

SAN JUAN COUNTY EMERGENCY MEDICAL SERVICES MEDICAL DIRECTION COMMITTEE BY-LAWS

ARTICLE I. NAME OF ORGANIZATION

The organization referred to in this document is the San Juan County Emergency Medical Services Medical Direction Committee, hereinafter referred to as "the Committee."

ARTICLE II. AUTHORITY

The Committee is established as set forth under applicable sections of Title 7 NMAC 27.3.1 – 9.3.6.4 and NMSA 1978 Chapter 24 Health and Safety Article 10B Emergency Medical Services System.

ARTICLE III. PURPOSE OF THE COMMITTEE

To provide an interactive and constructive forum for the provision of unified Medical Direction and appropriate oversight for agencies that provide Emergency Medical Services (EMS) in and around San Juan County, New Mexico.

ARTICLE IV. DUTIES OF THE SAN JUAN COUNTY EMERGENCY MEDICAL SERVICES MEDICAL DIRECTION COMMITTEE

1. Promote and promulgate current standardized treatment guidelines/protocols to all EMS providers who are under the purview of the Committee as recommended by the EMS Medical Directors.
2. Provide oversight for education and training for all EMS providers who are under the purview of the Committee consistent with current standards, necessary competencies, proficiencies and community needs.
3. Establish effective systems to monitor and effect the consistent quality of EMS care provided in San Juan County at all levels with regards to education, training, interagency communications and statutory guidelines.
4. Review, track and trend all issues of Performance Improvement based on the current policies for the same as approved by the Committee. This duty may involve the modification of current treatment guidelines, specific recommendations to the involved agency(ies) and/or individual EMS providers(s).
5. Committee members shall elect a chair and other officers as deemed appropriate by the committee.

6. Ensure Committee's actions are well communicated and, if at all possible, coordinated with other existing or established agencies or committees addressing EMS care or system development issues in and around San Juan County.
7. Establish policies as indicated to fulfill the duties stated herein.

ARTICLE V. MEMBERSHIP

1. Determine voting membership of the Committee with regard to geographic, agency and assets of EMS agencies who are under the purview of the Committee. Such determination will be established by appropriate policy of the Committee.
2. Establish a policy of proxy voting that will require approval of a two-thirds majority of the entire voting membership of the Committee.
3. Roles and Responsibilities of Members:
 - a. Members shall attend meetings as determined by the Committee. Members will prepare by having reviewed the draft agenda, and the minutes from the previous meeting. Members are encouraged to be involved in Subcommittee activities.
 - b. Absences and Resignation: If any Committee member or proxy is physically absent from two (2) consecutive meetings, the Chair will contact the member to determine their status. If any Committee member is absent from three consecutive meetings, without good cause, the Committee will deem this as a resignation. This shall be submitted by the Chair in writing to the Committee at the next regularly scheduled meeting. If the Committee deems this as an appropriate resignation, the Committee will contact the representative organization to nominate a qualified individual to fill the vacancy.
 - c. Vacancies: In the event of any Committee member vacancy, the Committee will contact the representative organization to nominate qualified person(s) to fill the vacancy.
 - d. Removal: The Committee may recommend, based on two-thirds majority total voting membership, the removal of a member for good cause. Good cause includes:
 - i. Inappropriate conduct unbecoming of a member;
 - ii. Neglect of responsibilities assumed by a member or assigned by Chairperson.
 - iii. Intentional or malicious violation of Article II of these by-laws. If removal of a member occurs, the Chair will notify the affected agency who will recommend a suitable replacement to insure diverse and appropriate representation on the Committee.

ARTICLE VI. OFFICERS

1. Officers: There are three officer positions of the Committee. These are the Chairperson, Vice-Chairperson, and Secretary. In the Absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the Committee meeting. In the absence of both the Chairperson and the Vice-Chairperson, the Secretary or other designee of

the Chairperson shall assume the duties of Chairperson and may conduct the meeting of the Committee. Officers duties and roles include:

- a. Chairperson:
 - i. Determine that a quorum is present.
 - ii. Open the meeting at the specified time by calling the members to order.
 - iii. Announce the business of the Committee and the order in which it will be considered.
 - iv. Acknowledge members who are entitled to speak.
 - v. State all motions and put them to vote.
 - vi. Announce the results of all votes.
 - vii. Make sure that the discussion proceeds in an orderly fashion (see Article IX, Parliamentary Authority).
 - viii. Enforce decorum.
 - ix. Make the business of the meeting run as smoothly as possible.
 - x. Decide all questions of order.
 - xi. Inform the participants about a point of order or specific parliamentary practice when requested.
 - xii. Authenticate the proceedings with his or her signature after Authority members approve.
 - xiii. Declare the meeting adjourned when all business has been concluded.
 - xiv. Appoint members of subcommittees as needed.
- b. Vice-Chairperson: The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson. The Vice-Chairperson will assist the Chairperson with his/her duties and responsibilities and assist in orienting new members of the Committee.
- c. Secretary:
 - i. Maintain current contact information for voting membership and other interested parties.
 - ii. Maintain current copy of the Committee By-laws, Policies and Subcommittee proceedings.
 - iii. Record and maintain the minutes of all meetings of the Committee.
 - iv. Insure that meeting notices, attachments and draft agendas are distributed in a timely manner in accordance with the Committee By-laws and Policies. Will provide sign in sheets for voting members and others.
- d. Other officers, if deemed necessary, shall be elected by the Committee.
- e. All officers shall meet as often as determined by the Chairperson.
- f. All officers shall provide community support for EMS and the EMS System through advocacy.
- g. Elections to Office: Elections are made based on nominations from the members of the Committee as required by the defined terms of office. A majority vote by the members when there is a quorum present is required to elect a member to an officer position.
- h. Term of Office: Officer Positions are effective following the election of officers. Officers shall serve for a term of two (2) years. An officer can hold a limit of two (2) consecutive terms.

Officers may be removed by a two-thirds majority vote of the full Committee for failure to comply with duties as defined herein.

ARTICLE VII. MEETINGS

The Committee shall hold regular meetings of the full Committee. The time and place of the meetings will be at the discretion of the Committee. The Committee will provide notices of meetings in a timely manner, no less than two (2) weeks notice in advance of a meeting.

Convene regular and open meetings with appropriate notice that allow attendance and participation by interested parties. Meetings shall be conducted in a manner consistent with Robert's Rules of Order, which also provides for Executive Sessions as needed.

ARTICLE VIII. SUBCOMMITTEES

The Dispatch Steering Committee will be a standing committee of the Committee in accordance of the requirements set forth by this committee by its convening authority.

The Chair of the Committee may create additional subcommittees as necessary. The Chairperson of each standing subcommittee shall attend regular meetings of the Committee to provide reports.

Special Ad-Hoc Committees: The Chairperson may appoint special committees to perform specific tasks. Such a committee shall cease to exist after it has rendered a final report to the Committee.

ARTICLE IX. PARLIAMENTARY AUTHORITY

In all instances when they are applicable and not inconsistent with these by-laws and any other special rules the Committee shall adopt the rules contained in the current edition of the Robert's Rules of Order, which shall govern the Committee.

ARTICLE X. CONFLICT OF INTEREST

1. A quorum shall consist of fifty-one percent (51%) of active voting members present at a properly called Committee meeting.
2. Formal business shall take place if a quorum is present in accordance with generally accepted rules of parliamentary procedures.

ARTICLE XI. CONFLICT OF INTEREST

1. No member shall participate in any vote in which that members has a personal conflict of interest, and such a vote would cause embarrassment or the appearance of impropriety to the Committee or any of its Subcommittees.
2. Member(s) shall abstain from voting if the vote would create a conflict of interest. Members who have a conflict shall disclose the conflict prior to a vote of the Committee or any of its Subcommittees. Other members present may advise and determine by consensus if an apparent or actual conflict of interest exists if the declaring member so asks.
3. Conflict of interest does not preclude participation in discussion of any issue by the member so declared or identified.

ARTICLE XII. AMENDMENT FO BY-LAWS

Proposed amendments of the by-laws shall be sent to the entire membership at least fourteen (14) days prior to the meeting. A two-thirds vote of the full Committee is needed to amend these by-laws.

ARTICLE XIII. ORIENTATION OF NEW MEMBERS

1. It is the responsibility of the Committee to provide orientation to new members. The Secretary or designee will provide information and orient new members on their roles and responsibilities.