

**BYLAWS OF THE**

**REGIONAL ADVISORY COMMITTEE**

**of the**

**MOUNTAIN-VALLEY**

**EMERGENCY MEDICAL SERVICES AGENCY**

<b>ADOPTED BY BOARD OF DIRECTORS:</b>	June 12, 1991
Revised:	August 12, 1992
Revised:	August 13, 2003
Revised:	June 13, 2007

## **ARTICLE I**

### **NAME**

The name of this body shall be the Regional Advisory Committee (RAC) of the Mountain-Valley Emergency Medical Services Agency.

## **ARTICLE II**

### **PURPOSE AND RESPONSIBILITIES**

The purpose of this committee is to act in an advisory capacity to the Mountain-Valley EMS Agency Executive Director and Medical Director in regards to EMS and agency operational issues.

## **ARTICLE III**

### **MEMBERSHIP**

Section 1 The membership of this committee shall be composed of no more than three regular members and one alternate member from each of the Counties included in the Regional Joint Powers Agreement. These members shall be appointed by the Boards of Supervisors of each of the involved counties. One of the appointees from each county should be knowledgeable on medical issues, one should be knowledgeable on administrative issues, and one should be knowledgeable on EMS system issues in order to provide professional expertise to each of the committee's three standing sub-committees. The alternate member may serve on any sub-committee where the regular member is not present.

Section 2 The regular term of office shall be three (3) years. The completion date of the terms of office shall alternate to where; 1) no two member's terms of office, from a single county, end during the same calendar year and, 2) no more than half of the committee member's terms of office end within the same calendar year. The member's appointment shall be continuous until or unless any of the following occur:

- 1) The member resigns from the Committee
- 2) The Board of Supervisors of the Member's County rescinds a Member's appointment or appoints a replacement
- 3) Failure of the member to attend meetings, as set forth in Section 3, below

Section 3 Failure of regular members to attend three (3) consecutive meetings maybe, at the discretion of the committee, cause for termination of membership.

Section 4 Vacancies shall be filled by special appointment of the Board of Supervisors of the represented County.

Section 5 Staff and clerical support for the committee which are provided by the Mountain-Valley EMS Agency shall not hold a position as a voting member on the committee.

## **ARTICLE IV**

### **FUNCTIONS OF THE COMMITTEE**

Section 1 The committee shall review and make recommendations to the Mountain-Valley EMS Agency Executive Director and Medical Director on draft policies, standards, protocols, guidelines and procedures relating to the Regional Emergency Medical Services System.

Section 2 The committee shall review and evaluate all components of the Regional EMS System and make recommendations to the EMS Agency Executive Director and Medical Director on areas in need of policy development and revision.

Section 3 The committee shall review and make recommendations to the EMS Agency Executive Director and Medical Director on issues relating to the continuing improvement of relations between the Mountain-Valley EMS Agency and; 1) the Counties included in the Joint Powers Agreement, 2) Counties which border the EMS Region 3) State EMS Authority, 4) and all other Federal, State, local, public and private agencies involved in the planning, implementation and evaluation of EMS systems.

Section 4 The committee shall create advisory committees, and task forces as necessary, to study specific subjects or to carry out assigned tasks or projects, and to bring back reports and recommendations to the committee, or to otherwise carry out the work of the committee. Advisory and task force members need not be voting members of the RAC.

## **ARTICLE V**

### **ORGANIZATION**

Section 1 The officers of the committee shall be a Chairperson and a Vice Chairperson who shall be elected by the majority of the voting members at the designated annual meeting. Interim officers may be elected at any time to fill the seat of one who resigns or withdraws.

Section 2 It shall be the duty of the chairperson to preside over the meetings of the committee, to make sub-committee and task force appointments, to call

special meetings, and to coordinate all activities with designated staff.

Section 3 It shall be the duty of the Vice-Chairperson to preside over the meetings in the absence of the Chairperson, and to otherwise assume the Chairperson's duties in his/her absence.

Section 4 The Mountain-Valley EMS Agency shall be responsible for providing support staff and services to the committee. This will include clerical staff to prepare agendas and the minutes for each meeting.

Section 5 The committee shall have three standing sub-committees; a Medical Sub-Committee, an Administrative Sub-Committee and an EMS System Sub-Committee. Each committee member shall serve on one, but no more than one, of the standing sub-committees according to their expertise as identified by their Board of Supervisors at the time of appointment. Each standing sub-committee shall be responsible to review draft policies and make recommendations to the full committee on issues that relate to their specific area of specialization, i.e. Medical, Administration, and EMS System Operations. These sub-committees may also be utilized to provide input directly to the Mountain-Valley EMS Agency Executive Director and Medical Director on non-policy related issues.

## **ARTICLE VI**

### **MEETINGS**

Section 1 Regular meetings of the RAC shall be held at least quarterly, in months that do not conflict with the Board of Directors regular meetings. The day, time, and place of the meetings shall be determined by the committee. One of these meetings shall be designated as the annual meeting at which time the committee's goals and objectives for the coming year are established. The annual meeting shall also include election of officers and other business as deemed necessary by the committee.

Section 2 Special meetings, may be held at the call of the chairperson or a majority of the voting members of the committee.

Section 3 Standing sub-committee meetings shall be held as needed and may be scheduled at a time immediately preceding or following the full committee meetings or at any other time as deemed necessary by the committee or sub-committee.

Section 4 All meetings shall be conducted in accordance with the California Open Meetings Laws published by the California Attorney General's office.

Section 5 A majority of the voting membership of the committee shall constitute a

quorum for transaction of business. The voting membership of the committee shall consist only of those persons on the active regular membership list and shall not include positions left unfilled by either lack of County Board of Supervisor appointment or by vacancy. An alternate member may act as a single voting member only if one or more regular member(s) from their represented county is absent from a meeting.

Section 6 Parliamentary procedure for all meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order unless other rules are agreed upon by a majority of the committee members.

Section 7 Minutes will be kept of each meeting and they shall be approved by the committee.

## **ARTICLE VII**

### **ADOPTION AND AMENDMENTS**

Section 1 These bylaws shall become effective upon recommendation of the committee to the Mountain-Valley EMS Agency Executive Director and Medical Director and the adoption and approval of the Mountain-Valley EMS Agency Board of Directors.

Section 2 Amendments to these bylaws may be proposed in writing by any committee member at least one (1) month prior to a meeting. Recommendations to the Mountain-Valley EMS Agency Executive Director and Medical Director for bylaw changes require a vote of a two thirds (2/3) majority of the voting members of the committee. The Mountain-Valley EMS Agency Executive Director and Medical Director shall review and evaluate the recommendations of the committee prior to submission of a recommendation to the Board of Directors.