

Walla Walla County

Emergency Medical Services & Trauma Care Council

By-Laws

Submitted to Walla Walla County Commissioners

December 27, 1999

Updated November 25, 2002

Reviewed January 2014

Reviewed February 2020

ARTICLE I

ORGANIZATION

ORGANIZATION

There is hereby organized by Walla Walla County an association which may consist of individuals, corporations, and municipal and other governmental units to be known as WALLA WALLA COUNTY EMERGENCY MEDICAL SERVICES AND TRAUMA CARE COUNCIL, herein-after referred to as COUNCIL.

ARTICLE II

PURPOSE AND OBJECTIVES

PURPOSE

The Council shall review, evaluate, and provide recommendations to the Regional EMS and Trauma Council and to provide recommendations for the plan on emergency medical services and trauma to the Regional Council. The Council furthermore shall provide leadership in the planning, coordination and development of emergency health services and injury prevention throughout Walla Walla County.

OBJECTIVES

1. To represent the Emergency Medical Services Providers in Walla Walla County
2. To conceive and develop educational programs to promote public awareness and participation in emergency service medical planning
3. Survey the current need for emergency care and identify and prioritize requirements for emergency medical services that meet present deficiencies
4. Develop an action strategy for rapid mobilization of health resources essential to meet any medical emergency
5. Recommend policies and procedures to govern the operation, training, and utilization of existing resources within the Emergency Medical Services System
6. Submit to County Commissioners periodic recommendations designed to improve and accelerate the delivery of Emergency Health Service in the community
7. To promote effective disaster preparedness planning with the Department of Emergency Services
8. Solicit suggestions for future projects of planning needs
9. To furnish recommendations and feedback to the Regional EMS and Trauma Care Council for use in Regional trauma and EMS planning

ARTICLE III

MEMBERSHIP

MEMBERSHIP OF THE COUNCIL

1. The membership of the Council shall be of sufficient size to include representatives from all agencies, services, or organizations (hospitals, emergency medical providers, EMS and elected officials, local law enforcement officials and local government agencies involved in the delivery of emergency medical services and trauma care) which provide emergency services in Walla Walla County. Consumers, residents of Walla Walla County, concerned with emergency medical and trauma care shall also be included.
2. The Council shall have a minimum membership of 20 and a maximum of 60 people that shall include a balance of representatives as provided by RCW.
3. A balanced membership shall be submitted to the County Commissioners prior to the annual meeting of the Council in **even years**. Nominations will be received from the floor at the **September meeting of odd years** or as written nominations submitted at or prior to that September meeting.
4. To be nominated, a person must be a Walla Walla County resident or employed by a Walla Walla County employer.
5. Council members missing **3 unexcused consecutive regular Council meetings** will constitute resignation from the Council. Excused absences will be granted for valid reasons. Written notice will be sent by the Chairman to the member and, if appropriate, to the agency they represent after missing three (3) consecutive meetings.
6. The Walla Walla County Medical Program Director, the County EMS Director and designated County Emergency Management employee shall be non-voting members of the Council. They shall not count as part of the total membership nor shall they be counted when determining the presence of a quorum.
7. Membership in the Council shall continue in spite of term expiration until new appointments are made by the County Commissioners.
8. Organizations represented on the Council shall be limited to no more than **TWO MEMBERS**. Each organization may nominate alternate members, but in no case shall any organization have any more than two members voting on any issue before the council. In addition to votes by organizational representatives, each duly appointed Consumer Representative shall have one vote on any issue before the Council.

MEMBERSHIP OF THE EXECUTIVE COMMITTEE

The membership of the Executive Committee shall consist of 5 people, the Chairman, Vice Chairman, Secretary, Treasurer and immediate Past Chairman.

ARTICLE IV MEETINGS

REGULAR MEETINGS

The Council shall meet **six** times a year.

ANNUAL MEETING

The first regular meeting of each year shall be the **annual** meeting.

SPECIAL MEETINGS

Special meetings of the Executive Committee or Council may be called by the Chairman, at the request of 50% of the Executive Committee or by petition of 33% of the council members.

NOTICE OF MEETINGS AND MINUTES

1. Notice of regular meeting and minutes of the previous meeting shall be mailed to each member of the Council at least **one week (7 days) prior to the meeting.**
2. Notice of special meetings shall be the same.
3. Notice of all regular meetings shall be published in the official newspaper of Walla Walla County. It may also be published in the newspaper with the largest circulation in the county.

QUORUM

1. Quorum for the Walla Walla County Emergency Medical services And Trauma Care Council shall be **33%** of the Council.
2. Quorum for the Executive Committee shall be **50%** of the members.

VOTING AT REGULAR OR SPECIAL MEETINGS

1. A simple majority of votes cast on a matter by the appointed members present shall be necessary for adoption.
2. Voting by **proxy** shall **not** be allowed and each attending member shall have one (1) vote.

MEETING PROTOCOL

1. The Council meetings will follow Robert's Rules of Order.
2. All meetings of the Council and its committees shall be open to all members of the general public.

ARTICLE V

OFFICERS

OFFICERS

Officer of the Walla Walla County Emergency Medical Services and Trauma Care Council shall be Chairman and Vice-Chairman, a Secretary and a Treasurer. These officers along with the past Chairman shall constitute the Executive Committee. They shall be elected by a majority of the Council members present at the annual meeting in the **even number years**.

TIME OF ELECTION

The election of officers shall be held at the **annual meeting on even numbered years**, and the new officers shall be seated at the close of that annual meeting.

TERM OF OFFICE

1. All officers' terms of office shall be for two (2) years or until a successor shall have been elected or qualified.
2. The Chairman and Vice-Chairman may succeed themselves for one (1) additional term.
3. The Secretary and Treasurer may succeed themselves as often as they are re-elected.
4. The immediate past Chairman will serve on the Executive Committee.

VACANCIES

1. Any vacancy in any office shall be filled for unexpired portion of the term of such office by majority vote of the Council at any regular meeting or special meeting called for that purpose.
2. In the event of the vacancy of the Chairman position, the Vice-Chairman would fill the unexpired portion of the Chairman's term. A new Vice-Chairman would be elected by the Council.

CHAIRMAN

The Chairman shall be the Chief Executive Officer of this organization and shall serve as chairman of the Council. It shall be the Chairman's duty to preside at all meetings of the Council and the Executive Committee. The Chairman shall appoint all committee and their members. The **Chairman** shall have an **annual report** of the progress and activities of the Council prepared and **submitted to the Walla Walla County Commissioners and to the Council at the annual meeting**.

VICE-CHAIRMAN

In the absence of the Chairman , or the Chairman's inability to act, or if that office be vacant , the Vice-Chairman shall have such other powers and perform such other duties as may be assigned to the Vice-Chairman from time to time by the Chairman or the Executive Committee.

SECRETARY

The Secretary shall perform the duties of taking minutes at all meetings. The Secretary shall have all meeting dates published and assure all minutes are mailed as specified in the by-laws. The Secretary shall also maintain or have maintained all records and documents of the Council.

TREASURER

The Treasurer shall be responsible for the banking of all monies used for the operation of the Council and its committees. A written financial report will be given to the Council at all meetings. This report may occasionally be oral.

ARTICLE VI COMMITTEES

EXECUTIVE COMMITTEE

The Executive Committee shall manage and administer the affairs of the Council as needed or directed by the Council.

COMMITTEES

The Chairman may appoint committees as may be necessary or appropriate to carry out the objectives and purpose of this Council. Each of such committees shall be appointed for the period required to execute its duties. The members of such committees need not be members of the Council. All committees will report findings and make recommendations to the Council for action. The Chairman of the committee shall be a member of the Council.

ARTICLE VII GENERAL PROVISIONS

GENERAL PROVISIONS

1. The Council can, in no manner, incur financial obligations against Walla Walla County or any other political subdivision.
2. All records of this Council are subject to audit by any person, persons or agency designated by the Walla Walla County Commissioners.
3. The Walla Walla County Prosecuting Attorney will serve as legal counsel to the Council by approval of the Walla Walla County Commissioners.
4. All checks, drafts, bills of exchange, notes or other obligations or orders for payment of money shall be signed in the name of the Council by the Treasurer and shall be countersigned by the Chairman or Vice-Chairman.
5. Officers shall turn over to the Council all records and documents belonging to the Council upon their leaving office.
6. A financial audit will be conducted at the end of the treasurer's term of office.

ARTICLE VIII
AMENDMENTS AND TERMINATION

AMENDMENTS

Subject to approval by the Walla Walla County Commissioners these Bylaws of the Council may be amended by affirmative vote of a majority of the Council present at the regular meeting or any special meeting of the Council, provided that a full presentation of such proposed amendment shall have been published in the announcement of the meeting, at least **fourteen (14) days prior** to the meeting.

TERMINATION

This Council can be abolished by the Walla Walla County Commissioners upon thirty-(30) days notice to the Council.

Approved:

Chairman _____

Date _____

Member _____

Date _____

Member _____

Date _____

Constituting the Board of County Commissioners of Walla Walla County, Washington