

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

The Section of Rural Emergency Medicine ("The Section") is chartered by the Board of Directors ("The Board") of the American College of Emergency Physicians ("The College").

Since sections are considered a subcategory of membership of the College, 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 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.

<b>1</b>	<b>Name</b>
	The name of this Section shall be the Section of Rural Emergency Medicine.
<b>2</b>	<b>Objectives</b>
	In addition to the general objectives of the College as set forth in the Bylaws, the objectives of this Section shall be:
2.1	To provide coordinated input to the College from that segment of the general membership with a specific interest in rural emergency medicine.
2.2	To be available to the College to provide consultative advice on areas related to rural emergency medicine.
2.3	To provide a forum in which members of the College with a specific interest in rural emergency medicine may communicate.
<b>3</b>	<b>Membership</b>
	The membership of the Section shall consist of physicians who have a special interest or expertise in rural emergency medicine, who are interested in contributing toward the objectives of the Section, and who fulfill the membership requirements as defined in the ACEP bylaws. Section members may vote on Section matters and be officers of the Section.
<b>4</b>	<b>Section Executive Committee</b>
4.1	The governing body of the Section is the Executive Committee and shall be composed of four officers of the Section: chair and alternate councillor, chair-elect, immediate past chair and councilor and secretary-newsletter editor.
4.2	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 ("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.
4.3	The election cycle of the Section's officers will coincide with the dates of the Scientific Assembly.
4.4	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 chairman-elect, a secretary, and a councillor. If the current chairman-elect

		cannot serve as chairman, the Section will also elect a chair.
<b>5</b>	<b>Officers</b>	
	The officers of the Section shall be the chair, the chair-elect, the immediate past-chair, the secretary, the councillor, and the newsletter editor. The officers shall be members of the Section and serve for a term of two years. Officers may not serve more than two consecutive terms in the same office.	
	5.1	Duties of the Chair:
	5.1.1	Preside at the annual meeting of the Section and at any other meetings of the Section. In his absence, he shall assign this function to the chair-elect.
	5.1.2	Attend Board of Directors meetings at his own expense and review minutes of meetings of the Board, Council, Steering Committee, etc. of the College.
	5.1.3	Keep the Board of Directors and Executive Director informed of Section activities via copies of correspondence, agendas, minutes of meetings, etc.
	5.1.4	Submit an annual report to the College President and Executive Director. This shall consist of a list of achievements and activities of the past year and goals and objectives for the coming year.
	5.1.5	Appoint chairs and members to any standing and special committees of the Section to carry out Section activities, unless the composition of the Committee is delineated elsewhere in this document.
	5.1.6	Have the privilege of recommending the appointment of Section members to Committees of the College.
	5.1.7	Be a member <i>ex officio</i> of all standing and special committees of the Section.
	5.1.8	May be appointed by the College President to serve as a voting member of a College committee.
	5.1.9	The Chair shall serve as the Alternate Councillor for the Section.
	5.1.10	The Chair has the discretion to appoint any member of the Section to any vacant office.
	5.2	Duties of the Chair-Elect
	5.2.1	Serve as an officer of the Section.
	5.2.2	Assist the chair in his duties for the Section as designated by the chair.
	5.2.3	Serve as chair in the absence of, resignation, or death of the chair.
	5.3	Duties of the Immediate Past-Chair
	5.3.1	Serve as an officer of the Section.
	5.3.2	Serve as chair of the Section Nominating Committee.
	5.3.3	Assist the chair in his duties for the Section as designated by the Chair.
	5.3.4	The Immediate Past Chair shall serve as the Councillor for the Section.
	5.4	Duties of the Councillor:
	5.4.1	Represent the Section at the Council meeting.
	5.4.2	Have the duties, obligations, and privileges as designated by the bylaws and procedures adopted by the Council.
	5.4.3	Keep the Section informed of all Council activities before, during and between sessions and report to the Section, through the Section newsletter, and/or other communication

			vehicles, on all important matters considered.
		5.4.4	Bring resolutions to the Council from the Section.
	5.5	Duties of the Secretary	
		5.5.1	Take the minutes of the annual meeting of the Section.
		5.5.2	Provide the Board of Directors with the names of the elected Section officers.
		5.5.3	Assist the Section chair in the preparation of an annual meeting and the chairs of other committees of the Section, as requested.
		5.5.4	Distribute to the membership via the Section newsletter or other communications vehicle:
		5.5.4.1	The minutes of the annual meeting of the Section.
		5.5.4.2	Such information as shall from time to time be of interest to members of the Section.
		5.5.5	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.
		5.5.6	Give due notice of all meetings of the Section to the membership of the Section and to the Board of Directors of the College.
		5.5.7	Carry out such other duties as are assigned by the chair of the Section and the Board of Directors of the College.
	5.6	Duties of the Newsletter Editor	
		5.6.1	Review and edit the newsletter articles submitted for publication
		5.6.2	Assure consistency of style and grammar in the newsletter articles so that the newsletter appears as a cohesive document.
		5.6.3	Submit final copy to the Staff Liaison in accordance with the agreed upon production schedule.
<b>6</b>	<b>Staff Liaison</b>		
	6.1	Duties of the Staff Liaison	
		6.1.1	Assist the officers of the Section in the execution of their duties.
		6.1.2	Assure that copies of all Section meeting agenda, minutes, operating guidelines, and other correspondence are appropriately disseminated to the Executive Director of the College, to the Section Coordinator of the College ("Section Coordinator"), and to the Board.
		6.1.3	Coordinate all activities of the Section with the Section officers, with the Section Coordinator and with any relevant College Committees, including setting up Section meetings, and preparation of the Section newsletter.
		6.1.4	Carry out or arrange to be carried out such other Section duties as are assigned by the Chair of the Section, the Executive Director, or the Board in order to facilitate approved Section operations.
<b>7</b>	<b>Standing and Special Committees</b>		
	7.1	The chairman shall appoint a Nominating Committee as a standing committee and designate the Immediate Past Chairman to serve as chairman. From time to time, the Section chairman shall appoint special committees when indicated.	
	7.2	The Nominating Committee shall consist of three members appointed by the chairman of the Section	

		for a term of one year. In addition, the Immediate Past Chairman of the Section will chair the Committee, except for the first year of operation of the Section when the Chair of the Committee shall also be the Section Chair.
<b>8</b>	<b>Meetings</b>	
	The annual meeting of the Section of Rural Emergency Medicine will be held during the annual Scientific Assembly of the College. The agenda for the meeting will be determined by the Chair. The meeting will be open to all members of the College unless the Section is designated to be in executive session by the Chair. Voting will be limited to members of the Section.	
<b>9</b>	<b>Dues</b>	
	The dues for the Section are established by the Board of Directors of the College.	
<b>10</b>	<b>Additional Funding for Activities</b>	
	10.1	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.
	10.2	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.
	10.3	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.
<b>11</b>	<b>Voting</b>	
	11.1	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.
	11.2	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.
	11.2.1	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
	11.2.2	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.
<b>12</b>	<b>Section Recommendations</b>	
	Section recommendations, directed by the Council, the Board, or the President of the College, may be voted on at either the annual meeting of the Section or, at the discretion of the Chair, via mail ballot. Mail ballots	

	shall be distributed to the members a minimum of thirty (30) days prior to the voting deadline. These section recommendations, communicating the sentiments of the Section, may be initiated by any member of the Section, and will be considered as passed by the Section if voted in the affirmative by a majority of the voting members of the Section present and/or voting. They will be presented to the intended audience in accordance with established Council, Board or other applicable policies and procedures.
<b>13</b>	<b>Newsletter</b>
	A section newsletter will be published four times a year under the supervision of the editor who will be appointed by the Chair. In addition to the items stipulated in these Operational Guidelines, any member may submit items for inclusion in the newsletter. Publication of these items is at the discretion of the editor.
<b>14</b>	<b>Parliamentary Authority</b>
	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.
<b>15</b>	<b>Amendments</b>
15.1	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 [by the approved communication vehicle] 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.
15.2	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 Section meeting, or the section will follow the procedures for electronic voting.
15.3	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.
<b>16</b>	<b>Neutral Gender</b>
	Wherever the pronouns "he or his" appear in the operational guidelines, it shall be interpreted as gender neutral.
Approved ACEP Board of Directors February 2009	