take the minutes of the annual meeting of the section and submit them to the section website and newsletter.
 - 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, website, e-list, or other appropriate 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 Section Executive Committee to the membership of the section and the Board of Directors of the College.
- 7.4.7 Shall serve as the webmaster and e-list coordinator of the section
- 7.4.7 In the absence of a separately-appointed newsletter editor, 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(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.
- 8.2 Duties of the councillor and alternate councillor(s):
 - 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, website, or section e-list, all important matters considered.
 - 8.2.4 Shall bring any resolutions that are developed to the Council from the section.
- 8.3 If the councillor is unable to attend any portion of the Council meeting, the alternate councillor shall represent the section. If the alternate councillor is not available, chair, immediate past-chair, chair-elect, and secretary, in order, shall be provided the privilege of representing the section. If none of these officers is available, the chair may appoint a member of the section to represent the section on the Council.
- 8.4 It is permissible for the immediate past-chair to simultaneously serve as alternate councillor.

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 the councillor, the chair-elect and at least two members who are not current officers of the section.
- 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 A business meeting open to all members of the College with voting limited to section members.

10.3 The section may hold additional meetings, as called by the chair, for educational, social, or other purposes.

10.3.1 College funds will not be used to support additional meetings, except by special approval of the College.

11 Dues

The dues for the Section are established by the Board of Directors of the College.

12 Additional Funding for Activities

12.1 The section may request additional funding for its activities from the College, in accordance with College guidelines and policies then in effect.

12.2 The section may request additional funding for its activities from outside the College, in accordance with College guidelines and policies then in effect.

12.3 The Section may apply for funding from the Section Grant Program to support projects that benefit the section, advance emergency medicine, and/or educate health care providers or the general public. All applications to the Section Grant Program must be approved by the section chair.

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

Snap Survey or similar 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.

14.2.2 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.

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 or electronically 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, if voted upon electronically, by two-thirds of the members submitting electronic ballots. or the section will follow the procedures for electronic voting.

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