

BRADFORD SUSQUEHANNA E.M.S. COUNCIL
Advisory Council Bylaws
August 15, 2002

Article I

NAME

The name of this organization shall be the BRADFORD SUSQUEHANNA EMERGENCY MEDICAL SERVICES COUNCIL (hereinafter called the Council), established as an advisory Council to Robert Packer Hospital for the purpose of meeting the requirements of the Pennsylvania Department of Health to serve as a Regional Council as defined by Pennsylvania Act 45.

Article II

PURPOSE

The purpose of the Council shall be to plan, coordinate, direct, implement, and promote the development of all resources available for the provision of optimal emergency medical services in the two counties of Bradford and Susquehanna, Pennsylvania.

Article III

COUNCIL MEMBERSHIP

Section 1

Members in the Council shall represent the interests of citizens, local government, major public and voluntary agencies, organizations and institutions concerned with emergency medical and/or health services, facilities and manpower.

Section 2

There shall be two classes of membership.

Agency membership, which is defined as organizations or agencies involved in providing, coordinating, or facilitating emergency medical services in the Bradford Susquehanna Service Area. The organizations having representatives on the Council are:

<u>Bradford County Agencies</u>	<u>Voting Members</u>
Advanced Life Support Services	3
Basic Life Support Services / Q.R.S.	4
911 Coordinator	1
EMA Coordinator	1
Fire Chief's Association Representatives	1

Susquehanna County Agencies **Voting Members**

Advanced Life Support Services	2
Basic Life Support Services / Q.R.S.	4
911 Coordinator	1
EMA Coordinator/Communications Manager	1
Fire Chief's Association Representatives	1

Regional Hospital Agencies **Voting Members**

Barnes Kasson Hospital	1
Endless Mountains Healthcare System	1
Memorial Hospital of Towanda	1
Robert Packer Hospital	1
Troy Community Hospital	1

At-large Memberships **Voting Members**

Regional Medical Director	1
Regional Aeromedical Service	1
Citizens At-large	2
Industry or Corporate Representative	2

Total = 30

Each organizational agency member is responsible to identify their delegate, and notify the Council of the name and address to be used for notification of Council business. Each agency member shall provide the name of an agency representative for the Bradford Susquehanna EMS Council for the remainder of the fiscal year. Each organization shall have the ability to appoint an alternate delegate to the Council, who may have a voice and a vote at any Council meeting were the delegate is absent. The delegate and the alternate of the representative agency must be a member/employee of that agency.

At-Large Membership. The current-sitting members of the Bradford Susquehanna EMS Council will elect at-Large members. These members will be representative of citizens-at-large, and industry or corporations at-large. They shall serve a term of two (2) years and these shall be staggered so that each year one citizens-at-large position shall be up for election, and one corporate or industry at-large will be up for re-election.

Ex-Officio Membership, All county commissioners from Bradford and Susquehanna Counties shall be ex-officio members of the regional Council. They may attend any of the meetings and will have a voice in the meetings, but may not vote. Nothing shall preclude a county commissioner from holding an at-large membership on the Council.

Section 3

All Council members may serve on Council committees and, are eligible to hold Council Officer positions.

Article IV

COUNCIL ORGANIZATION

Section 1

The Membership and the government of the Council shall be vested in the Officers who shall be elected by the Council membership. Council members must also:

- reside in the county which they are to represent, or
- be employed in that county, or
- Be actively involved in the delivery of emergency medical services in that county.

Section 2

Council Officers shall be elected or re-elected to the Council at the annual meeting of the members of the Bradford Susquehanna EMS Council from the active roster of current Council members.

Agency membership for the BLS/QRS squads shall be selected in a round robin schedule, whereby, each year a new organization is chosen to have a representative. That organization will serve as a sitting Council organization for a period of Four (4) years. At the end of the Four- (4) year term, a new BLS/QRS agency in that county shall be selected to replace them. The terms of these memberships shall be that one BLS/QRS agency from each county shall expire each year of the four-year rotation.

Section 3

“Citizens-at-large” is defined as an individual from the community (i.e.: an individual whose had no affiliation, representation or prior involvement with any EMS, fire, or law enforcement organization) whose purpose would be to bring to the council a voice and vision for the individuals of which the Bradford Susquehanna EMS council serves”. Citizens-at-large shall serve a period of two (2) years, and shall serve staggered terms. Industry and corporation at-large representative organizations shall serve a two- (2) year term, and shall be staggered terms. The remaining at-large memberships shall serve a period of one year. In the event of a vacancy of an at-large representative member, the election process shall fill the vacancy. A person from the respective at-large category shall be elected at the next Council meeting to fulfill the vacant seat. This person shall be elected from a list of names submitted by the Nominating Committee.

Section 4

The Council shall:

- Establish standing and Ad-hoc committees as per these bylaws, and as may be necessary to carrying out the business of the Council.
- Shall approve the organizational membership of the Council, committee chairperson appointments, and committee membership selection.
- Submit annually to the participating membership of the Council a complete report on all activities of the Council during the previous year. The Annual Report shall

include fiscal data, as well as projects completed and in process, and shall be submitted prior to the Annual Meeting.

Section 5

A representative may resign from the Council by presenting their written resignation to the Chairperson. If the resigning representative is from an at-large position, the Nominating Committee will be directed to present a slate of qualified names pursuant to Article IV, Section 3.

If an agency representative resigns, notification shall be submitted to the agency to appoint a replacement for the vacated seat.

Section 6

Removal of a member of the Council may be voted at any regular or special meeting of the Council provided the following conditions have been met.

1. A public notice shall be mailed to all Council members of record notifying them of the proposed removal and inviting them to a hearing on the matter.
2. The notice must be mailed at least fourteen days in advance of the hearing.
3. The Council shall be notified of all written and verbal comments made at the hearing.
4. The Council must then act upon the proposed removal at a regular or special Council meeting within 60 days of the hearing.
5. Three-fourths majority vote of all Council members shall be required for removal.

Article V

COUNCIL OFFICER DUTIES

Section 1

There shall be two officers of the Council: Chair, Vice-Chair elected by the Council. To be eligible for election to a Council officer position, the candidate must be a current member of the Council in good standing.

Section 2

The Chair shall act as the President of the Council and preside at all meetings of the Council. They shall be Chairperson of the Executive Committee. They shall appoint members of committees, be an ex-officio member of them, appoint representative of the Council to represent the Council at other organizations, and perform such other duties as may, from time to time, be required. The Chair shall be elected to a one (1) year term.

Section 3

It shall be the duty of the Vice-Chair to perform the duties of the Chair in the event of the Chair's absence or incapacity, and to perform such other duties as may, from time to time, be designated by the Chair.

Section 4

An officer may resign their position by presenting their written resignation to the Chair of the Council. A new officer shall be elected by the membership at the next regular meeting of the Council.

Section 5

All officers of the Council serve at the pleasure of the Council and may be removed from office by a two-thirds vote of the Council members present at any regular or special meeting, provided that notice of the Council's intention to remove such officer shall have been given to each member of the Council at least 21 days prior to the regular or special Council meeting.

Section 6

The Council may at its' discretion appoint/hire a secretary to prepare information for Board meeting, keep minutes of meetings, notify Directors of meetings, and other items assigned either by the Council, the Chairman, or the Regional Director.

Article VI

STANDING COMMITTEES

The following Standing Committees shall be appointed annually by the Council:

- Executive Committee
- Medical Advisory Committee
- Systems Committee
- Finance Committee
- Education Committee
- Nominating Committee

With the exception of the Medical Command Committee, Committee membership will be recommended by the Committee Chairperson (with the assistance of the Council Chair) and approved by a vote of the Council. Sub-Committees of Standing Committees may report to the Council through the Chairperson of the Standing Committee.

The Chair of each committee shall nominate at least three members for the committee and notify the Council's Chair and the Secretary of the name and address for an alternate to represent the Committee at Council meetings.

Section 1 – Executive Committee

The Executive Committee shall be composed of the Chairman, the Vice-Chair, the Regional Medical Director, and the Executive Director (who shall serve as an ex-officio member). This Committee, through the Executive Director, shall direct the activities of the staff and set policies. This Committee is authorized to act for the Council between scheduled meetings, subject to ratification by the Council. The Executive Committee shall meet as needed at the discretion of the Council Chair. A quorum of the Executive Committee shall be at least three voting members of the committee. The executive Committee shall also:

- Appoint Committees, and Committee Chairs
- Review State Contract
- Review Council Work Plan
- Develop and monitor Strategic Plan
- Review and oversee Regional Director

Section 2 - Medical Advisory Committee

The Chair of the Medical Advisory Committee shall become Council's Regional Medical Director. The Medical Advisory Committee shall:

- Review and update regional protocols
- Review certificates of Advanced Life Support Providers
- Oversee medical education initiatives
- Participate and oversee the QA/QI process, and develop policies
- Participate in all Medical Affairs issues.
- Plan and conduct evaluations of efficiency for the regional system and individual EMS agencies and hospitals
- Categorize the emergency care capabilities of area hospital facilities and continually review and update categorization information.
- Be responsible for advising EMS Council staff and Medical Director on matters relating to the supervision, education and evaluation of the work of pre-hospital and inter-hospital personnel.
- Advise the EMS staff and Medical Directors on medical matters affecting the EMS system and serve as the primary committee for Quality Assurance of the EMS system.
- Consist of the Physician Director of the Emergency Department from each of the Hospitals located in the region and the Trauma Director from Regional Trauma Centers.

Section 3 - Systems Committee

The systems committee shall become the oversight committee on all issues involving agency licensure, communication issues, and transportation issues. They shall:

- Review licensure applications
- Review county 911 plans, and develop inter-county cooperative agreements
- Develop and upgrade the Communication infrastructure
- Develop and review transportation policies
- Develop and review Mass Casualty Incident Plans (MCI Plans)
- Oversee Critical Incident Stress Management program
- Explore ways of improving radio communications among EMS providers and between the providers and the public

Section 4 - Finance Committee

The finance committee shall become the oversight committee on all financial issues, including working with the Regional Director on the Annual Budget. They shall:

- Develop and review annual budget
- Review Monthly Finance reports as submitted to the State DOH
- Develop an expenditure plan for Emergency Medical Services Operating Funds (EMSOF) for annual distribution

- Review annual expense report

Section 5 - Education Committee

The education committee shall become the oversight committee on all education and training issues, for pre-hospital programs and public education programs. They shall:

- Develop and implement Pre-hospital training program schedule
- Develop and implement a Public Education program, including CPR, First Aid, and AED Programs
- Provide direction and insight to the Regional Training Coordinator.
- Responsible for all facets of Emergency Medical Service training programs
- Responsible for the dissemination of information and for the development of sound avenues of communication with the public in accordance with the purpose of the Council.

Section 6 - Nominating Committee

The Nominating Committee shall consist of at least four (4) members of the Council, and be representative of both Bradford and Susquehanna County. The Nominating Committee shall:

1. Maintain a list of qualified candidates for citizens-at-large, and industry or corporation at-large representatives.
2. Solicit applications for membership, which shall be made on a form and in a manner as determined by the Council. A membership application shall require a favorable majority vote of those Directors present at any regular or special meeting of the Council, and shall become effective upon approval and payment of dues or application fees, if any.
3. They shall solicit candidates for the position of Chairperson and Vice-Chairperson to be forwarded to the Council membership at the annual meeting.

All committees shall present a written report of the proceedings, or minutes, of their respective meetings to the Council.

All standing committee chairs must be voting members of the Council. Members of the committees need not be voting members of the Council. Committee members that attend Council meetings may have a voice, but do not have a vote.

Vacancies: The Chairperson shall announce vacancies from a committee, and may nominate a replacement for that vacancy at the next regular Council meeting. Vacancy shall be filled with the approval of the Council.

Article VII

COUNCIL MEETINGS

Section 1 – Annual Meeting

The annual meeting of the Council shall be held in June of each year. The fiscal year of the Council will be July 1 through June 30th of each calendar year. Election of the Council Membership, Council Officers, and approval of the Annual Report, Annual Work Plan, and Financial Report will occur at this meeting.

Section 2 – Regular Meetings

The Council shall meet at least every other month at such time and place as it may designate.

Section 3 – Roberts Rules of Order

Meetings shall be conducted in accordance with Roberts Rules of Order

Section 4 – Quorum

A quorum for any meeting of the Council or its committees shall consist of fifty one percent (51%) of the members of the Council or Committee. The vote of the majority of the members at such meetings shall constitute a rule for purposes under these by-laws, unless otherwise provided. Alternates must state to the Chair of the meeting who they are, and who they are representing, at the beginning of the meeting. Committee Chairs must notify the Council Office when an alternate will be representing the Chair at a Council meeting.

Section 5 – Special Meetings

Special meetings of the Council may be called at the request of the Council, the Chair, or at the request of the membership, upon receipt, at the Council office, or written requests for same from at least 25% of the members of record. Fourteen days advance written notice of any meeting and its purpose shall be given at all members.

Section 6 – Dissolution of Council

Dissolution of the Council may be voted at any regular or special meeting of the Council provided the following conditions have been met:

1. A public notice shall be mailed to all Council members of record notifying them of the proposed dissolution and inviting them to a hearing on this matter.
2. The notice must be mailed at least fourteen days in advance of the hearing mailed to Council members of Council.
3. The Council shall be notified of all written and verbal comments made at this hearing.
4. The Council must then act upon the proposed dissolution at a regular or special Council meeting within 60 days of the hearing.
5. A three-fourths majority vote of all Council members shall be required for dissolution.
6. Such dissolution shall comply with all Federal, State, and Local laws.

Section 7 – Presentation to Council

All resolutions, except those in appreciation, condolence, congratulations or of a non-controversial nature, shall first be submitted to the Council for its recommendations before being considered or acted on by any regular or special meeting of the members of the Council, unless such resolution shall have been presented in writing to the Secretary not less than 30 days prior to the convening of such annual or special meeting.

Article VIII

PROFESSIONAL STAFF

Section 1 – Executive Director

An Executive Director, hired by Robert Packer Hospital, and approved by the Department of Health in accordance with the contract, will be responsible for the general direction of the organization in accordance with the policies laid down by the Council. The duties of the Executive Director shall be that established in the Position Description of the Regional Director as agreed to by the State DOH and the Contract Holder, as well as the regional work plan. The Council or the respective Chairs of the Council or the Committees may request other Duties.

Section 2 – Data Collection Specialist / Secretary

The Council office secretary shall serve as the Secretary of the Council and shall be responsible for the safekeeping of all records of the Council, and to perform such other duties as may, from time to time, be designated by the Chair. The Secretary does not have a vote on issues of the Council, but has a voice and may participate in discussions of the Council.

Section 3 – Regional Training Coordinator

The Regional Training Coordinator shall Working through the Training Committee, the Training Coordinator oversees EMS training sites and activities throughout Bradford and Susquehanna Counties, while insuring compliance to Department of Health Regulations, Policies and Procedures, as the Department's Representative for EMS Training. The Coordinator also provides support for ACLS, ATLS, PALS and BLS activities at Robert Packer Hospital.

Section 4 – Emergency Preparedness Coordinator

Working with the Bradford Susquehanna EMS Council. The Emergency Preparedness Coordinator will oversee the Coordination, Development, and Training of all Pre-hospital providers in regards to Emergency Preparedness, WMD, and Bio-terrorism issues. This individual will also coordinate with all area hospitals to insure that they have coordinated plans in place in regards to Emergency Preparedness. While insuring compliance to the Department of Health Regulations, Policies and Procedures, as the Departments Representative for Emergency Preparedness.

Section 4 – Reports

Periodic staff reports as required will be submitted to the Council officers.

Article IX

COUNCIL ATTENDANCE

It is important for members of the Council to attend all Council meetings. In the event that a Council member must miss a meeting, he/she should notify the Council office of this fact, and advise the Council office of who his/her Alternate will be. If the delegate and his/her alternate cannot make it, but informed the Council of the absence, this shall constitute an excused absence. If a Council member misses a meeting without notifying the Council office, and an alternate is not present, this shall constitute an unexcused absence.

At Large Council members who have three consecutive unexcused absences shall be automatically removed from the Council.

Agency Council members who are not represented at three consecutive meetings shall be notified of the absences.

A representative may resign from the Council by presenting their written resignation to the Chairperson. If the resigning representative is from an at-large position, the Nominating Committee will be directed to present a slate of qualified names pursuant to Article VI, Section 6.

If an agency representative resigns, notification shall be submitted to the agency to appoint a replacement for the vacated seat.

These Bylaws were approved by a majority vote of the Directors present and voting at the regularly scheduled Board of Directors meeting this 15th Day of August 2002.

William Iveson, Jr., President

R. Brent Meadows, Regional Dir,

Thomas Carmen, Vice-President

Patricia Smith, Secretary.

Revised 6/05