

MID-COLUMBIA EMERGENCY MEDICAL SERVICES AND TRAUMA CARE COUNCIL

BY-LAWS

KNOWN TO ALL PERSONS BY THESE PRESENT:

There is hereby organized an association of individuals, corporations, municipal and other governmental agencies to be known as the, Mid-Columbia Emergency Medical Services and Trauma Care Council, hereinafter referred to as the COUNCIL. RCW 70.168.120

ARTICLE I

Purpose and Objectives

The purpose of the Council is to:

- Provide recommendations to the regional emergency medical services and trauma care council regarding the provision of emergency medical services and trauma care in the region and provide recommendations to the regional emergency medical services and trauma care council on the plan for emergency medical services and trauma care.
- In addition to meeting the requirements of chapter 70.168 RCW and this chapter, local COUNCIL must:
 - Participate with the MPD and emergency communication centers in making recommendations to the regional council about the development of regional patient care procedures; and
 - Review applications for initial training classes and OTEP programs, and make recommendations to the department WAC 246-976-970

ARTICLE II

Membership

Section 1. Membership of this Council must be composed of representatives from local hospitals and pre-hospital trauma care and emergency medical services providers, elected officials, consumers, local law enforcement officials and local government agencies, physicians, and prevention specialists involved in the delivery of emergency medical services and trauma care.

Section 2. The Council serves Benton and Franklin counties.

Section 3. The members of the council shall be comprised of persons appointed by their organization identified in Appendix A, the official record for the Council. Each organization shall have one representative and may have one alternate. A list of the representatives appointed by each agency, confirmation of their appointment from their agency, the agency's alternate, confirmation of their authority, contact information for each Council member, and their voting status will be maintained by the Council Secretary.

Section 4. "Consumers" may fill two voting Council positions, with one from each county (Benton and Franklin). WAC 246-976-010 defines a "consumer" as an individual who is not associated with the EMS/TC system, either for pay or as a volunteer, except for service on the steering committee, licensing and

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certification committee, or regional or local EMS/TC councils. An individual interested in being the consumer representative for a county submits a letter of interest and commitment. As long as they are interested and remain the only one, then they remain the representative. If some other(s) are also interested, before the first scheduled meeting of the year by submitting a letter of interest and commitment. If the existing representative is still interested in remaining in position then the Nominating Committee considers all letters, including the standing member, and makes a recommendation to the EMS Council.

One

person is designated as the County consumer representative and the letters of the others are retained in case the position reopens during the year. If a vacancy occurs during the year then the Nominating Committee shall provide a recommended replacement at the next regular meeting. Those that are not designated as the county consumer representative are encouraged to come to meetings but they cannot vote.

Section 5. An agency not represented at four consecutive meetings will receive a letter from the Council. An agency not represented at more than four consecutive meetings is deemed inactive and requires a letter of commitment to be reactivated. Inactive agencies will remain on the Appendix A roster. An agency not represented for a year is removed from the Appendix A roster and will require a reapplication letter and the approval of the Council, by majority vote to be placed back on the Appendix A roster.

ARTICLE
III

Roles and Responsibilities

Section 1. The Council shall be composed of voting members with each agency having one vote.

Section 2. Voting members will be the authorized appointee, or the authorized alternate, from the agencies listed as such in Appendix A.

Section 3. Regular meetings of the Council shall be at least quarterly. Notice of the time and place of each regular meeting will be electronically mailed to each Councilmember at least ten (10) days prior to the meeting. Notification of meetings will be sent to the e-mail address shown for the member and alternate on the records of the Council or by mail if the agency representative does not have e-mail.

Section 4. Special meetings of the Council may be called by the Chair, Vice-Chair, or ten (10) or more members of the Council. Council members will receive at least two working days' notice, electronically, of a special meeting.

Section 5. A minimum of ten (10) voting members of the Council constitutes a quorum.

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ARTICLE IV

Officers

Section 1. Officers of the Council shall be the Chair, Vice-Chair, Secretary, Treasurer, and such other officers, as the Council may deem necessary.

Section 2. All officers shall be elected from, and by, the voting members of the Council. The election of officers will be the last item of business at the first meeting of the calendar year or, if necessary, at the next regular meeting with a quorum.

Section 3. A vacancy in any office shall be filled for the unexpired portion of the term by the voting members of the Council at a regular meeting or at a special meeting called for that purpose. EXCEPTION, the Vice-Chair will fill the Chair's position if for any reason the Chair cannot continue to serve, and the voting members of the Council will elect a new Vice-Chair.

Section 4. The Chair shall chair all meetings of the Council. He/she shall have authority to make and execute contracts in the ordinary business of the Council and execute other legal instruments when authorized by the Council. The Chair shall present an annual report of the activities of the Council at the first meeting each year, and a proposed business plan for the ensuing year. He/she shall have other authority and perform such other duties as may be assigned to him/her by the Council.

Section 5. In the absence of the Chair, or in his/her inability to act, the Vice-Chair will exercise all the authority of the Chair. The Vice-Chair shall have such other authority and perform such other duties as may be assigned to him/her by the Council. The Council shall, at the meeting prior to the January meeting, elect a Nominating Committee. The Nominating Committee will consist of three (3) members of the Council.

Section 6. The Secretary shall keep the minutes of all meetings of the Council. The Secretary shall perform such other duties as may be assigned by the Council. The Secretary will ensure that all meeting minutes from the prior meeting are mailed electronically to the members of the Council no less than ten (10) days before the next scheduled meeting.

Section 7. The Treasurer shall have general supervision over the care and custody of the funds and securities of the Council. He/she shall keep or cause to be kept full and accurate accounts of all receipts and disbursements of Council funds and shall present to the Council a report of receipts and disbursements at each meeting. NOTE: The Council shall elect an Audit Committee at the meeting prior to the first scheduled meeting of the year. The Audit Committee will ensure that all receipts and disbursements are in compliance with the Council's directives and all equipment and other assets are accounted for. A State Auditor's Office audit shall be done every third year.

Section 8. Officers shall serve for one (1) year. The Chair shall serve no more than two (2) consecutive terms. The Chair may serve additional consecutive terms with a two-thirds vote of the Council.

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ARTICLE V

Committees

Section 1. The Council shall form such committees as may be necessary or appropriate to carry out the purposes and objectives of the Council. Each committee shall stand for the period necessary to execute its duties. The members of such committees need not be members of the Council.

Section 2. The Chair shall be an ex-officio member of all committees, except the Nominating Committee. The Chair shall have the right to vote, but only if necessary to reach a majority opinion.

Section 3. The Nominating Committee shall:

- Submit the names of nominees for the positions of Chair, Vice-Chair, Secretary and Treasurer. The Secretary may also serve as the Treasurer of the Council.
- The list of nominees shall be submitted to the secretary for distribution to Council members not less than ten (10) days before the first scheduled meeting of the year.

Section 4. Nominations from the floor will be received, with prior consent of the nominee, at the annual meeting.

ARTICLE VI

General Provisions

Section 1. The fiscal year of the Council begins January 1, with the annual meeting to be held during the first scheduled meeting of the year.

Section 2. 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 an officer. The officer issuing the check shall also email the remaining officers indicating who payment was made to, the amount, and the date of the transaction.

Section 3. Parliamentary procedures for all meetings of the Council or committees shall generally follow the latest edition of Robert's Rules of Order.

Section 4. All meetings of the Council and its committees shall be open to all members and to the general public.

Section 5. No action of this Council shall in any way affect a patient's free choice of hospital or physician.

ARTICLE VII

Amendments


Section 1. The office of the Council shall be located within the geographic area served by the Council, as the Council shall determine.

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Section 2. These By-Laws of the Council may be amended by affirmative vote of two-thirds majority at a regular meeting of the Council, provided that a full presentation of such proposed amendments shall have been published in the announcement of the meeting at least ten (10) days prior to the meeting.

Section 3. Amendments of these By-Laws shall become effective after the time of passage and all required approvals have been given

Adopted this 6th day of June, 2022



Chair Secretary