

**AMERICAN COLLEGE OF EMERGENCY PHYSICIANS**  
**Section of Tactical Emergency Medicine**  
**Operational Guidelines**

The Section of Tactical Emergency 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 a special interest in tactical emergency medicine (“TEM”), which has been defined by other Board Policy, can develop a knowledge base, share information, receive and give counsel, and serve as a resource to others.

Because sections are considered a subcategory of College membership, sections shall 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 written 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 Tactical Emergency Medicine.

**2. Purpose**

The purpose of the section is to provide a forum within the College for members with a special interest or expertise in TEM to collaboratively share knowledge and resources. Such synergy shall greatly aid in the expansion of the fields of tactical and traditional emergency medicine. Innovations borne out of the work of section members shall have specific application to the provision of care in the full range of out-of-hospital environments in which members train and operate, from routine to austere to extremely hostile.

**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 Subspecialty development - To promote the worldwide development of the subspecialty of tactical emergency medicine within the larger field and practice of emergency medicine.
- 3.2 Networking - To promote collegiality and cooperation among the physicians who practice TEM and to provide appropriate forums for social and professional interactions.
- 3.3 Communication – To facilitate the ease and increase the quality of information exchange and investigative collaboration within the field of TEM with the explicit goal of improving the delivery of care and patient/provider safety. The triad of newsletters, Web page, and interactive electronic communication systems shall comprise the minimum network the section shall provide to its members.

- 3.4 Research - To stimulate the quality and quantity of primary research within the field of tactical emergency medicine. Of particular interest are those areas of TEM that interface with the broader study and practice of emergency medicine.
- 3.5 Education – To create and compile a specialized knowledge base which can be used as a resource by section and College members and which can be shared with other interested parties.
- 3.6 Internal resource - To serve as a resource to the College president, Board of Directors, College committees, and members on issues related to TEM.
- 3.7 External resource - To liaison with other organizations involved in TEM at the invitation of those organizations, members, the College president or the Board.
- 3.8 Political - To advance and publicize legislative issues related to TEM.
- 3.9 Leadership development - To provide a pathway for professional leadership development within the College.

#### **4. Membership**

- 4.1 The membership of the Section of Tactical Emergency Medicine shall consist of physicians who are interested in TEM, interested in helping to achieve the objectives of the section, and who fulfill membership requirements as defined in the College Bylaws. Section members who are in good standing with both the College and the section may participate in and vote on section matters as well as be elected or appointed to section offices.

#### **5. Section External Governance**

- 5.1 The Section of Tactical Emergency Medicine is a subcategory of College membership. It is not a separate legal entity, nor does it have the authority or autonomy from the College to function as such. All section activities and operations shall be subject to the terms and conditions of all applicable College policies, and Board decisions. The section shall respond to no other outside influence.

#### **6. Section Internal Governance**

- 6.1 The internal governing body of the section shall be the section executive committee (“executive committee”). It shall include; the chair, the chair-elect, the immediate past chair, and the secretary. Each member shall have an equal vote.
- 6.2 Nominees running for office must be section members. Nominations will be accepted by the College section staff liaison (“staff liaison”) by registered US mail or by accepted electronic means no later than 45 days prior to the elections. They will forward the nominations to the chair of the section’s nominating committee. The list of nominees will be presented to the section membership through its newsletter, Web page, other electronic means, or by US mail at least 30 days prior to the annual section general membership meeting (“annual meeting”), which will be held in conjunction with the College’s annual *Scientific Assembly*. Nominations from the floor will also be accepted during the annual meeting.

- 6.3 The election cycle of the section's officers will be every 2 years and will coincide with the dates of the *Scientific Assembly*. In addition, any section member may request a vote at any annual meeting. The vote may encompass any or all of the elected positions and shall be used to accomplish one of three goals.
- 6.3.1 To affirm the present leadership.
  - 6.3.2 To remove unproductive or contentious leadership.
  - 6.3.3 To fill leadership vacancies created by resignation, illness, and the like during the preceding section year.

A member calling for a vote to unseat an elected officer must be willing and qualified to fill the vacated seat for the remainder of the term if there are no other nominations from the floor. A majority vote of the section members present and eligible to vote at the annual meeting shall be required to unseat an elected officer prior to the conclusion of his or her 2 year term. If a member is removed from office in this manner, they cannot be elected to that office in the future.

- 6.4 The election of officers shall be by a majority vote of the eligible section members present and voting at the annual meeting. The section will elect a chair, a chair-elect, a secretary, a councillor, and alternate councillor(s).
- 6.5 The section steering committee ("steering committee") is a standing committee that can be used at the discretion of the executive committee to provide input on important matters. It shall be composed of the chair, the immediate past chair, the chair-elect, the secretary, the councillor, the alternate councillor(s), the section development coordinator, the newsletter editor, the Web master, the e-communications officer, and the Board liaison. It may also include representatives from any section ad hoc, special, or standing committees, work groups, or task forces, as well as any individual section members the executive committee deem necessary. Each member shall have an equal vote.

## **7. Elected Officers**

The elected officers of the section shall be at a minimum the chair, the chair-elect, the immediate past chair, the secretary, the councillor, and the alternate councillor(s). The officers shall be members of the section and serve for a term of 2 years. Following the chair's term, there will be an additional 2 year term designated as immediate past chair. The chair-elect will assume the position of chair at the conclusion of the chair-elect's term. Officers may not serve more than 2 consecutive terms in any one position. There is no limit to the total number of terms a section member may serve in any or all elected positions. Although not the ideal, under special circumstances a section member may hold more than one elected office simultaneously if they otherwise meet the criteria to be in each position and this arrangement is approved by the section during an election. If such a circumstance arises between elections, it must be approved by the steering committee (see exception in section 7.5.1). An attempt shall be made at the next election to nominate and elect the needed section members to fill those additional offices.

- 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 Board meetings at his or her own expense.
  - 7.1.3 From time-to-time, section leaders may be asked by the College president to attend the Board meetings of other entities. In these cases, their expenses shall be paid by the College.
  - 7.1.4 Shall keep the Board of Directors and executive director informed of section activities by giving copies of correspondence, agendas, meeting minutes, and so on to the Board liaison and the staff liaison.
  - 7.1.5 Shall submit an annual report to the College president, the executive director, and the Board, which shall consist of a summary of the section's achievements, activities of the past year, and an analysis of why any strategic goals were not achieved. The report shall also state the goals and objectives of the section for the coming year and shall disclose any anticipated fiscal developments.
  - 7.1.6 Shall serve as an elected officer of the section.
  - 7.1.7 Shall preside at all section meetings and if absent, the functions of the chair shall be assumed by the chair-elect.
  - 7.1.8 Shall appoint chairs and members to any ad hoc, special or standing committees, work groups or task forces of the section to carry out section activities.
  - 7.1.9 Shall have the privilege of recommending to the College president the appointment of section members to committees of the College, or section members who could properly represent the interests of the College to external organizations.
  - 7.1.10 Shall be an ex officio member of all ad hoc, special and standing committees, work groups or task forces of the section.
  - 7.1.11 Shall review all section grant proposals developed by section members, sign those that are determined to be appropriate for submission, and then submit them to the appropriate committee or task force assigned to manage the section grant program.
  - 7.1.12 Shall be a voting member of the executive and steering committees.
- 7.2 Duties of the chair-elect
- 7.2.1 Shall serve as an elected 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.

- 7.2.4 Shall be a voting member of the executive and steering committees.
- 7.3 Duties of the immediate past chair
  - 7.3.1 Shall be considered an elected officer because a prior election to chair is required to hold this office.
  - 7.3.2 Shall serve as chair of the section nominating committee.
  - 7.3.3 Shall assist the chair in section duties designated by the chair.
  - 7.3.4 Shall be a voting member of the nominating, executive and steering committees.
- 7.4 Duties of the secretary
  - 7.4.1 Shall take the minutes of all official executive committee, steering committee, and annual meetings and then submit them to the executive committee, the Board liaison, and the staff liaison for approval and subsequent distribution to section members and the College.
  - 7.4.2 Shall provide the Board with the names of the elected section officers by providing this information to the staff liaison.
  - 7.4.3 Shall assist the chairs of other section committees as requested by the section chair.
  - 7.4.4 Shall distribute the following to the membership by way of the section newsletter, Web page, other electronic means, or the US mail.
    - 7.4.4.1 The minutes of all annual meetings, and all executive or steering committee meetings whether held in person, by Internet, or conference call, and all other official section meetings.
    - 7.4.4.2 Such information shall from time to time be of interest to section members.
  - 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 by providing this information to the staff liaison.
  - 7.4.6 Shall give due notice of all the general membership meetings of the section and meetings of the executive and steering committees to the section membership and the Board by providing this information to the staff liaison and the Board liaison.
  - 7.4.7 Shall carry out other duties as assigned by the section chair and the Board.
  - 7.4.8 Shall serve as an elected officer of the section and a voting member of the executive and steering committees.

- 7.5 Duties of the councillor and alternate councillor(s)
- 7.5.1 The section shall elect a councillor and alternate councillor(s) to represent the section to the Council of the College (“Council”). Elections will be held at the annual meeting. Term of office is 2 years, with the alternate councillor(s) becoming the councillor at the end of his or her 2 year term. If he or she cannot serve, or does not wish to serve as councillor, the section shall elect a member to fill both positions and resume the normal progression from alternate councillor(s) to councillor. If there is more than one alternate councillor who wishes to transition to the councillor position, then a section vote will be held during the annual elections to determine who shall do so. The office of councillor and alternate councillor(s) may be held individually for no more than 2 consecutive terms. There is no limit to the number of terms a member may serve in either of these positions. A member may not hold office as both the councillor and the alternate councillor simultaneously.
- 7.5.2 Shall represent the section at all Council meetings.
- 7.5.3 Shall have duties, obligations, and privileges as designated by the Bylaws and procedures adopted by the Council.
- 7.5.4 Shall keep the section informed of all pertinent Council activities before, during, and between Council sessions and shall report these matters to the section by its newsletter, Web page, other electronic means, or US mail.
- 7.5.5 Shall bring any resolutions that are developed by the section to the Council.
- 7.5.6 Shall serve as elected officers of the section and voting members of the steering committee.

## **8. Appointed Officers**

The appointed officers of the section may include; the section development coordinator, the Web master, the newsletter editor, and the e-communications officer. The officers shall be members of the section and serve for a term of one year. They will be appointed by the executive committee at the beginning of each section year. There is no limit to the number of terms, either consecutive or lifetime, that a member may serve as an appointed officer. Although not ideal, under special circumstances a section member may hold more than one appointed office simultaneously if they otherwise meet the criteria to be in each position and this arrangement is acceptable to the executive committee. Should questions arise concerning the effectiveness of an appointee, a vote of confidence may be conducted by the membership at anytime during the year using an approved voting method. If the majority agrees to rescind a member’s appointment then he or she shall be removed from office and precluded from holding that office in the future.

### **8.1 Duties of the operations officer/section development coordinator**

- 8.1.1 Shall oversee all other operation’s officers and work with them to bring their individual areas of operation into congruence with the executive committee’s master plan for section development.

- 8.1.2 Shall be responsible for presenting an annual master plan to, and initiating discussions with the executive committee to help them further the goals of the section. The plan shall include, but not be limited to, effective short and long range strategies to increase membership and the methodologies to improve the quality and effectiveness of section outreach.
- 8.1.3 Shall monitor the implementation of any plans approved by the executive committee and periodically report to them any requested outcomes data.
- 8.1.4 Shall serve as an appointed officer of the section and a voting member of the steering committee.

## 8.2 Duties of the operations officer/Web master

- 8.2.1 Shall be the liaison designated by the section leadership to work with College staff and information technology products and/or services when the implementation of section objectives can best be achieved through multimedia interfaces.
- 8.2.2 Shall be responsible for presenting an annual plan to, and initiating discussions with, the executive committee to help them further the goals of the section. The plan shall utilize the most effective communications and education technologies available.
- 8.2.3 Shall monitor the implementation of any plans approved by the executive committee and periodically report to them any requested outcomes data.
- 8.2.4 Shall have the authority to create and fill positions which are essential to the fulfillment of their duties. These will be disclosed to the executive committee for final approval.
- 8.2.5 Shall serve as an appointed officer of the section and a voting member of the steering committee.

## 8.3 Duties of the operations officer/newsletter editor

- 8.3.1 Shall coordinate the activities necessary to produce two to four newsletters a year.
- 8.3.2 Shall present the final draft of each newsletter to the executive committee and the Board liaison to obtain their approval prior to submitting it to the staff liaison for formatting and distribution.
- 8.3.3 Shall have the authority to create and fill positions which are essential to the fulfillment of their duties. These will be disclosed to the executive committee for final approval.
- 8.3.4 Shall be responsible for presenting an annual plan to, and initiating discussions with, the executive committee to help them further the goals of the section. The plan shall utilize the most effective communications and education technologies available.

- 8.3.5 Shall monitor the results of the plan's implementation and give periodic reports to the executive committee as requested.
- 8.3.6 Shall serve as an appointed officer of the section and a voting member of the steering committee.
- 8.4 Duties of the operations officer/e-communications
  - 8.4.1 Shall be responsible for presenting an annual plan to, and initiating discussions with, the executive committee to help them further the goals of the section. The plan shall utilize the most effective communications and education technologies available.
  - 8.4.2 Shall monitor the function of section e-communications no less frequently than weekly. Shall report the outcomes data generated by the implementation of any approved plans to the executive committee as requested.
  - 8.4.3 Shall serve as an appointed officer of the section and a voting member of the steering committee.

## **9. Standing and Special Committees**

- 9.1 The chair shall appoint a nominating committee as a standing committee and shall designate the immediate past chair to serve as the chair of that committee. In addition to the immediate past chair, the nominating committee shall consist of at least three other section members. (See sections 6, 7, 8 and 14 of this document for more information on the nomination/election process).
- 9.2 The chair shall appoint ad hoc, special or standing committees, work groups or task forces when indicated. The chair may discontinue or change the structure of any committee as long as those changes are in accordance with the section's Operational Guidelines. If the chair wishes to make changes that are outside the scope of his or her authority, then the Operational Guidelines must first be amended as described in section 15 of this document.
- 9.3 The steering committee shall be a standing committee composed as described in section 6.5.
- 9.4 All section committees shall report to the executive committee at least annually.
- 9.5 The executive committee is responsible for conducting an annual review of the structure, function, and usefulness of all section committees.

## **10. Meetings**

- 10.1 The annual general membership meeting of the section shall be held during the annual *Scientific Assembly* of the College and may consist of two portions.
  - 10.1.1 A professional program that's open to all members of the College, professionals, paraprofessionals, and guests invited by the section.



- 10.1.2 A business meeting open to all members of the College, with voting limited to eligible section members.
- 10.2 At its own expense, the section may hold special meetings at other College functions.
- 10.3 The section may seek outside funding support for its meetings as long as doing so does not conflict with the College's fund raising activities associated with *Scientific Assembly* or other College policies.

## **11. Dues**

The dues for the section are established by the Board.

## **12. Additional Funding for Activities**

- 12.1 To increase its funds from within the College, the section has the following four options;
  - 12.1.1 Apply for an allocation of 15% of its total dues collected during the previous year.
  - 12.1.2 Apply for a one-time per project, per member, voluntary special assessment.
  - 12.1.3 Apply for a section grant. Projects can be funded which benefit individual sections as well as advance emergency medicine and educate the public.
  - 12.1.4 Seek Board approval and sponsorship of a TEM Section plan which would help the College to achieve specific goals in well defined areas of interest.
- 12.2 The section may also raise funds from outside entities such as corporations or foundations. All such fundraising must be approved in advance by the College and meet the criteria established by the College.

## **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 and the election of officers, may be accomplished either during the annual meeting, or by mail ballot. Mail ballots can be by electronic means and/or by US mail. The chair shall determine which method is appropriate for each item to be voted on.
- 14.2 For electronic and US mail ballots, the voting membership shall be defined as that portion of the section membership which is in good standing on the date the ballot is sent. The quorum for a vote shall be the number of section members who had the interest and motivation to respond to the multiple solicitations to vote. A quorum must comprise at least 10% of the eligible section members at the time of the vote. A majority vote of that quorum shall be considered the will of the section. It is the responsibility of members to

make certain that their electronic and US mail address information are accurately registered with the College, and the section, and that there are no transmission or reception issues that might interfere with their ability to fully participate in all section activities.

#### 14.2.1 Voting or data acquisition by electronic means

Either Snap Survey software (or similar) shall be used to mail the ballot/survey electronically and to tally the results, or section members will be notified of a hyperlink through which they may vote or express their opinions.

Notice of a proposed vote/survey, followed by a discussion of the issues at hand, shall occur at least 30 days prior to the actual vote/survey. The initial notice shall be sent by electronic means to all eligible section members. A second notice, accompanied by a summary of the discussions that ensued since the first notice, shall be sent by electronic means 21 days after the first. The ballot/survey shall then be created by the executive committee and submitted to the staff liaison and the Board liaison for approval. After approval, it shall be submitted for electronic formatting by the Snap Survey software. After this is completed, a third electronic notice shall be sent to section members informing them of how to vote or to complete the survey, the date and time the vote/survey shall commence and conclude, and the estimated date by which the results shall be tallied. Section members shall be allowed a minimum of 10 days during which to vote or to complete the survey.

#### 14.2.2 Voting or data acquisition by US mail

Notice of a proposed vote/survey followed by a discussion of the issues at hand shall occur at least 30 days prior to the actual vote/survey. The initial notice shall be sent by US mail to all eligible section members. A second notice, accompanied by a summary of the discussions which ensued since the first notice, shall be sent by US mail 21 days after the first. The ballot/survey shall then be created by the executive committee and submitted to the staff liaison and the Board liaison for approval. After approval, a third notice which shall contain the actual ballot/survey shall be sent to section members by US mail. It will also contain information about how to complete the ballot/survey, the date and time the vote/survey shall commence and conclude, and the estimated date by which the results shall be tallied. Executed mail ballots/surveys shall be forwarded by US mail to the staff liaison for official tabulation.

#### 14.2.3 Voting or data acquisition in person

A survey or vote can occur in person during any official meeting of the section leadership or the general membership. However, the election of officers and amendments to the Operational Guidelines shall take place only during the annual meeting. The number of eligible section members present at any official meeting shall constitute a quorum. A motion shall pass if a majority of that quorum votes to approve it. The only exception to this is the higher standard used when voting to amend these Operational Guidelines as described in section 15 of this document.

#### 14.2.4 Voting or data acquisition by other methods

The section acknowledges that communication methods are increasing so rapidly that the Operational Guidelines cannot be written in a manner that could cover every contingency. If the College approves the use of an applied technology that based on these guidelines is not yet approved for use by the section, the executive committee is authorized to use those technologies when conducting section business until a formal amendment to the section's Operational Guidelines can be written and approved. Wherever possible, the rules governing their use shall be identical to those already found in these Operational Guidelines.

### **15. Amendments**

Any member of the section membership may propose changes to these Operational Guidelines. Proposed amendments to the Operational Guidelines must be submitted in writing by electronic means or registered US mail to the chair in care of the staff liaison at least 90 days prior to the scheduled annual meeting.

Proposed amendments will be published in the section newsletter, posted on the section Web page, distributed by other electronic means, or the US mail, at least 30 days prior to the scheduled annual meeting and will be placed on the meeting agenda. Any proposed amendment must be approved by two-thirds of the eligible section members present and voting during the annual meeting. No amendment shall be considered official until it is approved by the Board.

After the vote, the section executive committee and the Board shall review any amendments adopted by the section. Amendments approved by the Board shall be published in the next available section newsletter or distributed to members by some other approved method of communication.

Approved ACEP Board of Directors  
February 2013