

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Section of Careers in Emergency Medicine
Operational Guidelines

The Section of Careers in Emergency Medicine is chartered by the Board of Directors (“the Board”) of the American College of Emergency Physicians (“the College”) to enable those physicians who have a special interest in careers in emergency medicine to meet for the purpose of initiation, discussion, and development of ideas which will improve the care of patients utilizing emergency facilities.

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 constitution and 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

Section of Careers in Emergency Medicine

2. Objectives

- 2.1 To develop a section of emergency medicine where all ACEP members who are interested in career development, longevity and the history and development of emergency medicine can share and develop a base of knowledge of emergency medicine by:
 - 2.1.1 Promoting interest in career development, longevity and retention of career emergency specialists.
 - 2.1.2 Developing systems of information on the various career paths and career development and retention and sharing information with others interested in this field of knowledge (as well as all phases of activity during one’s career).
 - 2.1.3 Providing advice and input to the College leadership on policy relative to career development and longevity.
 - 2.1.4 Serving as a resource for the President of the College, College committees, paraprofessional groups and government agencies.

3. Membership

- 3.1 Any member of ACEP with an interest in career development and longevity is eligible for membership in the section. Members who fulfill membership requirements and pay dues are eligible to vote on section business and become section officers through the process outlined in the Guidelines of the Section.

4. Section Benefits

- 4.1 The College will provide the section with the following benefits:
 - 4.1.1 Publication of a bi-annual newsletter.
 - 4.1.2 Notice of section meetings in *ACEP News* and other promotional literature.
 - 4.1.3 Space for section meetings at the annual *Scientific Assembly* and at other national meetings upon the request of the Section Chair.
 - 4.1.4 National ACEP staff member for support in coordinating activities of the section.
 - 4.1.5 Other basic services as established by the College.
 - 4.1.6 Other benefits may be petitioned by the section. Such benefits are subject to approval by the Board of Directors of ACEP before they can be implemented.

5. Section Executive Committee

- 5.1 The activities of the section will be governed by a chair and an Executive Committee. The Executive Committee will be composed of the following: chair, vice-chair, secretary, and newsletter editor. The immediate past chair will serve as an ex-officio member of the Executive Committee with voting privileges
- 5.2 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.
- 5.3 The election cycle of the section's officers will be every two years, and will coincide with the dates of the *Scientific Assembly*.
- 5.4 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.

6. Officers

- 6.1. The officers of the section shall be at a minimum the chair, the chair-elect, the immediate past-chair, secretary, councilor, and alternate councilor. Term of Office: two years. Would then sit as ex-officio advisor for up to two years.

Duties of the chair of the section:

- 6.1.1 May appoint State/Regional/Chapter/Project/Interest/Chairs based on their interest, expertise and performance.
- 6.1.2. Appoint special committees or task forces as needs arise to further the activities of the section.
- 6.1.3 Serve as a non-voting member of all committees of the section.
- 6.1.4 Evaluate the performance of all committees and task forces through periodic reports.
- 6.1.5. Evaluate the performance of section committee, project and group leaders on an annual basis.
- 6.1.6 Chair the meetings of the section or may assign to vice-chair.
- 6.1.7 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.
- 6.1.8 Shall 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.
- 6.1.9 Shall be an ex officio member of all standing and special committees of the section.
- 6.1.10 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.
- 6.1.11. Shall be appointed by the College President to serve as a voting member of a related College committee if one exists.
- 6.1.12 May attend Board of Directors meetings at his own expense and he will receive minutes of meetings of the Board, Council, Steering Committee, etc. of the College.
- 6.1.13 Evaluate the activities of the section for the past year and submit this evaluation in a written annual report. The annual report will contain proposals for section activities for the coming year.
- 6.1.14 Shall keep the Board of Directors and Executive Director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.
- 6.1.15 Submit an annual report to the College President and Executive Director. This shall consist of a list of achievements and activities for the past year and goals and objectives for the coming year.

- 6.1.16 Submit to the Board of Directors for approval all section plans, goals, objectives, budgets and meetings before they are implemented by the section.
- 6.1.17 Recommend members of the section for appointment to related committees of the College.
- 6.2 Vice-chair to be elected by the members of the section present and voting at the annual meeting. Term of Office: two years. Duties of the vice-chair elect:
 - 6.3 To the Section:
 - 6.3.1 Chair meetings of the section in the absence of the section chair.
 - 6.3.2 Assist the chair in the evaluation of the activities of section committees and group leaders and activities.
 - 6.4 To the College:
 - 6.4.1 Represent the section to the College in the absence of the section chair.
 - 6.4.2 May serve on a related College committee as recommended by the section chair and as appointed by the College President.
- 6.5 Immediate Past Chair. Duties of Immediate Past-Chair:
 - 6.5.1 Serve as advisor to the Executive Committee.
 - 6.5.2 Serve as chair of the Nominating Committee.
 - 6.5.3 May serve as ex-officio advisor to committees, projects or a group of the section as requested by the section chair.
 - 6.5.4 Serve as alternate councillor for the section.
- 6.6 Secretary: to be elected by the members of the section present and voting at the annual meeting. Term of Office: two years. May be re-elected once. Duties of the Secretary:
 - To the Section:
 - 6.6.1 Take minutes of the meetings of the section.
 - 6.6.2 Assist the Chair in the preparation of agendas of the meetings.
 - 6.6.3 Assist the Chair in the preparation of the annual activities report.
 - To the College:
 - 6.6.4 Work with staff liaison to keep accurate membership records.
 - 6.6.5 Provide the Board of Directors with the names of section officers elected at the

annual meeting.

6.6.6 Provide the Board of Directors with the names of section members appointed as leaders of committees, projects or groups.

6.7 Councillor. The chair of the section will represent the section as councillor. Term of office: Same as section chair. Duties of the councillor:

To the Section:

6.7.1 Inform the section of all Council activities at section meetings where appropriate.

6.7.2 Prepare an annual report of Council activities for the section newsletter most closely following the annual Council Meeting.

To the College:

6.7.3. Represent the section at the Council.

6.7.4 Bring resolutions prepared by the section to the Council.

6.7.5. Have all privileges and duties as designed by the Bylaws of the College and granted by the Council.

6.8 Alternate councillor. The immediate past chair of the section will serve as the first alternate councillor; vice-chair as the second alternate; and secretary as the third alternate. Term of Office: up to two years. Duties of alternate councillor:

6.8.1 Represents section at Council if chair unable to attend.

6.8.2 Works with Governance Group on resolution development for the section.

7. Standing and Special Committees

7.1 Nominations for officers of the section should be received at ACEP addressed to the Section of Careers in Emergency Medicine no later than 90 days prior to the annual meeting which will coincide with the annual *Scientific Assembly*. Nominations from the floor will also be accepted at the time of the section annual meeting.

7.2 The Chair of the Section will appoint a nominating committee to review the nominees. The Committee will form a slate of candidates which will be presented to the membership via a Section newsletter which will be published at least 30 days prior to the annual meeting.

7.3 Candidates will be selected by a simple majority of those members present and voting at the annual meeting.

7.4 Additional candidates may be nominated on the floor of the annual meeting.

8. Meetings

The section will meet at least one time a year for business purposes. Normally, this meeting will be in conjunction with the annual ACEP *Scientific Assembly*. Other additional meeting sites may be selected by the Executive Committee of the section. Changes in meeting sites and dates must be communicated to the membership no less than 90 days prior to the scheduled meeting dates.

- 8.1 Attendance at the business meetings will be open to all interested persons. Voting will be limited to members of the section. Members of the section present at any business meeting shall represent a quorum for purposes of voting.
- 8.2 Educational offerings of the section which coincide with these meetings are open to any professional, paraprofessional or guest interested.
- 8.3 At their own expense, sections may hold special meetings at other ACEP functions.
- 8.4 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 *Scientific Assembly*.

9. Dues

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

10. Additional Funding for Activities

- 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.

11. Parliamentary Authority

The parliamentary authority of the section shall be the parliamentary authority of the College.

12. Voting

- 12.1 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.
- 12.2 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.

12.2.1 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.

12.2.2 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 by e-mail or U.S. mail to the section staff liaison.

13. Amendments to the Guidelines

Amendments to these Guidelines may be proposed by any member in good standing of the section. An amendment must be submitted in writing by the approved communication vehicle to the chair of the section in care of the College staff liaison at least 90 days in advance of a business meeting of the section. Proposed amendments will be published in a section newsletter or e-mailed via the section e-list at least 30 days in advance of a business meeting of the section. Proposed amendments will be placed on the agenda of a business meeting.

An amendment can be adopted by a two-thirds vote of all section members present and voting or the section will follow the procedures for electronic voting.

Adopted amendments will be submitted to the Board of Directors of the College for approval. The results of Board action on all amendments will be published in the section newsletter preceding the next annual meeting of the section.

Approved ACEP Board of Directors
February 2009