

REGIONAL EMERGENCY MEDICAL SERVICES COUNCIL BYLAWS

ARTICLE 1 – NAME AND OFFICE

SECTION 1 – NAME

The name of the Council governed by these Bylaws shall be the Region III EMS Council (hereinafter referred to as the Council).

SECTION 2 – OFFICE

The principal office of the Council shall be located at 2600 Skyland Drive, Upper Level, Atlanta, Georgia 30319.

ARTICLE II – AUTHORITY AND PURPOSE

SECTION 1 – AUTHORITY

The Council shall function under the authority of the Georgia Department of Human Resources and the Official Code of Georgia Annotated Section 31-11-3.

SECTION 2 – PURPOSE

The purpose of the EMS Council is to coordinate, facilitate the improvement of, and maintain a quality emergency medical services system in the 8 counties comprising EMS Region III: Clayton, Cobb, DeKalb, Douglas, Fulton, Gwinnett, Newton and Rockdale.

SECTION 3 – OBJECTIVES

The objectives of the Council include, but are not limited to:

- promoting public education and knowledge of emergency medical services
- fostering training programs at the local and regional levels to personnel involved with the delivery of emergency medical services
- establishing a forum where the concerns of public and private organizations can be voiced
- reporting to and making recommendations to the Lead EMS District Health Director (hereinafter referred to as the District Health Director)
- recommending to the DHR Board or its designee the manner in which the regional ambulance zoning plan is to be conducted
- actively participating in the designation of trauma centers
- any and all other activities related to the organization and administration of emergency medical services

ARTICLE III – POLICIES

SECTION 1 – INTERNAL OPERATING POLICIES

The policies of the Council shall be internally and independently determined according to those methods set forth in Roberts Rules of Orders unless otherwise specified in these Bylaws or any special rules of order adopted by the Council.

SECTION 2 – OPEN MEETINGS ACT

Meetings shall be conducted in accordance with the Georgia Open Meetings Act.

SECTION 3 – INDIVIDUAL ACTIONS OF MEMBERS

The Council shall not be bound by, nor assume responsibility for the independent unauthorized action on behalf of the Council, by any member or members. Should such an occurrence be noted, the Chair may recommend to the Council that the membership of said member(s) be terminated.

SECTION 4 – CONFLICT OF INTEREST

It shall be the policy of the Region III EMS Council that all Officers, Members and Committee Members shall scrupulously avoid any conflict between their own respective individual interests, including their interests as an employee or principal of an ambulance service provider, hospital, or other institution or organization, and the interests of the EMS Council in any and all actions taken by them on behalf of the Council in their respective capacities.

ARTICLE IV – MEMBERSHIP**SECTION 1 – APPOINTMENT**

All members of the Council shall be appointed by the District Health Director. The Council shall consist of 1 (NOTE: must be at least one) member(s) from each county, who is/are selected by the respective County Commission. This/these individual(s) shall receive automatic appointment by the District Health Director. In Regions consisting of nine (9) or few counties at the time of adoption of the Bylaws, membership will be proportional based on population. Members selected by County Commissions must constitute a minimum of two-thirds of the voting membership.

The District Health Director may appoint additional at-large members from each of the following categories while maintaining the minimum two-thirds majority required for County Commission representatives

- public EMS provider
- private EMS provider
- authority hospital
- non-authority hospital
- EMT/Paramedic (non-supervisory)
- city government
- county government
- consumer
- emergency physician
- general surgeon
- pediatrician
- communications agency
- law enforcement
- emergency department nurse and/or trauma nurse

SECTION 2 – EX-OFFICIO MEMBERS

Regional EMS staff and individuals under full-time employment/contract to any regional or state EMS office shall serve the Council as non-voting, ex-officio members; however, District Health Directors may serve on the Council with full voting privileges if appointed by a County Commission.

SECTION 3 – TERMS OF APPOINTMENT

All members shall serve terms of appointment of 4 years with terms staggered so that 25% of members are appointed each year. Terms shall begin on July 1 and end on June 30. Members may be reappointed to the Council with no limit on terms.

SECTION 4 – ATTENDANCE REQUIREMENTS

Members, to remain in good standing, must maintain a record of attendance of at least fifty percent of the meetings held since their appointment or must not miss three consecutive meetings. Each member shall be expected to be present for a least three-fourths of a meeting in order to be credited with attendance. Should these attendance requirements not be met by an member, the Secretary will contact the member to determine if a conflict exists and, at the direction of the Chair, may seek an explanation from the member, which will be reported to the Council for consideration.

SECTION 5 – RESIGNATION, REMOVAL AND REINSTATEMENT

Any member may resign at any time stating the cause for such action. The resignation shall be in writing and forwarded to the Council Chair via the Regional EMS Coordinator.

The Chair may, because of inadequate attendance, inappropriate activity, or other reasonable cause, recommend to the Council the dismissal of the member. The Council may remove the member upon two-thirds vote of the eligible voters present. If this action is taken, the Chair shall notify the removed member in writing within fifteen working days stating the cause of such action.

If a member no longer meets the criteria of the County Commission or District Health Director, which was the basis for the appointment, the member shall be deemed to have resigned from the Council.

Any member removed from the Council by means other than voluntary resignation or conclusion of the appointed term shall have an opportunity to request a hearing in a manner in accordance with a policy established by the Council.

At any time a vacancy occurs on the Council, the Chair will confer with the Regional EMS Coordinator and the District Health Director. If the member was recommended by a County Commission, the District Health Director shall request that said County Commission recommend a replacement. The new member will fulfill the unexpired term of the member being replaced.

ARTICLE V – OFFICERS

SECTION 1 – OFFICERS

The officers, who must be members of the Council, shall consist of the Chair and Vice-Chair. The Regional EMS Coordinator shall function as the Executive Secretary. The officers shall be elected during the second quarter of the calendar year for a 2-year term which will commence on July 1.

SECTION 2 – NOMINATIONS

A Nominating Committee shall be appointed by the Chair during the first quarter of the calendar year. The Committee shall present a proposed slate of officers, consisting of a Chair, Vice-Chair, and 2 Executive Committee members, at the call for nominations prior to the election. Additional nominations may be made from the floor at that time.

SECTION 3 – ELECTIONS

Officers and Executive Committee members shall be elected by a majority vote of the Council members present at the meeting.

SECTION 4 – DUTIES

The power and duties of the officers shall be as follows:

A. CHAIR

The Chair shall be the official spokesperson of the Council and shall preside at all meetings of the Council. The Chair shall be an ex-officio member of all committees and task forces except the Nominating Committee. The Chair may create committees and task forces, appoint the chair of committees and assign their duties. It shall be the duty of the Chair to call the meeting to order at the appointed time, to preside at all meetings, to announce the business before the assembly in its proper order, to state and put all questions properly before the Council, to preserve order and decorum, and to decide all questions of order.

B. VICE-CHAIR

The Vice-Chair shall assist the Chair and assume the duties of the Chair in his absence or when the chair to speaks on an item of business on the agenda in other than a neutral role. The Vice-Chair is ineligible for service on the Nominating Committee, but otherwise may serve as chair or a member of any other committee or task force as assigned by the Chair.

C. EXECUTIVE SECRETARY

The Executive Secretary shall be responsible for causing the minutes of each meeting of the Council and Executive Committee to be recorded and assuring that they are properly preserved for Council use. The minutes of the previous meeting must always be completed and prepared for presentation to each member at least 10 days before the next meeting. The Executive Secretary shall ensure that a correct, classified list of the name, address, telephone number, and occupation of each member is maintained. Upon request of the Council Chair, the Executive Secretary shall ensure notification of all members of the time, place, and the date of the meetings of the Council. The Executive Secretary shall

conduct the general correspondence of the Council as requested by the Council or its officers.

SECTION 5 – REMOVAL FROM OFFICE

Any officer who is not performing the duties of the office as prescribed by the Bylaws, may be removed from office upon a two-thirds vote of the Council members present. A special election will then be called by the remaining officers so that the vacated position may be filled. Nominations shall be accepted from the floor and the election shall be held following the close of nominations.

ARTICLE VI – MEETINGS

SECTION 1 – REGULAR MEETINGS

Regular meetings shall be held on a quarterly basis at a time and location to be specified by the Council Chair. Notice of the meetings must be communicated to the membership by mail or fax at least 10 days prior to the meeting.

SECTION 2 – CALLED MEETINGS

Called meetings may be held at the discretion of the Council Chair to consider items deemed important. A minimum of 24 hours advance notice by telephone or fax is required. The Regional EMS Office will be responsible for notifying the members.

SECTION 3 – QUORUM

A quorum shall be required to conduct business and shall consist of at least 40% of the voting members of the Council, committee, or task force.

SECTION 4 – AGENDA

The Council agenda will be orderly and will usually consist of the following:

- Call to order.
- Approval of the minutes of the previous meeting.
- Reports:
 - Committee
 - Task Force
 - Staff
 - State
- Old Business.
- New Business.
- Adjournment.

SECTION 5 – VOTING

Members must be present at Council meetings to exercise their votes. No member will be allowed to vote by absentee or proxy ballot.

ARTICLE VII – COMMITTEES

SECTION 1 – THE EXECUTIVE COMMITTEE

The Executive Committee of the Council is composed of 4 members consisting of the Chair, Vice-Chair and 2 Council members.

SECTION 2 – THE NOMINATING COMMITTEE

The Nominating Committee shall consist of three Council members who do not hold office within the Council. The Council Chair will appoint the members of the Nominating Committee. Its function shall be to prepare a slate of candidates for election of Council officers and Executive Committee members. Written minutes, except of the list of proposed candidates shall not be kept.

SECTION 3 – STANDING COMMITTEES

The Council Chair shall appoint the Chair of each standing committee. Members of standing committees do not have to be voting members of the Council. (NOTE: Each Region may want to include the specific standing committees. Some of those in place in some Regions at this time include Trauma Advisory Committee, Medical Control Committee, Prehospital Care Committee, Trauma Nurse Coordinator Committee, Zoning Committee, Medical Dispatch Committee, Training Advisory Committee, EMS Directors Committee, and Facilities Committee.)

SECTION 4 – SPECIAL COMMITTEES AND TASK FORCES

Special committees and task forces may be appointed by the Council Chair as needed.

ARTICLE VIII – AMMENDMENTS

SECTION 1 – AMMENDMENTS

Proposed amendments to the Bylaws must be presented in writing, either during a regular or called Council meeting or by mail to the entire membership. Approval of the amendments will require a two-thirds vote of the Council members present at the next meeting. A period of not less than thirty (30) days shall exist between the meeting at which the amendments are proposed and the meeting at which the vote is taken. Amendments so made shall be effective after adoption by the EMS Council and immediately upon approval by the Board of Human Resources, unless a specific effective date is included in the motion to adopt.