

Emergency Medical Services for Children Advisory Committee

BYLAWS

Article I. Authority

The Emergency Medical Services for Children (EMSC) Advisory Committee is established to fulfill Component 1 of Performance Measure 8 per the Implementation Manual for State Partnership Grantees: “A state or territory EMSC Advisory Committee that meets regularly.”

Article II. Advisory Council Responsibilities

The purpose of the Emergency Medical Services for Children Advisory Committee is to guide the EMSC Program, prioritize EMSC issues, work on special projects, ensure that pediatric emergency issues are addressed within the EMS system (including both the prehospital and hospital settings), and provide policy recommendations pertaining to the improvement of emergency medical services for children. The primary role of the committee is one of support to the EMSC Program Manager.

Article III. Membership

Pursuant to EMSC Performance Measure 8, the Emergency Medical Services for Children Advisory Committee must include the following eight (8) core required members:

- Nurse with emergency pediatric experience
- Physician with pediatric training
- Emergency physician
- Emergency medical technician (EMT) or paramedic who is currently a practicing, ground-level prehospital provider
- EMS state agency representative
- EMSC project director
- EMSC grant manager
- Family representative

Note: No single individual may serve in more than one role for each of the following positions: EMT/paramedic, nurse, emergency physician, pediatric-trained physician, and family representative. These roles must be served by a distinct individual.

There is no limit to the number of additional members, and it is recommended that the Advisory Committee reflects as many stakeholders in pediatric emergency care as possible.

Core members will be required to agree to a two (2) year commitment to serve on the committee. Core members agree to notify the EMSC Program Manager in writing if they are unable to fulfill this duty and assist in finding a replacement.

Section A. Voting

Each member, core or otherwise, will have one (1) vote. Proxy votes are permitted if the EMSC Program Manager is notified at least twenty-four (24) hours in advance that the member will not be present and if they appoint a proxy to attend the meeting.

Section B. Attendance

Members who are unable to attend a meeting of the Advisory Committee or subcommittee will notify the respective Chair of the Advisory Committee or the EMSC Program Manager. Core members must designate a proxy if they are unable to attend a meeting.

Section C. Member Information

Advisory Committee members are entitled to reimbursement for travel expenses to attend meetings in-person in the manner provided in section 44-08-04. Each member is responsible for maintaining current contact information with the EMSC Program Manager. Annually, each member will receive a copy of the Advisory Committee roster from the EMSC Program Manager and any corrections/changes thereto.

Section D. Grant Year vs. Calendar Year

The EMSC grant years begin on April 1st and end March 31st of the following year. Membership and leadership terms for the Advisory Committee will be based on calendar year, rather than grant year, with terms beginning on January 1st and ending on December 31st.

Article IV. Officers

The officers will be a Chair and Vice-Chair. Any member is eligible to be an officer. Term lengths for Chair and Vice-Chair will be two (2) years in length, according to calendar year, beginning on January 1st.

Section A. Duties of the Chair

1. The Chair will preside over all Advisory Committee meetings.
2. The Chair will preserve order and regulate debate according to parliamentary procedure.
3. The Chair will establish subcommittees necessary to perform the work of the Advisory Committee.
4. The Chair will be an ex-officio member of all committees and subcommittees.
5. The Chair will interact with outside agencies or entities on behalf of the Advisory Committee.
6. In the absence of the chair and vice chair, the EMSC Program Manager shall discharge all the duties of the Chair.

Section B. Duties of the Vice-Chair

1. The Vice-Chair, in the absence of the Chair, will discharge all of the duties of the Chair.
2. The Vice-Chair, upon direction of the Chair, will serve as liaison to outside agencies or entities and perform other duties as assigned by the Chair.

Section C. Elections and Term of Office

Election of Officers will occur at the last regular meeting of every other calendar year (odd years). Officers begin their terms after the meeting at which they are elected. Officers shall hold office for a term of two years or until their successors are elected. An officer may hold the same office for no longer than two consecutive terms.

Article V. North Dakota Emergency Medical Services for Children Program Staff

The North Dakota EMSC Program Manager and Assistant will provide staff support to the Advisory Committee in the performance of its duties, which will include but are not limited to:

1. Recording and publishing the official minutes of all Advisory Committee meetings.
2. Maintaining the rosters of the Advisory Committee and subcommittees.
3. Posting notices of all scheduled meetings of the North Dakota EMSC website and arranging meeting invitations.

Article VI. Meetings

Section A. Meetings

1. The Advisory Committee will meet quarterly as determined by committee members and the North Dakota EMSC program staff.
2. Written notice will be given for all meetings of the Advisory Committee. For all regularly scheduled meetings, at least ten (10) days' notice is required.
3. A majority (one-half plus one) of the members of the Advisory Committee will constitute a quorum. A quorum is required to take any formal action.
4. A majority vote will be required to take formal action. Such majority is determined by the number of members present and voting at the time of the vote.
5. With permission of the Chair, non-committee members may address the Advisory Committee.

Section B. Minutes of Meetings

The North Dakota EMSC program staff will be responsible for maintaining an official copy of the approved Advisory Committee minutes. The EMSC Program Assistant shall be designated the Recording Secretary. The Chair of each subcommittee is responsible for maintaining an official copy of the approved minutes of their respective meetings.

Section C. Attendance

The North Dakota EMSC program staff will record the attendance of all members at each Advisory Committee meeting. The Chair of each subcommittee is responsible for recording attendance at their respective meetings.

Article VII. Subcommittees

Section A. General Subcommittee Responsibilities

The Advisory Committee Chair may appoint subcommittees to accomplish specific designated functions. All subcommittees shall meet as necessary to perform the duties and responsibilities of the subcommittee.

Section B. Ad Hoc Subcommittees

1. Nominating Subcommittee

The Nominating Committee shall present a slate of nominations to the Advisory Committee prior to the election.

2. Bylaws Subcommittee

The Bylaws subcommittee shall be responsible for review of the Bylaws and considering amendments to the Bylaws.

Section C. Subcommittee Management

The Chair of each subcommittee will be elected from the membership of the Advisory Committee. The members of the subcommittees may be appointed from among the Advisory Committee members or from other qualified citizens of the State of North Dakota.

1. The Chair of each subcommittee will appoint the membership of the subcommittee. Consideration shall be given to diverse geographic representation from the entire state, to inclusion of the system's stakeholders, and to the continuity of the subcommittee.
2. The subcommittee Chair is responsible for maintaining minutes and an attendance roster for each meeting and forwarding them to the North Dakota EMSC program staff following the meeting.
3. In general, all issues brought before the Advisory Committee may be referred to an appropriate subcommittee for review and recommendation before the Advisory Committee acts.
4. The Chair of each subcommittee will report the subcommittee's activities to the Advisory Committee.

Article VIII. Parliamentary Procedure

All meetings of the Advisory Committee and its associated subcommittees shall be conducted in accordance with the latest edition of Roberts Rules of Order. The Chair may appoint a parliamentarian.

Article IX. Amendment of Bylaws

Any proposed change to the existing bylaws shall be submitted in writing to the Advisory Committee members at least ten (10) days prior to a scheduled meeting. The proposed change(s) and substantiation will be reviewed during the next scheduled meeting. The minutes of that meeting will include the proposed change(s) and any pertinent discussion information. The vote to effect the change can then be taken at the next scheduled meeting. A two-thirds majority vote of all members is needed to pass the proposed amendment.

Article X. Agenda

An agenda will be published by the North Dakota EMSC program staff and provided to the Advisory Committee members for all Advisory Committee meetings.

Article XI. Conflict of Interest

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding conflicts of interest.

Article XII. North Dakota Open Meetings Statute

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Meetings that are detailed in § 44-04-19 et seq. of the *North Dakota Century Code*.

Article XIII. North Dakota Open Records Statute

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Records that are detailed in § 44-04-18 et seq. of the *North Dakota Century Code*.

These bylaws shall become effective on January 1st, 2020.

Approved by the Advisory Committee _____ 12/20/2019 _____