



BYLAWS  
OF THE  
INTERNATIONAL FEDERATION  
FOR  
EMERGENCY MEDICINE

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**ARTICLE I: NAME AND DEFINITION**

The International Federation for Emergency Medicine (hereafter IFEM) is an international association composed of national emergency medicine organizations that are members of the IFEM as defined by these Bylaws. IFEM represents a coordinating consortium of these organizations.

These Bylaws represent the “Regulations” as defined in the Constitution and outline the general operational guidelines and policies for the IFEM.

**ARTICLE II: VISION AND MISSION STATEMENT**

The International Federation for Emergency Medicine will promote access to, and lead the development of, the highest quality of emergency medical care for all people.

IFEM’s Mission is to:

1. To advance the growth of high quality emergency medical care through education and standards.
2. To lead the collaboration and networking necessary to establish universal equality in service and care.
3. To promote the creation and growth of the specialty of emergency medicine in every country.

**ARTICLE III: GOALS**

The Goals of the IFEM, outlined in its founding Charter, are to:

1. exchange information on topics of international interest;
2. provide a mechanism for international collaborative research;
3. provide a mechanism for international elective opportunities for trainees in emergency medicine programs;
4. provide an avenue for international sabbatical and exchange opportunities for practitioners of emergency medicine;
5. act as a forum for common problems and approaches to solving problems specific to emergency medicine;
6. offer advice and guidance to emergency medicine practitioners worldwide in the formation of national associations and training and certification programs;
7. provide a network system of centers to facilitate international cooperation in the event of national or manmade disasters;
8. organize an international conference on topics of interest in emergency medicine, and
9. act as a resource in the development of emergency medical services.

**ARTICLE IV: MEMBERSHIP****Section 1: Eligibility**

Any national emergency medicine professional association or organization that represents emergency medicine physicians in that country is eligible for consideration of membership of the IFEM. Each country may be represented by only one (1) voting national emergency medicine organization in IFEM.

## **Section 2: Categories of Membership**

The categories of membership in IFEM are:

### **2.1 Founding Member**

This category applies to the four (4) founding member associations (The American College of Emergency Physicians, the Australasian College for Emergency Medicine, the Canadian Association of Emergency Physicians and the Royal College of Emergency Medicine (formerly the British Association for Emergency Medicine). Each of these four associations will have one (1) Assembly representative, each appointee will have one (1) full vote.

### **2.2 Full Member**

A Full Member of the IFEM will be the leading national emergency medicine organization for physicians in a country in which emergency medicine is officially recognized as a medical specialty and where there also exists at least one (1) recognized training program in emergency medicine. A Full Member will appoint one (1) representative to the Assembly; this representative will have one (1) full vote. Full Members are eligible to apply for consideration for the right to host the IFEM's International Conference on Emergency Medicine (hereafter ICEM).

### **2.3 Affiliate Member**

An Affiliate Member may be:

- 2.3.1 Any national emergency medicine organization for physicians practicing emergency medicine in a country where the specialty of emergency medicine is not yet officially recognized or residency equivalent training programs in emergency medicine do not yet exist. The President of such an organization must be a physician.
- 2.3.2 Any additional national emergency medicine organization for physicians practicing emergency medicine from a country already represented by a Full or Founding Member.
- 2.3.3 Any multidisciplinary organization whose membership includes physicians providing emergency medicine care or acute care medicine.

Affiliate Members may appoint one (1) non-voting member to the Assembly. Affiliate Members are eligible to apply for consideration for the right to host the ICEM.

### **2.4 Ex-officio Member**

An Ex-officio member will be defined as a multinational emergency medicine organization. Ex-officio members may appoint one (1) non-voting member to the Assembly.

### **2.5 Supporting Member**

The IFEM Foundation will be a Supporting Member of the IFEM. The Supporting Member may appoint one (1) non-voting representative to the Assembly.

## **Section 3: Application for Membership**

Any organization applying for Full or Affiliate membership must send or appoint a representative knowledgeable about the organization and the country to a regular Assembly meeting at which the

vote on this membership will occur. If such a representative is not present at the IFEM Assembly meeting, the Board may choose not to consider the application at that meeting.

Application for membership will be made in writing on the application form providing additional documentation supporting the category for which the application is made, as required. The deadline to submit such applications will be at least 90 days prior to an agreed upon regular Assembly meeting. Applications must be accompanied by an application fee equivalent to one year's annual dues subscription. In the event that the application is unsuccessful, 50% of the fee will be refunded. Applicants may apply for a discount by writing to the Treasurer and giving the reasons for requesting the discount.

The Board of Directors will review all applications for membership in advance and make a recommendation on the acceptance and category of membership for all new members. Final acceptance for any new member will be by approval of at least two thirds of all members of the Assembly present and eligible to vote.

#### **Section 4: Resignation of Membership**

Any member may resign from the IFEM by giving written notice to the Board.

#### **Section 5: Change of Membership Category**

Any IFEM member who wishes to change their category of membership may do so by making a written application to the Assembly and providing appropriate documentation for the category of application. If the change in category is not approved, the member will retain their previous membership category.

#### **Section 6: Failure to Comply with Rules and Regulations**

Members will be expected to comply with established Federation rules and regulations to include the payment of dues. All such rules and regulations will have been ratified by the Board or Assembly. Failure to comply with established rules and regulations may result in:

- 6.1 For Full or Founding Members: loss of vote at subsequent Assembly meetings until such failure(s) to comply has been corrected.
- 6.2 For all Members: if, as determined by a two thirds (2/3) vote of the Assembly, there is persistence in failure to comply, or if failure to comply is judged sufficiently egregious, loss of membership.

### **ARTICLE V: EXTERNAL RELATIONSHIPS**

The IFEM Board may consider external relationships or collaborations that assist it to fulfil its vision and mission.

1. A partner is an external organization that will maintain an ongoing relationship with IFEM. Normally a formal written agreement will be signed, detailing the shared benefits, responsibilities, risks and outcomes (where applicable) as well as how the relationship meets with IFEM's strategy.
2. A collaborator is an external organization that will work with IFEM on a specific time-limited project.

## ARTICLE VI: IFEM ASSEMBLY

### Section 1: Activities of the Assembly

1. The IFEM Assembly will provide a forum for discussion and a mechanism for collaboration on issues relating to international emergency medicine.
2. The Assembly will act to carry out the activities of the IFEM as per these bylaws and revise the bylaws as required.
3. The Assembly will review and vote on approval of any actions taken by the Board and Executive between meetings of the Assembly, and shall approve committee reports.
4. The Assembly is responsible for ratification of the Board's selection and maintenance of a permanent secretariat at a permanent site.
5. The Assembly will be responsible for ratification of the Board's recommendation on the hosts of future ICEM.
6. The Assembly shall be responsible for ratifying the Board's actions concerning the general structure and operation of each ICEM, and IFEM publications or products.
7. The Assembly will elect the members of the Board including all officers of the Executive.

### Section 2: Composition and Procedures

The Assembly is composed of one (1) voting representative from each of the Founding and Full members. Representatives of Affiliate members may attend and participate in Assembly meetings but do not have the right to vote. All member representatives must be emergency physicians. Generally, the representatives should be the current president of each national organization but other members of national organizations may be appointed as the Assembly representative. The recommended minimum term of office for each Assembly representative is one (1) year. If unable to attend an Assembly meeting, the national representative may temporarily appoint another person from that organization as their voting representative. Any such representative change by the member organization must be made in writing to the Secretariat prior to the Assembly meeting.

The Assembly's primary purpose will be to ratify or reject proposals brought forward by either the Board or the Executive. The Assembly will have the final decision-making power for major issues related to the IFEM. The Assembly may refer action items to either the Board or to the Executive.

### Section 3: Meetings of the Assembly

The Assembly will meet during the annual meeting of the International Conference on Emergency Medicine. Additional meetings may be scheduled if accepted by at least two-thirds of the current voting members of the Assembly. Additional meetings may be proposed either during regular meetings or via e-mail. At least 90 days' notice must be given to each Assembly member prior to such an additional meeting.

Material that will require a vote at an Assembly meeting and is related to proposed changes to these bylaws or new membership applications must be received by each member at least 30 days prior to that meeting.

Each member association is responsible for ensuring the attendance of their Assembly representative at meetings. IFEM is not to be held accountable for any costs accrued for these meetings by members of the Assembly.

A quorum of the Assembly shall be determined by the Secretariat for each meeting and is defined as at least 50 percent plus one member of all eligible voting members. A quorum is required for votes to change bylaws, accept policies or approve new member applications. **A 2/3 vote of the convened Assembly members, if that number is judged to constitute a quorum, is required for a bylaws change. A simple majority vote of the convened Assembly members, if that number is judged to constitute a quorum, is required for acceptance of policies or approval of new member**

**applications.** In the absence of a quorum discussion pertinent to such issues may occur and be brought forward in the minutes.

#### **Section 4: Proxies**

Voting by proxy in respect to a particular resolution is permitted; the proxy is not entitled to vote on the resolution(s) other than as originally specified, nor allowed to vote on resolutions not identified prior to the Assembly meeting.

Any voting Assembly member may indicate in writing to the IFEM Secretariat that they wish to assign their vote to a proxy for all matters or specific resolution(s). Notification must occur at least 48 hours prior to the Assembly meeting. The Secretariat must procure a signed proxy from the member, in which both the identity and scope of the proxy are clearly indicated. A PDF version of an original signed document will be accepted as a valid signed proxy. The proxy shall be selected from the membership of the Assembly and once assigned cannot be transferred to another Assembly member. Proxies must be presented to the Chair by the IFEM Secretariat identified at the commencement of the Assembly meeting. The Chair must declare to the Assembly the number of valid proxy votes at the commencement of the meeting.

#### **Section 5: Participation in Meetings by Telephone or Video conference**

A meeting of the Assembly may be held with one or more of the Members taking part by telephone or other means of audio or audio-visual communication and when each of the Members participating in the communication is able to read the written contributions or hear each of the other participating Members. A meeting of the Assembly may only be held in this manner where all of the Members have access to the communication facilities to be used for the meeting.

#### **Section 6: Voting by electronic means**

The Board may request the Assembly to vote by electronic or other means. For material related to any decisions, thirty days' notice is required.

A circulating motion will be deemed to be carried when a majority of the members eligible to vote is achieved in favour of the motion. Failure to lodge a vote in the required timeframe will be considered as an affirmative vote. Where a majority of those eligible to vote is not attained in favour of the motion, the motion will be deemed to have been decided in the negative. Members wishing specifically to abstain from an electronic vote must respond as abstaining from the vote.

A two thirds majority is required for changes to these bylaws.

### **ARTICLE VII: IFEM BOARD**

The purpose of the Board is oversight and ultimate responsibility for the activities of IFEM.

#### **Section 1: Activities of the Board**

1. The IFEM Board will provide a forum for discussion and a mechanism for collaboration on issues relating to the operation of the IFEM.
2. The Board will act to carry out the activities of the IFEM as per these bylaws.
3. The Board will review and vote on any actions taken by the Executive between meetings of the Board, and shall approve committee appointments.
4. The Board is responsible for selecting and maintaining a permanent secretariat at a permanent site subject to ratification by the Assembly. The Board will be responsible for establishing a funding mechanism for the secretariat.



5. A Sub-Committee of the Governance Committee, to be known as the Awards Sub-Committee, will be responsible for considering all applications for IFEM Awards.
6. The Board will review, approve and ratify recommendations of the Awards Sub-Committee.
7. The Board will be responsible for recommending the hosts of future ICEM, for ratification by the Assembly.
8. The Board shall be responsible for reviewing and approving the general structure and operation of each ICEM.
9. The Board will elect the members of the IFEM Executive in situations where a seat becomes vacated in an unexpired term or a member must be added to comply with residency requirements. Otherwise all members of the Executive will be elected by the Assembly.

## Section 2: Composition and Procedures

The Board is composed of the Officers of the Executive and six other individuals, elected as Directors by the Assembly, provided that this election creates a Board that includes at least one (1) representative respectively from the following regions:

1. North America: USA, Canada, Bermuda, Bahamas, or other English speaking islands in that region;
2. Central and South America: Mexico and every country south of it plus all the Caribbean countries except those that are primarily English speaking;
3. Africa: all its component countries;
4. Europe: all the countries west of the Urals, also including Iceland, Cyprus, Turkey, Russia, and Israel;
5. Asia: all the continental Asian countries including Japan, Singapore, Taiwan, Indonesia, Philippines and Brunei;
6. Australasia: Australia, New Zealand, New Guinea, Papua New Guinea, East Timor, Micronesia, and the other island states in "Oceania".

These six regional representatives will be elected from IFEM Assembly members or their nominees. In addition, up to two non-voting members of the Board may be appointed to comply with the residency requirement imposed by law, if these requirements cannot be met by formally elected board members. Generally individuals elected to the Board should have previously served on the Assembly or chaired standing IFEM committees. The term of office for each Director is two (2) years.

The Member-at-Large will also be a non-voting ex-officio Member of the Board, nominated by the Host Organization of the next ICEM, and appointed by the Board. Their role is to keep the Board and CPD Committee informed of the structural and operational plans for the next ICEM and ensure it conforms to Article XIV "General Guidelines for Conducting the ICEM" and related policies. Tenure of this office will normally be two years, thus at any one time there will be two Members-at-Large present on the Board.

The Board's primary purpose will be to approve or reject proposals brought forward by either the Executive or by committees. The Board will have the decision-making power for all major issues related to the IFEM not specifically retained by the Assembly, subject to review by the Assembly. The Board may refer action items to either the Executive or to a committee of the IFEM.

## Section 3: Vacancies

In the event of any vacancy in the membership of the Board, including the Officers of the Executive, caused by anything other than by the retirement of a Director at the end of their term, the Board may appoint a qualified person to fill the remainder of the unexpired term. Any Officer or Director so appointed will hold office only until the conclusion of the next Assembly meeting but will be eligible for election at such meeting without a penalty of their elected term length for time served as an appointee.

#### **Section 4: In-person Meetings of the Board**

Members of the Board will attend regular meetings a minimum of (1) time every year. One (1) meeting will occur during the biannual International Conference on Emergency Medicine (hereafter ICEM). The other regular Board meetings will be scheduled during the American College of Emergency Physicians Annual Scientific Assembly. Additional meetings may be scheduled if accepted by at least two-thirds of the current voting members of the Board. Additional meetings may be proposed either during regular meetings or via e-mail. If a meeting is proposed by e-mail, Board members will be required to return their vote within 14 days. At least 60 days' notice must be given to each Board member prior to such an additional meeting.

Material that will require a vote at a Board meeting and is related to proposed changes to these bylaws or new membership applications must be received by each member at least 30 days prior to that meeting.

Each member association is responsible for ensuring the attendance of any elected Board representative at Board meetings. Unless otherwise agreed, IFEM is not to be held accountable for any costs accrued for these meetings by Board members.

A quorum of the Board shall be determined by the Secretariat for each meeting and is defined as, at least 50 percent plus one member of all eligible voting members. Without quorum, there can be no vote with respect to changes in acceptance or approval of policies or recommendations. Discussion pertinent to such issues may occur and be brought forward in the Minutes in the absence of a quorum.

#### **Section 5: Telephone or Video conference meetings**

A meeting of the Board may be held with one or more of the Directors taking part by telephone or other means of audio or audio-visual communication and when each of the Directors participating in the communication is able to read the written contributions or hear each of the other participating Directors. A meeting of the Board may only be held in this manner where all of the Directors have access to the communication facilities to be used for the meeting.

#### **Section 6: Written Resolutions**

A written resolution signed or approved by electronic mail by 75% of all Board Members entitled to vote is taken to be a decision of the Board Members passed at a meeting of the Board duly convened and held. The written resolution may consist of:

1. several documents in like form, each signed by one or more Director and, if so signed, takes effect on the last date on which a Director signs one of the documents; or
2. the printed record of several electronic mail messages each indicating the identity of the sender, the text of the resolution and the sender's agreement or disagreement to the resolution, as the case may be, and such a resolution takes effect on the date on which the last Director sends such a message.

### **ARTICLE VIII: EXECUTIVE**

#### **Section 1: Officers**

The Officers of the Executive will be the President, Vice-President, Secretary, Treasurer, Immediate Past President, and President-Elect, Liaison and Oversight Officer and other Members as determined from time to time by the Board in order to comply with residency requirement imposed by law. The Assembly will elect all voting Officers of the Executive excluding the President and Immediate Past

President. Additional Members required for residency laws shall be elected by the Board. The Secretariat will be asked to participate on the Executive as a non-voting ex-officio member. A majority vote of approval is required for each Officer.

The term of office for the President, President-Elect, Immediate Past President, Vice-President, Secretary, and Treasurer and Liaison and Oversight Officer will be two (2) years. At the end of this term, the President-Elect will assume the position of President (immediately after the ICEM at which the election takes place). The term of the Immediate Past President will commence with the beginning of the term of his successor. There are no limits to the number of times Officers can sit for re-election.

## **Section 2: Functions and Operations**

The functions of the Executive are to carry out such functions as delegated by the Board:

1. Execution of the IFEM Vision, Mission and strategy as determined by the IFEM Board.
2. With aid of administrative personnel:
  - a. To receive, process and analyze applications for new members.
  - b. To prepare documents and other materials required for Board meetings.
  - c. To manage the finances of the IFEM and keep accurate financial records and accounts of income and expenditure.
  - d. To maintain the membership records.
  - e. To keep records of all meetings of the IFEM.
  - f. To conduct surveys and electronic (email) votes of Board members as directed by the Board or by its officers.
3. To assist in planning and operation of each ICEM, keeping the Board informed of the organizational progress for each ICEM.
4. To regularly distribute in a timely fashion appropriate informational items to all active Board Members.
5. To appoint, supervise, and direct office personnel hired to conduct IFEM, Board and Executive business.
6. To call for nominations for IFEM Awards.
7. To call for nominations to host the ICEM.
8. The Executive may designate one of its Members as a non-voting member for each of the IFEM Standing Committees.

## **Section 3: Duties of Officers**

### **President**

1. To supervise and direct the operations of the Executive.
2. To prepare agendas for Board meetings.
3. To call and chair meetings of the Board.
4. To speak on behalf of the IFEM.

### **Vice-President**

1. To undertake the duties of the President if the President and the President-Elect are temporarily unable to carry out those duties due to illness or inability to attend a meeting.
2. To assist the President and President-Elect in their functions.
3. To develop potential revenue streams for IFEM outside those explicitly defined by the ICEM, Institute and Foundation.
4. To manage and oversee month to month committee activities. To ensure accountability is maintained and that IFEM and Committee objectives are adhered to and to ensure timelines are met.
5. To provide recommendations to the IFEM Executive regarding Committee Chair performance.

**Secretary**

1. To be aware of all issues on the Executive, to supervise the administrative personnel of the Executive and to maintain appropriate written records for the IFEM.
2. In conjunction with the President be responsible for recording, reviewing, distributing and ensuring the accuracy of the Minutes of all Executive and Board meetings.
3. To be the Executive lead on Communications, Website and Translation activities of the IFEM via interactions with the Executive Officer, Communications Committee, Translation subcommittee and Website developer/host.
4. In conjunction with the President prepare agendas for meetings.
5. To ensure all necessary documents are sent to Board members in a timely fashion.
6. To keep an up to date copy of the bylaws.

**Treasurer**

1. To monitor and manage the financial accounts of the IFEM.
2. To work towards the long term financial sustainability of the IFEM by providing the Executive with financial guidance as regards the execution of IFEMs mission and vision priorities.
3. To provide a written financial report at each Board meeting or additionally as requested by the Board or by the President.
4. To prepare annual accounts.
5. With the Finance Committee, to prepare a budget for consideration and approval by the Board.
6. With the Finance Committee, to determine and implement a funding mechanism for the permanent secretariat.

**President-Elect**

1. The President-Elect will learn the duties of the President.
2. The President-Elect will familiarize themselves with all current and past activities of the Executive.
3. To call and supervise elections, as Chair of the Nomination Committee.
4. Lead strategic planning and development of the organization.

**Immediate Past President**

1. To advise the Executive.
2. To aid the President in learning and taking on the roles of office.
3. To complete projects initiated during Presidential term.
4. To represent the IFEM as required.
5. To assume a position on the Board of the IFEM Institute.

**Liaison and Oversight Officer**

1. To determine areas/regions and organisations across the globe without adequate IFEM activity/communication.
2. To determine areas/regions across the globe that have interested individuals or organisations that are not currently involved with IFEM.
3. To identify and contact key role players in these areas/regions and propose and develop specific support options that IFEM could potentially provide, as falls within the IFEM objectives.
4. To guarantee that due diligence is applied by the IFEM Executive in all actions that it takes to ensure that the potential consequences of those actions are taken into account, interrogated and reflected upon.

## **ARTICLE IX: ELECTION AND RECALL PROCESSES**

### **Section 1: Nomination Committee**

A Nomination Committee will be established by the President for the purposes of preparing the slate of candidates for election of members of the Board and the Executive. The Nomination Committee will be a sub-committee of the Governance Committee and include no less than three members one of which will be the chair of the Governance Committee, unless that individual is nominated for the Board or Executive. The President-Elect will serve as the Chairman of the Nomination Committee and will advise the Secretariat to call for nominations for Board or Executive vacancies in accordance with these Bylaws. The Nomination Committee will vet all nominations to ensure nominations meet criteria established by the Bylaws. Further, the Nomination committee will solicit nominees if the slate is deemed to be incomplete or inadequate.

### **Section 2: Board Nominations**

Nominations for Regional Representatives on the Board of IFEM must meet the following criteria:

1. Nominations must be received by the IFEM Secretariat at least 90 days prior to the Assembly meeting at which the election will take place.
2. Regional representatives to the Board must be nominated by a Full or Founding Member organization of that region and be members in good standing of the nominating organization.
3. The nominating organization must also be in good standing at the time of nomination and at the time of the election.
4. At the time of nomination, the individual nominee must submit a consent to “act if elected” as well as personal information for review by the Nomination Committee and Assembly.

If there is only a single valid candidate nominated for election to any one Board position, that candidate shall be declared duly elected at the designated Assembly meeting. In the event that there is more than one valid nomination for any one position, the President will initiate the election process. Elections will occur every two (2) years during the Assembly meeting held at the ICEM.

### **Section 3: Executive Nominations**

Nominations for Executive Members of the Board of IFEM must meet the following criteria:

1. Nominations must be received by the IFEM Secretariat at least 90 days prior to the Assembly meeting at which the election will take place.
2. Executive Members of the Board must be nominated by a Full or Founding Member organization of IFEM and be members in good standing of the nominating organization.
3. The nominating organization must also be in good standing at the time of nomination and at the time of the election.
4. At the time of nomination, the individual nominee must submit a consent to “act if elected” as well as personal information for review by the Nomination Committee and Assembly.
5. Nominees for President-Elect must be individuals who are either current or immediate past Board members or, or current or immediate past committee chairs.
6. Nominees for all other Officer positions should serve or have served as either members of the Board, as a current Committee Chair, or current or immediate past Assembly representative.

If there is only a single valid candidate nominated for election to any one Executive position, that candidate shall be declared duly elected at the designated Assembly meeting. In the event that there is more than one valid nomination for any one position, the President will initiate the election process. Elections will occur every two (2) years during the Assembly meeting held at an ICEM.

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**Section 4: Election Protocol**

1. Nominations together with candidate information shall be circulated to the voting members of the Assembly at least 30 days prior to the date of the Election. Voting members of the Assembly are the official association representatives for Founding and Full members.
2. Ballots for each position shall be prepared containing in alphabetical order the names of candidates nominated.
3. Ballots for each open Board or Executive position will be polled independently.
4. Voting will be by secret ballot in the following order: President-elect, Vice-President, Treasurer and Secretary and Board representatives Africa, Asia, Australasia, Central and South America and North America.
5. The chair of the nominating committee will oversee the election process during the assembly meeting.
6. Two (2) members of the Nomination Committee will count the votes independently and ensure the results are the same. If there is discordance in vote counts, the Chair will determine the final results after review of all votes.
7. All election results are the result of a simple majority victory.
8. If there are more than 2 candidates in the election, a winner can be declared only if that person has won more than 50% of the total vote count. In the case of more than 2 nominees and the failure of one candidate to procure more than 50% of the total votes, the nominee with the lowest vote total will be removed from the ballot. A second round of voting would then take place. This can be repeated until such time as a simple majority vote for one candidate is obtained,
9. All eligible Assembly members and the President will cast votes. Should the scrutineers find a tied vote, then the President's deliberative vote will be added to the count. If there is no tied vote, the President's vote will be ignored. The only results announced will be the result of the final count.
10. Results of the final vote will be announced at the same Assembly meeting, after all pending elections have been completed.
11. Terms of office of newly elected Officer positions' will commence at the conclusion of the ICEM where elections take place.

**Section 5: Recall Procedures**

Any voting Assembly member may initiate a recall procedure for an Executive or Board member. This formal notice of attempt at recall must be sent to the IFEM Secretariat at least 120 days prior to the next Assembly meeting. In order for the recall vote to proceed written letters of support for a recall vote must be brought forward by at least four (4) Board members or 25% of full voting assembly members. The supporting letters must be received at least 30 days in advance of the next Assembly meeting.

A two-thirds vote of the Assembly members present is required to remove an officer from his or her position (conduct the recall). If the officer is removed, an election will be held at that same Assembly meeting to replace that officer. Approval of the new officer requires a majority vote of the quorum present at that Assembly meeting. The term of office for the new officer will commence immediately at the time of election and extend until the next Assembly meeting where elections are to be held.

**ARTICLE X: STANDING COMMITTEES**

The Board may delegate all or any of its functions, powers or discretions to standing committees comprising such persons as the Board determines. The Board shall determine the powers and duties of each committee, and shall review the terms of reference and membership biennially. IFEM standing committees and their functions are defined in the IFEM General Procedures Manual.

## **ARTICLE XI: SPECIAL INTEREST GROUPS (SIGs)**

### **Section 1: General**

In response to a petition by at least ten (10) interested individuals, the Board by majority vote may decide to establish Special Interest Groups (SIGs) to provide an IFEM forum for those with special areas of interest within the field of emergency medicine. Each SIG will function in compliance with Terms of Reference and Operational Guidelines established and approved by the Board. The SIG will report to a relevant IFEM Standing Committee as determined by the IFEM Board. The Chair of the SIG will be elected by a majority vote of the members of the SIG at the biennial meeting. The term of office of the Chair will be two years and is renewable for a further two-year term (in total four years). Meetings are expected to coincide with the ICEM Conference. The need for each SIG should be reviewed at least once every four (4) years by the IFEM Board and the relevant IFEM Standing Committee overseeing the SIG. The IFEM Secretariat will keep a list of SIGs (with SIG membership lists) on the website.

### **Section 2: Individual Membership**

Membership of SIGs shall be open to individuals who belong to an IFEM member organization. Exceptions can be made if the individual is from a non-IFEM organization but can offer individual expertise (e.g. paediatricians, critical care doctors). Members from non-IFEM member organizations should comprise no more than 40% of the total SIG membership. Applications for individual membership should be made in writing to the Chair of the SIG. The minimum number of active individuals required for the continued functioning of each SIG is ten (10). The individual application should include a description of the applicant's interest and involvement in the area of special interest as justification of his or her membership of the group.

### **Section 3: Functions and Limitations**

A Special Interest Group shall promote and advance the objectives of the IFEM including performing tasks relevant to the SIG and delegated to it by the Board from time to time. The SIG may also provide a forum for networking, exchange of information, curricular development and promotion of research activity amongst individuals with an active interest in that area. Unless specifically authorized by the Executive, the SIG shall not hold itself out to represent IFEM on matters of the Special Interest, have access to support from the Secretariat, or commit or expend IFEM funds, unless specifically authorized to do so by the IFEM Board on a case-by-case basis. SIGs would be expected to submit annual reports to their appropriate overseeing IFEM Standing Committee.

### **Section 4: Dissolution Procedures and Tenure**

The IFEM Board will review the need to continue with each SIG once every four years. A decision for maintenance or dissolution would be by the IFEM Board and will take into consideration the recommendation of either the SIG or the overseeing IFEM standing committee or both. Grounds for dissolution, if any, would need to be spelt out by the recommending agency.

## **ARTICLE XII: TASKFORCES**

The Board by majority vote may appoint members of the Board or other persons to a taskforce to undertake a specific project behalf of the IFEM. The proposal for a taskforce must detail the intended task, potential membership and include a defined endpoint for completion of the task.

## **ARTICLE XIII: FELLOWSHIP AND AWARDS**

### **Section 1: Fellowship**

#### **1.1 Criteria for Fellowship**

Nominations for the “Order of the IFEM” (also known as “Fellowship of the IFEM”) should be reserved for individuals who have demonstrated an extensive and continuous commitment to the specialty of emergency medicine in their own country as well as having made significant contributions to supporting the development and advancement of the IFEM. Criteria for consideration of Fellowship would include the following:

1. Serving in a leadership role within the IFEM - including serving as the representative from a national organization to the IFEM Assembly or Board, coordinating committee activity or projects within IFEM, or demonstrating outstanding service in promoting the development of the IFEM.
2. Active involvement with ICEM: conference director, committee representative for a country in the ICEM, or by demonstrating outstanding service promoting the educational objectives of the ICEM.
3. Fellowship may also be recommended by a member national organization wishing to acknowledge an exceptional person who has made outstanding contributions to international emergency medicine in other ways.

#### **1.2 Procedures for Nomination for Fellowship**

Any IFEM member is eligible to nominate individuals for IFEM Fellowship. The nominations should be made by a reference letter (maximum of two (2) pages) presenting the rationale for recognizing the contributions of the nominee and accompanied by a one-page citation. Nominations with supporting documentation should be sent to the IFEM Secretariat at least 90 days prior to the regular Board meeting at which ratification of the nominations will occur. The Board will review, approve and ratify all Fellowship designations. Newly designated Fellows will then be recognized at the next ICEM awards ceremony with a certificate and medal. This award should not be given if, in a given year, the Board does not feel that any nominees meet its expectations for selection. Fellows will be authorized to use of the official title “Fellow of the International Federation for Emergency Medicine” associated with their name as *post nominal* FIFEM.

### **Section 2: Humanitarian Award**

#### **2.1 Criteria for Humanitarian Award**

The purpose of the IFEM Humanitarian Award is to recognize an individual or organization that has conducted work related to international emergency medicine which has led to major humanitarian or public health benefits or positive effects.

#### **2.2 Procedures for Nomination for Humanitarian Award**

Any IFEM member is eligible to nominate a candidate for the IFEM Humanitarian Award. The candidate may be an individual or an organization or a government body who has contributed significantly to the field of emergency medicine. The nominations should be made by a maximum of a two (2) page reference letter presenting the rationale for recognizing the contributions of the individual or organization and accompanied by a one page citation. A Sub-Committee of the IFEM Governance Committee will consider nominations for this award in accordance with the Awards Sub-Committee terms of reference and make recommendations to the Board. The Board will review, approve and ratify the recommendation of the Awards



Sub-Committee. A maximum of two Humanitarian Awards may be approved for presentation at each ICEM awards ceremony with a certificate and plaque. This award should not be given if, in a given year, the Board does not feel that any nominees meet its expectations for selection.

### **Section 3: Gautam Bodiwala Lifetime Leadership Achievement Award**

#### **3.1 Criteria for Award**

The Gautam Bodiwala Lifetime Leadership Achievement Award is IFEM's highest honour. The purpose of the Award is to recognize an individual who has demonstrated an extensive and continuous commitment to the International Federation for Emergency Medicine resulting in significant contributions to the development and advancement of the IFEM in addition to extensive and continuous commitment to the specialty of emergency medicine in their own country. Criteria for selection for the Gautam Bodiwala Lifetime Leadership Achievement Award should include the following:

1. Serving in a leadership role within the International Federation for Emergency Medicine (IFEM) as a member of the Board, Executive, or as a Committee Chair.
2. Serving on the IFEM Assembly, Committees, or Task Forces, and demonstrating outstanding service in serving or promoting the IFEM.
3. Active involvement with the ICEM as a conference organizer, committee representative, speaker, or by demonstrating outstanding service promoting the educational objectives of the ICEM.

The nominee must have met at least one aspect of all three of the above criteria and served the IFEM in some capacity for a minimum of ten years. In addition, the nominee cannot be a member of the Executive or Board at the time of Award presentation. Nominees who are finishing their terms on the Executive or Board may not participate in the Awards process in any way and will be excluded from all award communications immediately upon nomination.

#### **3.2 Procedures for Nomination for the Gautam Bodiwala Lifetime Leadership Achievement Award**

1. Only members in good standing are eligible to nominate individuals for Gautam Bodiwala Lifetime Leadership Achievement Award.
2. The nominations should be made by a reference letter (maximum of four (4) pages) presenting the rationale for recognizing the contributions of the nominee and accompanied by a one-page citation.
3. Nominations in response to a call for nominees should arrive at the IFEM Secretariat with supporting documentation at least 90 days prior to the Board meeting at which ratification of the nominations will occur.
4. The Board will review and approve a maximum of one nominee. Nominees who are completing service on the Board may not participate in the selection process in any way and are to be excluded from all communications concerning the Award selection.
5. The awardee will then be recognized at the next ICEM awards ceremony with a certificate and plaque. This award should not be given if, in a given year, the Board does not feel that any nominees meet its expectations for selection.

**ARTICLE XIV: INTERNATIONAL CONFERENCE ON EMERGENCY MEDICINE**

The International Conference on Emergency Medicine is held annually in the month of June. Full or Affiliate member organizations may bid to host the ICEM in accordance with the Guidelines for the ICEM document. Each ICEM should be four (4) days in duration, and additional “satellite” meetings or courses may also be scheduled. The focus of the educational material presented should be directed at specialist emergency physicians.

**ARTICLE XV: AMENDMENTS TO BYLAWS**

Proposed amendments to the bylaws of the IFEM must be submitted to the Executive by members of the Assembly, Board or any Committee at least 90 days in advance of the Board Meeting preceding the Assembly meeting at which a vote on the proposed amendment(s) would occur.

The proposed amendment will be assigned to the Governance Committee for review and initial recommendations for any revision. Upon receipt of a final draft version from the Governance Committee, the Secretariat will post the proposed amendment on the IFEM website. The Board will be advised of this posting by email and asked to post comments or suggested modifications within the next fourteen (14) days. Based upon these comments the Governance Committee will draft a final version in consultation with the Executive for a vote of the Board and the Assembly.

A change or approval of amendments to the Bylaws requires a two-thirds vote by both the Board of Directors and the Assembly for implementation.

**ARTICLE XVI: MISCELLANEOUS**

Operation of the Board and Executive will be in compliance with the legal regulations specific to its geographic location, including compliance with the IFEM Constitution. In the event that the Constitution is in conflict with these bylaws, notice will be made to members and a vote to amend the Constitution or bylaws shall be brought to the Assembly at its next regular meeting.

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