



Terms of Reference
Section of Pediatric Emergency Medicine
Canadian Association of Emergency Physicians

Board Approved September 17, 2020

Mission Statement:

The Section of Pediatric Emergency Medicine of the Canadian Association of Emergency Physicians seeks to continually improve the quality of care for pediatric patients and to advocate and recognize the unique needs of acutely and critically ill or injured children presenting to emergency departments in Canada.

Goal:

1. To advocate for timely and appropriate access to skilled emergency care for children in Canada.
2. To collaborate with Canadian and international organizations in Canada towards developing the knowledge, education, and research capacity in the subspecialty of pediatric emergency medicine.
3. To participate in the development of educational content in providing care to acutely and critically ill or injured children presenting to emergency departments in Canada.

Objectives:

1. Active involvement in the development of knowledge translation (KT) and continuing professional development (CPD) of pediatric emergency medicine topics within CAEP.
2. Development of formalized relationship with the Canadian Paediatric Society (CPS) Section of Paediatric Emergency Medicine and Pediatric Emergency Research Canada (PERC).
3. Development and involvement in advocacy of promoting the unique needs of children receiving emergency care, including policy, guideline, and pathway development.

Accountability:

The Pediatric Section reports to the CAEP Board of Directors.

Membership:

- Membership is open to any member of CAEP who has an interest in pediatric emergency



medicine, or who is actively involved in the care of pediatric patients in an emergency department setting in Canada.

- The Executive of the Section will consist of a Chair, a Vice-Chair, and a Secretary-Treasurer
- Each Executive position term will last for 2 years, to a maximum of two consecutive terms.
- Executive positions will be open for nomination at the end of Executive terms at the annual Section Meeting that takes place at the CAEP Annual Conference. Nominations for open positions will be accepted until the commencement of the Section Meeting. Nominations may be made for any Section member, by any Section member. A simple majority vote by members attending the Section Meeting, and by members voting electronically by proxy to the Chair, will elect the Section member to the open contested Executive position. Where there is a single nominee, the position shall be acclaimed.

Roles and Responsibilities:

The Section Chair will:

- Represent the Section to the CAEP Board of Directors, as a voting Board Member.
- Act as the National Specialty Society (NSS) representative to the Specialty Committee for Pediatric Emergency Medicine of the Royal College of Physicians and Surgeons of Canada.
- Act as a liaison with the CPS Section of Pediatric Emergency Medicine.
- Act as a liaison with PERC.
- Be approved by the Board

The Section Vice-Chair will:

- Support the Chair in overseeing the delegation and completion of tasks required of the Section.
- Support the Chair in representation or liaison roles as listed above where the Chair is not able to attend.
- Be approved by the Board

The Secretary-Treasurer will:

- Record minutes from the Section Meeting and teleconferences and distribute minutes to Section members and the CAEP Head Office.
- Distribute material to Section members by electronic mail correspondence.
- Where designating funding to the Section is available, prepare a budget annually for projected costs and expenses for Section projects.
- Support the Chair and Vice-Chair in their roles as Section Executive.

Immediate Past Chair

Provincial/Territorial Representatives AND/OR Members at Large

- Up to 4 per Province / Territory.
- Selected on application from the general CAEP membership.
- Approved by the Executive of the Committee.
- CAEP supports a policy whereby the membership of this Committee will be inclusive and representative of the CAEP membership as a whole.

Resident Representatives

Ex-Officio Members



- CAEP President
- CAEP Executive Director
- CAEP Staff Liaison

Reporting and Process:

1. The Section Chair will present an annual summary report to the CAEP Board of Directors prior to the CAEP Annual General Meeting.
2. Section Meeting minutes (at the Annual Meeting or by teleconference) will be circulated to Section members.
3. Communication to Section members from the Executive will take place by electronic mail correspondence on matters to convey information or to solicit opinion. Section members who desire to share information by electronic mail correspondence shall allow the Section Executive to review these communications prior to distribution to the whole Section membership. The Executive shall not obstruct such information without reasonable cause, provided the content of the information and method of communication is consistent with CAEP Bylaws and the Goals and Objectives of the Terms of Reference of the Section.
4. 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.
5. The term length of the Immediate Past Chair will reflect the term length of the current Chair.
6. The Executive Committee will consist of:
 - The Chair
 - The Vice Chair
 - The Immediate Past Chair
 - Three other members of the Committee elected by a plurality of votes from the Committee membership (Resident and Student representatives not eligible).
7. Elected Executive positions will be open for nomination for 3 months prior to the end of the term. Nominations may be made by any CAEP member. See Appendix A for further details about the election process and timing.
8. 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.
9. 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.
10. 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.
11. 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.

12. Handover and assumption of roles, where relevant, will occur during the scheduled committee meeting at the annual CAEP gathering.
13. Appointments to specific external committees, including but not limited to Advanced Pediatric Life Support (APLS), Pediatric Advanced Life Support (PALS), Advanced Trauma Life Support (ATLS) will be decided by the Section membership by a simple majority vote or by acclamation, and maybe done at the Annual Meeting, by teleconference, or by electronic mail correspondence, at the discretion of the Chair.

Section 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. If 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 XX 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.

Appendix A: Pediatric Section Election Process

ACTIVITY

TIMING

Executive members who are up for renewal will be contacted by CAEP.

3 - 5 months prior to Annual Section Meeting

Once open positions are determined, nominations will be solicited from the CAEP membership. Nominees will be asked to submit their bio and a letter of interest.

2 – 3 months prior to Annual Section Meeting.

Final date to receive nominations

2 months prior to Annual Section Meeting

The Chair/Vice-chair slate will be approved by the CAEP Board.

2 months prior to Annual Section Meeting



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Approved nominee bios are posted on Pediatric Section webpage. 45 days prior to Annual Section Meeting

Elections will be held via virtual vote. Where there is a single nominee, the position shall be acclaimed.

All CAEP members are eligible to vote.