

**REVISED BYLAWS OF THE
EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL**

ARTICLE 1 - NAME

The name of the Council shall be the EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL, as provided for in section 401.245, Florida Statutes. A short title for the Council may be the “EMS ADVISORY COUNCIL.”

ARTICLE 2 - COMPOSITION AND MEMBERSHIP

The Council shall be comprised of a membership, which fairly represents the services, agencies, professions and organizations, as well as the general public, which are regularly involved in the provisions of Emergency Medical Services (EMS) in Florida. The specific membership of the Council is as designated in section 401.245(2). Council members must be residents of the State. The terms of office shall be as designated in section 401.245(1). All vacancies shall be filled by the State Surgeon General as provided for in section 401.245(2). Voting members of the Council shall be as provided for in section 401.245(2).

Council membership shall be on a voluntary basis, and members shall receive no compensation for services. Members may be reimbursed per diem and travel in accordance with the rules and regulations of the State of Florida, Department of Health.

Members, other than ex officio, missing three consecutive meetings in a two-year term, may be replaced by the State Surgeon General on the advice of the Council chairperson or the director of the state EMS Bureau.

All newly appointed members of the Council will receive an orientation from the state EMS Bureau, prior to assuming their duties on the council.

ARTICLE 3 - PURPOSE

The purpose of the Council is to evaluate current state laws, administrative rules and policies regarding EMS in Florida and to make recommendations to the state EMS Bureau as to changes that might be made to provide the best emergency health care possible to the residents and visitors of Florida. In prioritizing its pursuits, the Council shall be guided by the EMSAC Strategic Plan. In executing its purpose the Council shall:

1. Promote and sustain a cooperative environment among all providers of emergency medical services in Florida.

2. Coordinate with agencies involved in EMS whether they be private, nonprofit, government, quasi governmental, volunteer or any other such group, whose interest is in providing emergency medical care or emergency transportation.
3. Review ~~all~~ EMS, health and disaster related state statutes, administrative rules, planning documents, and policies to determine their appropriateness to the conduct of EMS in Florida; based upon such reviews report to the state EMS recommendations for positive change. ~~All proposals related to current state laws, administrative rules and policies regarding EMS in Florida for Council action shall be distributed to Council members and constituency group presidents no later than thirty (30) days prior to the date of such proposed consideration. Other proposals or actions can be brought to the Council without 30 days notice at the discretion of the Chair upon discussion with the Executive Committee.~~
4. .
5. Foster the awareness and education of the general public of Florida regarding EMS in their communities.

ARTICLE 4 - OFFICERS

The officers shall be chairperson, vice-chairperson, secretary and parliamentarian. The chairperson shall be appointed by the State Surgeon General as provided for in section 401.245(2) (a), for a term of two years. The vice-chairperson, secretary and parliamentarian shall be elected by a simple majority of the Council to serve for a period of two years to be concurrent with the Council chairperson. These officers shall serve as the Executive Committee. Among the responsibilities of the Executive Committee are;

- Ensuring the priorities of the EMSAC, as articulated in the Strategic Plan, are addressed
- Developing the agenda for upcoming meetings
- Representing the EMSAC at needed statewide meetings and discussing the merits
- Developing strategic partnerships
- Advancing the EMSAC
- Identifying and deliberating on emerging issues that may require the Council's attention and/or resources

The director of the EMS Bureau will meet with the EC and be an ex-officio member.

The chairperson shall preside at all regular and special meetings of the Council. The chairperson shall conduct the meetings in accordance with Robert's Rules of Order, provide agendas in advance of the meetings and will provide all Council members equal opportunity to be heard.

The vice-chairperson or another Council member designated by the chairperson shall perform the duties of the chairperson in the absence of the chairperson,

including representing the chairperson at statewide meetings with strategic partners.

The secretary shall monitor and report on attendance of Council members and Constituency Groups meetings. The secretary also will ensure accurate minutes of all Council meetings.

The parliamentarian shall be *knowledgeable* of Robert's Rules of Order, advise the *chairperson*, the Executive Committee and Council, *and* chair the *Nominations* Committee. The *Nominations* Committee will be responsible for the nominating process and will be appointed by the *chairperson*.

Any vacancies in the above offices shall be filled by chairperson appointment, subject to Council approval. A vacancy in the chairperson's office will be filled by appointment by the State Surgeon General of Health as provided for in section 401.245(2) (a).

ARTICLE 5 - MEETINGS

The Council shall hold meetings at the call of the chairperson as provided for in section 401.245(4), or upon the written request of five members of the Council, or at the call of the director of the Emergency Medical Services Bureau.

The year shall be the same as the state's fiscal year beginning July 1, and ending June 30.

A majority of the members of the Council shall constitute a quorum.

The Medical Director of the Trauma Office will join and be seated with the Council at their regularly scheduled meetings.

ARTICLE 6 - COMMITTEES

In addition to the Executive Committee, the standing committees of the Council shall include, but shall not be limited to,

- The Education Committee;
- The Medical Care Committee;
- Disaster Response Committee
- The Legislative Committee; and
- The Data Committee;
- The Public Information, Education and Relations (PIER) Committee;
- EMS Strategic Visions Committee;
- Access to Care Committee.

The Council chairperson shall be an ex officio member of all standing and ad hoc committees and shall be responsible for their task completion. The chairperson shall appoint at least one member of the Council to each

committee. That person shall serve as a liasion to the Council and its commitment to the EMSAC Strategic Plan. The committees will meet in conjunction with the EMS Advisory Council and conduct one mid-term conference call.

Ad hoc committees of the Council may be appointed by the chairperson as needed.

If not appointed by the Council chairperson, committee chairpersons shall be elected from the members of each committee by a simple majority vote.

The tasks and products of any such committee shall be well defined by the Council chairperson and will include progress made toward achieving the EMSAC Strategic Plan. Specific dates for reports to the entire Council will be established.

ARTICLE 7 - AMENDMENTS

These Bylaws may be repealed or amended upon a majority vote of the Council by recommendations brought forth by:

1. A recommendation of five or more members of the Council.
2. A recommendation of the Council's officers.
3. A recommendation of the director of the State EMS Bureau.

ARTICLE 8 – MISCELLANEOUS

Official written communication from the Council shall be signed by the chairperson and be placed on Council stationery.