



# 2023-24 Section Manual

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## **Introduction**

The information in this file is provided for quick reference by section chairs, staff liaisons, and anyone interested in sections. If you do not find the information you need or if you would like additional information about any of this material, please contact [ACEP's Component Services Manager](#).

The function of sections is to:

1. A forum for the exchange of information between members and the College.
2. A forum for professional networking between members and other members on topics of interest.
3. A means for the College to utilize the expertise of an identifiable group of members on specific issues.
4. A forum for members with a special interest to speak as a unified group to the leadership of the College.
5. A route to policy development.
6. To coordinate activities with other organizations involved in emergency medicine at the invitation of the President and/or Board of Directors.
7. To advance and publicize legislative issues related to emergency medicine.
8. To provide a pathway for professional leadership development within the organization.

There are 40 sections and over 20,000 unique section members.

## **Section Membership Dues**

Section dues are \$40 for regular members.

Emergency medicine resident members, medical students, and individuals in fellowship training programs receive a free section membership in the Young Physicians Section, may join another section of their choice for free and join additional sections for only \$20 each.

Candidate members and members in their first year of regular membership following residency graduation receive complimentary membership in the Young Physicians Section.

## **Section Subscriptions for Non-Members**

In October 2011, the ACEP Board of Directors agreed to offer Section Subscriptions to non-ACEP members. Each section determined whether or not to open its section to a non-member subscription.

The Board voted to permit non-members to participate in sections in response to inquiries over the years from members and leaders of several sections about allowing non-ACEP members to participate in sections as non-voting members. Members of these sections interact and work closely with respected partners, such as nurses, PAs and EMTs, etc., who cannot join ACEP, but provide value to section discussions and work products. These non-ACEP members often hold key roles and positions that can be influential in developing policies, guidelines and other clinical and practice resources.

The Section Subscription package includes access to the section's engaged community, website and newsroom, and to the e-newsletter (if applicable) for a \$50 annual fee.

For more information on section subscriptions, visit [www.acep.org/sections](http://www.acep.org/sections).

## **Section Operational Guidelines & ACEP Policy on Sections of Membership**

Each section has Operational Guidelines which are detailed outlines of the section's objectives and processes. The operational guidelines are posted on each section's web page.

Section officers and staff liaisons are encouraged to become familiar with their section's operational guidelines and the *ACEP Policy on Sections of Membership*. To view the policy, click on the bookmark in this manual.

The sample operational guidelines in this manual are used by sections as a guide when developing or revising guidelines.

## Section Officers

Typically, the officers of the section include the chair, the chair-elect, the immediate past-chair, and the secretary. The responsibilities and duties of each section's officers are defined in the section's operational guidelines.

Review your section's guidelines by clicking on the section name listed [here](#). On the section site, click the About Us tab at the top right, and then the Operational Guidelines box in the intro paragraph.

**The following staff and members are available to work with section officers and answer questions as they arise:**

Staff Liaison  
Component Services Manager  
Member Engagement Staff  
Board Liaison  
Immediate Past Chair  
Other Section Leaders  
Membership Committee

## Board Liaison Duties

A member of the Board of Directors is designated by the incoming president to serve as a liaison for each section of membership. Duties of the Board liaison include:

- Attends the section meeting at the annual meeting to introduce themselves to the section. If unable to do so informs the chair and connects by phone.
- Discusses the role of the board liaison in the section process and how the section chair can connect with the board liaison.
- Updates the President and/or Board regarding ongoing Section activities, including challenges being experienced by the Section or changes in Section leadership.
- Serves as an advisor to the section by
  - Reviewing section objectives and projects for consistency with the strategic plan.
  - Assisting the section chair in guiding the work of the section through College policies and processes, including presentations to the Board.
  - Initiating quarterly calls with the chair and staff.
- Serves as an advisor to staff by
  - Reviewing the section newsletter or section articles that are identified by staff as potentially controversial or problematic in a timely manner.
  - Assisting in preparation for section items that are on the Board meeting agenda.
  - Providing direction and conflict resolution to the section as necessary.

## Section Staff Liaison Duties

Each section is assigned a staff liaison, the duties of the staff liaison include:

- Ensures that section leadership is aware of section policies and the following minimum requirements for maintenance of a section:

- Reminds the officers that the section must provide new website content at least every 6 months. Works with the section newsletter editor/communications lead to ensure timely posting of content to the section's online newsroom.
  - Schedules and facilitates the planning of the section's annual meeting in conjunction with ACEP's Scientific Assembly including the election of officers per the section's operational guidelines. Promotes the meeting to the section membership.
  - Prepares the first draft and otherwise assists the section chair in timely preparation and submission of the annual report. The report consists of a list of achievements and activities of the past year and goals and objectives for the coming year.
  - Provides meeting minutes to the section chair for approval within 21 working days of the annual and provides the approved minutes to the Component Services Manager within 30 days. Ensures that the meeting minutes are posted on the section's website.
  - Monitors membership numbers and alerts the Component Services Manager when numbers drop near or under 100 members.
- Enthusiastically supports the work of the section and assists with completion of objectives and required deliverables.
    - Communicates with the section chair on a monthly basis.
    - Communicates with appropriate staff on issues impacting committees and other sections.
    - Serves as first point of contact for questions and help to procure internal resources.
    - Provides background and guidance to the section officers as needed.
    - Works with section leaders as specified in the guidelines for applying for additional funds for section projects or activities.
    - Schedules and participates in section meetings and conference calls, and includes those members designated by the section chair and the Board liaison.
    - Attends the section's annual meeting (held in conjunction with ACEP's *Scientific Assembly*).
    - Working with the section chair and board liaison, prepares memos or reports on items that require action by the Board of Directors, keeping in mind that all policy issues, plans, goals, and objectives must receive advance approval from the Board.
    - Assists the section chair in preparing the Board liaison to address issues being brought to the Board of Directors.
    - Works with section leadership to promote the work of the section, grow membership and deliver member value.
- Section Administration:
    - Is familiar with the content of the new staff liaison orientation, the section's operational guidelines, the Policy on Sections of Membership and the ACEP Bylaws. Raises issues or actions by the section that may be in conflict with the ACEP Bylaws or the Policy on Sections of Membership, or may not be in accordance with the goals, objectives, or in the best interest of the College.
    - Serves as Administrator of the section's engagED community. Monitors the community and addresses issues promptly.
    - Maintains files of all section activities and ensures they are saved in a centralized location for the Component Relations staff to access.
    - Attends the monthly section liaison roundtables (Zoom meetings) with other section liaisons.
    - Regularly monitors the Section Liaisons engagED community and Sections Resources page on Staff Home for resources, announcements, requests, and notices of upcoming deadlines.

## Section Budgets

The following funds and services are currently provided by ACEP to all sections:

1. Expenses for section annual meetings during ACEP's *Scientific Assembly*. Meeting expenses include: room rental, standard audio visual equipment rental, ribbons for section members, and signs;
2. Labor charge for staff support and assistance;
3. engagED community;
4. Zoom account for virtual meetings;
5. Discretionary funds, 15% of dues collected during the previous year.

## Additional Funding for Section Activities

Section dues are established by the Board of Directors of the College. They are not a means of increasing funds for section projects.

There are three ways for a section to get additional funding for section activities. Contact your staff liaison for information about the following options.

1. The section may apply for an allocation of 15% of its total dues collected during the previous year. See below for more information.
2. The section may apply for a one-time per project voluntary special assessment. See below for more information.
3. 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. See below for more information.

### 1. 15% of Dues Allocation

In an effort to expand the services ACEP provides to sections each year, an amount equal to 15% of total section dues revenue from the previous year can be requested to support special section identified projects or activities. Working with the section leadership and the section staff liaison, members of the section can determine any special projects or activities they want to undertake during the year as long as they meet the criteria for funding below. All projects or activities must be approved by the section chair. If the allocated funds are not used, they will not roll over from year to year.

The 15% allocation will be determined from the total amount of dues revenue for the section during the previous fiscal year. The following expenses will **not** be approved for funding from the special section fund:

- Individual member travel expenses and/or honorarium to attend or speak at an ACEP meeting or ACEP chapter meeting. This includes travel and registration costs for events that solely benefit individual members or small segments of the section membership;
- Individual research projects;
- Capital expenses;
- Prizes or giveaway items used to increase engagement in excess of an individual value of \$100. Participation in these activities must be equally accessible to all section members. Discounts on

ACEP products or events are preferred over cash equivalents such as gifts or gift cards and clear objective criteria should be defined in advance.

**Examples of how the 15% allocation can be used:**

1. Quality Improvement Initiatives: Sections can undertake projects focused on improving the quality of care within their specialty, such as developing guidelines, protocols, or educational materials to enhance patient outcomes.
2. Professional Networking Events: Funds may be utilized to organize networking events, conferences, or social gatherings that facilitate interaction and collaboration among section members. Sections must go through the established sponsorship request process and must meet the criteria for fundraising from outside sources before applying for the 15% allocation fund for such activities.
3. Educational Workshops: Funding can be allocated to organize workshops or training sessions for section members on topics relevant to their specialty or professional development.
4. Awards or scholarships which recognize individual and organizational achievement. Must have clear criteria defined in advance and objective judging process.

**Criteria for projects or activities eligible for funding under this special section fund are as follows:**

1. The project or activity must meet member or section needs.
2. The project or activity must be approved by the section chair.
3. The project or activity must enhance engagement of the section or further the advancement of emergency medicine.
4. The project or activity must not already be completed and must be approved before the funds are committed.
5. The project or activity must demonstrate a time commitment from a named member or members of the section(s) and not be projected to significantly increase staff support.
6. The project or activity must not duplicate programs and products offered or being developed by state chapters or national ACEP.
7. A list of benefits to the individual section or to emergency medicine must be submitted to the section staff liaison with the request for funding.

**Procedure for requesting funds from the 15% of section dues allocation:**

1. Section members will work with their section staff liaison to submit a request which meets the criteria for funding.
2. Requests can be submitted at any time to the staff liaison who will complete the appropriate internal request form. Approved expenses must be submitted by May 31 to be incurred during the current fiscal year.

**Procedure for requesting additional budgeted funds:**

1. Budgeting for access to resources separate from the 15% of dues fund must go through the normal college processes.
2. Section members will work with their section staff liaison to submit a special project budget request which demonstrates alignment with ACEP's strategic plan and return on investment for the College or its members.
3. Requests can be submitted at any time to the staff liaison who will forward it to the sections manager. Requests received by the sections manager before March 31 can be included in the



following year's budget. Other approved requests can be processed through the budget modification process as needed and determined by the project timeline.

*15% of dues allocation: Revised and approved by ACEP Board of Directors January 2024 meeting.*

## **2. Special Assessment**

A one-time voluntary special assessment can be requested for a specific project and would be in effect for a period not to exceed 12 months. There are no restrictions on the activities this mechanism can fund, but the request for funding must include:

- 1) Approval of the section chair;
- 2) A detailed description of the project;
- 3) A time line and proposed budget for the requested funds; and
- 4) The project must have approval of a majority of the section membership.

## **3. Fund-raising from Outside Sources**

All efforts on the part of a section to raise funds from outside entities such as corporations must be approved in advance by the College and meet the criteria established by the College. Contact your section liaison or the sections manager for more information.

Outside funding can be used for:

- Travel for a speaker
- Reception during annual meeting
- Lunch for meeting attendees
- Honorarium for a speaker

## **Section Meetings**

- Section meeting information is announced on the *ACEP Scientific Assembly* website, on-site program, and mobile app.
- Meeting space will be provided during *ACEP's Scientific Assembly* at the request of the section chair.
- Ribbons for section members with the name of the appropriate section will be provided.
- The section chair is responsible for establishing the section meeting agenda. See the sample meeting agenda.
- If the section meets or has a conference call, minutes must be taken and submitted to the sections manager. Sample section meeting minutes are provided for your reference.
- The staff liaison or section secretary is responsible for drafting minutes within 21 working days of the meeting or conference call and routing them to the section chair for approval. The section chair should approve the minutes (with or without revisions) within 5 working days. The approved minutes should be posted to the section website 30 days after the meeting or conference call.

## **Zoom Meetings/Conference Calls**

- Well-planned conference calls can be as productive as meetings and usually cost less.
- The staff liaison will set up the call to include those members designated by the section chair and the Board liaison.
- The staff liaison should e-mail an agenda and background material to conference call participants two weeks prior to the call, if possible.
- After the conference call, the chair and staff liaison should confer to review action to be taken and appropriate assignments to be made.
- The staff liaison prepares minutes for approval by the chair and shares them with the meeting attendees.

## **Section Meeting Minutes**

Minutes must be taken of any in-person or virtual section meeting. The minutes relate the agenda items discussed and the actions taken during the meeting or call. The minutes should not be a transcript of the in-person or virtual meeting.

### **Format**

For legal reasons, the College has developed a standard format for section minutes that must be followed. The information included in the minutes is limited to a list of participants, the meeting agenda, a brief statement of the discussion on each agenda item, next steps, and a summary of recommendations being referred to the Board of Directors for consideration is applicable. Sample meeting minutes are included in the samples section of this manual.

### **Responsibility**

The section secretary, assisted by the staff liaison, is responsible for drafting section meeting minutes. The staff liaison refers the draft minutes to the section chair for approval. The section chair is encouraged to provide approval to the staff liaison as soon as possible. The section should approve the minutes during the next scheduled meeting.

Until the section approves the meeting minutes, here is the language to include as a header on section minutes:

THESE MINUTES WERE APPROVED BY THE SECTION CHAIR AND ARE PENDING APPROVAL BY THE [INSERT SECTION NAME] SECTION AT THE [INSERT DATE] MEETING. ANY CHANGES WILL APPEAR IN THE MINUTES OF THAT MEETING.

### **Distribution**

Approved section minutes should be distributed to the section members by the staff liaison and posted to the section website. The minutes should also be maintained by the staff liaison for future reference and historical records.

## **Section Content**

Content/education is the number one reason why members join a section. Every section is required to update their website with new content at least once every six months.

### **Guidelines for Content Development**

- Each section secretary, communications lead, or other designated officer is responsible for regular development and submission of content or newsletter articles to the staff liaison.
- Solicit, review, and edit the content or articles submitted by the officers and members of your section. Develop additional content. Proofread the content for typos, outdated content, broken links, etc. and check the consistency of style and grammar. Keep in mind that the content you submit may not be published immediately. No text should be underlined (only hyperlinks) or in a color other than black. Use bold for paragraph titles or to make text stand out and italics for emphasis.
- Each author/content contributor must sign a copyright assignment agreement. A link to the online Copyright Assignment Agreement form is located on the first page of each section's website, or under "Featured News".
- If you are submitting multiple content pieces/articles, please combine them all into one Word document in the order you wish them to appear in the newsroom, and newsletter if applicable.
- Each piece of content, other than section business and announcements, must have a title and an author. Please list the author's credentials (MD, FACEP, etc.).
- The copy you submit should be final with any approvals needed from authors and the section chair. Written permission from the author and/or publisher must be obtained prior to reprinting any text or image previously published in whole or in part.
- If the content is to be delivered to the members in the form of a newsletter, provide a title for your newsletter. A short phrase summarizing the theme of your newsletter or something catchy that one of the articles addresses are good starting points.

### **Procedures for Staff Liaisons**

1. Obtain an approved, final content copy from the secretary or designated officer at least once every six months. While you may certainly offer assistance with content, it is not the section liaison's responsibility to write content.
2. Secretaries or designated officers should submit edited copy to you. However, if you feel changes are necessary, make them and review them with the secretary. The staff liaison should also edit the copy for College standards.
3. If you feel that there are some sensitive issues included in some articles, point this out to the Board liaison for review and guidance.

4. If you are submitting multiple content pieces/articles, please combine them all into one Word document in the order you wish them to appear in the newsroom, and newsletter if applicable.
5. Ensure that each author/content contributor has completed a copyright assignment agreement. Staff liaisons receive an email notification when forms are completed. It's located on your section website's home page in the Featured News block. Staff liaisons receive an email notification when forms are completed.
6. Use the [Section Newsroom Content/Newsletter Production Request Form](#) to request newsroom content (articles) to be uploaded to your section website and/or a newsletter to be emailed to your section members.
7. The Component Services Manager will post the final copy to the section website and email the newsletter to active section members, if applicable. As an alternative to a newsletter, the staff liaison, secretary, or designated officer may alert the section members via the section's engagED community when new content is posted on the section website. It's an opportunity to start a conversation around specific content and create engagement.
8. If your section has not published content on its website in the last 6 months, please work with your officers to meet this requirement. If your section doesn't produce written articles, what else can you post on your website to show activity and value to prospective members who don't have access to your engagED community?

## **Practical Tips for Content Editors**

### **Copyright Assignment Agreement**

- Each content author/contributor must submit a copyright assignment agreement before their piece or article is published.
- A link to the online Copyright Assignment Agreement form is located on the first page of each section's website, or under "Features News".
- Section officers can fill out one form to cover all the content they submit in one year. Under Title of Article, indicate: "All content I submit in the 20XX-XX section year".
- Staff liaisons receive an email notification when forms are completed.

### **Setting a Production Schedule**

- Each section is required to update their website with new content at least once every six months. Many sections post new content monthly.
- The section liaison and officers should set a content production schedule at the beginning of the section year. Without firm deadlines, section leaders can easily find themselves more than halfway through the section year (typically October to October - the start of the section year coincides with the section's annual meeting during ACEP's *Scientific Assembly*) without having posted one piece of content.

The following points should guide the production schedule:

- **Content always takes longer than expected to produce.** Pleasant reminder e-mails should be sent to members/authors/officers before their deadlines or until the author has made their submission.
- Editors should leave themselves sufficient time to edit submissions from authors (or write a replacement piece if an author is unable to keep their commitment) prior to the established deadline for submission to the staff liaison.
- Throughout the year, every effort will be made to publish submitted content on the section website and distribute a newsletter to the section members if applicable, within 7 business days of receipt.

### **Suggested Timeline/Production Schedule**

- October/November: Plan to post a news piece, shortly after ACEP's *Scientific Assembly*. It can serve to recap of section activities at ACEP's *Scientific Assembly* and announce new officers and plans for the year.
- November/December: The holiday season will make new submissions difficult. Throughout the year, try to keep a small pool of educational pieces or articles that are not time-sensitive in reserve and publish them when there is a shortage of content.
- January through April: Be ready to release new content shortly after the holidays. See content ideas section below. Don't forget to update your section on progress on made on objectives set during Scientific Assembly.
- May through July: In addition to other content, sections scheduled to hold elections should send their call for nominations for the next year's section officer candidates.
- August/September: Sections scheduled to hold elections should announce section officer candidates including biographies and personal statements. Please review your section's operational guidelines to ensure the information is released in time to allow for proper voting procedures.

### **Content Ideas**

Content production is the responsibility of the section leadership. There are several tips for encouraging busy physicians to write content for the section:

- Have an established expert in a field write an article on their topic.
- Ask section members to write a piece on a specific theme.
- Compliment a lecturer by asking them to write an article that summarizes their lecture.
- Note to potential authors that writing for the section is often a path to eventual section leadership.
- Have someone write an article about an important national meeting or event that they attended.

Several types of articles can serve as core features that are posted regularly. Examples of these include:

- From the Chair – a report written by the chair of the section giving updates on section activities, commentary on current events that are of interest to section members, or other information that the chair wishes to share with the section membership.
- From the Chair-elect – a report written by the chair-elect of the section. Similar to the “From the Chair” report.
- Clinical Update – a review of a clinical topic with a discussion of the supporting literature that is of particular interest to the section membership.

- Committee Update – a report from the appropriate ACEP committee associated with the section on current activities of the committee.
- Journal Club – a critical discussion of current literature that is of particular interest to the section membership.
- Book Review – a critical review of a textbook that may be of particular interest to the section members.
- Advocacy Update – an update on legislative efforts, regulatory activities or judicial actions that would be of particular interest to the section membership.
- Tricks of the Trade – brief descriptions of clinical “pearls” that would be of special interest to the section membership.
- Book Review – a critical review of a textbook that may be of particular interest to the section members.
- Member Profile – an article about a section member who has made great achievements, has had significant life events (e.g., a well-known member of the section dies), or has had experiences that would be of interest to section members.
- Reprints – an exact duplication of an article that has been published previously (requires permission of the owner of the article – usually an organization or publishing company and not the author). A sample request for reprint is provided in the samples section of this manual One of the most convenient sources of reprints is another ACEP section website or and ACEP publication.

### **Improper Content**

- Advertisements for meetings, publications, and resources that compete with ACEP’s
- Product endorsements
- Job listings

### **Writing Content**

Many times, sections have difficulty establishing a stable of authors who reliably produce content. The responsibility for producing content belongs to the section leadership who often write the bulk of the content posted on the section website and shared with section members. The following are tips for producing multiple articles throughout the year:

- Keep content creation in mind throughout the year and look for topics that may be of interest to the section members.
- Keep a folder for ideas, papers, news articles, etc. and write articles when time permits and ideas arise. Unless the piece is time-sensitive, having a small number of articles in reserve can help when there is a shortage of content.
- Make reprint requests several weeks before they are needed. This always takes longer than initially expected.
- Search websites including the Centers for Disease Control and Prevention, the World Health Organization, other emergency medicine organizations, PubMed, and the ACEP website ([www.acep.org](http://www.acep.org)) for ideas and articles that could be reprinted.
- Coordinate your activities with your ACEP staff liaison.

## engagED Online Communities



<https://engaged.acep.org/home>

Members have told us that one of the greatest benefits of joining a section is the networking and sense of community they find within the sections. To that end, each ACEP section has their own [engagED](#) online community. It serves as a discussion forum, repository of files and resources, and as a communication channel for announcements.

### **Benefits:**

- Single sign on with ACEP.org credentials – no additional passwords to track
- Avoids elist deliverability issues
- Custom community email addresses (i.e. [acep\\_disastersection@connectedcommunity.org](mailto:acep_disastersection@connectedcommunity.org))
- Searchable archive of information for new group members
- Option to log in to the website or initiate/participate in discussions via email.
- Attachments sent via email will go directly to the community library.
- Members have the option to adjust notifications for every community they belong to. Options are real time, daily digest, or no email.
- Direct access to peers via the community directory

**engagED FAQs:** <https://engaged.acep.org/participate/faq>.

**engagED Terms of Use:** <https://engaged.acep.org/termsandconditions>



## Section Awards Program

Sections of membership play an important role within the American College of Emergency Physicians. To recognize those sections and their leaders that make exceptional efforts to meet the needs of their members and the College, five awards have been created.

- The Service to Section and Service to College awards are based on section activities held from August 1, 2023 to July 31, 2024.
- The Promoting Section Membership and Outstanding Newsroom Content awards are based on the previous section year's activities; November 1, 2022 - October 31, 2023.
- These awards may be given annually to deserving sections, and a section may receive the same award multiple times. These awards will be announced in appropriate College publications and presented to the section leader at ACEP's *Scientific Assembly*.
- With the exception of the Outstanding Newsroom Content and Promoting Section Membership Awards, interested sections will submit an application for each award for which they feel deserving. Applications are available at <https://www.acep.org/how-we-serve/sections/section-awards>. Award categories include:

### **Service to Section** *(based on activities held from August 1, 2023 to July 31, 2024)*

This award is based on the following criteria:

- Participation in the Section Grant Program
- Educational offerings
- Unique projects or avenues to provide member value

### **Service to the College** *(based on activities held from August 1, 2023 to July 31, 2024)*

This award is based on the following criteria:

- Assistance to related College committee(s) to meet objectives
- Development of a policy statement, PREP or white paper
- Product development
- Assistance to the College in meeting strategic objectives

### **Promoting Section Membership**

This award is based on the highest percentage of free resident members enrolled in the section and overall increase in membership from November 1, 2022 to October 31, 2023. Sections receiving “automatic” members will not be eligible for this award.

### **Outstanding Newsroom Content on Section Website**

This award is based on the number of newsroom articles published during the previous section year (November 1, 2022 to October 31, 2023) and the quality of the content.

## AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

### **Policy Development by Sections of Membership**

*Approved by the ACEP Board of Directors September 11, 2001*

Sections may be assigned the task of developing a policy and/or participating in the sunset review process.

Sections may develop policy statements or information papers that address issues of concern to the section. To facilitate that process, the Board of Directors adopted the procedures listed below for sections to follow. If you have questions, you are encouraged to contact your staff liaison.

#### I. Section Developed College Policy Statement

- A. Section member or Board of Directors initiates policy idea for consideration by the section in an area of interest.
  1. Section or Section Steering Committee votes to explore development of College policy.
  2. Receive direction or seek Board of Directors input and approval for policy development.
    - a. Submit key issues to the Board of Directors as a discussion item.
    - b. The Board liaison and/or section chair will discuss key issues with the Board.
    - c. The key issues may be revised following Board input and approval.
  3. All related College policy statements, Policy Resource, and Education Papers (PREPs) and information papers will be provided to the Board liaison and section chair to avoid redundancy and to avoid potential conflict.
  4. Section officers and/or section steering committee creates preliminary policy draft.
  5. Preliminary draft is reviewed by the Board liaison.
  6. Section members should be informed that the policy statement is being drafted and their input solicited.
  7. Preliminary draft is taken to the Board as a discussion item.
  8. Preliminary draft revisions are made and the revised draft is taken to the Board either as a discussion or action item, per the discretion of the Board liaison or the section chair.
  9. Existing policy statement/draft conflict
    - a. If there is a contradiction or conflict between current College policy statement/statements and the draft statement, one of the following will occur:
      - i. The Board will review the draft and current policy statement and may elect to adopt the draft as the new policy statement, with or without revisions, removing the current policy statement.
      - ii. The Board will review the draft and current policy statement and may elect to maintain the current policy statement, with or without revisions, rejecting the draft.
      - iii. The Board will review the draft and the current policy statement and may elect to substitute portions of the current statement for portions of the drafts, or the Board may refer the draft and current policy statement to a related committee or section for further input. This may be particularly helpful with policy statements regarding clinical issues, which may require particular expertise in the area being discussed.

#### II. Section Information Paper

- A. Section information papers reflect information of particular interest to the section and may not reflect a policy emphasis of the College.
- B. College information papers are based on factual information only and avoid all personal opinion. Section information papers will follow this same process and format.

1. A draft should be submitted to the Board liaison and the section chair for review and input. The section's Board liaison will edit opinions from the information paper prior to circulation. Full section input should be solicited prior to Board review of the draft paper.
2. The draft is submitted as a discussion item to the Board.
3. After review and approval by the Board, the section information paper will be distributed to section members only unless the Board authorizes a request for a wider circulation and larger target audience.

## ACEP Liaison Process

- The College currently maintains active liaison relationships with approximately 40 other organizations.
- When a liaison relationship relates specifically to section activities, section members may be recommended for that appointed position by the appropriate section chair.
- The liaison representative should be invited by the section chair to attend the organizational section meeting during ACEP's *Scientific Assembly* and should be copied on appropriate section correspondence throughout the year.
- Copies of activity reports submitted by the liaison representative will be automatically distributed to the section chair and staff liaison. Recommendations based on these reports should be forwarded to the executive office's manager within 10 days.

## Forming a New Section

1. Members who wish to form a new section should notify [ACEP's Component Services Manager](#).
2. Any new sections must first start as a [member interest group \(MIG\)](#).
  - a. Review the [Member Interest Group \(MIG\) Policy](#), check for duplication. New MIGs may not overlap a topic covered by [existing MIGs](#), [sections](#), [committees](#), [chapters](#), or [membership categories](#).
  - b. Review the [MIG Leader Guidelines](#).
  - c. Complete the [Member Interest Group Request Form](#).
3. After the MIG reaches 100 members, has demonstrated consistent engagement, and meets the criteria for section formation outlined below, the originator will e-mail [ACEP's Component Services Manager](#) the following: 1) the petition as submitted by the Member Interest Group applying for section status; 2) prospective section objectives; 3) description of the subject area that will be addressed by the section; 4) description of how the establishment of a section will further the College's ability to meet its objectives; and 5) proposed first-year activities.

The petition shall contain the names of the 100 members, who have agreed to establish a section of membership with the understanding that they will be assessed a basic dues amount **in addition to their regular membership ACEP dues**. Dues are \$40 for regular members. Emergency medicine resident members, medical students, and individuals in a fellowship training program receive a complimentary section membership in the Young Physicians Section, may join another section of their choice for free and join additional sections for only \$20 each.

4. The Component Services Manager and designated authority appointed by the President will help facilitate the development of the section and submit a recommendation to the Board of Directors for approval.
5. If the Board approves these materials by a 2/3 vote, the section is chartered. The Board will use the following criteria when reviewing a section charter:
  - a. The objectives of the section will assist and be consistent with furthering and supporting the stated mission, values, objectives, strategic priorities, or policies of the College.
  - b. The objectives of the section will be related to the clinical or administrative practice of emergency medicine.
  - c. Qualifications for section membership will not be based on sex, age, race, religion, or any other protected demographic.
  - d. Membership in a section cannot be limited by geography or employment by a single entity, or intentionally exclusive to any specific segment of ACEP membership.
  - e. Sections may not duplicate chapters, MIGs, or membership categories that currently exist.
6. Upon approval by the Board of Directors, petitioning members will be notified of the decision. Along with this notification, each member will be sent an invoice for the dues amount. Upon receipt of the dues payment, the member will be considered a member of the section. Following Board

approval, a MIG will officially become a section when 100 members or the minimum number of petitioners set by the Board have paid their section dues.

7. If the section fails to attain the required 100 dues-paying members within one year following the Board of Directors' approval, the charter for that section will be revoked and it will remain a MIG. Section dues paid by those members will be credited toward their membership renewal. In order for the section to be reconsidered for a charter, the MIG must maintain at least 100 members for a period of 12 months before they may reapply and will be reconsidered by the Board of Directors.
8. The president of the College will assign a member of the Board of Directors to serve as a liaison to the section and the executive director will appoint a staff liaison.
9. The section originator will serve as the first section chair from the time the section reaches the official membership total required by the Board of Directors until the second annual meeting of the section. Thereafter, each section will elect a section chair utilizing a section nominating committee for the term specified in the section's operational guidelines. The cycle will coincide with the dates of the annual *Scientific Assembly*.
10. The originator/chair will appoint interim leadership for the section who will serve until the second annual meeting of the section when they can meet and hold elections.
11. Once the section reaches the official membership total required by the Board of Directors, the section chair will submit draft operational guidelines to their staff liaison for review. The draft operational guidelines will be submitted to the section membership for adoption, and thereafter submitted to the Board of Directors for approval. Sections are encouraged to follow the template in this Manual.

# AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

## Policy on Sections of Membership

### Function

The American College of Emergency Physicians has established a mechanism for members of the College who have a special interest in forming a section of membership. The following are functions of a section of membership:

1. A forum for the exchange of information between members and the College.
2. A forum for professional networking between members and other members on topics of interest.
3. A means for the College to utilize the expertise of an identifiable group of members on specific issues.
4. A forum for members with a special interest to speak as a unified group to the leadership of the College.
5. A route to policy development.
6. To coordinate activities with other organizations involved in emergency medicine at the invitation of the President and/or Board of Directors.
7. To advance and publicize legislative issues related to emergency medicine.
8. To provide a pathway for professional leadership development within the organization.

### Authority

Parliamentary Authority: National ACEP Bylaws, Council Standing Rules, and the Section Manual.

#### Bylaws: ARTICLE VII — SECTIONS

The College may have one or more groups of members known as sections to provide for members who have special areas of interest within the field of emergency medicine.

Upon the petition of 100 or more members of the College, the Board of Directors may charter such a section of membership of the College. Minimum dues and procedures to be followed by a section of membership shall be determined by the Board of Directors.

#### Council Standing Rules Councillor Allocation for Sections of Membership

To be eligible to seat a credentialed councillor, a section must have 100 dues-paying members, or the minimum number established by the Board of Directors, on December 31 preceding the annual

meeting. Section councillors must be certified by the section by notifying the Council secretary at least 60 days before the annual meeting.

### **Tasks and Objectives Defined in the Section Manual**

The designated authority/authorities appointed by the president will be tasked to meet specific objectives. They are:

1. To monitor and enforce compliance with the Policy on Sections of Membership.
2. May provide leadership development and training through an educational leadership session during *Scientific Assembly* or some other appropriate event.
3. May provide a section leader training session during the *Leadership & Advocacy Conference* to enhance section membership.
4. To facilitate the development of new sections and perform a final review with a recommendation to the Board regarding new section petitions.
5. To monitor section membership numbers and notify the designated authority or the Board of Directors when a section is no longer in numeric compliance.
6. To monitor the submission of each section chair's Annual Report.
7. To provide a mechanism for sections to make their recommendations of courses to the appropriate authority responsible for *Scientific Assembly* and other educational activities of the College.
8. To provide appropriate mentoring and leadership development of section members.
9. To monitor and facilitate the timely publication of updates to section websites.
10. To monitor and facilitate the appropriate use and conformity with College policy in the use of communication vehicles not limited to the communities platform, the section website, and the ACEP Website.
11. To plan and manage the section awards program including, but not limited to the awards of "Outstanding Content on Section Website," "Service to College," "Service to Section," and awards for the most growth (numerically and by percent) of a section.
12. Facilitate support for each section's Annual Meeting including the publication of the meetings minutes and the election of officers per the operational guidelines.
13. Facilitate support for the development and submission to the Board of Directors of policies and Policy Resource & Education Papers (PREPS) for consideration.
14. Provide a mechanism for a section to provide a request to the designated authority appointed by the President to consider an external relationship or liaison appointment.

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.

## **Description**

Sections are a subcategory of national ACEP membership. As such, sections are part of national ACEP and do not have separate bylaws or formal incorporation documents. Sections shall establish operational guidelines that delineate the procedures that will be utilized in operating the section and remain in conformance with the Section Manual. The ACEP president, on behalf of the Board of Directors, must approve these guidelines, but may choose to refer this decision to the entire Board of Directors at their next meeting. The Board will ratify the president's approval at their next meeting.

## **Establishing a Section of Membership**

Upon formal petition of 100 or more or the minimum number of members of the College as evidenced by participation in a Member Interest Group (MIG), and completion by MIG leadership of the corresponding form, the designated authority appointed by the President will help facilitate development of the section and submit a recommendation to the Board of Directors regarding the petition. The Board of Directors may then charter a section of membership.

The recommendation will include: 1) the petition as submitted by the Member Interest Group applying for section status; 2) prospective section objectives; 3) description of the subject area that will be addressed by the section; 4) description of how the establishment of a section will further the College's ability to meet its objectives; and 5) proposed first-year activities. The petition shall contain the names of the 100 members, who have agreed by their signature on the petition, to establish a section of membership with the understanding that they will be assessed a basic dues amount. A petition shall be accompanied by a document outlining the proposed objectives of the section, a description of the subject area which will be addressed by the section, a statement of how the establishment of the section will further the College's ability to meet its objectives, and a statement of proposed first-year activities of the section. The Board of Directors, at their discretion, may make an exception to change the number required for a section from 100 to any number it deems appropriate. The section application form must designate who originated the request.

The Board of Directors will approve a charter for a section, by 2/3 vote. The designated authority appointed by the President will use the following criteria when reviewing a section charter:

1. The objectives of the section will assist and be consistent with furthering and supporting the stated mission, values, objectives, strategic priorities, or policies of the College.
2. The objectives of the section will be related to the clinical or administrative practice of emergency medicine.
3. Qualifications for section membership will not be based on sex, age, race, religion, or any other protected demographic.
4. Membership in a section cannot be limited by geography or employment by a single entity, or intentionally exclusive to any specific segment of ACEP membership.
5. Sections may not duplicate chapters, MIGs, or membership categories that currently exist.

Upon approval of the Board of Directors, petitioning members will be notified of the decision. Along with this notification, each member will be sent an invoice for the dues amount. Upon receipt of the dues payment, the member will be considered a member of the section. Following Board approval, a MIG will officially become a section when 100 members or the minimum number of petitioners set by the Board have paid their section dues.

When an approved section fails to attain the required 100 dues-paying members during the period of one year following the Board of Directors approval date, the charter for that section will be revoked and it will remain a MIG. Section dues paid by those members will be credited toward their membership renewal. In order for the section to be reconsidered for a charter, the MIG must maintain at least 100 members for a period of 12 months before they may reapply and will be reconsidered by the Board of Directors.

In the event two or more existing sections agree to merge, the officers of each section must survey their members to determine their interest in such a merger. If a majority of respondents in each section are in favor of a merger, the officers of the individual sections should develop objectives for the new section. The section leaders must then submit a recommendation to the Board of Directors for a merger of the sections.

The Board sets minimum dues for activities supported by the College.

The following mechanisms for increasing project funds are available to sections: 1) an allocation of 15% of total dues collected per section during the previous year; 2) a one-time per project voluntary special assessment; 3) fund-raising from outside sources that do not present a conflict to ACEP.

## **Procedures**

Each section of membership will be subject to the following procedures:

1. The individual who originated the section application will be the section chair until the next annual *Scientific Assembly*. Thereafter, each section will elect a section chair utilizing a section nominating committee.
2. A section chair will be elected for one year or for the term specified in the section's operational guidelines. The cycle will coincide with the dates of the annual *Scientific Assembly*. However, the first section chair will serve from the time the section reaches the official membership total required by the Board of Directors until the second annual meeting of the section. Section chairs may be re-elected for a second consecutive term.
3. The section chair may be appointed by the College president to serve as a voting member of a College committee. The section chair and section members may apply through the usual College process for membership on any College committee. Section membership and section activities will be the criteria by which such appointments will be made.
4. Section chairs are invited to attend Board of Directors meetings at their own expense. Section chairs will receive all minutes of Board, Council, and Steering Committee meetings, etc.
5. Sections will have input into ACEP policy, meetings, and products through College planning processes and normal committee participation.

6. Sections may develop policy statements or information papers for consideration by the College utilizing the process established by the Board of Directors.
7. Requests for additional services beyond the basic member benefits package must be directed to the executive director.
8. The section will appoint a member to be responsible for communications, including updating of the section website at least twice yearly.
9. The section chair or communications lead is responsible for keeping the College informed of section activities via copies of agendas and minutes, which will be posted on the College's website.
10. All efforts on the part of a section to raise funds outside of dues mechanisms must be approved in advance by the College and meet the criteria established by the College.
11. Rules governing use of the ACEP name and logo, approved by the Board of Directors, will apply to all uses of the section name and the ACEP name and logo. Use of the section name on any publication, correspondence, or for any other purpose, must always clearly indicate that the section is a subcategory of national ACEP membership. In addition, use of section initials should always be preceded by ACEP.

### **Benefits of Section Membership**

The College will make available to all sections certain basic services. These services will include the following:

1. Assistance in updating the section website at least twice per year.
2. Notice of meetings in ACEP communication vehicles, provided the request is made by the chair at least 30 days in advance of the publication date.
3. Meeting space will be made available during the annual *Scientific Assembly* and other national meetings upon request of the section chair, provided the request is made by the chair at least **90** days in advance of the meeting.
4. A national ACEP staff member will provide staff support for each section.

### **Maintenance of a Section**

Each section must at all times function in accordance with the goals and objectives of the College and assure that the best interest of the College is always maintained. The following will be required of each section based on their operational guidelines and reviewed by the designated authority appointed by the President on an annual basis. Sections found in non-compliance with these requirements may be placed on probation in accordance with the procedures in the charter suspension-revocation section of this policy:

1. Sections must have an annual meeting at which time officers of the section will be elected.
2. Sections must provide new website content at least every six months.

3. The section chair will 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.
4. Minutes of all meetings of the section will be posted on the College's website.
5. The Board must approve all major section plans, goals, objectives, budgets, and meetings before they can be implemented by the newly chartered section.
6. Any printed or promotional material will be reviewed by the College prior to its release.
7. The president of the College will assign a Board member to each section to serve as a liaison between that section and the Board.
8. The president is the formal College spokesperson and is responsible for communicating College positions. The section chair must realize that section publications and activities will be perceived by others as representing the opinions of the College. While the president may delegate functions to the section chair, the section chair is not empowered to commit College resources or support positions of other organizations.

Policies and positions of other organizations that the section wishes to support should be forwarded for consideration by the Board of Directors, which has final authority for policy decisions.

Each section must maintain a critical mass of at least 100 or the minimum number of members and complete annual section maintenance requirements to remain in good standing. If the Board has approved a special section with less than 100 members or the minimum number of members required in the Bylaws, it must maintain that approved number to remain in good standing. If the membership level of a section falls below the minimum required number for the section, the following will occur:

1. The designated authority appointed by the President would notify the section chair, in writing, that the membership requirement is not being met.
2. At that time, the section will enter a probationary status. During this time, the section will be entitled to the usual basic services, including support with website updates, promotional literature, and meeting space during the annual *Scientific Assembly*. It will also be expected to continue to file meeting agendas and minutes and the annual activity report.
3. If the section membership again exceeds the required number of members within one year from probationary status, the probationary period will expire, and the designated authority appointed by the President will notify the section chair that the section has returned to good standing.
4. If, within one year, the section fails to increase its membership to the minimum number of members (or the number approved by the Board), the section may petition the designated authority appointed by the President for special review of their activities. The petition shall include a delineation of the benefits provided by the section, and an action plan to increase section membership to the required minimum. The designated authority appointed by the President will review the plan and provide recommendations to the Board of Directors. The designated authority appointed by the President may recommend to the Board that the section be given an additional year to come into

compliance or that the section's charter should be revoked and transitioned to a MIG. MIGs may reapply for section consideration after meeting the minimum number of members for a period of one year.

Sections of Membership may elect to transition to MIGs by majority vote of current section members at any given time. Once the successful vote takes place, section members will have section dues removed from future membership bills and the section will no longer receive a designated staff liaison, Board liaison, or be eligible for a councillor. The online community will remain active

### **Charter Suspension-Revocation**

The designated authority appointed by the President will review each section on an annual basis and based on this review may recommend charter suspension or revocation to the Board of Directors in accordance with the procedures in this policy.

The charter of any section may be suspended or revoked by the Board of Directors when any of the following occur:

1. The actions of the section are deemed to be in conflict with the Bylaws or the Policy on Sections of Membership.
2. The section fails to comply with all the requirements of the Bylaws, the Policy on Sections of Membership, the online communities Terms of Use, or with any lawful requirement of the College.
3. The actions of the section are determined not to be in accordance with the goals, objectives, or in the best interest of the College.

Amended and approved by the Board of Directors: June 2022; June 2017; April 2008; June 2002; July 2001; June 1996; October 1993; June 1992; January 1992; May 1990; originally approved January 1989.

## SAMPLES

### Sample Meeting Minutes

#### AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

#### Undersea and Hyperbaric Medicine Section

#### Annual Meeting

October 26, 2021

#### MINUTES

**Participants:** J. Richard Walker III, MD, MS, FACEP. Chair; Anthony Medak, MD, FACEP; Stephan Hendriksen MD; Samantha Lee, DO; Drue Orwig, DO; Christopher M. Allen, MD; Bruce J. Derrick, MD, FACEP; Harry Sibold, MD, FACEP; and Aisha Terry, MD, FACEP, Board liaison. Others participating included: Mary Smith, Staff Liaison.

#### AGENDA:

Section Numbers

Board Representative Update

Councilor Report

Secretary Update

Promotion of fellowship training/Fellows

EMRA Rep report

ACEP Clinical Policy: *Acute Carbon Monoxide Poisoning*

Questions and concerns from section members

Officer Elections

#### Major Points Discussed

- Ms. Smith reported there are 167 section members as of September 30, 2021.
- Dr. Walker reported on the council resolution regarding training of speakers whose course topic is undersea and hyperbaric medicine. The section agreed that speakers should be published and/or have completed a fellowship in undersea and hyperbaric medicine (preferably both). It was also agreed that the section be asked for recommendations for speakers on these topics. There has been interest expressed by other sections in having this level of academic fidelity as well. It was agreed that ACEP should prioritize actual expertise over the ability to “give an entertaining talk”.
- Dr. Hendriksen gave a report on ACEP’s overall strategic plan. The focus will be on physicians and making their lives better.
- The status of the Carbon Monoxide Treatment Clinical Policy: Critical Issues in the Evaluation and Management of Adult Patients Presenting to the Emergency Department with Acute Carbon Monoxide Poisoning review were discussed. The section leadership views this policy as potentially life threatening due to not being based on the best evidence and in need of immediate review and change. It was agreed that it would be best to have the section review any such policies to avoid this in the future. The policy is based in part on literature that has been effectively debunked or questioned in other studies and in expert review of the research.

The college should include subject-matter experts from the section in any policy where treatment of the disease process is fundamentally only performed by members of the section.

**Action Item:** Ms. Smith will check on the status and next steps.

- Promotion of fellowship training/Fellows was discussed. The section recounted some of the challenges and determined ways to promote the subspecialty of undersea and hyperbaric medicine was to:
  - Keep EMRA up-to-date on fellowship programs via EMRA Match
  - Encourage fellowship to use the section for support
  - Have a GME committee person at each institution

It was agreed that funding is important and that having a combined fellowship is a good option.

- Dr. Terry stated that this is a good time to promote hyperbaric medicine, especially with the current workforce issues that have caused a higher demand for this type of medicine. She suggested getting an article in *ACEP Now* and working with the Academic Affairs Committee to increase awareness.
- The current Section Website was discussed in detail. Ms. Smith reported that there will be a new look and feel to the website and referenced the Emergency Medicine Workforce Section site as an example of how the new UHMS site will look. There were several ideas to beef up the site:
  - Incorporate residency rotation/fellowship opportunities
  - Add dive related cases and animations
  - Links to videos and case studies on decompression sickness from the Air Force team.
  - Rare cases
  - Research Corner
  - Link to the EMR Fellowship Guide
  - Show away rotation opportunities
  - Link to EMRA Clerkship Match [emra.org/students/clerkships/](http://emra.org/students/clerkships/)

**Action Item:**

Ms. Smith will look into getting a Facebook and twitter account created for the section.

Section leadership will start to gather content for the Website and forward to Ms. Smith.

- It was resolved that the following slate of officers were elected to serve for the 2021-2023 term:
  - Chair Elect: Stephan Hendriksen MD
  - Alternate Councillor: Drue Orwig, DO
  - Secretary/Newsletter Editor: Samantha Lee, DO

The meeting was adjourned.

## Sample Annual Report

### AMERICAN COLLEGE OF EMERGENCY PHYSICIANS



### 2018-19 Annual Report

#### 2018-2020 Officers:

**Chair:** Emily B. Sagalyn, MD, FACEP

**Chair-elect:** Taylor Haston, DO, FACEP

**Secretary:** David Young, MD

**Immediate Past Chair:** Lori Weichenthal, MD, FACEP

**Councillor:** Susanne J. Spano, MD, FACEP

**Alternate Councillor:** Brendan Milliner, MD

**Board Liaison** - Christopher S. Kang, MD, FACEP

**Staff Liaison** - Maude Surprenant Hancock

#### ACEP19 Activities:

- **Annual Wilderness Medicine Section Meeting & Reception**

Monday, 10/28/2019 | 4:30 PM to 7:00 PM

The business portion of our annual section meeting was shorter this year and was immediately followed by a social/networking get-together. Our meeting was sponsored by BTG International and featured a presentation by Eric Lavonas, MD, FACEP about venomics and antivenomics. Over 80 individuals were in attendance.

#### **The Wilderness Section offered a pre-conference event at ACEP19. Here are the details:**

##### **ACEP X-TREME - A Wilderness and Disaster Section Pre-Conference**

Saturday, 10/26/19 | 12:00 PM – 4:00 PM

Denver City Park

\$25 -- Limited to 40 participants

This offsite event featured scenario-based, hands-on, medical experience utilizing the specialized skills of wilderness and disaster emergency personnel in a supportive, non-stressful learning environment. [Event Flyer](#)

We had over 70 local volunteers and 18 ACEP members serve as instructors.

Here was the scenario:

The activity centers around emergency medicine skills required in the disaster and wilderness settings. The scenario for this activity involves a mid-air plane collision of two airplanes carrying skydivers planning to land in an area adjacent to City Park. Individuals were gathered on the walking path in front of the City Park Pavilion to begin a fundraising Spooktacular 5K walk/run. Many were injured by airplane debris propelled to the ground during the crash and some were injured in the crash itself. In addition, some people are unaccounted for requiring search and rescue with K9 capabilities to locate the missing. As with most large disasters, concerned family, news personnel, and investigating authorities also begin to arrive at the scene. The attendees will not have knowledge of the scenario until the day of the event. Each of the participants will rotate through each of the 5 stations.



- **Wilderness Medicine Fellowship Directors Meeting**  
Monday, 10/28/19 | 3:00 PM – 4:00 PM  
See Fellowship Directors Committee Section of the report.
- **EMRA Wilderness Division Meeting**  
Sunday, 10/27/19 | 2:15 PM – 3:45 PM  
Location: Embassy Suites, Third Floor, Crystal B
- **EMRA MedWAR**  
Wednesday, 10/30/19 | 8:00 AM – 5:00 PM  
Castlewood Canyon State Park, Denver, CO  
The section supported EMRA and their planning efforts to host their 4th edition of EMRA MedWAR. Many section members agreed to serve as proctors and volunteers on the day of the event. Despite the snow, the event was a great success!

### **Wilderness Medicine lectures, workshops and research forum presentations at ACEP19:**

- **TU-224 - Think Like MacGyver! Wilderness Medicine Improvisation Workshop**  
Tuesday, October 29, 2019  
8:00 AM – 10:00 AM  
Darryl J. Macias, MD
- **TU-250 - Cold, Rain, Snow, Heat, Fire & Flood- Climate Change in your ED: FAST FACTS**  
Tuesday, October 29, 2019  
10:00 AM – 10:50 AM  
Barbara K. Blok, MD, FACEP  
Darryl J. Macias, MD  
Scott E. McIntosh, MD, FACEP
- **TU-312 - Powder Day Gone Bad: Update on Avalanche Injuries, Rescue, & Technology**  
Tuesday, October 29, 2019  
4:00 PM - 4:25 PM – Lecture  
4:25 – 4:40 PM – Question & Answer Session  
Scott E. McIntosh, MD, FACEP
- **TU-326 - Austere Critical Care: Lessons Straight From the Battlefield**  
Tuesday, October 29, 2019  
4:30 PM - 5:30 PM  
Regan F. Lyon, MD, FACEP
- **WE-364 - Wilderness Medicine**  
Wednesday, October 30, 2019  
8:00 AM - 8:50 AM  
Scott E. McIntosh, MD, FACEP

### **2018-2019 Activities and Accomplishments**

The section had 5 committees who pursued specific objectives during the 2018-19 section year:

#### **Residency Committee**

(Chaired by EMRA Wilderness Division Chair)

**Chair** (2018-19): Lauren Altschuh, MD

**Objectives:**

Provide seamless access to wilderness medicine research opportunities, educational materials, mentorship, and wilderness elective experiences. Enhance resident and medical student collaboration with the WMS.

**Report:** EMRA held its fourth MedWar on Wednesday, October 30 at Castlewood Canyon State Park, south of Denver. Special thanks went to Drs. Caudell and Haston who were instrumental in planning the race and to all the section members who served as proctors and volunteers.

**Fellowship Directors Committee**

**Chair:** Susanne Spano, MD, FACEP

**Objective:** Represent and serve as a resource to the directors of the fellowship programs in wilderness medicine.

**Report:** 15 attended the Fellowship Directors Committee meeting in person and 7 by phone. 15 wilderness medicine fellowship programs were represented. Discussion items included the November 1 fellowship offer date as well as tapping the expertise within the group to develop their own matching software and to host the test bank. They also discussed the options available for external peer review of fellowship programs. SAEM has received 5 submissions, with 2 more under review. The Wilderness Medical Society should go live with their review program in about 6 months. The WMS will review all programs and specialties that create WM fellowships.

**Liaison Committee**

**Chair:** Lillian J Lockwood, MD, FACEP

**Objective:** Work with other sections and committees with similar goals, where there is crossover, such as International, Disaster, EMS, etc.

**Report:** Dr. Lockwood planned and executed ACEP X-TREME, a pre-conference activity held at Denver City Park on Saturday, 10/26. The event provided disaster and wilderness training for 25 attendees with varying levels of medical training. Dr. Lockwood and her team managed over 80 local volunteers, various props and two K-9 dogs. She thanked and congratulated the 20 instructors who are members of the Wilderness and/or Disaster sections for their time, expertise and excellent teaching skills.

**Activities Committee**

**Chair:** Dave Young, MD

**Objective:** Plan a pre-conference activity or secure a speaker for the annual section meeting during ACEP's annual meeting.

**Report:** No social activity was planned or held in 2019. The committee combined efforts with the Liaison Committee to plan and execute ACEP X-TREME.

**Exhibit-Simulated Outdoor Setting Committee**

**Chair:** Taylor Haston, DO, FACEP

**Objective:** Continue and expand the idea brought forward by Board liaison Dr. Kang, of bringing wilderness into the exhibit hall at ACEP's annual meeting and raise the visibility of wilderness medicine.

**Report:** Dr. Haston provided background on the project and talked about the experience in 2017. In addition to promoting education about wilderness medicine and generating interest with non-section members, the project increased member involvement opportunities. She mentioned that it was a heavy lift for the few section members and staff who lead the initiative and that if we were to try to repeat the experience that we should consider collaborating and sharing the space with other sections (Pediatric,

Telehealth and Wellness, etc.). The committee will evaluate options, including a smaller scale event and/or cross-section collaboration.

## **Other Activities / Accomplishments**

### **Photo Contest**

The annual Wilderness Medicine Photo Contest was successful again this year with 59 photos submitted. A slide show of the photos was posted on the [Wilderness Medicine Section Website](#), as well as promoted on engagED and in the October 2019 newsletter, for members to view. It was also presented at the section meeting in Denver. The judges were evenly split on their top two selections and decided that there should be two winners this year. The winning photographs are: *Engulfed - Dolomites, Italy* by Tiffany Chow and *Following a USFS hand crew on the Island Fire* by Aaron Stutz, MD.

### **Newsletters**

The section produced two newsletters during the 2018-19 year featuring a total of 19 articles. They can be found here: <https://www.acep.org/how-we-serve/sections/wilderness-medicine/wilderness-newsletters/>

### **ExpertVoice Benefit**

The section continues to offer members the opportunity to join the Fire and Rescue team on the [ExpertVoice website](#) in order to get discounts on gear from top brands such as Arcteryx, Black Diamond, The NorthFace, etc. ExpertVoice is an online marketplace for Pros who have significant sales influence within personal and professional communities. This benefit is very well received from the members.

### **Section Grant – Race Medicine Video Series**

Dr. Linda Sanders was awarded a section grant on behalf of the Wilderness Medicine section in June 2017 for a series of 7 video podcasts on race medicine. The videos were finalized in May 2019 and posted on the section website. They were promoted to the section members on engagED and in the newsletter and to the ACEP membership in EM Today and on social media.

#### **Race Medicine: A video podcast for endurance events**

Emergency Medicine practitioners are the most common medical directors and staff for both recreational and professional racing competitions. In spite of this, there is little formal training specific to the illnesses and injuries that athletes sustain during these events. The purpose of this race medicine video series is to fill an educational gap for those providing care at endurance events so as to improve the care provided to these athletes. This is a 7-video series. Each video covers a topic related to race medicine from an overview to preparation and an approach to specific illnesses and injuries.

[Watch the video series](#)

### **Trauma in the Wilderness**

The March issue of [Critical Decisions in Emergency Medicine](#) features: *Force of Nature, Trauma in the Wilderness* written by Wilderness Medicine Section members Andrew Park, DO, MPH and Thomas Seibert, MD, MS. Please note that only CDEM subscribers can earn CME credit for reading it– although the information itself is very valuable.

[Read the article \(PDF\)](#)

[Listen to the accompanying podcast](#) -- it's the second lesson, about halfway through at 16:10.

### **We Won an Award!**

Last revised: 1/25/2024

The Wilderness Medicine Section is the recipient of a 2018 ACEP Service to Section Award for the section's exemplary work in providing excellent resources and educational offerings to its members! Special congratulations on the "[Adventures Outside of the ED](#)" exhibit at ACEP17 in Washington, DC. The unique combination of activities (book signings, hands-on demonstrations, scenarios, educational presentations!) coupled with a climbing wall provided a rich attendee experience and was a highlight of the exhibit floor for many. Special thanks to Drs. Michael Caudell, Christopher Kang, Lori Weichenthal and Taylor Haston for their vision, leadership and efforts in bringing this exciting new feature to ACEP17!

### **2019-2020 Officers**

Officers are in the second year of their 2-year term. The next election will take place in October 2020 ahead or during the section meeting at ACEP20 in Dallas.

Chair - Emily B. Sagalyn, MD, FACEP

Chair-elect - Taylor Haston, DO

Secretary/Newsletter Editor – David Young, MD

Immediate Past Chair - Lori Weichenthal, MD, FACEP

Councillor - Susanne J. Spano, MD, FACEP

Alternate Councillor – Brendan Milliner, MD

## Sample Request for Reprint

The following is a template for requesting permission to reprint or republish an article on your section website. Sometimes there is a cost for this permission (ACEP does not currently have funds available to purchase reprints.).

Dear Publisher:

We request permission to use your \_\_\_\_\_. (authors, article name, publication name, year, volume, pages)

The article will be republished on the ACEP Section of \_\_\_\_\_ (e.g., pediatric emergency medicine, disaster medicine, rural medicine, etc.) website.

I appreciate your attention to this request. If you have any further questions, you can contact me at \_\_\_\_\_ or by e-mail at \_\_\_\_\_.

Sincerely,

Your Name  
Section of \_\_\_\_\_ Content Editor

## Sample Operational Guidelines

### AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

#### SECTION OF [insert section name] OPERATIONAL GUIDELINES

The Section of [insert section name] 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 [insert section name] medicine 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 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 of [insert section name].

#### **2 Purpose**

[Customize to make specific to your section’s purpose and objectives.]

#### **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 [insert purpose of section].
- 3.2 To promote collegiality and cooperation among the physicians who practice emergency medicine. [Customize to make specific to your section’s purpose and objectives.]
- 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 College 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 Section of [insert section name] shall consist of physicians who are interested in [insert focus of section], 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 determined by the section leadership. See Section 9.1, Standing and Special Committees.

#### **6 Section Executive Committee**

- 6.1 The governing body of the section shall be composed of not less than four officers of the section. Some sections include the chair, chair-elect, immediate past chair, and secretary in the executive committee. [Sections should insert the named positions of their Executive Committee.]
- 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 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.
- 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 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. [Sections insert if there are other positions elected during this same cycle.]

#### **7 Officers**

The officers of the section shall be at a minimum the chair, the chair-elect, the immediate past-chair, secretary, councillor, and alternate councillor. The officers shall be members of the section and serve for a term of two years. Following the chair's term of two years, there will be an additional two-year term designated as immediate past-chair. Officers may not serve more than two consecutive terms.

- 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 ACEP Board of Directors meetings at 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, their expenses will be paid by the College.
  - 7.1.4 Shall keep the Board of Directors and executive director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.
  - 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 absent, the chair-elect will assume the functions of the chair.
  - 7.1.8 Shall appoint chairperson and members to any standing and special committees of the section to carry out section activities.
  - 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 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.
- 7.2 Duties of the chair-elect:
- 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:
- 7.3.1 Shall serve as an officer of the section.



- 7.3.2 Shall serve as chair of the Section 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:
  - 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 communications vehicle.
    - 7.4.4.1 The minutes of the annual meeting of the section.
    - 7.4.4.2 Such information as shall from time to time be of interest to members of the section.
  - 7.4.5 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.
  - 7.4.6 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 serve as editor of the section newsletter. [Sections insert the unique circumstances of their section organization whereby a member(s) other than the secretary serves as the newsletter editor, webmaster, or e-list coordinator.]
  - 7.4.8 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 Other Identified Officers  
[Define duties below.]

## **8 Councillor**

- 8.1 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, with the alternate councillor(s) becoming the councillor at the end of his/her two-year term. If he/she cannot serve as councillor, the section shall elect a member to fill both positions and resume normal progression from alternate councillor(s) to councillor.
- 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, in its newsletter and/or other communication vehicles, all important matters considered.
- 8.2.4 Shall bring any resolutions that are developed to the Council from the section.

## **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 section chair shall appoint special committees when indicated.

## **10 Meetings**

The annual meeting of the section will be held during the annual *Scientific Assembly* of the College and may 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 fund raising 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 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.

## **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, 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.
- 14.2 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.

### **14.2.1 Voting by E-mail**

Survey software selected by ACEP 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.

### **14.2.2 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.

## **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 [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 or date of scheduled vote.

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 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 14.2.1. 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 in the section newsletter preceding the next annual meeting of the section.

Originally approved by the ACEP Board of Directors April 2008. Revised and approved June 2017.