

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

TOXICOLOGY SECTION OPERATIONAL GUIDELINES

The Toxicology Section 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 established to facilitate the operation of the section. They shall conform to the Bylaws of the College, and the activities of the section must align with the decisions of the Board. Projects related to 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 closely coordinated with those of the College.

1 Name

The name of this section shall be the Toxicology Section.

2 Purpose

The purpose of the 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 to meet, interact, and network.
- 3.4 To develop and present educational programs on the many facets of emergency medicine.
- 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 President, Board of Directors, College committees, and ACEP members on issues relating to emergency medicine.
- 3.7 To coordinate activities with other organizations involved in emergency medicine 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 professional leadership development within the organization.

4 Membership

- 4.1 The membership of the Toxicology Section 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 appointed by the section's executive committee at least six months prior to a section officer election. See Section 9.1, Standing and Special Committees.

6 Section Executive Committee

- 6.1 The section's executive committee shall be comprised of the Chair, Chair-Elect, Immediate Past-Chair, and Secretary.

7 Officers

- 7.1 The officers of the section shall, at a minimum, include the Chair, the Chair-Elect, the Immediate Past-Chair, and Secretary. All officers must be Regular members of the section. Officers shall serve a two-year term, beginning at the conclusion of the section's annual meeting during which the election occurs, and expiring at the conclusion of the second succeeding annual meeting. After serving a two-year term as Chair, the officer will serve an additional two-year term as Immediate Past-Chair. No officers shall serve more than two consecutive terms. In the event of resignation, removal, or death of an officer, the Executive Committee shall, by a majority vote, elect a member of the section to serve the remainder of the officer's unexpired term.

Nominees for officers shall be members of the section, presented by the section's Nominating Committee to the section membership 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 in person during the section's annual meeting, nominations from the floor will also be permitted. If elections are held electronically, write-in candidates will be permitted.

The election cycle of the section's officers will occur every two years, and will coincide with the dates of the Scientific Assembly. During each election cycle, the section will elect a Chair-Elect and a Secretary. If the current Chair-Elect is unable to serve as Chair, the section will also elect a new Chair. Voting shall be conducted in accordance with the operational guidelines outlined herein.

- 7.2 Duties of the Chair of the section:

- 7.2.1 Shall be appointed by the President to serve as a voting member of a related College committee if one exists.

- 7.2.2 Shall attend ACEP Board of Directors meetings at his/her own expense.

- 7.2.3 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.
- 7.2.4 Shall keep the Board of Directors and executive director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.
- 7.2.5 Shall submit an annual report to the College, which consists of a list of achievements and activities of the past year and goals and objectives for the coming year.
- 7.2.6 Upon request, shall submit to the Board of Directors an informational summary of all section plans, goals, objectives, budgets, and meetings.
- 7.2.7 Shall preside at the section's annual meeting and at any other meetings of the section. If absent, the Chair-Elect will assume the functions of the Chair.
- 7.2.8 Shall appoint chairperson and members to any standing and special committees of the section to carry out section activities.
- 7.2.9 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.
- 7.2.10 Shall be an ex officio member of all standing and special committees of the section.
- 7.3 Duties of the Chair-Elect:
 - 7.3.1 Shall serve as an officer of the section.
 - 7.3.2 Shall assist the Chair in section duties as designated by the Chair.
 - 7.3.3 Shall serve as Chair in the absence, resignation, or death of the Chair.
 - 7.3.4 Shall assist the section Chair in the preparation of an annual meeting and the chair of other committees of the section, as requested.
 - 7.3.5 Shall provide content for the section website and other media at least once every six months.
- 7.4 Duties of the Immediate Past-Chair:
 - 7.4.1 Shall serve as an officer of the section.
 - 7.4.2 Shall serve as Chair of the Section Nominating Committee.
 - 7.4.3 Shall assist the Chair in their duties for the section as designated by the Chair.
- 7.5 Duties of the Secretary:

- 7.5.1 Shall take the minutes of the section's annual meeting and submit to the appropriate section communication vehicle.
- 7.5.2 Shall serve as the Communications lead (unless they have a Communications Committee Chair) for the section.
 - 7.5.2.1 Shall edit, develop, and coordinate educational content for the section website and other media under the direction of the Chair and Chair Elect.
- 7.5.3 Shall distribute to the membership via the section newsletter or other communications vehicle.
 - 7.5.3.1 The minutes of the section's annual meeting.
 - 7.5.3.2 Educational content related to the section's subject area.
 - 7.5.3.3 Such information as shall from time to time be of interest to members of the section.
- 7.5.4 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.
- 7.5.5 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.
- 7.5.6 Shall serve as editor of the section newsroom content and/or newsletter.
- 7.5.7 Shall carry out such other duties as are assigned by the Chair of the section and the Board of Directors of the College.

8 8. Councillor

- 8.1 The section shall elect a Councillor and an Alternate Councillor to represent the section on the Council of the College (Council). The term of office is two years, with the Alternate Councillor(s) assuming the role of Councillor at the end of their two-year term. If the Alternate Councillor is unable to serve as Councillor, the section shall elect a member to fill the Councillor position. The terms of the Councillor and Alternate Councillor shall begin at the conclusion of the section's annual meeting during which the election occurs, and shall expire at the conclusion of the second succeeding annual meeting. In the event of a vacancy in the Councillor position, the Alternate Councillor shall serve the remainder of the Councillor's unexpired term. In the event of a vacancy in the Alternate Councillor position, the Executive Committee shall, by a majority vote, elect a member of the section to serve the remainder of the Alternate Councillor's unexpired term.

- 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, through its newsletter and/or other communication vehicles, all important matters considered.
 - 8.2.4 Shall bring any resolutions developed by the section to the Council.

At all times, Councillors and/or Alternate Councillors serve in accordance with the Council's Standing Rules.

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 Chair shall appoint special committees such as the Communications Committee, Education Committee, etc. The Committee leaders and members shall be appointed by the Chair.

10 Meetings

The section's annual meeting will be held during the annual *Scientific Assembly* of the College and shall 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 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 fundraising 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 The mechanisms for increasing project funds available to sections are outlined in the Sections Manual.

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, including amendments to these Operational Guidelines, shall be accomplished either during the annual meeting, or via electronic ballot. A majority of section members voting must approve any item for the item to be approved. The Chair shall determine which method is appropriate for each item coming before the section.
- 14.2 The election of officers shall be by a majority vote of the section members present and voting at the annual meeting. If elections are held electronically, the election of officers shall be by a majority vote of the section members voting electronically.
- 14.3 For electronic voting, the voting membership will be defined as the section membership on the date the ballot is sent. Electronic voting must allow the confirmation of a voting member's identity. For in-person voting, the voting membership will be defined by the section members present and voting at the annual meeting.

Survey software selected by ACEP will be used to e-mail the ballots and to tally the results.

At least one e-mail notice will be sent to all section members regarding the upcoming ballot.

Seven days after the last notification email, the ballot will be e-mailed once to all section members with a due date in 10 days.

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 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 or date of scheduled vote. Within 5 business days the proposed amendments shall be submitted to ACEP's legal department for review and approval.

Proposed amendments will be communicated to the section at least 30 days prior to the section's annual meeting or date of scheduled vote, and will be placed on the agenda of the section annual meeting or circulated to the members pursuant to the procedures set forth in Section 14. Any proposed amendment must be approved by two-thirds of the members present and voting during the annual meeting or by two-thirds of those members voting using electronic ballot.

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 on the section's website preceding the section's next annual meeting.

Approved by the ACEP Board of Directors April 2008. Revised and approved June 2017. Revised and approved January 2026.