

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

Emergency Telehealth Section Operational Guidelines

The Emergency Telehealth 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 telehealth can develop a knowledge base, share information, receive and give counsel, serve as a resource to those interested and increase telehealth use in 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 Telehealth Section. They shall conform to the Bylaws of the College, and the activities of the section will also conform 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 Telehealth Section.

2. Purpose

The purpose of the section is to provide a forum for discussion of issues relating to the use of emergency and acute unscheduled connected health, including but not limited to digital and telehealth, encourage educational and training efforts, stimulate research, disseminate information regarding emergency telehealth including best practices, guidelines and policies, engage in issues in regulation and health policy, and promote digital and telehealth in a manner that can help patients and society.

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 telehealth across the world.
- 3.2 To promote collegiality and cooperation among the physicians who practice, benefit from, or are interested in emergency telehealth.
- 3.3 To provide an opportunity for physicians interested in emergency telehealth to meet, interact and network.
- 3.4 To develop, present and evaluate educational programs on the many facets of emergency telehealth.
- 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 telehealth.
- 3.7 To coordinate activities with other organizations involved in emergency telehealth.

- 3.8 To advance and publicize legislative and regulatory issues related to emergency telehealth.
- 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 telehealth may share and develop a base of knowledge and access to telehealth.
- 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 telehealth.
- 3.15 Develop a semi-annual newsletter.
- 3.16 Engage and inform research that aims to improve emergency telehealth for patients based on the NQF framework of effectiveness, experience, access and costs.

4. Membership

The membership of the Emergency Telehealth Section shall consist of physicians who have a special interest or expertise in emergency telehealth, 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 telehealth 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 in good standing 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 of the same office. A member in good standing can hold more than one office at the same time.

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. If Chair-elect is not available, the Chair may appoint Immediate Past Chair or any other Section member to preside over annual meeting of the section or any other meeting.
- 7.1.8 Have authority to create any committee, panel or task force as chair feels necessary and appoint chairpersons and members to such committees, panels or task forces or any standing committees, panels or task forces of the section to carry out section activities. Chair shall have authority to terminate any committee, panel or task force at chair's sole discretion.
- 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 secretary, councilor or alternate councilor, website editor or newsletter editor positions for the remainder of the unexpired term. If no one is elected to an office or position (position or office remains open), the chair has authority to appoint any member of the section in good standing to any position or office as chair sees fit or can

allow the office or position to remain open with the exception of the chair-elect position. For any officer or position that is appointed by the chair without being elected by the section, that officer or person serves at the pleasure of the chair and can be removed by the chair at the chair's discretion with the approval of either the Immediate Past-Chair (Chair & Immediate Past Chair) or Chair-elect (Chair & Chair-elect). Chair will have authority to make decision on what to do in any situation or if any issue arises that is not specifically covered by these operational guidelines.

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 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 newsletter editor:

7.5.1 Shall serve as editor of the section newsletter. As editor and organizer of the newsletter, the newsletter editor shall be responsible for requesting and obtaining the content from section members, college members, and industry, editing the section newsletter and disseminating it to the section. The newsletter shall be published no less than twice a year.

7.5.2 Shall carry out such other duties as are assigned by the chair of the section and the Board of Directors of the College.

7.6 Duties of the webpage editor:

- 7.6.1. Shall be responsible for obtaining the content, design, maintenance and management of the section website.
- 7.6.2. Shall carry out such other duties as are assigned by the chair of the section and the Board of Directors of the College.

7.7. Removal of Officers, Councillor, or Alternate Councillor

With the exception of Chair, any officer can be removed from their elected office if a special vote is called for and a majority of those vote to remove the officer with a minimum of 20 total votes cast. The special election can only be called for by the Chair alone or by a combination of the Immediate Past Chair and Chair elect. If there is cause to remove an officer, any member in good standing can raise this concern to the Chair, Chair-elect or Immediate Past Chair. The officer in question (to be removed) must be given notice of at least 15 days before the vote by the section and section members must be informed of the vote and given 15 days to vote on whether to remove or not remove the officer in question. E-mail, regular US mail will be considered notice to the officer in question and section members and voting can be done by regular mail or e-mail or other electronic means as determined by the section chair. A majority of active section members in good standing who actually cast a vote within the time frame of 15 days will determine whether or not the officer remains in his/her position or is removed. Should the officer be removed, the office will be filled as allowed in the operational guidelines.

The Chair may be removed by a 2/3 majority vote of the total section members in good standing or a 3/4 majority of the section's voting members in good standing with a minimum of 25% of the total membership or a minimum of 50 votes cast, whichever number is greater. The vote to remove the Chair can only be called for if the Immediate Past-Chair, Chair-elect, Secretary, Treasurer and Councilor agree to call for the vote for removal. The Chair must receive notice of the call for a vote to remove at least 30 days before notice is given to the section that a vote for removal is to be held. Notice can be given by electronic means i.e. email or by US mail, return receipt requested as determined and agreed to by both the Immediate Past-chair and Chair-elect. Section members in good standing will be notified by e-mail or regular mail of the vote and then given 30 days to cast their vote. Should the Chair be removed, then the Chair-elect will assume the position of Chair. If removed, Chair will not be eligible to serve as Immediate Past Chair.

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 and dissemination 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. If the councillor cannot serve as councillor for any reason, the alternate councillor will fill in as councillor. If councillor resigns or is removed for any reason, the alternate councillor will assume the councillor position and the alternate councillor position will become open. Section shall elect a member to fill alternate position in 2020 and both positions starting in 2022 unless current councillor or alternate councillor resigns, is removed or cannot serve in that position any longer for any reason. Should this occur, chair will appoint a member in good standing to the open position until an election at the annual meeting can occur.
- 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. The councillor will report all important matters considered to the section, in its newsletter and/or other communication vehicles.
- 9.2.4 Shall bring any resolutions that are developed from the section to the Council.

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. For a candidate to run for any office of the section, the candidate must be nominated by a section member in good standing and that nomination must be seconded by a different section member in good standing. The candidate can nominate himself/herself or can second a nomination for himself or herself but cannot do both.
- 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 who cast a vote (based on the number of dues paying members on the day the ballot is **sent** and a minimum of 50 votes) 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 or on "EnGaged" 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.