



Policy Compendium

April 2021

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Section I – Introduction

This document is the summation of all policies adopted by the Emergency Medicine Residents' Association Representative Council and/or Board of Directors. This document has been completely reviewed and approved by the EMRA Representative Council and Board of Directors.

Legend:

BOD = EMRA Board of Directors

RC = EMRA Representative Council

Section II – Emergency Medicine Workforce

I. Board Certification Supersedes Medical Merit Badges

EMRA believes that completion of residency training and board certification by ABEM or AOBEM replaces the need for any third-party credentialing requirements, such as medical merit badge courses (ie: ACLS, ATLS, PALS, NRP) or condition-specific CME requirements.

Original policy adopted, 3/92
Amended and Reaffirmed, 1/01
Amended and Reaffirmed, 3/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Amended & Reaffirmed RC, 6/11
Reaffirmed RC, 5/12
Amended and Reaffirmed BOD 5/13
Amended BOD, 12/16
Amended BOD, 1/18
Amended RC, 10/18

II. Clarity of Titles

EMRA believes that the use of the unqualified terms “resident” and “residency”, “fellow” and “fellowship” in the emergency medicine clinical setting should connote a physician with acceptance, enrollment, and participation in a nationally accredited allopathic, osteopathic, dentistry, or podiatry residency program, or a pharmacist enrolled in an accredited pharmacy residency program.

Original policy adopted BOD, 9/20

III. Code of Ethics for Emergency Physicians

The basic professional obligation of beneficent service to humanity is expressed in various physicians' oaths. In addition, emergency physicians assume more specific ethical obligations that arise out of the special features of the practice of emergency medicine. The principles listed below express fundamental moral responsibilities of emergency physicians and shall be exemplified by EMRA members.

Emergency physicians shall:

- A. Embrace patient welfare as their primary professional responsibility.
- B. Respond promptly without prejudice or partiality, to the need for emergency medical care.
- C. Respect the rights and strive to protect the best interests of their patients, particularly the most vulnerable and those unable to make treatment choices due to diminished decision-making capacity.
- D. Communicate truthfully with patients and secure their informed consent for treatment unless the urgency of the patient's condition demands an immediate response.
- E. Respect patient privacy and disclose confidential information only with consent of the patient or when required by an overriding duty such as the duty to protect others or to obey the law.
- F. Deal fairly and honestly with colleagues and take appropriate action to protect patients from health care providers who are impaired, incompetent, or who engage in fraud or deception.
- G. Work cooperatively with others who care for, and about, emergency patients.
- H. Engage in continuing study to maintain the knowledge and skills necessary to provide high quality care for emergency patients.
- I. Act as responsible stewards of the health care resources entrusted to them.

- J. Support societal efforts to improve public health and safety, reduce the effects of injury and illness, and increase access to emergency and other basic health care for all.

Original Policy adopted BOD, 10/05
Reaffirmed BOD, 1/06
Amended and Reaffirmed RC, 6/10
Reaffirmed BOD, 3/15
Amended and Reaffirmed BOD, 8/20

IV. Diversity and Inclusion

EMRA recognizes and supports diversity and inclusion for medical students and EM physicians-in-training on the basis of gender, race ethnicity, sexual identity, sexual orientation, age socioeconomic status, religion, cultural, disability, spirituality, and other characteristics through education, collaboration, advocacy, and research. EMRA will create and maintain a committee to ensure advocacy for increasing diversity and inclusion in emergency medicine for medical students, residents, fellows and faculty. EMRA will consider diversity and inclusion of all types for all future EMRA initiatives and will support new initiatives aimed to increase diversity and inclusion in Emergency Medicine.

Original policy adopted by RC, 10/16
Amended BOD, 1/18

V. Education in Practice Opportunities

Both EMRA and individual residency programs should provide resident education about the diversity of practice opportunities and environments available to them. This should include information about contracts, financial arrangements, academic careers, rural opportunities and group practices.

Original policy adopted, 3/92
Amended and Reaffirmed, 1/97
Reaffirmed, 1/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed RC, 5/12
Reaffirmed RC, 10/18
Amended RC, 10/18

VI. Employment Rights of the Emergency Physician

EMRA believes that emergency physicians should be protected by due process rights in their employment contracts.

Original policy adopted RC, 3/20

VII. International Emergency Medicine

EMRA will recognize the important contribution of foreign medical graduates (FMG) to the health care workforce, support legislation which facilitates the ability of FMG physicians to work in underserved areas in the US, and support legislation that aid FMGs seeking licensure and board certification within the U.S.

EMRA encourages exchange program opportunities for both International and American emergency medicine residents.

Original policy adopted RC, 5/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed RC, 6/11
Amended BOD, 1/18

VIII. Licensing Exam Parity for Emergency Medicine Resident Selection and Evaluation Process

EMRA promotes equal acceptance and consideration of the USMLE and COMLEX-USA at all United States emergency medicine residency programs.

Original policy adopted RC, 3/20

IX. Maintenance of Certification

EMRA will support the ability of hospitals to consider Maintenance of Certification (MOC) when obtaining and retaining hospital privileges, ensuring patients presenting to emergency departments during their time of greatest need will receive high quality care from a physician who is committed to lifelong learning and ongoing practice improvement. EMRA supports longitudinal MOC processes with more frequent assessments as an alternative to traditional 10-year recertification exams.

Adopted BOD, 11/18

X. Medical Merit Badges During Residency Training

EMRA recognizes that while medical merit badge courses such as ACLS, PALS, NRP, CPR, and ATLS may offer valuable content, the knowledge provided by these courses is fundamental to the core content of emergency medicine residency training. While attendance of these courses may provide useful knowledge and a base for junior residents and medical students and may play a role in the curriculum, they should only be considered a starting point rather than an ending point in residency training. These medical merit badge courses or other such courses should not be required for clinical training as a resident in emergency medicine or as a prerequisite for employment after completion of residency.

Original policy adopted, 3/92
Amended and Reaffirmed, 1/01
Amended and Reaffirmed, 3/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Amended & Reaffirmed RC, 6/11
Reaffirmed RC, 5/12
Amended and Reaffirmed BOD 5/13
Amended BOD, 12/16
Amended BOD, 1/18
Amended RC, 10/18

XI. Nourishment and Hydration While on Duty

EMRA supports adequate accommodations to allow for the consumption of food and drink in the workplace.

EMRA supports policies that encourage appropriate nourishment and hydration for emergency medicine residents and medical students while working.

Original policy adopted RC, 10/20

XII. Occupational Exposure

EMRA will unequivocally support easy and unconditional access to PPE for residents, medical students, and other EM physicians caring for patients in the Emergency Department.

EMRA will support a resident's and medical students' choice to use PPE not provided by a hospital that meets or exceeds the minimum institutional standards if they do not feel adequately protected by the PPE provided by their institution.

Original policy adopted RD, 10/20

XIII. Procedural Sedation

EMRA believes:

- A. That graduates of accredited emergency medicine residency programs possess the medical knowledge and procedural skills necessary to safely administer procedural sedation, without the need for additional credentialing requirements.
- B. That graduates of accredited emergency medicine residency programs should have the ability to choose among the full breadth of pharmacologic agents available for procedural sedation, including but not limited to opioids, benzodiazepines, barbiturates, ketamine, propofol, dexmedetomidine, etomidate, and nitrous oxide.

Original policy adopted RC, 4/18

XIV. Role of Non-Physician Providers in Emergency Medicine

EMRA believes that physician assistants and nurse practitioners are valued-members of the health care team who under the direct supervision of an onsite board-certified, residency-trained emergency physician can provide care for patients seen in the emergency department.

EMRA believes that physician organizations should play an active role in determining the minimum acceptable standards for the education, licensing, and determination of scope of practice of non-physician providers to ensure that patients continue to receive high-quality, high-value, evidence-based, patient-centered care in the emergency department.

Original policy adopted, 6/01
Reaffirmed BOD, 1/06
Amended and Reaffirmed RC, 5/08
Original policy sunsetted RC, 6/11
New policy adopted RC, 6/11
Amended RC, 5/17
Amended RC, 10/18

XV. Scribes in the Emergency Department

EMRA supports resident use of scribes given that training with scribes can facilitate preparation for future career practice, increase resident wellness by decreasing time spent charting after shifts, and provide more opportunities for residents to spend time at the bedside engaged in patient care. Additionally, scribes have been shown to increase resident interaction with faculty, leading to more face-to-face teaching and increased supervision for procedures, as well as decrease delays in patient disposition due to incomplete documentation.

Original policy adopted RC, 5/12
Amended and Reaffirmed, 10/18

XVI. The Physician Led Workforce

EMRA believes that the only pathway to the independent practice of emergency medicine in the 21st century is completion of an ACGME/AOA accredited emergency medicine residency training program and board certification by ABEM or AOBEM.

Original policy adopted, 3/92
Amended and Reaffirmed, 1/01
Amended and Reaffirmed, 3/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Amended & Reaffirmed RC, 6/11
Reaffirmed RC, 5/12
Amended and Reaffirmed BOD 5/13
Amended BOD, 12/16
Amended BOD, 1/18
Amended RC, 10/18

XVII. Use of the Title “Doctor” in the Clinical Setting

EMRA supports policies, regulations, and legislation restricting the use of the term “doctor” in the clinical setting to individuals who are licensed physicians.

Original policy adopted RC, 5/13
Amended RC, 10/18

XVIII. Violence in the ED

The Emergency Medicine Residents Association (EMRA) believes in upholding legal penalties for verbal threats, physical violence, or any other form of assault against medical students, Emergency Medicine staff or learners.

EMRA advocates for increased awareness of this problem and increased safety measures in all emergency departments, including prevention and enforcement of legal penalties.

Original policy adopted RC, 6/10
Reaffirmed BOD, 3/15
Amended and reaffirmed BOD, 8/20

Section III: Healthcare System

I. Boarding and Diversion

EMRA encourages exploration of new, alternative, and creative solutions to help minimize the need for diversion. This includes the hospital finding ways to expedite patient admission and decreasing emergency department holding times. Solving this problem requires significant national and local support that focuses on resolving this complicated issue.

Original policy adopted, 5/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Amended and Reaffirmed BOD, 5/08
Reaffirmed RC, 6/11
Reaffirmed RC, 10/18

II. Palliative Care in the Emergency Department Setting

EMRA recognizes the importance of formal training in palliative care to Emergency Medicine Residents and that guiding patients and their surrogates through the decision-making process at the end of life is a skill that requires training and practice. EMRA supports increased access to palliative care to all appropriate patients in the emergency department and supports the concept that patients must have their autonomy respected regarding end-of-life care, and that prior to initiating treatment plans, patients facing the EOL or their surrogates should be fully informed of the range of palliative services available to the fullest extent possible.

EMRA encourages “values-driven” medical treatment plans which tailor decisions regarding medical therapy to the goals of the patient instead of “therapy-driven” medical treatment plans which present a confusing array of medical interventions to patients or their surrogates. EMRA also encourages use of language emphasizing values-driven, prescriptive language during EOL discussions such as “provide comfort” or “allow natural death” over the historically used restrictive, therapy-driven language such as “do not resuscitate” and “do not intubate”.

Original policy adopted RC, 10/12
Reaffirmed RC, 10/18

III. Pharmaceutical Drug Pricing

EMRA firmly believes that unaffordable prices of medications used to treat acute and chronic disease pose a threat to our patients and impose challenges on the emergency medical system. EMRA further believes that prescription medications should be affordable and fairly priced.

EMRA will advocate for policies that:

- A. Improve the transparency of drug pricing
- B. Support value-based pharmaceutical pricing
- C. Advocate to abolish all current statutes prohibiting CMS from negotiating lower drug prices for its beneficiaries
- D. Facilitate bulk purchasing arrangements
- E. Explore the lawful importation of drugs from other countries so that prices remain competitive while preserving innovation for drug makers

Original policy adopted RC, 5/17
Amended BOD 10/17
Amended BOD, 3/18

IV. Protecting Access to Women’s Health, Reproductive Health, and Organizations That Provide Increased Health Access to Women

EMRA will advocate for policies that protect access to women’s health care including reproductive health care. Support increased funding for organizations that provide access to reproductive care. Support continued health coverage for reproductive health care regardless of gender identity.

Original policy adopted RC, 5/17

V. Social Work in the Emergency Department

EMRA promotes the consistent inclusion of social workers and/or care coordinators in the team of clinicians caring for patients in the ED.

EMRA supports resident education on and access to social workers and/or care coordinators in the ED at all emergency medicine residency training programs.

Original policy adopted RC, 10/19

VI. Support for Infrastructure and Regulations Related to Freestanding ED’s and Care Coordination

EMRA will support the creation of policies and infrastructure development locally and regionally that allows for Freestanding Emergency Departments (FSED) to serve as appropriate stabilizing care for sudden onset life-threatening illness and the safe transfer of patients from FSEDs to facilities able to offer definitive care and long-term management.

Original policy adopted RC, 5/17

VII. Systems-Building for Critical Illness and Injury: Improving Bystander Intervention in Out-of-Hospital Critical Illness and Injury

EMRA will support increased access to and utilization of cardiopulmonary resuscitation, first aid training programs, direct pressure hemorrhage control, and training with tourniquets by the public, and support targeted campaigns in high-risk populations to reduce disparities in survival from critical illness and injury, and Collaborate with public health departments, schools, and other stakeholders to accomplish these goals.

Original policy adopted RC, 5/17
Amended RC, 10/18

Section IV – Public Health

I. Climate change, its impact on patient health, and implications for Emergency Medicine

EMRA supports research, education, prevention, monitoring, and assessment of the public health implications of climate change.

EMRA supports the dissemination of materials to residents which may guide future training, advocacy, and patient care as it relates to the public health implications of climate change.

Original policy adopted RC, 10/17

II. Emergency Department’s Role in Public Health and Social Welfare

EMRA encourages development of curricula in public health, preventive medicine, and social medicine for physicians-in-training.

Original policy adopted RC, 05/15

Reaffirmed RC, 3/20

III. Emergency Medicine to Support Evidence-Based Policy Reforms of the Criminal Justice System

EMRA supports evidence-based policy reforms of the criminal justice system that contribute to individual and public health.

Original policy adopted RC, 5/17

IV. Emergency Medicine Support of Research on Social Determinants of Health

EMRA will support research and education on ways social determinants of health contribute to individual and population health, as well as evidenced interventions seeking to address them. These determinants include, but are not limited to, social, psychological, environmental (built and natural), economic, political, legal, cultural, and spiritual factors.

Original policy adopted RC, 5/17

V. Emergency Medicine Training to Address Social Determinants of Health

EMRA will strongly encourage emergency medicine residency programs and their residents to play active roles in supporting public health by helping to develop and execute creative solutions to public health problems in collaboration with other health professionals, organizations, and local communities.

Original policy adopted RC, 5/17

VI. Firearm Safety and Injury Prevention

EMRA will actively promote regulatory, legislative, and public health efforts that:

- A. Improve public and privately funded research on firearm safety and injury prevention.
- B. Support repeal of the Dickey Amendment, which directly influences funding allocated to firearm-related research.
- C. Create a confidential national firearm injury research registry while encouraging states to establish a uniform approach to tracking and recording firearm related injuries.
- D. Investigate the effect of socioeconomic and other cultural risk factors on firearm injury and provide public and private funding for firearm safety and injury prevention research.
- E. Strengthen universal background checks for all firearm purchases.
- F. Restrict sale and ownership of weapons, munitions, and large-capacity magazines that are designed for military or law enforcement use.
- G. Promote access to effective, affordable, and sustainable mental health services.

- H. Never prevent physicians from educating and discussing with their patients the use of firearms, prevention of injury, both intentional and unintentional, and means to safeguard weapons.
- I. Support a high standard of firearm safety and operation training for firearm purchase.
- J. EMRA will collaborate with other organizations and coalitions to study the health impact of firearm safety and make efforts to educate their members, the medical community, the public, and any interested parties on the results of any significant studies on the health impact of firearm safety.

Original policy adopted RC, 10/16
Amended RC, 10/18

VII. Health Disparities

EMRA collaborate with other organizations and coalitions to:

- A. Urge government and private organizations to encourage research on reducing health disparities in Emergency Medicine and to increase funding for these studies.
- B. Advocate for the creation and support of new or existing leadership positions that investigate health disparities.

Original policy adopted RC, 5/17

VIII. Healthcare as a Human Right

EMRA firmly believes that all individuals should have access to quality, affordable primary and emergency healthcare services for all people (especially vulnerable and disabled populations, including rural, elderly, and pediatric patients) as a basic human right. EMRA will work with interested stakeholders, including its primary care medical colleagues, to develop and support health care policy that will ensure adequate insurance coverage for primary and emergency health care services. This work should include advocacy for incentives in reimbursement rates for physicians who choose to care for vulnerable and disabled populations. EMRA should also work with these groups to ensure vulnerable and disabled patients who present to the emergency department have access to timely follow up to prevent repeat emergency department visits and inpatient hospitalizations.

Original policy adopted by RC, 10/03
Reaffirmed by RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed BOD 5/13
Amended BOD, 3/18

IX. Immigrant Family Separation

EMRA Stands with the American College of Emergency Physicians (ACEP) and other professional medical associations in opposing the separation of immigrant families in the context of deportation.

Original policy adopted RC, 10/19

X. Mental Health and Emergency Medicine

EMRA will:

- A. Support the definition of addiction as a chronic and progressive disease.
- B. Specifically support initiatives that protect insurance coverage for mental health, parity for mental health coverage on par with other medical illnesses, improve community mental health resources, and increase the number of inpatient mental health beds.
- C. Encourage and support legislation or projects that aim to increase the mental health workforce.
- D. Advocate for initiatives to decrease mental health boarding in emergency departments.

Original policy adopted RC, 5/17

XI. Opioid Harm Reduction

EMRA:

- A. Believes that practitioners of emergency medicine can play a leading role in reducing opioid abuse and death.
- B. Should support research efforts geared toward opioid harm reduction.
- C. Should encourage training for physicians-in-training regarding safe and appropriate use of opioid and non-opioid treatments.
- D. Should support streamlining requirements for buprenorphine prescribing and access to buprenorphine access clinics in the emergency department.
- E. Should support adoption of proven strategies in opioid harm reduction including enhanced public distribution of naloxone and increased patient awareness and access to syringe exchange programs.

Original policy adopted RC, 4/18

XII. Policing and Emergency Medicine

EMRA recognizes excessive use of force by police as a public health issue that threatens the health and wellbeing of individuals, law enforcement, and society with disproportionate effects on vulnerable communities including people of color.

EMRA will work with the American College of Emergency Physicians and other relevant stakeholders to support legislation that restricts the excessive use of force by law enforcement and promotes evidence-based harm reducing law enforcement tactics.

EMRA opposes the use of medicine administration for the purpose of restraint or de-escalation by non-medical personnel.

EMRA will work with relevant stakeholders to support a) implementation of evidence-based practices regarding the use of medicine administration for the purpose of restraint or de-escalation in the prehospital setting and b) documentation of the use and effects of medicine administration for the purpose of restraint or de-escalation in events involving law enforcement.

EMRA supports efforts by emergency departments, hospitals, law enforcement and other organizations to document and publish data on the health impacts of the excessive use of force by law enforcement.

Original policy adopted RC, 10/20

Section V – Residency Programs

I. Core Faculty Protected Time

EMRA recognizes the unique challenges of teaching in the Emergency Department and supports Emergency Medicine Core Faculty & Program Leadership (defined as Program Directors and Associate Program Directors) protected time.

Original policy adopted BOD, 5/19

II. Creation of Domestic Emergency Medicine Exchanges

EMRA supports and encourages increased coordination between Emergency Medicine programs to facilitate elective opportunities to meet residents' specific professional goals.

EMRA recognizes that elective opportunities allow residents in urban settings to get experience in a rural system, which may foster further interest in rural medicine.

Original policy adopted RC, 10/10
Reaffirmed BOD, 3/15
Reaffirmed RC, 3/20

III. Emergency Department Staffing and its Impact on Resident Education

EMRA supports research on the optimal ways to staff an emergency department to provide timely, efficient, and safe care to patients. EMRA also supports research on how emergency department staffing impacts resident education, and champions emergency department staffing models that positively impact resident education. Finally, EMRA advocates for models of emergency service delivery that allows residents to participate within the care of all patients across all acuties

Original policy adopted RC, 05/14
Reaffirmed RC, 3/20

IV. Enhancing Patient Sign-Out Supervision and Safety

EMRA recommends and supports that emergency medicine residency programs design, implement, and institutionalize standardized patient sign-out systems to ensure appropriate continuity of care and patient safety.

Original policy adopted, 5/09
Reaffirmed BOD, 3/15
Reaffirmed RC, 3/20

V. Exposure to Rural Emergency Medicine During Residency Training

EMRA supports the presence and formation of rural emergency medicine electives at emergency medicine residency programs within the United States.

Original policy adopted RC, 3/20

VI. Family and Medical Leave Policy

EMRA believes that emergency medicine residency programs should have a clear policy on family and medical leave, rights and responsibilities under the Family Medical Leave Act, and that programs provide this policy to residents and applicants, and that this policy is made publicly available. EMRA also believes that programs should address coverage expectations and remuneration in their residency employment contracts.

EMRA believes leaves should be structured in as flexible a manner as possible to accommodate the unique needs of the resident in new parenting roles, or with family, health, (including short- or long-term illness and illness associated sequelae, such as mandatory

quarantine periods), or wellness issues. To that end, leave time should be allowed to accrue from year to year or pulled from future years. Programs should also prioritize the protection of resident vacation time as separate from leave periods when possible. EMRA supports implementation of backup systems to ensure appropriate Emergency Department staffing when residents require leave. Extensions of residency training period may be disruptive to the early career of new physicians and thus should be minimized when possible. Residents and program leadership should work together to maximize the well-being of residents balancing the accrual of leave with consecutive clinical periods. Accordingly, EMRA should support residency programs establishing their own minimum required time off per clinical year.

EMRA believes that programs should develop a comprehensive policy regarding coverage for a resident on leave. This policy should detail how a resident on leave makes up for missed clinical time in a non-punitive manner. It should also include specifics of how coverage will be provided. Options to provide this coverage should include the possibility of staffing sources other than residents. If a resident provides coverage, such activity should be voluntary and not compromise their education. Residents providing coverage should be compensated in fair and equitable manner.

EMRA believes that access to maternity/paternity leave should be equal for men and women with newly born or adopted children. EMRA further believes that individuals taking maternity and paternity leave should be paid for the totality of these leaves. EMRA should work with local, state, and federal policymakers to advocate for paid parental leave for physicians, physicians-in-training, and all persons.

Original policy adopted BOD, 5/03
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Amended and Reaffirmed BOD 5/13
Amended and Reaffirmed RC 5/17
Amended RC, 10/19
Amended RC, 10/20

VII. Insurance

Emergency medicine residents should be informed of the health, life, disability, and malpractice insurance coverage provided as part of their residency program, along with the limitations and extent of that coverage. Adequate coverage should be provided by residency programs for any and all occurrences during residency.

Original policy adopted, 3/92
Amended and Reaffirmed, 1/97
Reaffirmed, 1/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed RC, 5/12
Amended BOD, 1/18

VIII. Mental Health and Emergency Medicine Providers

EMRA sets the following goals and standards for emergency medicine residency programs:

- A. The issue of resident suicide and mental health should be discussed openly and often, to avoid stigmatization, to increase the likelihood that residents seek support, and to spread awareness – as would be done for any other public health crisis.
- B. Mental health care should be easily accessible, affordable and confidential for all residents.
- C. Residency programs should provide applicants with detailed information about mental health resources available to residents. Residency programs should also openly discuss

residency activities that proactively support residents' mental wellness. This information should be included along with ACGME required materials, available in paper form or online.

- D. There should exist a culture of support between and among residents and residency programs with regards to mental health.
- E. Resident mental health and suicidality should be addressed in a proactive and confidential manner.
- F. No resident should fear retribution or consequences for addressing mental health and suicidality.

Original policy adopted RC, 5/17
Amended RC, 10/19
Amended RC, 3/20

IX. Moonlighting

EMRA supports moonlighting by residents who possess the necessary medical licensure, who are in good-standing with their residency programs, that does not violate duty hours, with permission of their residency program director.

Original policy adopted, 5/94
Amended and Reaffirmed RC, 5/99
Reaffirmed RC, 5/00
Reaffirmed BOD, 8/00
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed BOD 5/13
Amended BOD, 7/15
Amended RC, 10/19

X. Pumping Breaks on Shift for Medical Students, Residents, and Fellows

Emergency Medicine Residency programs should have clearly delineated policies mandating regular breaks on shift for the expression of breast milk.

EMRA encourages provision of adequate time and facilities to express and store breast milk consistent with best practices to better support medical students, and resident, fellow, and attending physicians who produce breast milk.

Original policy adopted RC, 3/20

XI. Relationship with the Biomedical Industry

Emergency medicine residents should recognize the generally accepted guidelines for interaction with the biomedical industry. Gifts should be related to education and training.

Appropriate guidelines should include:

- A. No direct compensation should be accepted.
- B. Financial stipends should be administered through the residency program.
- C. No gift should be excessive, nor should it require a reciprocal responsibility which impacts patients.
- D. Any program or speaker sponsored by a biomedical company should make that relationship clear.

These general guidelines do not encompass every potential interaction with biomedical companies, so individual responsibility must be exercised. Physicians may not be aware of the subtle influence of interaction with the biomedical industry. While the industry is important to promote the development of new technology and pharmaceuticals, residents should hold the needs and concerns of the patient in highest regard.

Original policy adopted, 3/92
Amended and Reaffirmed RC, 1/97
Reaffirmed, 3/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed RC, 5/12
Reaffirmed RC, 10/18

XII. Replacement of Live Animal Use in Emergency Medicine Residency Programs

EMRA strongly encourages the replacement of live animal use with previously sacrificed animals or non-animal training methods in emergency medicine residency programs.

Original policy adopted RC, 10/09
Reaffirmed BOD, 3/15
Reaffirmed RC, 3/20

XIII. Residency Closure

Although not ideal, EMRA recognizes the possibility of residency program reduction and closure. All program reductions/closures must be in accordance with the rules of the Accreditation Council for Graduate Medical Education (ACGME) and the Residency Review Committee for Emergency Medicine (RRC-EM) for the ACGME. Any reductions should be phased in so as not to affect the salary lines or significantly affect the workload of the other residents.

In the event of a necessary residency program closure or size reduction, it is imperative that all residents be immediately notified and given support until separation through graduation, resignation, dismissal, or non-renewal. Closure of the residency program does not constitute grounds for dismissal or non-renewal of the resident.

If a program must close precipitously for some reason outside the program's control and the program cannot continue support as described above, the program must make every effort to enable current residents to continue their residency to completion. If allowing residents to finish at their current program is not possible, the program should be responsible for helping residents in identifying and relocating to another program so that they may complete their education if they so choose. EMRA believes that a displaced resident's GME funding should follow the resident to their receiving hospital, in accordance with the ACGME.

Programs should disclose their accreditation status to interviewing medical students with reasons for any probationary actions. Medical students who have matched to a program that has lost its accreditation before the start of the program should be given the same consideration as those currently in the residency for finishing the program, and the program should be responsible for assisting their placement as well.

EMRA will work with other organizations in Emergency Medicine to ensure that a system is in place to facilitate resident placement in this unfortunate circumstance.

Original policy adopted, 3/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed RC, 6/11
Reaffirmed RC, 10/18
Amended RC, 10/19
Amended BOD, 2/21

XIV. Residency Training Format

EMRA recognizes the value of choice in emergency medicine residency training formats. EMRA urges the continued accreditation of three-year and four-year formats.

Original policy adopted RC 1/12
Reaffirmed RC, 10/18

XV. Resident Duty Hours

The Emergency Medicine Residents' Association supports the guidelines for resident duty hours established by the Accreditation Council for Graduate Medical Education (ACGME). During emergency medicine clinical rotations, residents shall not work more than 60 clinical hours per week and 72 total hours per week. Each resident shall have one full day out of every 7-day period free of all clinical and academic responsibility. Residents may not work emergency department shifts longer than 12 hours and shall have an equivalent length of time off between shifts.

While emergency medicine residents are rotating on other services the duty hours should be in accordance with the ACGME guidelines of that specialty, but residents should not be on-call more than every third night on average. Activities that fall outside of the educational program shall not interfere with a resident's performance in patient care or educational requirements.

Residents should have protected time from clinical responsibility so they may attend weekly didactic conferences. Residents should be allowed adequate rest before didactics (i.e. conferences and lectures at the duty site), as defined by ACGME duty hour standards.

Residency directors should arrange with all appropriate departments including emergency and off-service rotations to ensure that their residents will not be performing clinical duties after 7 P.M. the night preceding the annual ABEM In-Training Examination in order to ensure optimal performance on the examination.

EMRA will support the institution of resident wellness programs, as part of standard emergency medicine residency training, in order to enhance the well-being of residents and to improve adequate recovery time, education and patient safety.

Original policy adopted, 3/92
Amended and Reaffirmed, 1/97
Reaffirmed, 3/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Amended and Reaffirmed BOD, 5/08
Amended and Reaffirmed RC, 5/09
Reaffirmed RC, 5/12
Amended and Reaffirmed RC, 10/18

XVI. Resident Transfers

Emergency medicine residents have a contractual obligation to their program and vice versa. Residents and residency programs must make all appropriate attempts to honor these agreements. Transfer between residency programs should be limited to extenuating circumstances.

Situations may arise in which personal, financial, or professional reasons compel a resident to consider transfer to another program. Open communication with the program concerning potential transfer may create greater stress. In these situations, while early communication of intention to transfer is encouraged, residents need not always have the approval of the program prior to initiating the transfer process. Punitive responses by any program toward a resident who plans to transfer are unacceptable.

Original policy adopted, 3/92
Amended and Reaffirmed, 1/97
Reaffirmed, 1/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed RC, 5/12
Reaffirmed RC, 10/18

XVII. Scheduling Changes to Support the Health and Wellness of Pregnant Trainees

EMRA supports programs and policies significantly limiting or eliminating night shifts and off service overnight call for all pregnant trainees.

Original policy adopted RC, 3/20

XVIII. Scholarly Activity

EMRA supports scholarly activity requirements which include but are not necessarily limited to:

- A. Peer-Reviewed Journal articles.
- B. Non-Peer Reviewed articles such as abstracts, editorials, or letters to the editor submitted to peer-reviewed journals that have not undergone the rigorous, blinded, multiple peer review process. Also educational videos, DVDs, podcasts, and other content on online venues that are not peer-reviewed such as blogs.
- C. Textbook chapter(s).
- D. Presentation or lecture at local/regional/national organization meetings and conferences.
- E. Grand Rounds presentations within emergency or other hospital departments, and between the ED and other departments.
- F. Regional or National Committee involvement or leadership (elected or appointed, with active engagement and completed work, not simply a member).
- G. Editorial Services including being a journal or textbook editor, editorial board member, reviewer, or content expert, abstract reviewer, grant reviewer.
- H. Grant recipient.
- I. Participation in Research including funded and unfunded projects and QA/QI projects, which may or may not result in peer-reviewed publication.
- J. Curriculum development regardless of implementation status.
- K. Regional and National community engagement projects.

EMRA encourages a broad definition of scholarly activity which includes the breadth of projects accepted by the ACGME and affords residents the opportunity to complete a project that is meaningful to them as individuals. We believe this leads to a more quality contribution to a resident's career, and better contributes to the growth and advancement of our specialty as a whole.

Original policy adopted BOD, 11/17

XIX. Securing GME Funding for Resident Education

EMRA will support research and studies aimed toward revising current Graduate Medical Education funding mechanisms and work to change current Direct Medical Education regulations that limit research and extramural educational opportunities.

EMRA will work with other healthcare organizations to better define the problem of Graduate Medical Education funding and propose alternatives and solutions that may involve both the public and private sectors. EMRA supports sponsoring institutions securing adequate federal funding of Graduate Medical Education (GME) and supports independent financing without replacing currently funded GME positions or violating the Match process to train emergency medicine residents. EMRA believes the primary purpose of residency is education before service; therefore, EMRA opposes the sale or commoditization of CMS residency slot funding.

EMRA opposes reductions in Medicare funding for Graduate Medical Education at the Federal and State level and supports diversified sources of funding that help meet the overall goals of residency training.

Original policy adopted RC, 5/08
Reaffirmed BOD, 5/13
Amended BOD, 1/18
Amended RC, 10/19

XX. The Match and Residency and Fellowship Application Process

EMRA supports the National Residency Match Program and National Matching Services process as it exists in 2013, and opposes the hiring of emergency medicine residents through processes outside of the National Residency Match Program and National Matching Services that select or give preference to individuals for Emergency Medicine residency positions based on special financial relationships or agreements between individuals, hospitals, foreign governments, corporations, or other entities.

EMRA:

- A. Supports proposed changes to residency and fellowship application requirements and match processes only when:
 - 1. Those changes have been evaluated by working groups which have adequate students and residents as representatives.
 - 2. There are published data which demonstrates that the proposed application components contribute to an accurate and novel representation of the candidate and are shown from an applicant and program perspective to add value to the application overall.
 - 3. There are data available to demonstrate that the new application requirements reduce, or at least do not increase, the impact of implicit bias that affects medical students and residents from underrepresented minority backgrounds.
 - 4. The costs to medical students and residents are mitigated.
- B. Opposes the introduction of new and mandatory requirements that fundamentally alter the residency and fellowship application and match process until such time as the above conditions are met.
- C. Continue to work with specialty societies, the Association of American Medical Colleges, the National Resident Matching Program, the American Medical Association, and other relevant stakeholders to improve the application process in an effort to accomplish these requirements.

Original policy adopted RC, 5/13
Amended BOD, 1/18
Amended, 2/18

Section VI – Resident and Medical Student Education

I. Administrative Education

EMRA will work with groups including but not limited to SAEM, CORD, AAEM, RRC/EM, ACOEP, ACEP, and EDPMA to encourage the development of new curriculum areas which would address the issues of billing, reimbursement and contracts and their impact on the practice of emergency medicine.

Original Policy adopted RC, 5/96
Approved BOD, 8/96
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Amended and Reaffirmed RC, 05/08
Reaffirmed RC, 6/11
Amended and Reaffirmed RC, 10/18

II. Advocacy and Emergency Medicine Training

The Emergency Medicine Residents' Association actively promotes all emergency medicine residencies to integrate formal education in health care systems and advocacy training as official components of their residency curricula.

Original Policy adopted RC, 6/10
Reaffirmed BOD, 3/15
Reaffirmed RC, 3/20

III. Education in Regarding Human Trafficking

EMRA will support the need for Human Trafficking Training and encouragement of further Human Trafficking research, policy development, and collaboration with local and national organizations that work with victims of Human Trafficking. Support will be provided for education on how to properly document the medical encounter for further health care use and also for the occasions when medical documentation becomes a part of a legal case.

Original policy adopted, 10/16

IV. Financial Literacy Among Residents

EMRA will advocate for further resources and research will be allocated towards improving financial literacy among residents.

Original policy adopted RC, 3/20

V. Increasing Emergency Medical Clerkship Opportunities for Medical Students

EMRA supports the creation and expansion of policies and opportunities aimed at exposing medical students to the field of emergency medicine, including but not limited to elective and mandatory clerkships before the final year of medical school.

EMRA advocates for the removal of currently existing caps on the number of Emergency Medicine Elective rotations allowed to senior medical students.

Adopted RC, 10/18

VI. Medical Student Education in Emergency Medicine

EMRA believes that all medical students should have specific training experiences in emergency medicine. Such experience is necessary for a broad medical education.

Original policy adopted, 3/92
Amended and Reaffirmed, 1/97
Reaffirmed, 1/01
Amended and Reaffirmed, 5/05
Reaffirmed BOD, 1/06

VII. Residency and Malpractice Claims

EMRA will encourage residency programs to implement dedicated resident education programs designed to educate residents about medical legal issues including information regarding the malpractice insurance provided by one's individual program and the law's regarding resident liability in one's state.

Original policy adopted 5/09
Reaffirmed BOD, 3/15
Reaffirmed RC, 3/20

VIII. Resident Indebtedness

The cost of medical education is ever increasing and medical students are entering residency with increasing levels of debt. This substantial education debt often impacts the residency experience as residents attempt to begin repayment on these loans. Efforts should be made to increase the tax deductibility of student loan payments, reinstate residency loan forbearance and deferment, and recognize emergency medicine as eligible for state and federal loan relief programs.

Original policy adopted RC, 5/01
Reaffirmed RC, 5/05
Reaffirmed BOD, 1/06
Reaffirmed RC, 6/11
Amended and Reaffirmed, 10/18

IX. Support of Point of Care Ultrasound Training in Undergraduate and Graduate Medical Education

- A. EMRA supports that ultrasound is a separate entity and not a replacement from the physical exam and offers significant clinical data that cannot be obtained by inspection, palpation, auscultation, or other components of the physical examination
- B. EMRA supports the integration of point of care ultrasound curricula into undergraduate and graduate medical education.
- C. EMRA will collaborate with other organizations including, but not limited to, the American Institute of Ultrasound in Medicine (AIUM) and the Society of Ultrasound in Medical Education (SUSME) to craft guidelines describing the content of a complete undergraduate and graduate medical education ultrasound curriculum.
- D. EMRA supports further research into the benefits of ultrasound education in undergraduate and graduate medical education.

Adopted RC, 10/18
Amended RC, 10/19

X. Supporting Further Research into Possible Changes to the USMLE Step 1 Scoring System

EMRA supports further research regarding changes in Step 1 scoring and reporting, including but not limited to pass/fail scoring, categorical/tiered scoring, and composite scoring.

EMRA supports acceleration of research on the correlation of USMLE performance to measures of residency performance and clinical practice. EMRA supports minimization of racial demographic differences that exist in USMLE performance.

EMRA supports convening a cross-organizational panel including medical students and residents to create solutions for challenges in the UME-GME transition.

Original policy adopted RC, 10/19

Section VII – EMRA Committees

I. Committee Leadership

A. Eligibility to Hold Leadership Positions:

Committee leaders shall be EMRA members, in good-standing, and free of any conflicts of interest that prohibit them from performing the duties required of these leadership positions. If a committee leader is elected to the EMRA Board of Directors, he or she will vacate his or her leadership position within the committee to create an opportunity for another member to lead.

Chair-Elect positions are open to fellows, residents, and final year medical students. If a final year medical student is appointed as Chair-Elect, their appointment will be contingent upon matching into an emergency medicine residency program by April of their final year in medical school. If they do not match, a new Chair-Elect will be selected. Vice chair positions are open to any non-alumni member of EMRA.

B. Chair Responsibilities: The chair will serve a one-year term that will begin and end at the spring annual meeting. The chair will accomplish all objectives as delegated or approved by the Board within the agreed upon timeline. The chair will also submit a bi-annual report to the Board in a timely manner. The chair will defer all extra-association contact to the President, as the President is the primary spokesperson of the organization.

C. Chair-Elect Responsibilities: The Chair-Elect will serve a one-year term, after which he/she shall become chair, subject to approval by the President-Elect. The Chair-Elect will assist the chair in accomplishing objectives and to prepare for the role of chair.

D. Vice Chair Responsibilities: Vice Chairs will serve a one-year term, eligible for reapplication. Vice Chairs will assist the Chair and Chair-Elect in accomplishing Committee objectives.

E. Orientation: The EMRA President-Elect will host an annual, mandatory orientation session for committee Chairs, Chair-Elects and Vice Chairs at the spring meeting.

F. Chair-Elect & Vice Chair Selection: Each year, interested committee members will apply for the position of Chair-Elect and/or Vice Chair via the EMRA committee application process. Applicants must turn in a letter of intent, CV, and a letter of support from their program director or a letter of recommendation from their medical school. The current Chair, Chair-Elect, and Board Liaison will select the most qualified candidate(s) for Chair-Elect and submit their selections for approval to the President-Elect. Upon approval, the newly appointed Chair-Elect will join the review process, and with current Chair, Chair-Elect, and Board Liaison, to select Vice Chairs if applicable. If there is a conflict of interest with any member of the reviewing committee, an impartial committee member will be appointed as an alternative reviewer. The new Chair-Elect and any Vice Chairs will assume their duties at the spring meeting. Depending on the quantity and qualifications of applicants in a given year, the current Chair and/or Chair-Elect may continue on in their present role at the discretion of the President-Elect. The number of Vice Chairs designated to a committee will be based on quantity and quality of applicants, previous year's performance, cumulative committee objectives, and other metrics as determined by and at the discretion and interpretation of the President Elect. The number of available Vice Chair positions will be recommended to the Finance Committee by the President Elect, with the final number selected by the board under the advisement of the Finance Committee.

G. Filling Vacant Leadership Positions: In the event of a Chair vacancy, the Chair-Elect shall assume the position of chair at the discretion of the President-Elect. Applications for

remaining vacancies will then be solicited for a period of one month and reviewed by the remaining Chair, Chair-Elect, and Board Liaison. The name of the most qualified applicant will be submitted to the President-Elect for consideration. Depending on the timing of the vacancy and new appointment, the terms of the newly appointed Chair / Chair-Elect may continue through the upcoming normal appointment cycle at the discretion of the President-Elect.

Amended, 12/17
Amended, 1/18
Amended, 2/18
Amended, 1/19

II. Committee Operations

- A. **Formation and Dissolution:** The Board of Directors, by majority vote, may form new committees, which will exist for the first two years as provisional. Once formed, the President-Elect and a board liaison will work with these provisional committees to set objectives, recruit members, and accomplish those objectives. During their time on provisional status the committee Chair and Chair-Elect will be subject to reimbursement and discretionary funding commensurate to non-provisional committees. After a period of two years, the committee may request to become a regular committee of EMRA, which will require a majority vote of the Board of Directors. If this vote does not pass, the committee may remain provisional for two more years, or be dissolved by majority vote of the Board of Directors. A provisional committee may not exist for more than four years.
- B. The Board can create or dissolve regular committees in the following manner: If the Board of Directors, by majority vote, determines a committee has not met its annual objectives, they will submit notice to the Chair and Chair-Elect of probationary status. The Board will work with the Chair and Chair-Elect of committees on probation to address challenges to accomplishing the committee's objectives. If after a period of two years the Board of Directors determines the committee to have not met its annual objectives, the Board, by majority vote, may dissolve the committee.
- C. **Meetings:** Committees will host at minimum of two business meetings a year.
- D. **Financial Considerations:** Each committee will have access to an annual Discretionary Fund of an amount specified in the annual budget set by the Board. This money can be used for lower-cost projects, meeting expenses, or other needs. The use of these funds must be pre-approved by the President Elect. Other than the Discretionary Fund, no monies will be designated for committees except for budgeted conference calls. Other monies may be requested by submitting a formal request to the Board. All speakers or activities requiring funding will need to be approved by the Board. Allotted staff time for each committee will be at the discretion of the President and Executive Director.
- E. **Committee Membership:** EMRA members granted the right to be a member of a committee according to EMRA's Bylaws can be members of as many or as few committees as they want, and they can leave and join the committees at any time. This will be done at the discretion of the individual member. The Executive Committee reserves the right to remove members from committees as needed.
- F. **Board Liaisons to Committees:** The President-Elect will designate Board liaisons to facilitate communication between the Board and each of EMRA's committee's by giving regular updates during Board conference calls and meetings. They will also ensure that committee actions do not conflict with the Board's assigned objectives. The Board liaison will also facilitate a smooth transition from year-to-year as committee leadership changes.
- G. **Social Media:** EMRA Committees may not create EMRA-branded social media accounts without approval from EMRA's Board of Directors. It is highly encouraged the committee

members instead post updates from their personal social media accounts and tag EMRA so that their posts can easily be shared with a larger audience.

Amended, 2/18

III. EMRA Medical Student Council

- A. Purpose: The EMRA Medical Student Council (MSC) represents EMRA's student members throughout the organization and cultivates a leadership pipeline of young leaders who will continue to be engaged in organized emergency medicine for the rest of their careers.
- B. Structure: The MSC will be led by a Chair who also serves as an ex-officio member of EMRA's Board of Directors. The MSC consists of the MSC Chair; Vice Chair; Editor; Mentorship, Legislative, Web-Tech, Student Advising, and Regional Coordinators; Regional, International, and Osteopathic Representatives; and the Primary and Alternate Student Delegates from the American College of Emergency Physicians to the American Medical Association - Medical Student Section.

Regional Coordinators oversee Regional Representatives that represent geographic areas of the United States that each represent an approximately equal number of medical schools. The Student Advising Coordinator oversees International and Osteopathic Representatives.

- C. Selection: MSC members will be appointed annually for a one-year term by the President-Elect in cooperation with the Director of Education and outgoing MSC Chair. The newly selected MSC Chair will also be invited to help select the remainder of the MSC.

MSC members will be considered for reappointment or promotion, and selections will be made based upon demonstrated leadership during their prior tenure.

Original policy adopted BOD, 4/03

Reaffirmed, 9/03

Amended and Reaffirmed BOD, 1/06

Amended and Reaffirmed BOD, 5/08

Amended and Reaffirmed BOD, 5/13

Amended BOD, 1/18

IV. Representative Council Committees

Refer to *Emergency Medicine Residents' Association Representative Council Procedures*.

V. Roles of Committees

Committees exist to assist the Board with its work, to provide a forum for members with a special interest to speak as a unified group to the leadership of EMRA, to provide a means for EMRA to utilize the expertise of an identifiable group of members on specific issues, and to provide a pathway for professional leadership development within the organization. Annually, the Board and Committee leadership will collaboratively set the Committee's objectives for the year. The committee will then be responsible for accomplishing these objectives.

Amended, 2/18

Section VIII – Awards and Scholarships

I. Awards Audit

The EMRA Board of Directors will regularly audit the list of EMRA awards and scholarships to identify gaps in opportunities to recognize the achievements and needs of our members, to

ensure that evaluation rubrics are appropriately designed to facilitate the selection of applicants with the qualities each award and scholarship seeks to reward, to review the competitiveness of each award and scholarship, as well as to make recommendations about award types that should be discontinued.

Original policy adopted BOD, 8/17
Amended and Reaffirmed BOD, 10/19

II. EMRA Presidential Leadership Award

The EMRA President, at his or her discretion, shall have the authority to award EMRA Presidential Leadership Awards for outstanding service to EMRA.

Original policy adopted BOD, 10/19

III. Nominations

Nominations for an EMRA award or scholarship may come from any member or non-member of EMRA. In the rare event that nominations are not provided for the award or scholarship the EMRA Executive Committee, with input from the Board of Directors as needed, may select an individual provided they meet the criteria of the award or scholarship being given. EMRA Board members may not receive an award while in office, except for departing Board Members receiving an EMRA Presidential Leadership Award.

The nomination deadline for the award or scholarship will be determined by the EMRA Immediate Past President and EMRA Staff.

IV. Presentation

The EMRA Board of Directors, at their discretion, may opt to hold a stand-alone Awards Reception, or to present these awards in another manner as the Board deems fit. Photographs are allowed throughout the awards presentation, and there is no restriction on the sponsor of the award obtaining a photo opportunity with the award or scholarship recipient.

Original policy adopted BOD, 8/03
Amended and Reaffirmed BOD, 1/06
Amended and Reaffirmed BOD 5/13
Amended and Reaffirmed BOD 8/17
Amended and Reaffirmed BOD, 10/19

V. Selection

Award or scholarship winners will be determined by the EMRA Immediate Past President, with input from the Executive Committee, Board of Directors, and others as needed, to be known as the Selection Committee. Qualities that may bear on the selection include the candidate's status as an EMRA member, their service to EMRA and past positions held, their service to the specialty, and past positions held in state or national professional organizations.

Unless specified by the criteria for an individual award or scholarship non-members of EMRA may be selected, however preference should be given to EMRA members when possible.

Selection Committee members will disclose any conflicts of interest that would hinder their ability to cast an unbiased vote for award selection. Selection Committee Members, including the Immediate Past President, who have a significant conflicting relationship with the nominee are to abstain from voting, but may provide background information as requested by members of the Committee.

Original policy adopted BOD, 8/03
Amended and Reaffirmed BOD, 5/08
Amended and Reaffirmed BOD 5/13
Amended and Reaffirmed BOD 8/17

Section IX: Publications and Technology

I. Artificial and Augmented Intelligence in Emergency Medicine

EMRA believes that:

- A. Augmented intelligence should have proven benefits to clinical decision making, clinical workflows, or patient safety
- B. Any required use of augmented intelligence must ensure that the entity requiring its use assumes applicable liability
- C. Any use of augmented intelligence ensures that all protected health information is securely stored and transmitted to safeguard patient privacy and that any use of the information be disclosed to the patient prior to using it
- D. Any application or development of augmented intelligence must take steps to mitigate and prevent the perpetuation of historical and current bias and should undergo a rigorous review process to ensure stakeholder inclusion and participation
- E. The methods behind augmented intelligence design and deployment must be transparent to the clinicians who are expected to use them, must provide reproducible results, and be peer reviewed.

Original policy adopted RC, 10/20

II. Distribution of EMRA Publications

New publication proposals shall be reviewed by the Clinical Taskforce, the members of which shall be appointed by the President. The Clinical Taskforce's recommendation will require final approval of the EMRA Board of Directors. Existing publications may be updated by EMRA staff with notification to the Clinical Taskforce but shall not require approval of the Board of Directors.

Each EMRA publication may be designated as a member benefit for one or more membership classes by the Clinical Taskforce with final approval of the EMRA Board of Directors.

A new member kit will only be sent during the first year of membership of each membership class and with renewal of alumni membership. The new member kit shall include all EMRA print publications designated as a member benefit for that particular membership class.

In certain situations, new EMRA print publications and updates of existing EMRA print publications will be backfilled to their designated membership classes.

- A. Print publications designated as a medical student membership class benefit shall not be backfilled.
- B. Print publications designated as a resident benefit will be backfilled in bulk to programs which pay for 100% of residents to become members ("EMRAfied programs"), and within individual mailings to the other residents.
- C. Print publications designated as a fellow membership class benefit shall not be backfilled.
- D. Print publications designated as an international membership class benefit shall not be backfilled.
- E. Print publications designated as an alumni membership class benefit shall not be backfilled. However, these print publications will be individually mailed to renewing alumni members.

The EMRA Board of Directors shall have the ability to waive or modify the backfilling policy for a particular print publication on a case-by-case basis by majority vote.

Original policy adopted BOD, 6/17
Amended and Reaffirmed BOD 10/17
Amended and Reaffirmed BOD, 2/20
Amended and Reaffirmed BOD, 5/20

III. High Fidelity Simulation

EMRA supports the transitioning the ABEM Oral Certification Examination to include more high-fidelity simulation cases.

Original policy adopted RC, 10/16

IV. Support for Telemedicine in EM

EMRA will:

- A. Support telemedicine training opportunities for emergency medicine residents where available and appropriate.
- B. Encourage interstate licensure compacts to allow physicians to provide services across state lines.
- C. Support reimbursement policies that promote current practice of and future innovations in telemedicine.
- D. Work with relevant stakeholders to support the creation and implementation of a tele-supervise system for those critical access areas where only mid-level provider may be available

Original policy adopted RC, 5/17
Amended RC, 10/18

V. The Value of Electronic Health Information Exchange and Interoperability

EMRA will recognize that electronic health information exchange that is secure, timely, accurate and available facilitates efficient, high-quality care for the chronically and acutely ill patient. Support the adoption of interoperability standards for electronic health information exchange. Support the integration of electronic health records with additional sources of electronic health information, including prescription drug monitoring databases.

Original policy adopted RC, 5/17

VI. Website Links Policy

- A. Linking to EMRA Websites, including by not limited to, EMRA.org, EMRAMatch.org, EM Resident.org, etc.

Permission from EMRA is not required to link to any EMRA Website. Addresses or URLs on any EMRA Website may change at any time without notice. Entities and individuals linking to EMRA Websites must regularly verify links to Web pages. EMRA will not accept requests by other organizations to notify them when any Web address will change.

EMRA prohibits entities and individuals from misrepresenting the ownership of EMRA Website content. Under this guideline, the following are prohibited:

- 1. Capturing EMRA Web pages and redisplaying them under another URL
- 2. Pointing another URL to any EMRA Website
- 3. Displaying EMRA Web content within frames
- 4. Converting EMRA Web pages to some other format (such as Adobe Acrobat Portable Document Format (PDF), or any image format such as gif, jpeg), and displaying or otherwise disseminating that information via email or another Website
- 5. Otherwise misinforming or misrepresenting ownership of EMRA content

Entities and individuals may not create a “gateway” where non-EMRA members can access members-only or otherwise restricted content on any EMRA Website. Such actions may include, but are not limited to, creating a Webpage or application that logs on to the EMRA site and displays content without causing the original user to login via EMRA’s means of authentication.

Certain information on EMRA Websites may be trademarked, copyrighted, or otherwise protected as intellectual property of EMRA. In other instances, EMRA has express permission to publish third-party content on the EMRA Website. Protected intellectual property must be used in accordance with state and federal laws and must reflect the proper ownership of said intellectual property.

Any link to EMRA Websites should be a full forward link that passes the client browser to the EMRA Website without any additional action or effort required by the user. EMRA will not engage in any programming or behavior designed to prevent a user from reasonably returning to the original Website with a minimum of effort.

B. Links from any EMRA Website

Links from EMRA Websites are provided for convenience and information only, and EMRA assumes no responsibility for their content.

EMRA reserves the right to link to external Websites that EMRA feels provide a service to its members.

EMRA makes all efforts to ensure these links to open in new browser windows.

All requests for links from EMRA Websites must be submitted to EMRA staff. Each request will be reviewed under the provisions listed in the Website Links Policy.

The Website Links Policy guidelines include, but are not limited to, the following:

1. Non-commercial information relevant to EMRA members, emergency medicine residents, medical students, pediatric emergency medicine fellows, or those who are engaged in a fellowship having completed an emergency medicine residency.
2. Commercial links with a stated commercial purpose

EMRA reserves the right to refuse any link request without condition. EMRA also reserves the right to remove posted links on EMRA Websites without condition. Specific conditions include, but are not limited to, if the Website or Website sponsors:

1. Is engaged in any unlawful activity
2. Is engaged in any activity incongruous with EMRA’s mission
3. Is engaged in the sale or promotion of tobacco, alcohol, drugs, or firearms
4. Is engaged in the sale, promotion, or display of pornographic material
5. Exhibits or promotes hate, bias, discrimination, libelous, or defamatory content
6. Offer invasive or intrusive advertising, such as, but not limited to, continuous pop-up windows with advertising, even if it is for products or services provided by the Website to which the link pointed
7. The link no longer points to the original information or resource to which it was intended to point;

8. The Website pointed to by the link contains inaccurate or misleading information or has changed such that it is no longer in compliance with the acceptance criteria;
9. The Web site pointed to by the link violates the conditions for link maintenance;
10. Access to the information has become difficult due to non-standard formatting, lengthy download times or intrusive advertising; or
11. The link is permanently unreachable or remains unavailable for a lengthy period.

EMRA will also not link to any Website or sponsor where such link will violate EMRA's status as a class C nonprofit corporation.

Original policy adopted BOD, 1/06
Amended and Reaffirmed BOD, 5/08
Amended and Reaffirmed RC, 6/11
Amended by the BOD, 12/17

Section X – Relations with External Organizations

I. Communication with Organizations

EMRA, its Board of Directors, and designated officials will communicate with any and all entities in the course of representing the interests of emergency medicine trainees, EMRA, and the greater good of the specialty. When a subject arises warranting EMRA's official public position the Board of directors will research the subject and discuss it, and the President will function as the spokesperson for the organization. Liaisons to other organizations may be appointed by the President.

Original policy adopted, 10/01
Reaffirmed BOD and RC, 9/05
Reaffirmed BOD, 1/06
Reaffirmed RC, 6/11
Amended BOD, 3/18

II. EMRA Policy on Supporting ACEP Board of Directors Candidates

EMRA, as an organization, will not officially endorse the campaign of any ACEP Board of Directors candidate. EMRA Board of Directors members are discouraged from doing so as well, even when speaking on behalf of themselves.

Original policy adopted BOD, 06/07
Reaffirmed RC, 5/12
Amended BOD, 3/18

Section XI – EMRA Administration and Operations

I. Availability of Childcare at Conferences

EMRA is committed to ensuring the availability of affordable child care for its members at a reasonable cost to members at conferences where EMRA hosts meetings of the Representative Council.

Original policy adopted RC, 10/19

II. Code of Ethics for the Leadership

EMRA leadership is considered any elected or appointed member of the Board of Directors (BOD), council, committees, or liaisons. This Code is intended to focus the Board and each leader on the duties and responsibilities of leaders of the Association, provide guidance to leaders to help them recognize and deal with ethical issues, provide mechanisms to report unethical conduct, and help foster a culture of honesty and accountability. Each leader must comply with the letter and spirit of this Code.

A. Conflicts of interest

1. Board members have a paramount interest in promoting and preserving the best interests of the Association. Leaders should avoid any real or apparent conflicts of interest between themselves and the Association. Any situation that involves, or may reasonably be inferred to involve, a conflict between a leader's personal interests and the interests of the Association should be disclosed to the President or President-Elect. Leaders must disclose information on their financial interests in organizations doing business with EMRA.
2. It is imperative that all leaders, whether appointed or elected, exercise good faith by disclosing information relating to conflicts or potential conflicts of interests and excusing themselves from voting on any issue before the Board that could result in a conflict, self-dealing, or any other circumstances wherein their privileged position as leaders would result in a detriment to EMRA or in a noncompetitive, favored, or unfair advantage to either themselves or their associates.
3. Leaders may not engage in any conduct or activities that are inconsistent with the Association's best interests or that disrupt or impair the Association's relationship with any person or entity with which the Association has or proposes to enter into a business or contractual relationship.
4. A leader, or any member of his or her immediate family, should avoid the acceptance of gifts where a gift is being made in order to influence the leader's actions as a member of EMRA, or where acceptance of such gift gives the appearance of a conflict of interests.
5. Leaders should not accept compensation for services performed for the Association except as otherwise specified in the bylaws.
6. Leaders may not use EMRA assets, labor, or information for personal use unless approved by the President or President-Elect or as part of an expense reimbursement program available to all leaders.
7. Leaders cannot hold an officer position if the individual holds any elected or appointed positions at other national organizations that primarily serve the same or similar constituencies (i.e. emergency medicine residents and students) as does EMRA. Leaders who hold an officer position in state or local organizations are exempt.

B. Association opportunities

Leaders are prohibited from: (a) taking for themselves personally opportunities related to the Association's business; (b) using the Association's property, information, or position for personal gain; or (c) competing with the Association for business opportunities, provided, however, if the Association will not pursue an opportunity that relates to the Association's business, a leader may do so with the consent of the board of directors.

C. Confidentiality

Leaders should maintain the confidentiality of information entrusted to them by the Association and any other confidential information about the Association that comes to them, from whatever source, in their capacity as a leader, except when disclosure is authorized or legally mandated. For purposes of this Code, "confidential information" includes all non-public information relating to the Association.

D. Compliance with laws, rules and regulations; fair dealing

Leaders shall comply, and oversee compliance by employees, officers, and other leaders, with laws, rules and regulations applicable to the Association. Leaders shall oversee fair dealing by employees and officers with the Association's customers, suppliers, competitors and employees.

E. Encourage the reporting of any illegal or unethical behavior

Leaders should promote ethical behavior and take steps to ensure the Association: (a) encourages the leadership to talk to the Board of Directors, staff, and other appropriate personnel when in doubt about the best course of action in a particular situation; (b) encourages leaders to report violations of laws or rules; and (c) inform leaders that the Association will not allow retaliation for reports made in good faith.

F. Compliance procedures

Leaders should communicate any suspected violations of this Code promptly to the President or President-Elect. Violations will be investigated by the Board or by a person or persons designated by the President.

Original policy adopted BOD, 1/05
Amended and Reaffirmed BOD, 1/06
Amended and Reaffirmed RC, 6/10
Reaffirmed BOD, 3/15
Amended and reaffirmed BOD, 11/19

III. Conference Calls

EMRA reserves the right to conduct business meetings via conference call as deemed appropriate by the presiding officer, in compliance with the organization's Amended and Restated Bylaws.

Original policy adopted BOD, 9/94
Amended and Reaffirmed BOD, 6/97
Amended and Reaffirmed BOD, 6/98
Amended and Reaffirmed BOD, 1/06
Reaffirmed BOD 5/13
Reaffirmed RC, 10/18

IV. Disaster Rapid Response Strategy

- A. Goal: To provide a roadmap for EMRA board of directors, staff and members to follow when faced with natural disasters or man-made events that warrant our organization's attention and volunteer efforts.
- B. Strategy Statement: We will make relevant connections to people who are struggling throughout the world. Our contributions may mean providing medical and healthcare

services to people in need or donating material goods to a location(s) suffering a loss of personal or public property.

- C. Objective: To react quickly and appropriately to situations that EMRA members feel a need to engage with their communities and the general public in a meaningful way. EMRA reactions to these events, whether natural or man-made disasters, will depend on the severity of the crisis or event and the needs of our respective communities.

Natural disasters include, but are not limited to:

- A. Tornados, earthquakes, hurricanes, floods, or
- B. Events caused by nature resulting in property/personal damage or death/injury of people.

Man-made disasters include, but are not limited to:

- A. Arson, bombings, building or site explosions,
- B. Shootings (office, school, sporting events, etc.),
- C. Acts of terrorism, or
- D. Other occurrences meant to harm, maim or kill individuals.

Tactics:

- A. When an event of the above nature occurs, the Executive Committee will determine if the event warrants EMRA becoming involved.
- B. When EMRA chooses to be involved, the Executive Committee will decide on the level of the organization's participation. Levels of contributions might be, but not limited, to:
 - 1. monetary donation from EMRA,
 - 2. monetary donations from EMRA members on a voluntary basis,
 - 3. donation of supplies (blankets, clothes, books, toys, etc.),
 - 4. voluntary medical and healthcare services, or letters of support to hospitals, residencies, and communities affected by a particular event.
- C. Depending on the level of involvement, the Executive Director and staff will create an action plan outlining appropriate communications and implementation strategies. Action plans may involve:
 - 1. assembling volunteers and volunteer leaders from membership base and/or appointing staff liaisons to implement approved action plans,
 - 2. mobilizing and engaging members through EMRA communication vehicles, including e-mail, website, e-newsletters, social media, special appeals, etc.,
 - 3. communicating timely updates and progress reports to board of directors.

Original policy adopted BOD, 3/15

Reaffirmed BOD, 6/17

Amended by the BOD 12/17

V. Executive Director Performance Evaluation Policy

EMRA's Executive Director is provided to the association through the Shared Services Agreement with ACEP. The EMRA Executive Director must abide by ACEP's policies and procedures, including the College's performance management process. The EMRA Executive Director shall have an ACEP staff supervisor, who is responsible for consulting with the Executive Committee prior to planning and appraisal periods to establish performance objectives and complete the appraisal process. The ACEP staff supervisor shall consult with the president of the EMRA Board of Directors prior to the planning and appraisal periods. The president will serve as the spokesperson for the EMRA board. The president is encouraged to solicit feedback from EMRA leadership on performance issues on a continual basis. It is the president's responsibility to effectively and appropriately communicate with the ACEP staff

supervisor on the Executive Director's performance. The performance management process will utilize the following timeline:

- A. July-August: Establish performance objectives for the fiscal year
- B. January: Mid-year appraisal
- C. July-August: Complete (fiscal year end) appraisal

If there are any changes to this timeline, the EMRA president will be notified by the ACEP staff supervisor.

The EMRA Executive Director is responsible for the supervision, scheduling and appraisal of all EMRA support staff.

Original policy adopted BOD, 1/03
Amended and Reaffirmed BOD, 2/06
Reaffirmed BOD 5/13
Reaffirmed BOD 6/17

VI. Governance

The purpose of the EMRA Board is to (1) achieve appropriate results for appropriate persons at an appropriate cost and (2) avoid unacceptable actions and situations.

- A. Governing Style: The Board will govern with an emphasis on:
 - 1. outward vision rather than internal preoccupation,
 - 2. encouragement of diversity in viewpoints,
 - 3. strategic leadership more than administrative detail,
 - 4. clear distinction of Board and chief executive roles,
 - 5. collective rather than individual decisions,
 - 6. future rather than past or present, and
 - 7. productivity rather than reactivity. On any issue, the Board must insure that all divergent views are considered in making decisions, yet must resolve into a single organizational position.
- B. Board Member Job Description: The job of the Board members is to represent the members of EMRA in determining and demanding appropriate organizational performance.
- C. Required Leader Agreement: All EMRA Leaders, including but not limited to, Board of Directors members, council officers, committee leaders, and the medical student council are required to sign a leader agreement, conflict of interest disclosure, and a confidentiality agreement upon beginning their term. Failure to comply will result in removal from office.
- D. Representative Council: The EMRA Representative Council will be governed in accordance with the Emergency Medicine Residents' Association Council Procedures and the EMRA Bylaws.
- E. Meeting Attendance Expectations: Board members are expected to attend all meetings of the Board and all other meetings and functions, as directed by the President. Committee Chairs will be invited to attend all Board meetings and expected at all other meetings and functions, as directed by the President and Board of Directors.
- F. EMRA Executive Committee: The EMRA Executive Committee shall consist of the President, President-Elect, Immediate Past President/Treasurer, and the Executive Director.

Original policy adopted BOD, 01/06
Amended and Reaffirmed RC, 6/11
Amended and Reaffirmed BOD, 6/17

Amended by the BOD, 12/17
Amended BOD, 1/18
Amended, 2/18
Reaffirmed BOD, 12/19

VII. Honorary Membership for Editors-in-Chief of EMRA Publications

For the purposes of honorary membership as defined in EMRA's Bylaws, the EMRA Board of Directors shall define "person of distinction" as including being a Editor-in-Chief of any EMRA publication. This should not be construed as limitation in definition, and shall not require additional vote to confirm honorary membership to members meeting this definition.

Originally policy adopted BOD, 5/19

VIII. Lobbying

The Association does not directly engage in political lobbying efforts, although this practice is not prohibited. EMRA supports lobbying efforts as it pertains to the Association's mission and goals.

Original policy adopted BOD, 1/03
Amended and Reaffirmed BOD, 1/06
Amended and Reaffirmed BOD, 5/08
Reaffirmed BOD 5/13
Reaffirmed RC, 10/18

IX. Member E-mails

The distribution of member emails will be limited to occasions by which the executive director feels that dissemination of such information is important for promoting the mission and goals of EMRA. Member emails will not be released to outside organizations.

Original policy adopted BOD, unknown date
Amended and Reaffirmed BOD, 1/06
Reaffirmed RC, 6/10
Reaffirmed BOD, 3/15
Reaffirmed BOD, 6/17

X. Membership Mailing List

The EMRA membership list may be used for notification of meetings and the distribution of promotional material as determined by the President or Executive Director. Solicitors must follow guidelines set forth by the Mailing List Agreement (see Attachments). Failure of the recipient of this mailing list to adhere to the conditions established above by EMRA for use of the member list may result in legal action. Misuse will render the user liable for all damages to EMRA which arise out of litigation, attorney's fees, court costs, and expenses incurred because of misuse.

Original policy adopted BOD, 8/93
Amended and Reaffirmed BOD, 1/96
Amended and Reaffirmed BOD, 6/97
Amended and Reaffirmed BOD, 1/06
Reaffirmed BOD 5/13
Reaffirmed BOD 6/17

XI. Membership Renewal

EMRA will honor membership services for new and renewing members for 12 months from the time of annual renewal.

Original policy adopted BOD, 3/96
Amended and Reaffirmed BOD, 2/06
Reaffirmed RC, 6/11
Amended and Reaffirmed BOD, 6/17
Amended and reaffirmed BOD, 11/19

XII. Paperless EMRA Representative Council

The Emergency Medicine Residents' Association believes in an environmentally conscientious approach to its proceedings, and therefore will regularly explore ways in which to reduce inefficiencies and to minimize utilization of natural resources, while maintaining its effectiveness, competitiveness, and ability to meet the goals and mission of the Association.

Original policy adopted RC, 10/09
Reaffirmed BOD, 3/15
Reaffirmed RC, 3/20

XIII. Privacy of Emergency Department Physician Information

The distribution of EMRA member personal and professional information shall be limited to the following criteria:

- A. Personal information from EMRA regarding active or prior EMRA members cannot result in secondary publication.
- B. An EMRA member may opt out from any personal information being released to an outside organization by expressing their intent in writing to EMRA's Executive Director.
- C. EMRA member information shall not be disseminated to an external group, organization or project unless it passes the scrutiny of a designated EMRA executive review as performed on a case-by-case basis.

Original policy adopted RC, 5/08
Reaffirmed BOD 5/13
Amended and Reaffirmed RC, 10/18

XIV. Project Proposals

New project proposals must formally be presented via standardized online submission to the Executive Director who will disseminate it to the appropriated person(s).

Original policy adopted BOD, 5/95
Amended and Reaffirmed BOD, 6/97
Amended and Reaffirmed BOD, 1/06
Reaffirmed, 6/10
Reaffirmed BOD, 3/15
Amended and Reaffirmed BOD, 6/17

XV. Sponsorship and Advertising Guidelines

EMRA recognizes the importance of transparency in sponsorship. All sponsors must sign a Sponsorship Agreement Form, which delineates rights and responsibilities of both parties. EMRA recognizes The American Board of Emergency Medicine Model of the Clinical Practice of Emergency Medicine as a guideline to determine appropriate sponsorship. Final sponsor approval is given by the EMRA Executive Director and EMRA Executive Committee.

Products or services eligible for advertising in EMRA publications must be germane to and useful in the practice of medicine, medical education, or health care delivery. EMRA is not responsible to verify or endorse the information contained in the advertisement. EMRA does not allow advertising by pharmaceutical, tobacco, alcohol or firearm companies. EMRA reserves the right to refuse any advertising or sponsorship request at its discretion.

Original policy adopted, 1/96
Amended and Reaffirmed BOD, 1/06
Amended and Reaffirmed BOD, 5/08
Reaffirmed RC, 6/11
Amended and Reaffirmed BOD, 09/15
Reaffirmed BOD, 6/17
Amended and Reaffirmed BOD, 10/18

XVI. Survey Policy

Surveys may be submitted by any EMRA member in conjunction with an EMRA Committee Leader or Board Member, or by an EMRA Committee Leader on behalf of an EMRA Committee.

Survey requests shall include a background, methodology, survey questions, IRB approval status, target audience, and publication goals. Surveys intended for publication in peer-reviewed journals or abstract submission at national conferences should have approval from an Institutional Review Board prior to distribution.

Surveys shall first be submitted to the EMRA Research Committee for review. Feedback may be provided to survey authors by members of the EMRA Research Committee to help clarify or refine questions prior to distribution.

The EMRA Research Committee, Board Liaison, and Staff Liaison will approve the survey and decide the ideal method of distribution, frequency, and timing of release. Any survey may be referred to the EMRA Board of Directors for approval by the request of the EMRA Research Committee Board or Staff Liaison.

Findings from all surveys distributed to EMRA membership should be submitted to EM Resident magazine or on EMResident.org if possible, unless precluded by submission elsewhere.

Surveys should not solicit or advocate for commercial items and must also not engage in predatory tactics, with any potential conflicts to be arbitrated by the EMRA Research Committee.

Original policy adopted BOD, 92
Reaffirmed BOD, 5/02
Amended and Reaffirmed BOD, 1/06
Reaffirmed RC, 6/10
Reaffirmed RC, 5/12
Amended and Reaffirmed BOD, 08/16
Amended and Reaffirmed BOD, 6/17
Amended BOD, 10/20

Section XII – Finances

I. Preface

EMRA will conduct its accounting according to the fiscal year starting July 1st.

Reaffirmed BOD, 11/19

II. Management

Services for the administration and management of EMRA shall be as outlined in the Shared Services Agreement with the American College of Emergency Physicians.

Reaffirmed BOD, 11/19

III. Reporting

EMRA's financial reporting and procedures will follow Generally Accepted Accounting Principles (GAAP).

A monthly financial statement will be provided to the Board of Directors.

A monthly report of EMRA's investments will be provided to the Board of Directors.

The following staff shall be authorized to conduct meetings, correspond, communicate by phone and sign any necessary forms as designated tax officers for all tax purposes with the IRS:

- A. ACEP/EMRA Chief Financial Officer
- B. EMRA Executive Director
- C. Treasurer

All information required by federal or state law to be disclosed will be made available as specified under law. These requirements may include, but are not limited to:

- A. Specific solicitation disclosures
- B. Public inspection of documents
- C. Disclosures of transactions and relationships
- D. Political and legislative activity

Amended and Reaffirmed BOD, 11/19

IV. Budgetary Process

Development and approval of the annual budget of EMRA shall occur under the following guidelines:

- A. Preliminary projects, structure, and costs shall be reviewed by the Board of Directors each year at the Board of Directors retreat or conference call typically in January or February, as needed.
- B. A preliminary budget will be provided annually to the Board of Directors by April 1st. The target contribution to equity will be communicated to the EMRA Executive Director by the Finance Committee Chair each year.
- C. A meeting of the Board of Directors will be held each spring at a time and place to be determined by the President. The primary purpose of this meeting shall be the approval of the final annual budget. The budget must be approved by a majority vote of the Board of Directors.
- D. For routine activities within normal scope of EMRA's activities, a balanced budget is required. In extraordinary circumstances the Board of Directors may approve a deficit budget in which the deficit amount does not reduce unrestricted members' equity below 50% of the revised current year's operating expense budget. (Unrestricted equity does

not include unrealized gains or losses). The Board of Directors may approve a deficit budget that reduces unrestricted members' equity below 50% of the revised current years' operating expense budget with a 2/3 majority approval.

- E. The budget may be changed during the current fiscal year within the following guidelines
1. Up to \$5,000: changes must be approved by the Executive Director or President and prompt notification shall be provided to the EMRA Executive Committee. The change shall be communicated to the Board of Directors.
 2. \$5,001 to \$10,000: changes must be approved by a simple majority vote of the EMRA Executive Committee. and prompt notification shall be provided to the Board of Directors.
 3. Greater than \$10,000: A majority vote of the Board of Directors is required.
 4. These provisions do not apply if the changes to the individual cost center or business activity remain neutral or are cost-saving.
 5. There shall be a cumulative cap on budget modifications made by members of the EMRA Executive Committee set at 3% of the budgeted revenues of the current fiscal year.

Amended and Reaffirmed BOD, 5/08
Amended and Reaffirmed BOD, 6/11
Amended and Reaffirmed BOD, 12/18
Amended and Reaffirmed BOD, 11/19

V. Investment Policy/Guidelines

The Board of Directors of the Emergency Medicine Residents' Association ("EMRA") has established this investment policy and accompanying guidelines ("guidelines") to aid in the overall administration of EMRA's investment funds. Funds available for investment ("Fund") shall be defined as all cash not required for (1) immediate distribution and (2) working capital to fund daily operations of the Association. The guidelines do not preclude the use of a single depository bank for ongoing cash activities, although at times funds in the depository bank may temporarily exceed federally insured limits.

Statement of Investment Policy/Guidelines

- A. Objective: The Board seeks preservation of capital with a consistent, positive return for the Fund.
- B. Diversification: Investments will be diversified with (a) a minimum of 40% of portfolio assets invested in marketable fixed-income securities and money market funds, and (b) a maximum of 60% in equity securities. Except for Treasury, Agency and U.S. Government insured securities, no more than ten percent of the portfolio shall consist of securities of a given issuer, as measured by market value.
- C. Ratings: Ratings for all fixed-income and equity securities are based on ratings given by the following leading rating services: Moody's, Standard & Poor's, and ValueLine. Investments which fall below these minimum quality ratings while held in the portfolio are to be eliminated on a timely basis at the discretion of the EMRA CFO with advice from the investment manager.
- D. Three Types of Securities are Allowed:
 1. Marketable FIXED-INCOME SECURITIES: which fall into one of the following categories:
 - a. issued by the United States Government or agencies of the U.S. Government;
 - b. issued by Domestic banks and other U.S. financial institutions with U.S. Government insurance; or Obligations or instruments (frequently known as bonds or notes) of U.S. corporations, financial institutions, utilities, with ratings no less than BBB.

- c. Given the current tax-exempt status of the Association, funds will not be invested in 'tax advantaged' investments.
 - 2. EQUITY SECURITIES: (including bonds, debentures or preferred stocks which are convertible to common stock; preferred stock, common stock) which represent shares or interest in corporations, including real estate investment trusts, which are listed on a major US stock exchange.
 - 3. MONEY MARKET FUNDS: Short-term obligations composed of interest-bearing securities managed by EMRA's custodian. Assets acceptable to be held within the money market fund include bankers acceptances, commercial paper rated P-1 or better, certificates of deposit, U.S. Treasury bonds or bills.
- E. Equities purchased for the fund shall have a minimum market capitalization minimum of \$ 1 billion to provide for securities that are relatively liquid and readily marketable. Low priced or thinly capitalized stocks are not desired for the portfolio.
- F. LIMITATIONS: No funds will be directly invested in any source that produces goods or services contrary to the EMRA's policies. Applicable policies will be provided to the investment manager.

PROHIBITED ASSETS include Commodities, Private Placements, Options, Limited Partnerships, Venture Capital Investments and Real Estate Properties.

- G. No funds will be directly invested in any source that may imply a conflict of interest for EMRA, such would include organizations that contribute to EMRA projects or conduct joint ventures with EMRA. This includes but is not limited to investments in securities of companies whose primary business lines include alcohol, tobacco, and firearms. This includes but is not limited to investments in securities of companies whose primary business lines include managed-care organizations, group medical management companies, medical billing companies and pharmaceutical companies. However, this does not preclude EMRA's direct investment in mutual funds or other mixed portfolios which may include as a part of such portfolios securities in the prohibited (or limited) categories. Issues that are subsequently determined to imply conflict of interest are to be eliminated on a timely basis at the discretion of the investment manager.
- H. Guidelines for investment managers / brokers:
- 1. Monthly reporting of specific investments held, purchased and sold shall be provided to management firm staff (EMRA Chief Financial Officer).
 - 2. Reported returns on the portfolio will be presented with applicable benchmarks and the appropriate caveats regarding comparability in a report to the Board quarterly.
- I. Responsibilities for oversight of EMRA Investments:
- 1. Members:
 - a. The Board is required to review the investment policy annually.
 - b. The Board is required to review all investment information at least quarterly.
 - c. The Finance Committee will meet annually with the investment manager(s) and broker(s).
 - 2. Management Firm Staff (ACEP Staff):
 - a. Management firm staff (EMRA Chief Financial Officer) is responsible for the flow of funds to and from the investment fund. All decisions for operational cash requirements are determined by the EMRA Chief Financial Officer.

- b. The EMRA Chief Financial Officer is responsible for monitoring the fund, the investment performance, fees, and for insuring appropriate information is provided to the EMRA Board.
 - c. Selection of investment manager(s) and broker(s), when necessary, is recommended by Management firm staff (EMRA Chief Financial Officer) with approval by the EMRA Board.
3. Investment Manager:
- a. The investment manager will provide specifics on insurance, bonding, FDIC coverage, and SEC compliance to the Management firm staff (ACEP Chief Financial Officer) annually.
 - b. The investment manager is responsible for all buy and sell decisions, including the specific investment vehicles.
 - c. The investment manager will provide required information to ACEP Chief Financial Officer on a timely basis.
 - d. The investment manager will be paid a fee based on the market value of the portfolio.
 - e. The investment manager will provide a recommendation for liquidation to the ACEP Chief Financial Officer when a holding is determined to be in conflict with EMRA's investment policy guidelines.
4. Broker:
- a. The broker will provide specifics on insurance, bonding, FDIC coverage, and SEC compliance to the ACEP Chief Financial Officer annually.
 - b. The broker is responsible for execution of all buy and sell instructions of the investment manager.
 - c. The broker is responsible for safekeeping of all documents that reflect assets of the portfolio.
 - d. The broker is responsible for monitoring the fund, the investment performance, the manager's performance and advising ACEP Chief Financial Officer if instructions not in compliance with the Investment Policy are issued by the investment manager.
 - e. The broker will provide required information to ACEP Chief Financial Officer on a timely basis.
 - f. The broker will be paid a fee based on transactions executed on instruction of the manager.

Original policy adopted BOD, 1/05
 Amended and Reaffirmed BOD, 1/06
 Amended and Reaffirmed BOD, 1/07
 Amended and Reaffirmed RC, 6/10
 Amended and Reaffirmed BOD 5/13
 Reaffirmed RC, 10/18
 Amended and Reaffirmed BOD, 11/19

VI. Finance Committee

- A. Role of the Committee: The primary role of the EMRA Finance Committee is to provide financial oversight for the organization including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.
- B. Budgeting and Financial Planning
 - 1. Develop an annual operating budget with staff.
 - 2. Approve the budget within the Finance Committee and present the budget to the Board for final approval

3. Monitor adherence to the budget.
4. Ensure EMRA upholds financial requirements in the Shared Services Agreement with ACEP.
5. Set long-range financial goals along with funding strategies to achieve them.
6. With staff, develop multi-year operating budgets that integrate strategic plan initiatives.
7. Present financial goals and proposals to the Board of Directors for approval.

Effective Finance Committees fully engage in an annualized budgeting process in cooperation with staff. In addition to developing an annual budget, the committee should set long-term financial goals. The Finance Committee may also work with staff to determine the financial implications of the strategic plan.

C. Reporting

1. Develop useful and readable report formats with staff.
2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
3. Work with staff to understand the implications of the reports.
4. Present the financial reports to the Board of Directors.

D. Internal Controls and Accountability Policies

1. Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
3. Ensure approved financial policies and procedures are being followed.

Although the entire Board carries fiduciary responsibility for the organization, the Finance Committee serves a leadership role in this area, making sure appropriate internal control procedures for financial transactions are documented in a manual and followed by staff. The Committee should also play a role in determining and updating bank account signatories, as well as overseeing legal and governmental filing deadlines are met.

The Finance Committee is also charged with ensuring compliance and/or developing other policies that further serve to protect the organization and manage its exposure to risk. These include establishing policies surrounding:

1. Staff and volunteer travel and reimbursement
2. Executive compensation packages
3. Long-term contracts or leases
4. Loans or lines of credit
5. Internet use and computer security
6. Capital purchases
7. Insurance requirements and reviews
8. Definition of reserves policy
9. Record retention

E. Covering Audits and Investments: The Finance Committee may be called upon to perform the roles of audit and investment committees. The basic audit and investment committees' responsibilities could include:

1. Audit Committee
 - a. Recruit and select the auditor, if an audit is prepared.
 - b. Review the draft audit and IRS Form 990 as presented by the auditor.
 - c. Present the audit report (and/or monthly financial statements) to the Board of Directors (if the auditor does not do this).

- d. Review the management recommendation letter (if one exists) from the auditor and ensure follow up on any issues mentioned.
- 2. Investment Committee
 - a. Draft an investment policy detailing the objectives of the investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.
 - b. Ensure provisions of the policy are followed.
 - c. Review the policy at least annually and update if necessary.
 - d. Hire and evaluate the investment managers/advisors and fund performance.

F. Meetings

The Finance Committee shall be encouraged to meet at least quarterly but may meet more or less frequently at the discretion of the Chair of the Finance Committee.

Such meetings should occur in advance of the EMRA Board meeting to allow adequate time for review of financial materials and recommendations on action to the EMRA Board of Directors.

There shall also be at least one meeting of the Finance Committee at in-person meetings of the Board of Directors in the Spring as needed.

G. Composition of the Committee

The Finance committee shall consist of voting members in staggered terms and up to 5 Ex-officio (non-voting) members.

1. The composition and role of the Finance Committee shall be:
 - a. Immediate Past President /Treasurer will serve as Chair
 - b. One Board Member in their first year of EMRA Board Service
 - c. One Board Member in their second or greater year of EMRA Board Service
 - d. One EMRA Board Alumni Member with previous leadership experience within EMRA, preferably within the EMRA Finance Committee
2. Ex-officio members shall be:
 - a. EMRA Executive Director
 - b. EMRA President-Elect
 - c. EMRA President
 - d. Additional Board Members may be invited to participate in the work and meetings of the EMRA Finance Committee at the discretion of the Chair of the Finance Committee
3. Terms:
 - a. All committee members, other than the EMRA Board Alumni Member, shall serve no more than two (2) years or equivalent to the terms of their elected Board of Directors office, whichever is greater, except that of the Immediate Past President /Treasurer who shall serve one (1) year as Chair.
 - b. The EMRA Board Alumni Member may not serve as the Alumni member of the Finance Committee for more than three (3) consecutive years.
 - c. Non-voting members of the Board of Directors may serve as voting members of the Finance Committee if so appointed.

Finance Committee members shall be appointed by the Immediate Past President. Although the President may assign specific objectives to the Finance Committee, the Committee also has other ongoing responsibilities and functions: an internal audit oversight function, separate and apart from an Audit Committee, and a policy advisory function.

1. In its internal audit oversight role, the Finance Committee performs detailed analyses of the budget, financial reports, and any activity that has fiscal impact on EMRA. It ensures that due diligence and proper accounting principles are followed during EMRA's financial reporting and budgeting processes.
2. In its policy advisory role, the Finance Committee provides input to the Board of Directors regarding EMRA policy.
3. Most specifically, the Committee reviews EMRA's goals established by the Board of Directors, and determines whether EMRA's activities are reasonable, feasible, economically viable methods for accomplishing those goals.
4. More generally, the Finance Committee, like other committees, may make recommendations to the Board on policy issues facing EMRA. As such, the Committee provides a valuable communication channel for member input.

H. Role of the Finance Committee Chair

The Finance Committee Chair shall be EMRA Immediate Past President and will serve as the Board Treasurer as outlined in the Bylaws. As Chair of the Finance Committee, the Board Treasurer will ensure that the Finance Committee fulfills its objectives and directives. Specific duties of the chair include:

1. Serving as the principal liaison between the committee and the Board.
2. Working with the staff leader to set an agenda for each committee meeting.
3. Notifying members about the meeting or delegating this function.
4. Reviewing reports and relevant documentation prior to meetings and ensuring that all relevant documents are sent to committee members in advance.
5. Works with committee members and EMRA staff, notably the Executive Director, in preparation and distribution of reports to the Board of Directors regarding the actions and progress of the Committee and monthly financial statements, one of which will be a year-end report to the Board of Directors after the final fiscal year reports are available.

I. Responsibilities to the Board of Directors

1. The Executive Director should submit monthly financial reports to Committee members. Such reports should critically reviewed by members of the Committee prior to submission to the Board of Directors.
2. A monthly report should also be compiled by the Immediate Past President/Treasurer, Chief Financial Officer, Executive Director, and others, and presented to the Board of Directors.
 - a. Financial reports should include investments, expenses, etc., and recommendations compiled from Committee discussion regarding next appropriate actions.
 - b. The status of the Shared Services Agreement (SSA) is to be included in such reports as requested. Issues regarding the SSA should be discussed within committee with recommendations presented to the full assembly of the BOD.

3. The EMRA President should periodically review Expense reports of the Executive Director and report to the Committee as necessary.
4. New members of the Board of Directors shall be oriented to EMRA's Finances and the Shared Services Agreement in a manner that the EMRA President deems appropriate.
5. The Finance Committee will also be tasked with developing a short-term (2-3 years) and long-range (5-10 years) plan regarding the organizations finances & investments as requested.

Original policy adopted BOD, 11/14
Amended and Reaffirmed BOD, 9/16
Amended and Reaffirmed BOD, 12/16
Amended and Reaffirmed BOD, 11/19
Amended and Reaffirmed BOD, 11/20

VII. Corporate Credit Cards

EMRA Corporate Credit Cards may be issued at the discretion of the Executive Director with the approval of the President or Treasurer. All cardholders must sign the Credit Card Agreement form.

EMRA Corporate Credit Cards are solely for the business use of the designated cardholder. They are not to be used by any other individual.

Cash advances are not allowed on the EMRA Corporate Credit Card.

Lost or stolen cards must be reported to the Executive Director and to the credit card issuer immediately.

Receipts and an expense report are due within 15 days after the expense is incurred. Under IRS regulations, failure to submit timely expense reports may result in the purchases becoming taxable income to the employee.

EMRA may submit an invoice to the cardholder to collect funds for any charges that are not appropriately substantiated.

All purchases on the EMRA Corporate Credit Card must comply with the authorization and approval levels established in the EMRA budget and Leadership Travel Policy.

Original policy adopted BOD, 1/03
Amended and Reaffirmed BOD, 2/06
Reaffirmed BOD 5/13
Reaffirmed RC, 10/18
Reaffirmed BOD, 11/19

VIII. Leadership Travel

Funding for travel will be provided for EMRA Board members. Guidelines for reimbursement can be found in Appendix A of the policy compendium.

If it is felt that the member in question did not fulfill his/her duties at the meeting, the Board will take a vote on whether to withhold part or all of the reimbursement. A majority vote is required. Once this matter has been brought to the attention of the Board, reimbursement will be held until a decision is made by the Board of Directors.

Amended and Reaffirmed BOD, 8/17
Amended and Reaffirmed BOD, 11/19

Appendix A – EMRA Expense Reimbursement Policy

I. Purpose

EMRA Board of Directors recognizes that Board Members, Officers, Ex-Officio Board Members, Committee Leaders, Medical Student Council Members, employees, and other volunteer leaders (“Personnel”) of EMRA may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of EMRA to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, EMRA expects Personnel to:

- A. Exercise discretion and good business judgment with respect to those expenses.
- B. Be cost conscious and spend EMRA money as carefully and judiciously as the individual would spend his or her own funds and as a fiduciary to the organization.
- C. Report expenses, supported by required documentation, as they were actually spent.

II. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted within 30 days of the completion of travel, if travel expense reimbursement is requested, must include:

- A. The individual’s name.
- B. If reimbursement for travel is requested, the date, origin, destination and purpose of the expense. The name and affiliation of all people for whom expenses are claimed if per diem would be exceeded for that day (i.e. people on whom money is spent in order to conduct EMRA business).
- C. An itemized list of all expenses for which reimbursement is requested.
- D. The above report can be done in Expensify which is the application of choice for EMRA.

III. Receipts

Receipts are required for all expenditures billed directly to EMRA such as airfare and hotel charges. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts that are in line with IRS reporting requirements as noted in <https://www.irs.gov/publications/p463/ch05.html>.

IV. General Travel Requirements

- A. Advance Approval: All trips involving air travel or at least one overnight stay must be approved in advance by either the Executive Director or the President Elect, President, and Immediate Past President (“the EMRA Executive Committee”).
- B. Necessity of Travel: In determining the reasonableness and necessity of travel expenses, Personnel and the person(s) authorizing the travel shall consider the ways in which EMRA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual’s presence on a trip is necessary. In determining whether the benefits to EMRA outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. The Executive Committee makes the final decision if in-person travel is required.
- C. Personal and Spousal Travel Expenses: Individuals traveling on behalf of EMRA may

incorporate personal travel or business with their EMRA-related trips; however, Personnel shall not arrange EMRA travel at a time that is less advantageous to EMRA or involving greater expense to EMRA in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by EMRA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by EMRA unless specifically disclosed to the Personnel by either the Executive Director or the EMRA Executive Committee.

V. Air Travel

- A. General: Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. EMRA will reimburse or pay only the cost of non-first class fare from the airport nearest the individual's home or office to the airport nearest the destination that is within the budget amount previously set. Reimbursement will be made available for costs associated with delayed or cancelled flights.
- B. Bag Fees: EMRA will cover the expense for checking-in of one bag and one carry on.
- C. Internet Access: In-flight internet access will be reimbursed outside of any per diem amount.
- D. Saturday Stays: Any extra days beyond the set conference days must be approved by the Executive Director or the EMRA Executive Committee in advance.
- E. Frequent Flyer Miles and Compensation for Denied Boarding: Personnel traveling on behalf of EMRA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. EMRA will not reimburse Personnel for airfare when the traveler is using airlines miles to purchase a ticket.

VI. Lodging

Personnel traveling on behalf of EMRA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, prearranged block rates, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. Basic internet fees will be included in the cost of rooms. Telephone calls made from the hotel room will not be reimbursed.

VII. Out-Of-Town Meals

Personnel traveling on behalf of EMRA are reimbursed for the cost of food and drink subject to a maximum per diem allowance of \$75 per day and the terms and conditions established by EMRA relating to the per diem allowance. If expenses exceed the \$75 per diem, Personnel will personally pay additional expenses.

VIII. Ground Transportation

Transportation to and from airport, train station, or bus station will be reimbursed and not be subtracted from per diem. Personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- A. Courtesy Cars: Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.
- B. Public Transportation: When public transportation is available and is conducive to safe and timely travel, it should be used

- C. Taxis, Uber, Lyft and the like: When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.
- D. Airport Shuttle or Bus: Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.
- E. Rental Cars: Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that advance approval has been given by the Executive Director or Executive Committee or pre-approved per the expenses allocated to the event.
- F. Personal Cars: Personnel are compensated for use of their personal cars when used for EMRA business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.
- G. Parking/Tolls: Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on EMRA business will be reimbursed separate from per diem allowances. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the Personnel and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

IX. Dry Cleaning

Personnel are allowed an additional \$40 per meeting for reimbursement of dry cleaning expenses for meetings longer than 3 days outside of per diem expenses.

X. Guests of Board Members

- A. Guests of board members and staff may include spouses and significant others, and other relatives as approved by the President and the Executive Director. Approval must occur in at least ten business days prior of the meeting.
- B. Each board member or staff member is permitted one such guest. Further allowances must be approved by the President and the Executive Director. Each guest will be permitted to attend one pre-approved and scheduled meal function (i.e. the "Board Dinner") as a guest of EMRA.
- C. Guests are permitted to join the board at other meal functions with prior approval but must be responsible for their own costs. Prior to each meeting, the President will indicate if guests are invited to EMRA meetings/functions.

XI. Non-Reimbursable Expenditures

EMRA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- A. Travel insurance.
- B. Membership in airline clubs.
- C. First class tickets.
- D. When lodging accommodations have been arranged by EMRA and the individual elects

to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by EMRA. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.

- E. Limousine travel.
- F. Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- G. Participation in or attendance at golf, tennis or sporting events, without the advance approval of the chairperson of the board or his designee.
- H. Purchase of golf clubs or any other sporting equipment.
- I. Spa charges.
- J. Drugs, including cannabis or illicit drugs.
- K. Clothing purchases and toiletries unless there are extenuating circumstances such as lost luggage. Must be approved by executive director.
- L. Costs of personal telephone calls are the responsibility of the individual.
- M. Business conferences and entertainment which are not approved by a [designated officer or director] of EMRA.
- N. Valet service unless required for parking at hotel and no other cheaper option available.
- O. Car washes.
- P. Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Q. Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- R. Evening or formal wear expenses.
- S. Haircuts and personal grooming.
- T. Political or Charitable Contributions including NEMPAC and EMF donations
- U. Personal books, magazines, movies or other entertainment.
- V. Sporting activities, shows, etc.

Specific exceptions may be made with the approval of both 1. Executive Director and 2. Either the president or head of finance committee.

Amended and Reaffirmed BOD, 8/17

Appendix B – EMRA Representative Council Procedures

I. General Principles

Emergency Medicine Residents' Association Representative Council Procedures is the official method for handling and conducting the business brought before the Representative Council ("the Council"). The Council transacts its business according to a blend of rules imposed by the current Bylaws of the Emergency Medicine Residents' Association ("the Association"), established by tradition, decreed by its presiding officer, and generally pursuant to the guidance of the current edition of Sturgis' *Standard Code of Parliamentary Procedure*. The majority opinion of the Council in determining what it wants to do, and how it wants to do it, should always remain the ultimate determinant. It is the obligation of the Speaker to sense this will of the Council, to preside accordingly, and to hold his or her rulings ever subject to challenge from, and reversal by, the assembly.

II. Representatives

- A. **Eligibility:** Representatives to the Council and their alternates shall be selected and have their credentials verified according to the provisions of the Bylaws of the Association. No officer or director of the Association may serve as a program representative or alternate.
- B. **Credentialing:** Representatives and their alternates are required to be registered and verified by the Credentials and Tellers Committee prior to admission to the Council meeting floor. There shall be only one vote card and set of ballots distributed to the credentialed representative and/or alternate per program. The Credentials and Tellers Committee will report the number of credentialed representatives prior to the beginning of each session of the Council.
- C. **Alternate Representatives:** Alternate representatives may make motions and vote in place of the program representative during council meetings at the discretion of, or in the absence of, the program representative.

If a certified representative or alternate is not present at a meeting of the Council, another member of the same program who is present may be seated as a representative pro-tem by the Chair of the Credentials and Tellers Committee.

- D. **Military Proxy Voting:** Proxy votes may be cast at meetings of the Council by military residency programs. If the representative or alternate from a military residency program will not attend a meeting, and the program decides to assign its votes to the representative of a military program who will attend the meeting, a written proxy must be submitted to the Executive Director twenty-one days prior to the meeting. A representative of a military program may vote for a maximum of two other military programs. The proxy must state the name of the representative assigning the proxy, the name of the program whose votes are being assigned, the name of the person and program to whom the votes are being assigned. The proxy must also state the specific matter(s) for which the proxy is being assigned. Upon receipt of a signed proxy, the Executive Director will verify the proxy and, upon verification, the proxy will become effective for the stated meeting. The Credentials and Tellers Committee may verify an assigned written proxy one hour prior to the start of the Council meeting.

- E. Board of Directors: Members of the Board of Directors will be seated on the floor of the Council. Such members may address the Council on any matter under discussion but shall not have voting privileges in Council sessions.

Amended, 9/05

III. Introduction of Business

- A. Addresses, Remarks, and Awards: Addresses by outgoing and incoming presidents, remarks by the Speaker, presentation and acceptance of awards, recognition of distinguished guests and the like are in a special category of tradition. It is the prerogative of the Speaker to permit so many of these niceties as may be appropriate without unduly intruding upon the time necessary for the Council to accomplish its regular business. In general, such items are scheduled in advance in the published order of business. Unscheduled presentations may be arranged with the Speaker. It is to be recognized that the Speaker must usually discourage extraneous unscheduled presentations, not because of any lack of merit to the proposals, but because of the primary obligation to conserve the time of the Council for its immediate deliberations.
- B. Reports: Reports are routinely received as business of the Council when they come from the Board of Directors, Standing and Ad hoc committees and certain officials of the Association. Any report including recommendations for policy initiatives or Council action is referred to the Reference Committee so that hearings may be held on the substance thereof. Reports exceeding five pages must be accompanied by a one page or less executive summary. Submitted reports will be accessed only by the Speaker, Vice Speaker, and necessary Association administrative staff until the general release of the online or printed Representatives' Handbook.
- C. Resolutions: Business is introduced into the Council through the presentation of resolutions. A resolution is a formal motion that states a policy belief of the Association or directs the Association to take specific action. If adopted, a resolution will become official Association policy and will apply not only to the present meeting but also to future business of the Council.
 - 1. Sponsorship: Any member or group of members of the Association in good standing may introduce a resolution to be considered by the Council. Resolutions may also be submitted by voting representatives on behalf of his or her program or as an individual, by the Board of Directors, or by the Council Officers.
 - 2. Submission: Resolutions can be submitted through the EMRA website's online resolution portal.
 - 3. Processing of Resolutions
 - a. Regular Resolutions: Resolutions must be received by Association staff no later than 5 p.m. Central time of the forty-fifth calendar day prior to the upcoming Council meeting to be considered. Receipt of resolutions will be acknowledged by email or phone within five business days. Submitted resolutions will be accessed only by the Speaker, Vice Speaker, and necessary Association administrative staff until the general release of the Representatives' Handbook.

EMRA will distribute resolutions to members of the Council via the Association website at <http://www.emra.org> no later than thirty calendar days prior to the upcoming meeting. Copies of all properly submitted resolutions will also be distributed onsite at the Council

meeting and reference committee hearing. Notice of resolutions proposing amendments to the Bylaws shall be given according to the provisions of the current Bylaws of the Association.

- b. Late Resolutions: Occasionally, an urgent issue may arise after the due date for regular resolution submission. Any such resolution will be labeled as a “late resolution” and circulated at the Council meeting. As Council members will not have had the ability to review the issue prior to the meeting, only pressing matters will be considered under this mechanism. A late resolution may be considered only if the Council deems the issue and the proposed action to be urgent, and the reasons for late submission appropriate. Acceptance as an item of business requires a two-thirds affirmative vote of the Council. Any resolution not accepted under this late resolution mechanism may be resubmitted for routine consideration at another meeting of the Council.
- c. Emergency Resolutions: Any resolution introduced after 5 p.m. Central time of the tenth calendar day prior to the opening of the Council shall be labeled an “emergency resolution.” Emergency resolutions are limited to substantive issues that could not have been considered prior to the Council meeting because of their acute nature. Emergency resolutions require both approval of the Speaker and a two-thirds vote of the Council in order to be accepted as Council business. The Speaker is given broad discretion in determining whether to approve the resolution for acceptance as items of Council business. The Speaker should balance his or her responsibility to facilitate the transaction of Council business and to honor the will of the representatives against whether consideration of the subject matter of the resolution would serve the best interests of the Association and whether internal or external time pressures make immediate consideration of such resolutions imperative. If the Speaker rules against acceptance of such a resolution, the resolution may still be accepted for business upon a three-fourths affirmative vote of the Council. Finally, if such a resolution is introduced after the reference committee hearing, it may be adopted or otherwise favorably acted upon only upon a three-fourths vote of the Council. If not approved for acceptance as Council business, such resolutions may be resubmitted at another meeting of the Council.
- d. Deferred Resolutions: When a resolution presents a potential legal problem, the Speaker and Association staff will contact the sponsor and discuss the problem. If the sponsor is able to remedy the situation, then the resolution will be distributed in a routine manner. However, if for whatever reason remedy of the legal problem is not possible, then the Speaker will designate that resolution as a “deferred” resolution, and the resolution will not be distributed in the Representatives’ Handbook. The Board of Directors will meet prior to the reference committee meetings. The sponsor will be invited to the meeting to discuss the resolution. The Board of Directors will recommend that the Council either accept or not accept the resolution as official business of the Council. A majority vote of the Council is required for acceptance.

- e. Commendation Resolutions: The introduction of commendation resolutions is prohibited in the Council. These resolutions may be controversial in nature and, because unanimous approval is assumed without debate, commendation resolutions may serve to embarrass the Association. Commendations should be sent to the Board of Directors for consideration for an award or other appropriate recognition.
 - f. Memorial Resolutions: The Council may receive memorial resolutions to remember a physician who has made significant contributions to the Association. Memorial resolutions are printed and distributed but not read. The Speaker will announce the memorial resolutions and call for a moment of silence.
 - g. Bylaws Amendments: Proposed amendments to the Bylaws must follow the procedures for bylaws amendments contained with the current Bylaws of the Association. Any individual member or committee may offer a resolution to the Council recommending an amendment to the Bylaws. Resolutions recommending bylaws amendments will be subject to testimony and analysis through the reference committee process prior to voting on the floor of the Council. The Council may then amend and vote on the specific bylaws amendment. A two-thirds vote of the representatives present and voting is necessary for adoption.
4. Structure of Resolutions: A resolution serves as the main motion before the Council. Therefore, in order to be considered, a resolution must contain only “whereas” and “resolved” clauses. Improperly worded resolutions will be returned for modification. Preambles will not be accepted. For a guide to writing a resolution, please see the EMRA Representative Council Guide to Writing a Resolution. Council Officers are available for additional assistance.
- a. Title: The resolution title should summarize in a few words the intent of the proposed resolution. Titles cannot be debated or amended by the Council.
 - b. “Whereas” Clauses: “Whereas” clauses serve to identify the problem at hand, advise the Council as to the timeliness or urgency of the problem, the effect of the issue upon the membership of the Association, and indicate if the action called for is contrary to, or will revise current Association policy. A “whereas” clause is a statement of fact. Information contained in the “whereas” clauses should be checked for accuracy. Inflammatory statements or other language that reflect poorly upon the Association will not be permitted. “Whereas” clauses cannot be amended or debated by the Council. “Whereas” clauses carry no legal effect and are discarded after Council action on the accompanying “resolved” clauses.
 - c. “Resolved” Clauses: “Resolved” clauses are either a statement of Association policy, or a directive to take specific action. A single resolution may contain both types of “resolved” clauses. Each clause must be able to stand independently of the others, so therefore each proposed action or policy statement must be written in a separate “resolved” clause. The “resolved” clauses should not refer back to the prefatory statements. For clarity, state all actions in the affirmative. “Resolved” clauses are debatable and may be altered by the Council.

- d. References: All resolutions shall be accompanied by appropriate supporting background material. The Association will not be responsible for obtaining background research on any resolution.
- e. Supporting policy: Any current Association policy that forms the basis for a resolution, or exists in support of it, must be referenced. If no Association policy exists, it must be explicitly stated that none exists. Supporting policies from outside organizations shall be included in the reference section.

Amended, 5/20

IV. Presentation of Reports and Resolutions

- A. Reports: A report is “received” when it is introduced as the business of the Council by distribution in the online or onsite Representatives’ Handbook. The Council may decline to receive a matter only by objecting to its consideration at the time of its introduction on the Council floor.
- B. Regular Resolutions: At the appropriate time, the Speaker will call for resolutions. For each resolution, there must be a sponsor. Resolutions that have complied with the policies contained in these adopted procedures shall be distributed in the Representatives’ Handbook and regarded as officially received. The Council may decline to receive a matter only by objecting to its consideration at the time of its introduction on the council floor.
- C. Late Resolutions: Late resolutions will be distributed to the representatives. The sponsors of late resolutions will be given an opportunity to explain the reasons for submitting late resolutions. The Council will then be asked to vote on the acceptance of each resolution individually. A two-thirds affirmative vote is required for acceptance of a resolution as official business of the Council. At the time of introduction of any resolution, it is possible for any representative to object to its consideration. In the event that the Council sustains such objection by a two-thirds vote, the resolution is not accepted as business of the Council.
- D. Emergency Resolutions: If an emergency resolution is introduced prior to the beginning of the reference committee hearing, it shall be referred to the Reference Committee upon acceptance by the Speaker. If an emergency resolution is introduced and accepted by the Speaker after the reference committee hearing, the resolution shall be debated on the floor of the Council at a time chosen by the Speaker.

V. Reference Committee

- A. Members: The reference committee is a group of members selected by the Speaker to conduct open hearings on matters of business of the Association. Committee members are not required to be program representatives. No officer of the Association shall serve on a Reference Committee of the Council. The committee will be appointed a chair by the Speaker. The Speaker reserves the right to defer the chair position to a former at-large member of the EMRA Reference Committee.
- B. Duties: The committee will hold a hearing prior to the Council session. Having heard discussion on the subject before it, the committee draws up a report with recommendations to the Council for disposition of its items of business.

- C. Procedures: Reference Committee hearings are open to all members of the Association, invited guests, interested outsiders, and members of the press. Any member of the Association is privileged to speak on the resolution or report under consideration. Nonmember physicians, guests or interested outsiders may, upon recognition by the Chair, be permitted to speak. The Chair is privileged to call upon anyone attending the hearing if, in the chair's opinion, the individual called upon may have information which would be helpful to the committee.

Equitable hearings are the responsibility of the Chair, and the committee may establish its own rules on the presentation of testimony with respect to limitations of time, repetitive statements, and the like. The Chair also has the jurisdiction over such matters as photography, television filming, and the introduction of recording devices. If, in the chair's estimation, such factors would be, or become, undesirable for the conduct of an orderly hearing, the chair may act to prohibit them. Reference committee chairs have the authority to go into executive session at any point during the hearing.

Reference committee chairs should not ask for an expression of the sentiments of those attending the hearing by an informal vote on particular items. The committee members may ask questions to be sure that they understand the opinions being expressed, or may answer questions if a member seeks clarification; however, the committee members should not enter into discussions with speakers or express opinions during the hearings.

It is the responsibility of the Reference Committee to listen carefully and evaluate all the opinions presented so that it may provide the voting body with a carefully considered recommendation.

The reference committee hearing is the proper forum for discussion of controversial items of business. In general, representatives who have not taken advantage of such hearings for the presentation of their viewpoints or the introduction of evidence should be reluctant to do so on the floor of the Council. On the other hand, there is never compulsion for mute acceptance of reference committee recommendations at the time of the presentation of its report.

Following its open hearings, the Reference Committee will go into executive session for deliberation and construction of its report. It may call into such executive session anyone whom it may wish to hear or question.

VI. Reference Committee Reports

- A. Purpose: Reference committee reports comprise the bulk of the official business of the Council. They need to be constructed swiftly and succinctly after completion of the hearings in order that they may be processed and made available to the representatives in advance of formal presentation. Reference committees have wide latitude in their efforts to facilitate expression of the will of the majority on the matters before them and to give credence to the testimony they hear. They may amend resolutions, consolidate kindred resolutions by constructing substitutes, and they may recommend the usual parliamentary procedure for disposition of the business before them, such as adoption, rejection, amendment, referral and the like.
- B. Main Motion: Each report or resolution which has been accepted by the Council as its business is the matter which is before the Council for disposition together with the reference committee recommendations. In the event that a number of closely related

items of business have been considered by the Reference Committee and the consolidation or substitution has been proposed by the committee, the reference committee's substitute will be the matter before the Council for discussion.

The reference committee report should not contain a direct motion. The Speaker will open for discussion the matter which is the immediate subject of the reference committee report. The effect is to permit full consideration of this business, unrestricted to any specific motion for its disposal. Any appropriate motion for amendment or disposition may be made from the floor. In the absence of such a motion, the Speaker will state the question in accordance with the recommendation of the Reference Committee. Minority reports from reference committee members are in order.

- C. Format: Each item referred to the Reference Committee should be reported to the Council as follows:
1. Identify the resolution by number and title and reports by letter and name of the Committee or Board of Directors;
 2. State concisely the reference committee's recommendation;
 3. Comment, as appropriate, on the testimony presented at the hearings;
 4. Incorporate supporting evidence of the recommendations of the Reference Committee;
 5. Consent calendar.
- D. Consent Calendar: The consent calendar, or waiver of debate list, includes those items referred to the Reference Committee which meet one of the following criteria, as determined by the Reference Committee:
1. Informational reports
 2. Little or no debate generated during the reference committee hearing
 3. Clear consensus of opinion (either pro or con) was expressed during the hearing
 4. Note: Items dealing with amendments to the Bylaws of the Association are never placed on the consent calendar.
- These items are listed at the end of the reference committee report with the committee's recommendation for adoption, referral, or rejection.
- E. Notes on Specific Recommendations
1. Filed: The Reference Committee is reporting on informational material provided to the Council which encompasses no specific proposal for action. The Reference Committee expresses appreciation of the report and recommends that the matter be filed for information. The Speaker declares the original matter to be before the Council for discussion. In the absence of any other motion from the floor, the Speaker places the question on the adoption or approval of the reference committee recommendation to file for information. When it appears that there is no debate, the Speaker may declare "it is filed" without the necessity of a formal vote. Such a statement records the action and concludes such an item of business.
 2. Not adopt: The Reference Committee is reporting on a resolution which, in its opinion, should be rejected, and it so recommends. The Speaker places the resolution before the Council for discussion. In the absence of other motions from the floor, the Speaker, at the appropriate time, places the question on adoption of the resolution, making it clear that the Reference Committee has recommended a vote in the negative.

3. Refer: The Reference Committee is reporting on a resolution or report which it feels should be transmitted for further consideration to the Board of Directors, or through the Board to an appropriate committee or section, and it so recommends. The reference committee may not recommend an amendment to a resolve or recommendation for which it recommends referral. The Speaker places the original matter before the Council for discussion. It may be that the Council prefers to adopt this matter, amend it, postpone it, or table it, any one of which it is free to do; or the Council may wish to follow the reference committee's recommendation. If there is no motion from the floor, the Speaker will put the motion on the recommendation of the Reference Committee "to refer." If this fails to pass, the motion is again on the adoption of the resolution or report.
4. Amend: The Reference Committee is reporting on a resolution or report which it wishes to amend by addition, deletion, alteration or substitution. In order to permit the normal procedures for parliamentary handling, the matter which is placed before the Council for discussion is the amended version as presented by the Reference Committee together with the recommendation for its adoption. It is then in order for the Council to apply amendments of the first and second order in the usual fashion to this reference committee version. Such procedure does not preclude the possibility that someone may wish to restore the matter to its original unamended form. This may be accomplished by a motion to amend the reference committee version to restore the original language.
5. Substitute: The Reference Committee is reporting on two or more kindred resolutions or reports. It wishes to recommend a consolidation into a single resolution, or it wishes to recommend adoption of one of these items in its own right and as a substitute for the rest. For orderly handling, the matter before the Council for consideration is the recommendation of the reference committee of the substitute or consolidated version. A motion to adopt this substitute is a main motion and is so treated. If the reference committee's version is not adopted, the entire group of proposals has been rejected, but it is in order for any representative to move consideration and adoption of any one of the original resolutions.
6. No Action: The Council should take a definite action on resolutions and only if necessary reaffirm current policy. In the event that "no action" is the only appropriate posture for the Association with respect to a particular resolution, the Chair of the Reference Committee, after consultation with the Speaker, may place such resolution on the consent calendar in a category designated "no action." Such a motion if adopted is the equivalent of a motion to table (postpone temporarily) and results in suppression of the resolution for the current meeting.
7. Reaffirmation: From time to time, the reference committee will report on a resolution which calls for a policy position contrary to or at variance with existing policy. If the committee wishes to recommend reaffirmation of existing policy, it should recommend not adoption of the resolution. Reaffirmation is relatively indecisive since the previous policy has not been specifically reintroduced and debated.

VII. Form of Action upon Reports and Resolutions

- A. Disposition of Reports: When the Council wishes to acknowledge that a report has been received and considered, but that no action upon it is either necessary or desirable, the appropriate proposal for action is that the report be filed. This does not have the effect of placing the Association on record as approving or accepting responsibility for any of the material in the report.

When a report offers recommendations for action, these recommendations may be adopted, which has the effect of making the Association responsible for the matter. When the Council does not wish to assume responsibility for the recommendation of a report in its existing form, it may take action to refer back to committee, to refer elsewhere, to reject the report in entirety or in specific part (not adopt), or to adopt as amended.

- B. Disposition of Resolutions: The consent calendar will be listed at the beginning of the reference committee report, organized by the committee's recommendation for adoption, referral, or not adoption. Any representative may extract any item from the consent calendar for individual debate or action by simple request. After all requests for extraction of items are heard, the remaining consent calendar recommendations will be unanimously approved en bloc without discussion. Consideration of the remaining resolutions in the reference committee report will proceed in the traditional manner, taking any extracted resolution(s) first.

VIII. Parliamentary Procedure

- A. Governing Code: In the absence of specific provisions to the contrary in the current Bylaws of the Association or in this manual of adopted procedures, the Council shall be governed by the parliamentary rules and usage contained in the current edition of Sturgis' *Standard Code of Parliamentary Procedure*. Reference Appendix C for Parliamentary Procedure Guide
- B. Recognition: Representatives or members of the Board of Directors wishing to debate should proceed to one of the standing microphones. Each speaker shall provide his or her name and the delegation represented each time that he or she is recognized by the Speaker. In addition, the representative should state his or her position for or against the pending motion if not proposing a new motion.
- C. Rules of Debate: The Council may alter the limits on debate at any time except when there is a pending motion to vote immediately or to table. If no such motion to limit debate is made, then the following standard limits shall apply:
 - 1. Each speaker shall be limited to three minutes.
 - 2. Each speaker may address the Council no more than two times on a particular motion.
 - 3. No member will debate again on the same question until everyone has had an opportunity to debate once.
 - 4. While representatives and their alternates have full privileges of the floor, other individuals may be recognized to address the Council at the Speaker's prerogative. This ruling may be overruled by a majority vote of the representatives.
 - 5. A member speaking on the floor who has not exceeded his or her time limit may not be interrupted by another member unless that other member has a valid point of order, which according to the governing parliamentary authority permits such interruption.
 - 6. Any member who has exceeded his or her time limit may be allowed to continue debate at the discretion of the Speaker.

Amended, 5/17
Amended, 5/20

IX. Sunset Policy

- A. Timing: All EMRA resolutions and policies shall be reviewed on a five-year schedule commencing after the fall meeting the year in which the resolution is adopted. Policies in effect prior to the implementation of this sunset mechanism will be grouped by policy area and integrated into the five-year cycle.
- B. Composition of Committee: Reviews shall be conducted by a policy review committee composed of the President, Immediate-Past President, Council Speaker and Vice-Speaker, Director of Health Policy, and two appointed program representatives. The Council Officers shall appoint the program representatives sixty days prior to the fall meeting.
- C. Criteria for Consideration: Policies shall be measured against the following criteria:
 - 1. Relevance to the Association's mission
 - 2. Relevance to the Association's interests and those of the specialty of Emergency Medicine. Core beliefs of the organization or specialty shall be retained.
 - 3. Current state of the policy. Subject matters that have been resolved should be sunset. Policies addressing ongoing issues should be reaffirmed. Recent developments may prompt sunset, reaffirm, or referral for Board review of the policy.
 - 4. Effect of policy or action item. If the outcome did not fulfill the intended goals of the resolution, then the policy should be renewed and further action proposed. If the outcome was satisfactory, then the resolution should be sunset.
 - 5. Concordance with other Association policy. No policy of the Association may contradict another.
- D. Committee Procedures: The committee shall operate by consensus. No policy may be recommended for sunset unless two thirds of the members agree.

The committee may not recommend any amendment that would substantially alter the original intent of the policy as adopted by the Council. Furthermore, the committee may not propose an amendment that would direct new action, significantly expand existing policy, or grant new power or additional obligation to the Council or Board of Directors. All new policy initiatives must be submitted via the standard resolution submission process.

- E. Committee Report: A consent calendar of recommended actions (sunset, reaffirm, or refer for Board review), along with a brief explanation for each recommendation, shall be submitted to the Council no later than thirty days prior to the spring Council meeting. The consent calendar will become an item of business on the spring meeting agenda. Any representative may extract any item from the consent calendar for individual consideration by simple request. Debate on the item shall be limited to the policy review committee's recommendation only. Amendments to the policy itself shall be considered out of order.

"Board review" requires review, report, and recommendation at the next Council meeting. If more time is required, the Board of Directors may request a six-month extension to be approved by the Council.

Amended, 5/20

X. Credentials and Tellers Committee

- A. Purpose: The Credentials and Tellers Committee serves to facilitate the Council meeting. Responsibilities of the Credentials and Tellers Committee include:
1. registration of all program representatives in attendance;
 2. counting of all votes when requested by the Speaker during a meeting;
 3. collection, tabulation, and recording of all votes during elections;
 4. submission of a report recording the results of all votes and elections during the Council meeting to the Speaker during the meeting; and
 5. distribution and collection of surveys from all representatives in attendance.
- B. Composition: The Speaker shall appoint members of the Credentials and Tellers Committee prior to the Council meeting. No director or officer of the Association, candidate for office, or program representative of any candidate may serve as a member of the Credentials and Tellers Committee.
- C. Procedures: The Credentials and Tellers Committee shall conduct the business of the Council in accordance with these adopted rules, the Bylaws of the Association, and adopted parliamentary authority. Members of the Credentials and Tellers Committee may not cast votes during the Council meeting.
1. Once a quorum has been established by the Credentials and Tellers Committee as defined by the EMRA Bylaws the Representative Council is able to hold elections and/or vote on resolutions.
 2. While it is best that Program Representatives get credentialed prior to the start of the respective Representative Council Meeting, Program Representatives may be credentialed at any time during the Representative Council Meeting
 3. Should a Program Representative need to leave the Representative Council Meeting for the remainder of the meeting and prior to the completion of elections and/or voting on resolutions and an alternate is not available, the program representative ballots will not be counted. If however, the program representative is able to give prior notice at the time of credentialing that they will need to leave the meeting, they may leave their completed ballots with the Credentials and Tellers Committee to have the remainder of their votes counted. However, should there be a run-off vote; their ballots will not be included in the run-off.
 4. The Credentials and Tellers Committee will be responsible for keeping a running total of the number of representatives present at the meeting in the event that a vote requires a majority or 2/3 vote.

Amended, 6/10
Amended, 5/20

XI. Parliamentarian

- A. Purpose: The parliamentarian is a member skilled in parliamentary procedure. He or she serves to advise the Speaker when requested but has no authority to make rulings on Council matters.
- B. Appointment: A parliamentarian shall be appointed by the Speaker prior to the Council meeting.

XII. Sergeant-at-Arms

- A. Purpose: The sergeant-at-arms, under the direction of the Speaker, helps to maintain order and decorum at meetings of the Council. The sergeant-at-arms acts as a doorkeeper and is responsible for the comfort and convenience of the Council.

- B. Appointment: A sergeant-at-arms shall be appointed by the Speaker prior to the Council meeting.

Amended, 5/13

XIII. Elections Policy

- A. Campaign Rules: Campaigning in any form, by the candidate, or any other person on their behalf, is prohibited before nominations have been formally announced by EMRA (approximately 45 days in advance of the election). Personal communications may be sent by the candidate soliciting support. The use of mass communication tools, by the candidate or any person on their behalf, for campaigning purposes, is prohibited. Campaigning by any other person other than the candidate, in any form, is prohibited.
1. Campaign Materials: Buttons, stickers, gifts, emails, parties, or socials with the intent of promoting a candidate are prohibited at any time. The distribution or display of campaign material or items will not be permitted during any sponsored Association function. Candidates are permitted to circulate campaign materials only at the Council meeting and pre-election Council sponsored candidate reception. Campaign materials are limited to a one-page paper handout. Negative materials pertaining to another candidate are prohibited at all times.
 2. Candidate Receptions: Candidates may campaign in person at the EMRA Representative Council sponsored candidate reception, as well as the Medical Student Council Meeting, preceding the Representative Council Meeting. Candidates may not participate in other candidate receptions prior to elections.
 3. Endorsement: The Officers and Directors of the Association shall not endorse candidates for election to Association leadership.

The Council Officers, in consultation with the Board of Directors, are the arbiters of questions or any violations of these Candidate Campaign Rules, with consequences to be determined by the Board, and potentially including removal from the ballot.

B. Election Protocol

1. Nominations: Nominations for election to the Board of Directors or Vice Speaker of the Council shall be taken from the floor of the Council. Pursuant to the Bylaws of the Association, nominations shall be taken for only one open office at a time. Nominations for other open offices shall be taken following the announcement of the result of the previous election. Any eligible member of the Association, as determined by the provisions of the Bylaws of the Association, may nominate him or herself. No second is required for nomination. Nominations shall not be limited in number. Nominations for an open office will be closed by the Speaker after the call for floor nominations has been concluded.
2. Candidate Address: Each candidate will be allotted three minutes to address the Council. A question and answer period will follow. No other candidates will be allowed to be in the room while another candidate is addressing the Council or conducting the question and answer period.
3. Balloting Procedure
 - a. Sealed Floor: Just prior to the elections, the floor will be sealed. Once the floor has been sealed, no representative will be permitted to enter or exit the floor of the Council meeting.
 - b. Ballot Requirements: Voting shall be by a ballot approved by the Board of Directors. A vote shall be declared void if the number of invalid ballots is enough to alter the outcome or if the total number of invalid ballots is greater than ten percent of the total number of representatives

credentialed and voting at the Council meeting. A ballot shall be considered invalid if there are greater or fewer votes on the ballot for candidates than the required number on a particular ballot. There shall be no write-in voting. The complete list of candidates' names will be shown on the screen at the same time for the office in question.

- c. Runoff Ballots: Election is by majority of legal votes cast. If no candidate is elected, then the two candidates who received the highest number of votes on the inconclusive ballot will participate in a runoff ballot.
- d. Election Results: If nominations have been closed with but a single candidate nominated for an open position, the Speaker shall declare the candidate elected to office.

Upon completion of the voting and verification of votes for a candidate, the Credentials and Tellers Committee chair will collect the election result and report that result to the Speaker of the Council along with a breakdown of ballots received. The Speaker will then announce the results of the election. The Chair of the Credentials and Tellers Committee will make the final determination as to the validity of an overall vote.

Amended, 6/11

XIV. Amending the Representative Council Procedures

Amendments to these procedures shall be through introduction of resolutions or reports to the Council. Such resolutions or reports shall follow the procedures outlined in these adopted procedures. Urgent amendments to these adopted procedures can occur immediately at any meeting of the Council by a two-thirds vote. Such emergent amendments shall expire at the close of the meeting in which they were adopted.

Appendix C – Parliamentary Procedure Guide

I. Precedence of Motions

Motions are made so that those that are lower in rank can be modified by those that are higher. It is perfectly acceptable to skip a step in the list when making motions (for example, it is not required to amend a motion in order to move to limit debate). Votes are taken, starting from those higher on the list toward those lower on the list, until a complete disposition has been made of the matter at hand. It is not uncommon to move up the list in making motions, then to move partway down the list in voting, and again to repeat the procedure before completely disposing of the matter at hand.

II. Principal of Governing Motions (see chart)

Principal Rules Governing Motions

	Interrupt Speaker?	Second Needed?	Debate Allowed?	Amendable?	Motions or Action to Which It Applies	Motions That Can Be Applied to It	Vote Required for Passage
Precedented Motions*							
Privileged Motions							
10. Adjourn	No	Yes	No	No	None	None	Majority
9. Recess	No	Yes	Yes	Yes	None	Amend	Majority
8. Table (Postpone Temporarily)	No	Yes	No	No	Main	None	Majority
7. Vote Immediately	No	Yes	No	No	Debatable	None	2/3
6. Limit Debate	No	Yes	Yes	Yes	Debatable	Amend	2/3
5. Postpone Definitely	No	Yes	Yes	Yes	Main	Amend, vote immediately, limit debate	Majority
4. Refer for Decision	No	Yes	Yes	Yes	Main	Amend, vote immediately, limit debate	Majority
3. Refer for Report	No	Yes	Yes	Yes	Main	Amend, vote immediately, limit debate	Majority
2. Amend	No	Yes	Yes	Yes	Rewordable	Vote immediately, limit debate	Majority
Main Motions							
1a. The Main Motion	No	Yes	Yes	Yes	None	Specific main, subsidiary	Majority
1b. Specific Main Motions							
Reconsider	Yes	Yes	Yes	No	Main	Vote immediately, limit debate	Majority
Rescind	No	Yes	Yes	No	Main	Vote immediately, limit debate	Majority
Resume Consideration (Take from Table)	No	Yes	No	No	Main	None	Majority
Incidental Motions#							
Appeal	Yes	Yes	Yes	No	Rulings of the Chair	Vote immediately, limit debate	Negative majority
Suspend Rules	No	Yes	No	No	None	None	2/3
Consider Informally	No	Yes	No	No	Main	None	Majority
Requests							
Conditional Requests†							
Question of Privilege	Yes	No	No	No	None	None	Majority

Withdraw Motion	Yes	No	No	No	All	None	Majority
Division of Question	No	No	No	No	Main	None	Majority
<i>Mandatory Requests</i> [§] Point of Order	Yes	NA	NA	NA	Any Error	None	No vote
Parliamentary Inquiry	Yes	NA	NA	NA	All	None	No vote
Division of Assembly	Yes	NA	NA	NA	Indecisive Vote	None	No vote
Precedented motions are numbered 1 through 10 in order of precedence. #Incidental motions must be decided immediately.				[†] Conditional requests must be granted or voted on immediately. [§] Mandatory requests must be granted immediately NA=Not applicable			

III. Comments on Specific Procedures

A. Privileged Motions

1. Postpone Temporarily (Table): The motion to postpone temporarily is to set aside a pending main motion, which can be taken up and further considered at any time during the same meeting. This is the highest-ranking subsidiary motion to be applied to a main motion and requires a majority vote. It can have no other motions applied to it, requires a second, and is not debatable. It can be applied to a motion even after it has been determined that debate on the motion has been terminated. This would, in effect, temporarily postpone that vote on the main motion to which no other debate can be applied and allow the motion to be brought from the table for resumption of debate. When such debate is resumed, if the vote to terminate debate has been previously decided, it would simply require that the vote, at that time, be taken without further debate. If no motion to resume consideration is made prior to adjournment of the meeting, the motion dies without action.
2. Vote Immediately: When the assembly feels that it has heard enough and wishes to vote on the matter at hand at once it uses the motion to vote immediately. A motion to vote immediately requires a second; no debate is allowed. This motion applies only to the immediately pending question unless the representative making the motion to vote immediately qualifies the motion by specifically stating that it applies to all pending matters. A motion to vote immediately on all pending matters will only be accepted if the Speaker rules that both sides have been heard on all pending matters. In the event a motion to vote immediately prevails, the Council must act without further debate on the item of business and all pending amendments in proper order of precedence. The Speaker will not recognize the motion to vote immediately or terminate debate as being in order if it is added at the conclusion of the significant discussion of the immediately pending question. At the option of the Speaker, a motion to vote immediately will not be accepted until the Council has heard at least one speaker representing each side of the issue.
3. Limit or Extend Debate : Any representative may move to limit or extend debate on any item of business before the Council. A second is required. Further debate is restricted to the type and time of limitations or extensions proposed. Such a motion must be adopted by two-thirds majority vote.
4. Postpone Definitely: This motion serves to delay further consideration of a pending motion until a stated time. The procedure is exactly as described to postpone temporarily, with the exception that a specific time for the resumption of debate is specified. A motion to postpone definitely requires a second and is debatable. This motion is useful to allow representatives time to construct amendments or otherwise discuss the issue informally before presenting a motion to the assembly, while other Council business continues. It also allows an urgent matter to preempt temporarily debate on the current item of business.
5. Refer for Decision: When the Council refers an item of business to the Board of Directors for decision, the Council gives authority to the Board of Directors to make the decision as to what action is appropriate. If the motion to refer is adopted, all pending or adopted amendments as well as the subject are referred. Once the Board of Directors determines the appropriate action, whether affirmative or negative, the Board of Directors subsequently will inform the Council by appropriate means.
6. Refer for Report: If it is desired that a matter be referred to the Board of Directors or through the Board to the appropriate committee, a motion is made to refer for

report. It should be specifically indicated if a report back to the Council is desired at a definite time. Without such a directive, the matter of reporting or its timing is up to the body receiving the referral. If the motion to refer is adopted, all pending or adopted amendments as well as the subject are referred. All referrals to specific committees are made through the Board of Directors. The Board of Directors shall not alter reports or recommendations of committees or individuals, when the Board has referred an issue, resolution, or report to that entity as a result of referral from the Council.

7. Amend: Amendments are used to alter a main motion under consideration. Amendments may be by addition, deletion, or substitution. A second is required to accept an amendment. Debate is then limited to the proposed amendment only. A second-order amendment (amendment to the amendment) may be proposed; however, third-order amendments are not in order. Second-order amendments are limited to the scope of the primary amendment. Should the main motion be postponed or referred, all pending amendments shall adhere on resumption of consideration of the main motion. All motions for substantial amendments to resolutions (more than three words in length) must be submitted to the Speaker in writing prior to being introduced verbally. When appropriate, the amendment will be projected on a screen for viewing by the Council.

B. Main Motions

1. Reconsider: If a motion to reconsider is sustained, it allows the assembly to debate and to vote again on a main motion taken at the same meeting, as though no previous vote had been taken on it.
2. Recall: In order to undo a motion to refer which has been adopted by the Council at the same session, a technique for calling back a referral is the use of the motion to recall. The motion to recall is similar to the motion to reconsider in terms of its intent, but the motion to reconsider can be applied only to a main motion. The motion to refer is a subsidiary motion. The motion to recall requires a second and is debatable, but only as to the reasons for and the propriety of recall. Not debatable is the substance of the main motion itself or any of its pending amendments except as they might apply to the appropriateness of recall.
3. Amend a Previous Action: Not infrequently, it becomes desirable because of afterthought or further consideration to modify an action that has already been taken. If the modification is a simple addition to the action taken, rather than a substantive change, it is not necessary to reconsider. A motion to amend a previous action is in order and it becomes a main motion.
4. Withdraw a Resolution: Occasionally the sponsor of a resolution decides that it should be withdrawn. At any time prior to the acceptance of the resolution as the business of the Council, the sponsor may withdraw the resolution from the Council's agenda. After acceptance as an item of business, it becomes the property of the Council. At the time of the reference committee hearings, the sponsor may suggest to the Reference Committee that withdrawal would be preferable to other action. If the Reference Committee agrees, it may recommend to the Council in its report that leave to withdraw be accorded by the Council. The Speaker, having confirmed approval by the sponsor, places the question on granting leave to withdraw. A majority vote in the affirmative accomplishes withdrawal.

C. Conditional Requests

1. Question of Privilege: Any member may rise to a question of privilege in order to make a request of the Speaker to ensure the safety, comfort, or convenience, or rights of the assembly.
2. Division of Question: Occasionally, in the course of debate, it becomes desirable to separate a proposal into its component parts. This situation often arises when discussing a complex or controversial proposal with many “resolves.” Some items may be noncontroversial, while a particular clause may threaten defeat of the entire proposal. In such instances, a representative may request division of the question. The question may be divided only if it contains more than one independent proposition, so that if one proposition is defeated, the remaining “resolves” are still logical. An incidental request for division of the question may only be applied to the main motion.

D. Mandatory Requests

1. Point of Order: If a representative believes that a rule has been violated, he or she may rise to a point of order immediately after the error is discovered. A point of order on a procedural matter is not in order if raised after another motion has been decided. Any further discussion from the representative asking for the privilege is out of order unless recognized by the Speaker. The Speaker shall immediately rule on the point of order. If the member disagrees with the propriety of the Speaker’s ruling on any matter, he or she may appeal the decision of the Chair.
2. Parliamentary Inquiry: Any representative may rise to a point of parliamentary inquiry to request clarification on any matter. Questions requesting clarification on a procedural matter in question, a proposal one would wish to make, or of another representative are in order. All inquiries shall be addressed to the Speaker. Any further discussion from the representative asking for the privilege is out of order unless recognized by the Speaker. The parliamentary inquiry itself is not debatable.
3. Division of Assembly: Should any member of the assembly be in doubt as to the outcome of a vote, he or she may request a division of the assembly. This motion may be applied only to the immediately preceding vote. It does not require a second, is not debatable, and requires no vote. Representatives shall then vote by raising their voting cards or by submitting their vote through an individually identifiable remote voting system as determined by the speaker. The Credentials and Tellers Committee shall then count every vote cast and report the result to the Speaker, who shall announce the outcome.
4. Voting Procedure: The method of voting is the Speaker’s prerogative, and may be accomplished with the use of voting cards, voice votes, electronic votes or other means. The motion in question shall pass upon receiving the required majority of votes cast. In the event that a motion will fail for lack of one vote, the Speaker may, at his or her discretion, cast the deciding vote.
5. Announcements: Announcements of general interest to members of the Council may, at the discretion of the Speaker, be made from the podium. The Speaker will, however, discourage private announcements and those that are not germane to the business of the Council or the Association.
6. Use of Electronic Devices: Cell phones, pagers, laptop computers, and other electronic devices present in the Council meeting room must be kept in “silent” mode at all times during the Council meeting. Cell phone conversations should occur outside the Council meeting room.
7. Smoking: Smoking is not permitted during Council meetings.