

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Section on International Emergency Medicine
Operational Guidelines

The Section on International 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 special interests in emergency medicine internationally 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 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.

1. Name

The name of this section shall be the Section on International Emergency Medicine.

2. Purpose

To provide members with an interest in international emergency medicine a forum for communication and opportunities to pursue their interest and to implement the College's international strategies.

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.
- 3.2. To promote collegiality and cooperation among the physicians who practice emergency medicine internationally.
- 3.3. To provide an opportunity for physicians interested in emergency medicine internationally to meet, interact and network.
- 3.4. To develop and present educational programs on the many facets of emergency medicine internationally.
- 3.5. To prepare and distribute a minimum of two interesting, educational, and informative newsletters per year for members of the section.
- 3.6. To serve as a resource to the College President, Board, committees and members on issues relating to emergency medicine internationally.
- 3.7. To coordinate activities with other organizations involved in emergency medicine internationally at the invitation of the President and/or Board.
- 3.8. To help physicians understand the issues facing the future of emergency medicine internationally.

- 3.9. To advance and publicize legislative issues related to emergency medicine.
- 3.10. To provide a pathway for professional leadership development within the organization.

4. Membership

The membership of the section shall consist of physicians who have a special interest or expertise in international emergency medicine, who are interested in contributing toward the objectives of the section, and who fulfill membership requirements as defined in the College Bylaws. Section members may vote on section matters and be officers of the section.

5. Steering Committee

5.1. Description:

The governing body of the section shall be designated the Steering Committee and shall be composed of:

- Five elected officers to include the chair, chair-elect, immediate past-chair, councillor, and alternate councillor
- Chairpersons of the two standing committees to include the Education and Nominating Committees.
- Up to three additional members who may be appointed by the chair. The chair appointees should include an international physician and an emergency medicine trainee with interest in international emergency medicine.

These members constitute the voting members of the Steering Committee.

For voting purposes, a quorum requires 2/3 Steering Committee members to be present.

5.2. Qualifications:

- Officers
 - Shall be an attending level physician.
 - Must have served for a minimum of one full year as:
 - A Steering Committee member (as defined in 5.1) or,
 - An active member of a section committee (certification of “active participation” by vote of Steering Committee).
 - Must be an ACEP member and International Section member in good standing
 - Must maintain both memberships throughout their appointment term.
- Committee Chairpersons
 - Shall be an attending level physician.
 - Must have successfully served a minimum of one full term as a member of an ACEP International Section committee.
 - Must be an ACEP member and International Section member in good standing
 - Must maintain both memberships throughout their appointment term.
- Committee Members
 - Must be an ACEP member and International Section member in good standing
 - Must maintain both memberships throughout their appointment term.

5.3 **Officer Nomination and Election Process:**

- Nominations will be presented to the section membership by electronic communication through the section e-list at least 30 days prior to the College's annual meeting.
- If nominations are not received in time to post 30 days prior to the Annual Meeting, then nominations will continue to be solicited, and electronic vote will be held as soon as possible after the Annual Meeting. At least 30-days' notice will be given between notice of nominees and the election for section officers.
- If elections are held via e-mail or U.S. mail, write-in candidates will be accepted.
- The election cycle of the section's officers will take place every year and will coincide with the dates of the Annual Meeting.
- Following the chair-elect's term of one year, there will be an additional one-year term as chair, followed by a one-year term as immediate past chair.
- Following the alternate councillor's term of one year, there will be an additional one-year term designated as councillor.
- 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.

5.4 **Chair Appointee Nomination and Appointment Process**

- Call for nominations will be disseminated by the section's Nominating Committee to the section membership through the section e-list at least 60 days prior to the section's annual business meeting.
- Nominees will be notified of their appointment status at least 45 days prior to the section's annual business meeting.
- Chair Appointees will serve for a term of one year commencing with the meetings held in conjunction with the Annual Meeting.

5.5 **Responsibilities/Commitments**

All:

- Shall attend, at a minimum, the Steering Committee meeting, annual section business meeting, and section education session(s) that take place in conjunction with the Annual Meeting.

Chair:

- Shall participate in 80% of Steering Committee discussions.

- Shall be an ex officio member of all standing and special committees of the section and participate in 75% of committee conference discussions (to be coordinated with the Chair-elect to ensure one of them participates in all discussions).
- Shall preside at the Annual Meeting of the section. If absent, the chair-elect will assume the functions of the Chair.
- Shall review Nominating Committee recommendations and work with the Chair-elect to appoint, review performance, and rescind appointments as needed for all Steering Committee chair appointees as well as chairperson and members to any standing and special committees or task forces of the section to carry out section activities.
- 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.
- May be appointed by the College president to serve as a voting member of a related College committee if one exists.
- May attend ACEP Board meetings at their own expense.
- From time-to-time, section leaders may be asked by the President to attend Board meetings of other entities. In this case, their expenses will be paid by the College.
- 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.
- Shall review all section grant proposals developed by section members. Those 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.

Chair-elect:

- Shall participate in 80% of all Steering Committee discussions.
- Shall be an ex officio of all standing and special committees of the section and participate in 75% of committee conference discussions (to be coordinated with the Chair to ensure one of them participates in all discussions).
- Shall review Nominating Committee recommendations and work with the Chair to appoint, review performance, and rescind appointments as needed for all Steering Committee chair appointees as well as chairperson and members to any standing and special committees or task forces of the section to carry out section activities.
- Shall serve as Chair in the absence, resignation, or death of the Chair.
- Other duties as designated by the Chair.

Immediate Past-chair:

- Shall participate in 80% of all Steering Committee discussions.
- Shall serve as chairperson of the Nominating Committee.
- Other duties as designated by the Chair.

Councilor and Alternate Councilor(s):

- Shall participate in 80% of all Steering Committee discussions.
- Shall serve as a member of one or more standing or special committees or task force as assigned by the Chair and Chair-elect.
- Shall represent the section at the Council meeting.
- Shall have duties, obligations, and privileges as designated by the Bylaws and procedures adopted by the Council.
- Shall keep the section informed of all Council activities before, during, and between sessions and report to the section, in its newsletter and/or other communication vehicles, all important matters considered.
- Shall bring any resolutions that are developed to the Council from the section.
- Other duties as designated by the Chair.

Standing Committee Chairpersons:

- Shall participate in 80% of all Steering Committee discussions.
- Shall participate in 100% of all discussions for their assigned committee or task force.
- Shall ensure that their assigned committee or task force meets all College and section timelines and deadlines.
- Shall provide updates upon request by the Chair.
- Other duties as designated by the Chair.
- Shall serve for a term of two years commencing with the meetings held in conjunction with the Annual Meeting.

6. Advisory Committee

The Advisory Committee will consist of past section chairs and section board liaisons maintaining active interest in section leadership. The purpose is to provide mentorship, historical information, and leadership continuity.

Committee member duties include:

- Shall serve as a Nominating Committee member.
- Shall serve as chairperson mentor and member of one or more standing or special committees or task force as assigned by the Chair and Chair-elect.
- Shall participate in 80% of discussions related to their assigned committee or task force.
- Shall review officer performance and complaints as needed and make recommendations to the current board liaison for removal as office.
- Other duties as designated by the Chair.
- Shall serve a two-year term coinciding with the officer election cycle.

7. **Standing and Special Committees**

7.1. **Nominating Committee**

The Chair and Chair-elect shall work together to appoint a Nominating Committee as a standing committee. In addition to the chairperson, the Nominating Committee shall consist of the Advisory Committee members and up to three additional members. The chairperson will work with the Chair and Chair-elect to appoint committee members.

- Each committee will have a minimum of four quarterly conference calls and one meeting to be held in conjunction with the Annual Meeting.

Requirements/Commitments:

- ***Chairperson***
 - Shall be the Section Immediate Past-chair
 - Must participate in 80% of all Nominating Committee discussions.
 - Must attend the annual business meeting held in conjunction with the Annual Meeting.
 - Must be an ACEP and International Section member in good standing and maintain both memberships throughout their appointment term.
- ***Member***
 - Must have past section leadership experience.
 - Must participate in 80% of all Nominating Committee discussions.
 - Must complete assigned tasks within timelines/deadlines set forth by the committee chairperson.
 - Must attend the annual business meeting held in conjunction with the Annual Meeting.
 - Must be an ACEP and International Section member in good standing and maintain both memberships throughout their appointment term.

Committee duties include:

- Provide oversight for the Scholarship Program to include initial application review followed by recommendations to the Steering Committee.
- Facilitate officer nomination/election process according to stated guidelines.
- Facilitate the Individual Achievement in International Emergency Medicine award nomination process and submit recommendations to the Steering Committee.
- Facilitate chair appointee nomination process; conduct initial review of applications; and submit recommendations to the Chair and Chair-elect within stated guidelines.
- Review officer, chair appointee, chairperson, and committee member performance and make recommendations to the Chair and/or Chair-elect for removal from office as needed (the individual involved will be recused from relevant discussions).
- Other duties as designated by the Chair.
- Shall serve for a term of two years commencing with the meetings held in conjunction with the Annual Meeting.

7.2. **Education Committee**

The Chair and Chair-elect shall work together to appoint a chairperson of the Education Committee. The chairperson will work with the Chair and Chair-elect to appoint committee members.

Requirements/Commitments:

- ***Chairperson***
 - Must have successfully served a minimum of one full term as an Education Committee member
 - Must participate in 80% of all Education Committee discussions.
 - Must attend the annual education session(s) held in conjunction with the Annual Meeting.
 - Must be an ACEP and International Section member in good standing and maintain both memberships throughout their appointment term.
- ***Member***
 - Must participate in 80% of all Education Committee discussions.
 - Must completed assigned tasks within timelines/deadlines set forth by the committee chairperson.
 - Must attend the annual education session(s) held in conjunction with the Annual Meeting.
 - Experience in the planning, development, and implementation of educational activities is preferred.
 - Must be an ACEP and International Section member in good standing and maintain both memberships throughout their appointment term.

Committee duties include:

- Planning, development and implementation of the section educational program to be held in conjunction with the Annual Meeting according to College and section timelines/deadlines.
- Other duties as designated by the Chair.
- Shall serve for a term of two years commencing with the meetings held in conjunction with the Annual Meeting.

7.3. **Ambassador Program Committee**

The Chair and Chair-elect shall work together to appoint a chairperson of the Ambassador Committee. The chairperson will work with the Chair and Chair-elect to appoint committee members.

Requirements/Commitments:

- ***Chairperson***
 - Must have successfully served a minimum of one full term as Lead Ambassador
 - Must have successfully served a minimum of one full term as an Ambassador Program Committee member.
 - Must participate in 80% of all Ambassador Program Committee conference calls.
 - Must attend the annual Ambassador Conference to be held in conjunction with the Annual Meeting.
 - Must attend the committee meeting to be held in conjunction with the Annual Meeting.
 - Must be an ACEP and International Section member in good standing and maintain both memberships throughout their appointment term.
- ***Member***
 - Must have successfully served a minimum of one full term as Lead Ambassador.
 - Must participate in 80% of all Ambassador Program Committee conference calls.
 - Must attend the annual Ambassador Conference to be held in conjunction with the Annual Meeting.
 - Must attend the committee meeting to be held in conjunction with the Annual Meeting.
 - Must complete assigned tasks within timelines/deadlines set forth by the committee chairperson.
 - Must be an ACEP and International Section member in good standing and maintain both memberships throughout their appointment term.

Committee duties include:

- Coordination of ambassador appointment/reappointment process to include initial application review followed by recommendations to the Steering Committee.
- Call for appointments/reappointments will be disseminated by the Ambassador Program Committee to the section membership through the section e-list at least 120 days prior to the section's annual business meeting.

- Ambassador Program Committee recommendations will be presented to the Chair and Chair-elect at least 60 days prior to the section's annual business meeting.
- Applicants will be notified of their appointment status at least 45 days prior to the section's annual business meeting.
- Provide oversight for the Ambassador Program to include ambassador performance review to ensure compliance with duties/responsibilities as outlined in the Ambassador Program Guidelines.
- Planning, development, and implementation of the annual Ambassador Conference.
- Ongoing review and update the Ambassador Toolkit components.
- Other duties as designated by the Chair.
- Shall serve for a term of two years commencing with the meetings held in conjunction with the Annual Meeting.

7.4. The section Chair shall appoint additional special committees and/or task forces when indicated.

- Members must be ACEP and International Section member in good standing and maintain both memberships throughout their appointment term.
- Shall serve for a term of up to two years dependent upon the appointment date; end dates shall coincide with those related to Standing Committees.

8. Meetings

The annual business meeting of the section will be held during the Annual Meeting of the College and may consist of two portions:

- 8.1. A professional education program open to all members of the College, professionals, paraprofessionals, and guests invited by the section and business meeting open to all members of the College with voting limited to section members.
- 8.2. At their own expense, sections may hold special meetings at other ACEP functions.
- 8.3. 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 the Annual Meeting.

9. Dues

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

10. Additional Funding for Activities

- 12.1 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.
- 12.2 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.
- 12.3 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 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.

12. Voting

Voting on any issue may be accomplished either during the Annual Meeting, or via electronic ballot. The Chair shall determine which method is appropriate for each item coming before the section.

- 12.1 Voting will be open for not less than 30 days.
- 12.2 The voting membership will be defined as the dues-paying section membership on the date the ballot is sent.
- 12.3 A simple majority of respondents is needed for an item to be approved.
- 12.4 Electronic voting will be initiated by two email notices sent seven days apart to all section members through the ACEP International Section e-list regarding the upcoming ballot with a due date for return by email within 10 days from the date the second notice is disseminated.

13. 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 by the approved communication vehicle to the chair in care of the section's staff liaison at the College at least sixty (60) days prior to the scheduled Annual Meeting.

Proposed amendments will be disseminated to section members 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 or the section will follow the procedures for electronic voting.

The Steering Committee and the College Board will review adopted amendments. Amendments approved by the College Board will be disseminated to section members via the section e-list.

Approved ACEP Board of Directors
April 2019