

October 8, 2023

Sent via email to: aehrhhard@northernlight.org
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Maine Chapter of the American College of Emergency Physicians

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Dear Dr. Ehrhard and Cathy,

Every four years, the ACEP Bylaws Committee performs a routine comprehensive review of a chapter's bylaws. The comprehensive review focuses on the following areas: (a) compliance with the requirements of and possible conflicts with the College Bylaws; (b) compliance with the form and content of the current *Model Chapter Bylaws (the Model)*; and (c) internal consistency and overall clarity.

Chapter reviews are distributed across a four-year cycle and your chapter is scheduled for a Routine Comprehensive Review of its bylaws in this committee year. As we learned during the pandemic, some chapter bylaws may need to be amended to add appropriate language that enables the chapter to conduct business, including meetings and elections, via remote communications technology.

The Committee conducts its reviews on behalf of the ACEP Board of Directors, which recently approved the newest updates of both the Model and the Chapter Bylaws Review Process. We believe the updated review process will be more effective and efficient because it is a more proactive and collaborative approach for both Bylaws Committee members, Chapter Leaders, and Chapter Executives. We are confident that the revised process will reduce the duplication of effort by both chapter and committee reviewers, and will streamline the overall course of the review.

In accordance with the Chapter Bylaws Review Process, enclosed is a copy of your Chapter's bylaws most recently approved by the College on July 13, 2017.

- If you do not agree that these are the Chapter's most recently approved bylaws, the Bylaws Committee must be notified at bylaws@acep.org within thirty (30) calendar days of the reason for the disagreement.

Additionally, within the next thirty (30) days, please forward to me (at bylaws@acep.org or spurpura@acep.org):

- The name and contact information of the appointed chapter liaison(s) to the Bylaws Committee for the duration of the review process; and
- The date of your chapter's next membership meeting.

Once we have this information, our committee reviewers will reach out to your chapter liaisons to initiate the actual review.

Bylaws are a critical component of legal compliance in both chapter and College operations. The Bylaws Committee strives to actively assist chapters throughout the review process so as to minimize the time and effort expended on this necessary task.

For your reference, the enclosed copy of the Chapter Bylaws Guidance Documents, consist of the recently revised *Model Chapter Bylaws* and *Chapter Bylaws Review Process*, approved by the Board of Directors on October 6, 2023.

Please contact me with any questions.

Kindest Regards,



Shari Purpura
Paralegal
Office of the General Counsel

cc: James D. Thompson, MD, FACEP
Chair, Bylaws Committee

Enclosures