



Small Urban & Rural Section – Terms of Reference  
Final – June 2017

Board approved on yyyy-mm-dd

To be reviewed before yyyy-mm-dd

**Goal:**

To illuminate the issues unique and relevant to emergency care in small urban and rural communities, and advocate on behalf of the communities and providers with regards to these issues.

**Mandate:**

- 1 – Utilizing rural-specific expertise and knowledge, advise the Board on the unique matters affecting emergency care in small urban and rural communities.
- 2 - Provide opinion to the Board regarding timely and appropriate access to skilled emergency care in small urban and rural areas.
- 3 - Assist the Board in developing policies and positions that, in an evidence based fashion, adequately reflect the realities of emergency medicine practice in small urban and rural Canada.
- 4 - Assist the Board in developing and implementing strategies to collect and maintain essential data reflecting the human resources and ancillary supports in small urban and rural EDs, to facilitate evidence based policy and decision making in this setting.
- 5 - When directed by the Board, collaborate with other external agencies to advance emergency care in small urban and rural environments.
- 6 - Advise the Board on strategies that would enhance the knowledge, education and research capacities in small urban and rural environments.
- 7 - Within CAEP advocate for strategies that enhance the knowledge and impacts of emergency care delivered within small urban and rural environments.

**Accountability:**

The Small Urban and Rural Committee reports to the CAEP Board of Directors.

**Roles and Responsibilities:**

- 1 - Review relevant documents relevant to small urban and rural emergency care and provide opinion and interpretation to the Board to inform planning and advocacy efforts.

2 - To take a leadership role in communications between CAEP and external agencies in regards to rural emergency care, e.g. Society of Rural Physicians of Canada and the College of Family Physicians of Canada, and other relevant agencies.

3 - To take a leadership role in communicating with CAEP members regarding unique issues in provision of care in small urban and rural environments.

4 - To advocate for the inclusion of training relevant to these environments in the Emergency Medicine training programs across Canada.

5 - To advocate for appropriate resources, including both human resources and ancillary infrastructure / support services, in small urban and rural environments.

**Membership:**

Position	Term	Specifications
1. Section Chair (1)	3 years	<ul style="list-style-type: none"> <li>a. Selected by the Committee from within the Committee. A member may be nominated by the members of the Committee or self-declared. If there is more than one candidate, a nominee is selected by a plurality of the votes cast.</li> <li>b. Approved by Board.</li> <li>c. Committee vote administered by CAEP, if more than one nomination or application received.</li> <li>d. Longer periods may be approved by mutual agreement between the Chair and the CAEP Executive, if the Vice Chair is not in place (or cannot take over the pending role), and no suitable replacement has applied.</li> </ul>

		<ul style="list-style-type: none"> <li>e. Resident and Student representatives are not eligible for this position.</li> </ul>
2. Vice Chair (Chair Elect) (1)	3 years	<ul style="list-style-type: none"> <li>a. Selected by the Committee from within the Committee. A member may be nominated by the members of the Committee or self-declared. If there is more than one candidate, a nominee is selected by a plurality of the votes cast.</li> <li>b. Approved by Board.</li> <li>c. Committee vote administered by CAEP, if more than one nomination or application received.</li> <li>d. Resident or Student representatives are not eligible for this position.</li> </ul>
3. Immediate Past Chair (1)	3 years	
1. Provincial / Territorial Representatives (up to 52)	3 years	<ul style="list-style-type: none"> <li>a. Up to 4 per Province / Territory.</li> <li>b. Actively practicing in population center &lt; 30 000, and active in the provision of emergency care.</li> <li>c. Selected on application from the general CAEP membership.</li> <li>d. Approved by the Executive of the Committee.</li> <li>e. CAEP supports a policy whereby the membership of this Committee will be inclusive and</li> </ul>

		representative of the CAEP membership as a whole.
2. Resident Representatives (2)	1 year (renewable for duration of residency)	<ul style="list-style-type: none"> <li>a. Selected on application or nomination from the CAEP Resident Section or general CAEP membership.</li> <li>b. Approved by the Executive of the Committee.</li> <li>c. An existing committee member who has completed residency, and is in the first 5 years of practice, may continue on application to occupy an available resident position on the committee.</li> </ul>
6. Student Representatives (2)	1 year (renewable for duration of clerkship)	<ul style="list-style-type: none"> <li>a. Selected on application or nomination from the CAEP Student Section or general CAEP membership.</li> <li>b. Approved by the Executive of the Committee.</li> <li>d. An existing committee member who has completed clerkship, and is in residency, may continue on application to</li> </ul>

		occupy an available student position on the committee.
7. CAEP President		Ex-Officio
8. CAEP CEO		Ex-Officio
9. SRPC Representative (1)		Ex-Officio
10. Admin Support Staff		Allocated by CAEP

1 - Unless otherwise stated, terms (with the exception of the Chair, Vice Chair and Immediate Past Chair) are limited to one term, after which a Member must step down for a minimum of one year, before being eligible to be reappointed to the Committee. Resident and Student representation may on application be extended as specified. Term limits do not apply if the Member changes their position on the Committee, i.e. moving from Member to Chair or Vice Chair. If the Member role changes, the term limits are reset to reflect the limits in the new role they have assumed.

2 - The Chair, at the discretion of the Board, may serve for a period longer than one term, if no Vice Chair is in place or cannot assume the planned pending continuity role. While there is no formal term limit for the Chair, in normal circumstances the Board of CAEP will abide by a two term policy.

3- The term length of the Immediate Past Chair will reflect the term length of the current Chair.

4 - The Executive Committee will consist of:

The Chair,  
 The Vice Chair,  
 The Immediate Past Chair

and

Three other members of the Committee elected by a plurality of votes from the Committee membership (Resident and Student representatives not eligible).

5 - The Executive Committee will convene meetings at the call of the Chair to deal with matters which require timely decision, and a special meeting of the Committee cannot be convened.



6 - Decisions of the Executive Committee will be reviewed at the next meeting, ordinary or special, of the Committee. Decisions of the Committee are final and may override decisions of the Executive Committee.

7 - The Chair is responsible for calling meetings, causing an agenda to be created and circulated, the conduct of the meeting, causing minutes to be created and archived, and circulating the minutes of the meeting. In addition, the Chair is responsible to the CAEP Board to perform the functions delegated to them by the Board.

8 - The Vice Chair is responsible to the Chair, and will assist the Chair in performing their duties. The Vice Chair will function as the Chair in the absence of the Chair.

9 – Handover and assumption of roles, where relevant, will occur during the scheduled committee meeting at the annual CAEP gathering.

10 – Members of the Executive are expected to attend 100 % of all meetings, and members of the Committee at least 66 % of all meetings. If not, the committee may by simple majority at the annual CAEP meeting elect to terminate the relevant members Committee membership, and recruit a replacement.

### **Committee Meetings:**

Rules of Order: The Committee will follow the Rules of Order as determined by and followed by, the CAEP Board.

Quorum: Is a simple majority of members, present (in person or via teleconference) at a duly called meeting, ordinary or special.

Decisions: The goal of the Committee is to conduct its business using a consensus model of decision making, whereby every member has had opportunity to express their opinion. In the event that consensus is not possible, the Committee will make decisions based on a simple majority vote. These decisions will become Committee policy and will not be revisited for a period of one year, from the vote.

Voting: At any time the Chair may require a formal vote on matters before the Committee. The Committee will require a majority vote on matters pertaining to the financial affairs of the Committee and to expend any funds. Voting may be conducted in person, or utilizing electronic means at the discretion of the Chair and in keeping with the policies of CAEP. The Committee will respect the CAEP policies regarding proxy voting.

Meetings: Will be held three times annually, at the call of the Chair. The Committee will facilitate remote attendance at all meetings, ordinary or special. A member attending using remote technology will be deemed to be present. Meetings will be organized with no less than two weeks notice to the membership. Meetings may be opened to the general membership at the discretion of the Chair.



Special Meetings: The Chair may call any number of special meetings. Special meetings must be called with no less than two weeks notice to the membership. Special meetings have all the powers of regular meetings. Meetings may be open to the general membership at the discretion of the Chair.

**Committee Review:**

The Committee, including its terms of reference, will be reviewed in accordance with CAEP policy.