

CAEP Rural, Remote and Small Urban Section

Terms of Reference

*Updated – February 2021
Board Approved March 2, 2021*

Goal:

To illuminate the issues unique and relevant to emergency care in rural, remote and small urban (RRSU) communities, advocate on behalf of these centres and their emergency medical staff with regards to these issues.

**Note the name of the section has been changed from “Rural and Small Urban” to “Rural, Remote and Small Urban”*

**Board: where mentioned refers to the CAEP Board of Directors*

Mandate:

1. Advise the Board on matters affecting emergency care in RRSU areas, utilizing expertise and knowledge specific to these environments.
2. Advocate for, and support the enhancement of providing timely access to skilled emergency care in RRSU 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 RRSU Canada.
4. Assist the Board in developing and implementing strategies to collect and maintain essential data reflecting the human resources and ancillary supports in RRSU EDs, to facilitate evidence-based policy and decision making in this setting.
5. Collaborate with external agencies to advance emergency care in RRSU environments.
6. Advocate for, and advise the Board on strategies that would enhance the knowledge, education and research capacities in RRSU environments.
7. Serve as a section for RRSU CAEP members to participate in research, advocacy, and leadership and find representation within CAEP.
8. Serve the Board as a RRSU voice when called upon for any items within the CAEP agenda.

Accountability:

The RRSU Section reports to the CAEP Board of Directors.

Roles and Responsibilities:

1. Review documents relevant to RRSU 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 regard to RRSU emergency care, e.g. Society of Rural Physicians of Canada (SRPC) and the College of Family Physicians of Canada (CFPC), and other relevant agencies.

3. To take a leadership role in communicating with CAEP members regarding unique issues in the provision of care in RRSU environments.
4. To advocate for the inclusion of training in RRSU environments in Family Medicine training programs and both Emergency Medicine training streams across Canada.
5. To advocate for appropriate resources, including both human resources and ancillary infrastructure/support services in RRSU environments.
6. Will not publicly enunciate any policy or position on behalf of CAEP without first consulting with and obtaining approval of the Board (per CAEP bylaws).

Position	Term	Specifications
Chair	2 years <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i>	<ul style="list-style-type: none"> a. A Section member may be nominated by members of the Section or self-declared. If there are no nominations after a 1 month period, then nominations are opened up to the general CAEP membership. b. If there is more than one candidate, a nominee is selected by a majority vote administered by CAEP. Only RRSU Section members are eligible to vote. c. Approved by the Board. d. Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total). e. 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. f. Resident and Student representatives are not eligible for this position. g. Chair serves as a member of the CAEP Board of Directors and an Ex-Officio member of the Academic Section.
Vice Chair (Chair Elect)	2 years <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i>	<ul style="list-style-type: none"> a. A Section member may be nominated by members of the Section or self-declared. If there are no nominations after a 1 month period, then nominations are opened up to the general CAEP membership. b. If there is more than one candidate, a nominee is selected by a majority vote administered by CAEP. Only RRSU Section members are eligible to vote. c. Approved by the Board. d. Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total).

		<p>e. Vice Chair is the Chair Elect, and after Board approval, will take over the Chair role at the end of the previous Chair's term.</p> <p>f. Resident and Student representatives are not eligible for this position.</p>
Immediate Past Chair	Up to 6 years	Along with Chair and Vice Chair, serves as executive of the Section.
Members At Large	Unrestricted <i>Subject to annual review</i>	<p>a. Must be an active CAEP member with significant experience and interest in RRSU Emergency Medicine.</p> <p>b. Approved by the Section Executive.</p> <p>c. Subject to review annually by Section Executive at the AGM. If not meeting participation expectations, membership may be terminated.</p> <p>d. Membership will strive to be inclusive and representative of the CAEP membership as a whole, using EDI principles as a guide.</p>
Resident Representatives	1 year <i>Renewable for duration of residency</i>	<p>a. Selected on application or nomination from the CAEP Resident Section or general CAEP membership.</p> <p>b. Approved by the Section Executive.</p> <p>c. Number of Resident and Student Representatives combined must not exceed that of practicing physician Members at Large.</p>
Student Representatives	1 year <i>Renewable for duration of clerkship</i>	<p>a. Selected on application or nomination from the CAEP Student Section or general CAEP membership.</p> <p>b. Approved by the Section Executive.</p> <p>c. Number of Resident and Student Representatives combined must not exceed that of practicing physician Members at Large.</p>
CAEP President		Ex-Officio
CAEP Executive Director		Ex-Officio
SRPC Representative	2 years <i>Eligible for renewal twice to a maximum of 3 consecutive terms (6 years total)</i>	<p>a. Ex-Officio.</p> <p>b. Applicant selected by the SRPC Executive and approved by the RRSU Section Executive.</p> <p>c. Serves as liaison between RRSU Section and the SRPC.</p> <p>d. Eligible for renewal twice to a maximum of 3 consecutive terms (6 years total).</p>

		e. CAEP membership is encouraged, but not mandatory.
CAEP Senior Manager Membership & Public Affairs		Allocated by CAEP

1 - Term durations are as described in the table above. Members at Large have no limit to their term but are subject to annual review.

2 - The Chair, at the discretion of the Board, may serve for a period longer than three terms, if no Vice Chair is in place or cannot assume the planned pending continuity role.

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

5 - Elected Executive positions will be open for nomination for 1 month prior to the end of the term. Nominations may be made by Section members only for the first month. If after the first month there are no applicants, nominations can be opened up to the general CAEP membership for a two week period. If again no nominations are received, the Section Executive can extend the nomination period at their discretion. See **Appendix A** for further details about the election process and timing.

6 - 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 full Section cannot be convened.

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

8 - 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 serve on the CAEP Board of Directors and to perform the functions delegated to them by the Board.

9 - 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 their absence.

10 - Handover and assumption of roles, where relevant, will occur during the scheduled Annual Section Meeting at the CAEP Conference/AGM.

11 - Members of the Executive Committee are expected to attend 100 % of all meetings. All other Section members are expected to attend at least 66% of all meetings. If not, the Section

may by simple majority at the Annual Section Meeting elect to terminate the relevant members' Section membership.

12 - All Section members when acting on behalf of the section, shall not publicly enunciate any policy or position on behalf of CAEP without first consulting with and obtaining approval of the Section Executive and CAEP Board.

Section Meetings:

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

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 Section is to conduct its business using a consensus model of decision-making, whereby every voting member has had the opportunity to express their opinion. If consensus is not possible, the Section will make decisions based on a simple majority vote. These decisions will become Section policy and will only be revisited as needed at the call of the Chair.

Voting: At any time, the Chair may require a formal vote on matters before the Section. The Section will require a majority vote on matters pertaining to the financial affairs of the Section 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 Section will respect the CAEP policies regarding proxy voting.

Meetings: Will be held at the call of the Chair, with a minimum of three times annually. The Executive Committee will meet more frequently as needed. The Section 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.

Annual Section Meeting: Will occur the same week as the CAEP Annual General Meeting, typically associated with the annual CAEP conference.

Section Review:

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

Appendix A: RRSU Section Election Process

ACTIVITY	TIMING
Executive members that are up for renewal will be contacted by CAEP.	3 months prior to AGM.
Once open positions are determined, nominations will be solicited from the Section membership. Nominees will be asked to submit their CV and a letter of interest.	2 months prior to AGM there will be a 1 month nomination period.
Final date to receive nominations. Nominee applications are posted on the RRSU Section webpage and distributed by email to voting section members.	1 month prior to the AGM. If no nominees, will open up to general CAEP membership nominations for 2 weeks.
Elections will be held via virtual vote. Where there is a single nominee, the position shall be acclaimed. Only RRSU Section members are eligible to vote.	2 week voting period, closing at the AGM.
The Chair/Vice-chair slate will be approved by the CAEP Board.	At the next CAEP Board meeting.