

**SIERRA-SACRAMENTO VALLEY  
EMERGENCY MEDICAL SERVICES AGENCY**

**REGIONAL MEDICAL CONTROL ADVISORY COMMITTEE BYLAWS  
(Reference No. 210)**

**A. NAME:**

The Committee shall be referred to as the Regional Medical Control Advisory Committee (COMMITTEE).

**B. PURPOSE:**

1. Represent the position of hospital and prehospital providers on emergency medical services (EMS) issues.
2. Promote communication and coordination among all EMS system participants.
3. Recommend policies, procedures, protocols, positions, and philosophy of prehospital care and standards of care to the Sierra-Sacramento Valley Emergency Medical Services Agency (S-SV EMS).

**C. AUTHORITY:**

1. The COMMITTEE shall function as advisory to S-SV EMS.
2. S-SV EMS staff 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.

**D. MEMBERSHIP:**

1. The COMMITTEE shall consist of the following members:
  - The base/modified base hospital medical director, or the base/modified base hospital's appointed physician representative, from each S-SV EMS authorized base/modified base or trauma base hospital.
  - The base/modified base hospital coordinator, or the base/modified base hospital's appointed nursing representative, from each S-SV EMS authorized base/modified base or trauma base hospital.
  - The emergency department medical director or an appointed physician or nursing representative from each acute care receiving hospital located within the S-SV EMS region.
  - One (1) appointed member from each active county Emergency Medical Care Committee (EMCC) within the S-SV EMS region. This member may alternately be appointed by a recognized county-wide EMS committee if the county does not have an EMCC.

- One (1) paramedic who actively practices in the field employed by an S-SV EMS authorized public ALS service provider, and one (1) paramedic who actively practices in the field employed by an S-SV EMS authorized private ALS service provider from each of the following county groups:
  - Colusa, Nevada, Placer, Sutter, and Yuba counties.
  - Butte, Glenn, Shasta, Siskiyou and Tehama counties.
 Paramedic members will be appointed by COMMITTEE vote based on nominations received from S-SV EMS authorized hospital and prehospital providers. In the event that no nominations are received for one (1) or more of the paramedic positions, the COMMITTEE may appoint an EMT, AEMT, or paramedic who actively practices in the field employed by any S-SV EMS authorized prehospital provider to fill the applicable vacant position(s).
- 2. Each member shall have an alternate available to assume the member's responsibilities in their absence.

#### E. MEMBER APPOINTMENT AND TERM:

1. Base/modified base/receiving hospital members/alternates are appointed by their hospital and serve at the request of S-SV EMS until resignation, replacement, or removal.
2. EMCC/county members/alternates are appointed by their county EMCC or EMS committee and serve at the request of S-SV EMS until resignation, replacement, or removal.
3. Paramedic/prehospital members/alternates are appointed by the COMMITTEE and serve two (2) year terms commencing July 1<sup>st</sup> of the first year through June 30<sup>th</sup> of the second year, or until resignation, replacement, or removal.

#### F. MEMBER ATTENDANCE:

1. Members/alternates are expected to attend all COMMITTEE meetings.
2. Absence is defined as failure of the member to notify the COMMITTEE Chairperson or S-SV EMS prior to the meeting.
3. Absence shall not be counted if the member's alternate is present.

#### G. MEMBER REMOVAL:

1. Members may be removed from the COMMITTEE for any of the following reasons:
  - Excessive absences
  - Disruption and/or rude behavior
  - Violation of bylaws

2. Members shall be removed from the COMMITTEE when requested by either a chief officer of the representative's organization or the S-SV EMS Medical Director.

#### H. OFFICERS/TERMS:

1. The COMMITTEE shall elect a Chairperson and a Vice-Chairperson utilizing the following procedures:
  - Nominations for officers are requested by the Chairperson. Any member may nominate any other member. The member nominated must accept the nomination in order for the nomination to be valid.
  - Officers shall be elected by the COMMITTEE for two (2) year terms commencing July 1<sup>st</sup> of the first year through June 30<sup>th</sup> of the second year.
2. Officer vacancies:
  - 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.
  - If the Vice-Chairperson should vacate the office, the Chairperson shall preside over the election process of a new Vice-Chairperson.
3. Responsibilities of officers:
  - The Chairperson shall preside over COMMITTEE meetings.
  - The Vice Chairperson shall assume the responsibilities of the Chairperson in their absence.

#### I. MEETINGS:

1. Meetings shall be held on a regular basis, no less than six (6) times in a calendar year. Meeting dates and times will be set or modified as agreed to by the COMMITTEE.
2. Meetings will be conducted in a fair and professional manner.
3. The COMMITTEE shall be governed by Robert's Rules of Order.

#### J. QUORUM:

1. A Quorum shall consist of a minimum of twelve (12) eligible COMMITTEE members.
2. COMMITTEE business shall not be conducted unless a quorum is present.

#### K. VOTING:

1. Each base/modified base or trauma base hospital shall have one (1) vote.
2. Each receiving hospital shall have one (1) vote.
3. Each county EMCC/EMS committee representative shall have one (1) vote.

4. Each paramedic/prehospital representative shall have one (1) vote.
5. Votes shall be recorded as:
  - In Favor
  - Opposed
  - Abstain

L. BYLAWS:

1. A bylaws 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 vote.
2. All bylaws changes require S-SV EMS approval.

M. S-SV EMS STAFF PARTICIPATION:

1. S-SV EMS staff shall be present at each COMMITTEE meeting.
2. S-SV EMS staff are non-voting members of the COMMITTEE.
3. S-SV EMS staff shall have the right to be heard before the COMMITTEE on any matter on the agenda, after being recognized by the Chairperson.

N. S-SV EMS RESPONSIBILITIES:

S-SV EMS staff shall:

1. In consultation with the Chairperson, establish the agenda.
2. Record the proceedings and prepare the meeting minutes.
3. Maintain the COMMITTEE records including: an updated list of members and officers, member contact information, bylaws, and meeting minutes.
4. Distribute the meeting notice and any other COMMITTEE correspondence.

O. EFFECTIVE DATE:

These Bylaws shall be effective upon approval by the COMMITTEE.

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|---|-------------------|
| Effective Date:                                 | 06/01/2022        |
| Approval: Troy M. Falck, MD – Medical Director  | SIGNATURE ON FILE |
| Approval: Victoria Pinette – Executive Director | SIGNATURE ON FILE |