



## AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

### **Councillor and Alternate Councillor Position Description**

#### Summary of Positions:

A councillor/alternate councillor is a key participant in the leadership and development of ACEP policy. The councillor represents emergency physicians from his/her chapter, section, AACEM, or EMRA. Councillors have the responsibility to voice the concerns of their constituents on the floor of the council meeting and in reference committees. Councillors can also express the will of their constituents by the execution of their votes for or against resolutions and electing board members and Council officers at the annual meeting.

Alternate councillors are also key members in ACEP chapter/section leadership. An alternate councillor may assume the duties of a councillor when so directed by the constituent delegation, with proper credentials.

To help them prepare for the meeting, many chapters require councillors to attend a certain number of chapter/section board meetings a year, as well as a special briefing to review Council resolutions and ACEP candidates for office. Some chapters find it advantageous to appoint councillors/alternate councillors as chairs of chapter committees to encourage their participation and exchange of ideas throughout the year.

Councillors/alternate councillors report to the speaker and vice speaker of the Council, and their chapter, AACEM, EMRA, or section leadership.

#### Characteristic Duties and Responsibilities:

1. Make travel/housing arrangements to attend the Council meeting.
2. Read and participate on the Council list serve (c-mail).
3. Begin reading the Council notebook as soon as it is posted on the Council web site.
4. Become familiar with the Council notebook, especially credentialing procedures, Council Standing Rules, resolutions, and background information.
5. Become familiar with the candidates and election material.

6. Present and discuss Council resolutions and candidate information with chapter/section board of directors.
7. Arrive at the annual Council meeting on time and be prepared for discussion. If you find you cannot attend, promptly notify and assist your chapter/section in naming an alternate.
8. All certified councillors and alternates must be officially credentialed at the ACEP credentials and registration desk located in or near the Council meeting room.
9. Attend the councillor orientation session the night before the Council meeting, if possible.
10. Attend and participate in the reference committee of choice (larger chapters may assign specific reference committees to specific councillors).
11. Attend the Candidate Forum and the Discussion of Strategic Issues.
12. Remain on the Council floor while a motion is being discussed. No exchange of credentials between a councillor and alternate is permitted during this time.
13. Alternate councillors may only be seated as councillors when presented with the voting card and keypad. If debate is occurring on the Council floor, no exchange will be permitted until final action has been taken on a particular issue.
14. Report on Council actions and election results to the chapter/section/EMRA board and membership.
15. Participate in chapter meetings to increase awareness of issues affecting members.
16. Conduct debate in a dignified manner with respect to your colleagues.