

**Sierra-Sacramento Valley
Emergency Medical Services Agency
Regional Medical Control Advisory Committee**

BYLAWS

ARTICLE I

NAME

SECTION 1. The Committee shall be referred to as the Regional Medical Control Advisory Committee.

SECTION 2. The Committee shall be governed by Robert's Rules of Order.

ARTICLE II

PURPOSES

SECTION 1. The purposes of the Committee shall be to:

- A. Represent the position of base hospitals and ALS service provider agencies on prehospital care and emergency medical services issues, as may be deemed necessary.
- B. Promote communication and coordination among all interested parties for effective response to determine needs of prehospital care.
- C. Promote region-wide standardization of prehospital care policies, procedures and protocols.
- D. Recommend policies, procedures, protocols, positions, and philosophy of prehospital care and standards of care to the Sierra-Sacramento Valley Emergency Medical Services (S-SV EMS) Agency.

ARTICLE III

AUTHORITY

SECTION 1. AUTHORITY

- A. The Committee shall function as advisory to the S-SV EMS Agency.
- B. The Agency shall inform the committee, at the next regularly scheduled meeting, of any committee recommendation that is overruled or modified and provide details of the reversal or modification.

ARTICLE IV

MEMBERSHIP

SECTION 1. MEMBERS

A. Membership:

The Committee shall consist of the following members:

1. The Base Hospital Medical Director, or the Base Hospital's appointed physician representative, from each S-SV base or trauma base hospital.
2. The Base Hospital Coordinator, or the Base Hospital's appointed nursing representative, from each S-SV base or trauma base hospital.
3. EMT-Paramedic - One public ALS service provider representative and one private ALS service provider representative who actively practice in the field. S-SV will appoint the two EMT-Paramedic representatives through nominations received from Base Hospital and ALS service provider agencies.
4. The Emergency Department Medical Director, or the appointed physician representative from each S-SV receiving hospital that is located within the S-SV region.
5. One (1) appointed member from each active S-SV county EMCC committee.

B. Ex-officio - non-voting membership:

The Committee ex-officio, non-voting, membership shall consist of representative(s) from hospitals, located outside of the S-SV region, that provide specialty care services for the S-SV region.

SECTION 2. APPOINTMENT AND TERM

A. Members are appointed and serve at the request of the S-SV EMS Agency.

B. Base Hospital members serve until:

1. Resignation
2. Replacement
3. Removal

C. EMT-Paramedic members serve for a term of one year, or until:

1. Resignation
2. Replacement
3. Removal

SECTION 3. VOTING

- A. Each Base or Trauma Base Hospital represented shall have one (1) vote.
- B. Each Receiving Hospital represented shall have one (1) vote.
- C. Each EMT-Paramedic member shall have one (1) vote.
- D. Each County EMCC member shall have one (1) vote.
- E. Votes shall be recorded as:
 1. In Favor
 2. Opposed
 3. Abstain

SECTION 4. ATTENDANCE

- A. Members are expected to attend all meetings of the Committee.
- B. Absence
 1. Absence is defined as failure of the member to notify the committee's Chairperson or the S-SV EMS Agency prior to the meeting.
 2. Absences are grounds for removal from the member Committee.
 3. Absence shall not be counted if the member's alternate is present.
- C. Alternates
 - Alternates shall be appointed to the Committee by the S-SV EMS Agency. This will be done in a consultation and in consensus with the member. In absence of the member, the alternate shall assume, the duties and responsibilities of the member.

SECTION 5. REMOVAL

The following are reasons for removal of a member or alternate from the Committee:

- A. Excessive Absence
- B. Disruption and/or rude behavior
- C. Lack of participation and/or work product
- D. Violation of Bylaws

ARTICLE V

OFFICERS

SECTION 1. OFFICERS

- A. The Committee shall elect a Chairperson and a Vice-Chairperson.
- B. Election of officers shall occur yearly and the term of office shall be July 1 through June 30.

SECTION 2. RESPONSIBILITY OF OFFICERS

- A. The Chairperson shall preside over committee meetings.
- B. The Chairperson shall participate in the preparation of the agenda for each committee meeting.
- C. The Vice Chairperson shall assume the responsibilities of the Chairperson in the absence of the Chairperson.

SECTION 3. ELECTIONS

- A. Elections shall be held yearly at the June Committee meeting, and whenever a vacancy of office occurs.
- B. Nominations for officers are requested by the Chairperson in May and accepted until the election. Any member may nominate any other member. The member nominated must accept the nomination in order for the nomination to be valid.
- C. Committee members shall elect the committee officers by closed ballot. A majority of the votes will decide the election.

SECTION 4. VACANCIES

- A. If the Chairperson should vacate the office during the term, the Vice Chairperson shall become Chairperson and preside over the elections of a new Vice Chairperson.
- B. If the Vice Chairperson should vacate the office, the Chairperson shall preside over the election process.

ARTICLE VI

BUSINESS

SECTION 1. QUORUM

- A Quorum shall consist of fifty-one percent (51%) of Committee member votes. Business of the Committee shall not be conducted unless a quorum is present.

SECTION 2. BYLAWS

- A bylaw's change requires that the recommended change is placed on the agenda as a non-action item. At the next committee meeting, the bylaws may be recommended for change by a two-thirds (b) vote. All bylaw changes require approval of the S-SV EMS Agency.

ARTICLE VII

S-SV EMS AGENCY

The S-SV EMS Agency volunteers to perform the following functions to assist the committee:

SECTION 1. REPRESENTATION

- A. A representative of the S-SV EMS Agency staff shall be present at each committee meeting.
- B. S-SV EMS Agency representative(s) are non-voting member (s) of the committee.
- C. The representative(s) shall have the right to be heard before the committee on any matter on the agenda, after being recognized by the Chairperson.

SECTION 2. RESPONSIBILITIES OF S-SV EMS AGENCY

The S-SV EMS Agency shall:

- A. In consultation with the Chairperson, establish the agenda.
- B. Record the proceedings and prepare the meeting minutes.
- C. Maintain the committee records including: an updated list of members and officers, member addresses and phone numbers, a copy of the Bylaws and a file of all meeting minutes.
- D. Distribute the meeting notice and any other committee mailings.

Ratified: July 15, 2003