

-BYLAWS-
MCKINLEY COUNTY EMS ADVISORY BOARD

Upon ratification, these bylaws replace all previous bylaws for the MCKINLEY COUNTY EMS BOARD.

ARTICLE I
PURPOSE

The name of the Board shall be: MCKINLEY COUNTY EMS ADVISORY BOARD (MCEAB), referred to in the remainder of these Bylaws as the "Board".

Although named “McKinley County EMS Advisory Board” this is not a board exclusive to the County of McKinley and includes all agencies contained within the geographical region of McKinley County to represent the concerns and of all agencies and the support, and embodiment is not exclusive of the local governmental subdivisions.

The Board carries out the duties described in the New Mexico EMS act and under the provisions of the EMS Region I Advisory Board. Such duties shall include but not be limited to:

1. Recommending the initial and long-term processes for the verification and designation of EMS levels of care, including the evaluation of local EMS agencies and receiving hospitals.
2. Recommending Standards for the development and implementation of comprehensive regional emergency medical services and trauma system plans to include training and system upgrades.
3. Recommending standards for the state emergency medical services and trauma system quality improvement processes, including the state trauma registry, under the Four Corners RETRAC.
4. Recommending, developing and supporting funding from various means of the local EMS system.
5. Developing a relationship with the LEPC for Local and Regional Emergency Preparedness.
6. Developing training plans and assisting in the development of the local EMS medical protocol.
7. Interacting with local government(s) as an established and recognized advisory/authority of local system requirements and needs.
8. Reporting periodically to the Region I EMS Advisory Board and submitting a report to the Director of Region I, on or before October 1 of each year regarding the board's appointments, accomplishments and recommendations.

ARTICLE II BOARD LIAISON

The intent of this Article is to provide for the timely and appropriate exchange of information regarding local emergency medical services between the Department of Health, Statewide EMS Advisory, Region I EMS Advisory, local hospitals and the Board. The Board may also act as the liaison between services and other counties or states.

To that end; the Board Chairman or their directed designee, will act as the official liaison for the Board and will have the authority to address the local political subdivisions, local EMS entities, hospital boards, State and Federal Agencies as appropriate on behalf of the Board.

ARTICLE III MEMBERS

Section 1. Composition of the Board

The Board will consist of members/representatives Grandfathered from previous versions of the bylaws:

- McKinley County, EMS Coordinator/Commander (Membership Permanent as political subdivision) 1 vote
- City of Gallup, EMS Coordinator/Commander (Membership Permanent as political subdivision) 1 vote
- Tohatchi Ambulance/EMS, 1 vote
- Zuni Ambulance/EMS, 1 vote
- Thoreau EMS, 1 vote
- McKinley County Volunteer Fire-Rescue, 1 vote

- Medstar Ambulance/EMS, 1 vote
- Crownpoint EMS, 1 vote
- GIMC EMS Liaison, 1 vote
- RMCH EMS Liaison, 1 vote
- Crownpoint PHS EMS Liaison, 1 vote
- Gallup Medflight, 1 vote
- PHI Air Medical, 1 vote
- Zuni PHS EMS Liaison, 1 vote
- County Emergency Manager (Ex-Offico, invited guest)
- Future organizations/individuals to be recognized

Section 2. Term of membership.

Term of membership of the Board shall be determined upon the participation of the agency. If an agency is not represented for 6 months, they will be automatically and without vote, be removed from the listing in section 1 without appeal. The Agency will then need to reapply for recognition under the guidelines of the Board.

- a. If the designated representative is not able to attend, an alternate should be selected

Section 3. Compensation.

Board members are not eligible to receive hourly, travel or other compensation from the Board but may be eligible for reimbursement of allowed expenses, pending the availability of funds and as allowed by the New Mexico Department of Finance and the policy of their respective agencies.

Section 4. Voting.

Each member of the Board, or their representative, shall be entitled to one vote *when present at a meeting of the Board*. No individual agency shall cast more than one vote on the Board. If an agency elects to have an alternate, with voting capabilities, an official letter will be given to the board prior to the next meeting.

Section 5. Officer Vacancies.

Officer vacancies shall be filled pursuant to vote or appointment before the next regular meeting. The Chair shall be responsible for informing the Board of vacancies and instating a temporary person until such time a person is selected to fill the vacancy. A special meeting may be held to fill a vacant position.

Section 6. Agencies requesting representation on the Board

Agencies desiring to enter the Board will appoint an individual to represent them. The Agency will support the individual with a letter of intent to participate on letterhead supporting the appointed individual. Upon vote of the majority present, the agency will be either accepted or denied representation within the Board. Upon acceptance the agency will be automatically entered into section 1 of this of Article III and will remain a permanent member.

ARTICLE IV OFFICERS

Preface: Any officer who consistently does not perform their duties can be removed by vote.

Chairman: The Chair of the Board will be selected by a majority vote of the members present and shall serve for a two-year term (shall be elected on even years). The Chairman will also serve as the Region I EMS Advisor and an Advisor to the Statewide EMS Advisory. The Chair shall be a licensed EMT of any designation or a Director/Supervisor for Emergency Medical Services; and shall insure performance of the duties delegated by the Board and those prescribed by these bylaws and insure the parliamentary authority adopted by the Board. Upon resignation the Vice Chairman will replace the Chairman; or on completion of term, a new Chairman will be selected at the next regular meeting by regular vote. The Chairman must attend, or arrange to have the Vice Chairman attend every Region I Advisory Board meeting or an automatic process and chain of ascension can be invoked. This includes attending required meetings outside the Board such as the Region I EMS Advisory Board Meeting, any special state EMS meetings, e.g. special funding meetings. The role of an officer is leadership and the officer should recognize prior to asking for or accepting a nomination for election, their job will be time intensive with travel.

Vice Chairman: The Vice Chairman of the Board will be selected by a majority vote of the members present and shall serve for a two-year term (shall be elected on odd years), and shall serve as the Chair of the Board in the absence of the Chair. The Vice Chairman will also serve as the Alternate Region I EMS Advisor and an Alternate Advisor to the Statewide EMS Advisory. The Chair shall be a licensed EMT of any designation in good standing; and a Director/Supervisor for Emergency Medical Services. Upon resignation or completion of term, a new Vice Chairman will be selected at the next regular meeting.

Secretary: The Secretary will be selected by a majority vote of the members present for a term of 1 year. The Secretary shall serve as the scribe for meetings, financial officer of the Board, and the disseminator of information prior to meetings. The Secretary may appoint any person to be a Under-Secretary to assist in Agenda's, meeting Minutes, Correspondence and notifications,

ARTICLE V MEETINGS

Section 1. Regular Meetings.

The regular meetings of the Board shall be held not less than 5 times a year, on odd numbered months (Jan, Mar, May, July, Sept, and Nov) on the second Wednesday of the month at 1700 hours and place designated by the Chair, however must accommodate the members appropriately. Failure of the Chair to hold regular meetings during these periods will automatically forfeit the position and ascension will occur.

Section 2. Special Meetings.

Special meetings and/or telephone meetings may be called by the Chair, or by written request of five (5) members of the Board, and must comply with the open meeting law, and will be ratified at the next meeting of the Board.

Section 3. Notice of Meetings.

Board members shall be notified ten (10) days in advance of all Board meetings. A yearly schedule of regular Board meetings shall be made available to the Board members in January. Minutes of the previous meeting and an agenda for the upcoming meeting will be available five (5) days in advance of the Board meetings.

Section 4. Attendance and Chain of Ascension.

Regular attendance is expected of all Board members. If an Officer fails to attend 1 meeting within a quarter without previous notification, an inquiry shall be made of that officer concerning their continued commitment; after 2 unexcused absences within a year; the position will be considered immediately vacant and a temporary replacement will be selected. In the event of the Chair position, the Vice Chairman will automatically assume the Chair until a new Chairman is elected

- a. If a board member fails to attend three (3) meetings within a year, an inquiry shall be made of that member and their agency concerning their continued participation on the Board, and the results of the inquiry, together with recommendation of the Chair, shall be forwarded to the Board for a decision on the member's status. After the fourth (4) failure for an agency to provide a member during the year, the agency will be dropped from the Board and will have to reapply for representation.

Section 5. Elections

Nominations for the positions at term will occur in July of the year, Elections in September of the same year for positions at term and elected positions filled in November of the same year. No term limits apply.

Section 6. Quorum.

A quorum will consist of the present members of the Board at a meeting being least one officer and 3 board members.

ARTICLE VI COMMITTEES

Section 1. Establishment of Committees.

Standing and special committees may be established by the Board or by the Chair with the approval of the Board. Unless otherwise provided by these bylaws, members of committees and their chairs shall be appointed by the Chair of the Board with due concern for categorical, and appropriate to the specific duties of the particular committee.

Section 2. Membership on Committees

Membership on standing and special committees need not be limited to members of the Board and all interested persons are encouraged to participate. However, the committee Chair and at least one additional member of a committee shall be members of the Board. A member of the Board may act as Chair if the regular committee Chair is absent.

Section 3. Guidelines for Standing Committees

Standing committees are appointed by the Board Chair. The Board shall develop general guidelines for committee operating procedures and define their scope and action, as well as goals and objectives of each committee. Additional goals and objectives may be assigned as necessary. Each committee shall be responsible for reporting committee activity and action recommendations and receiving Board assignments at each meeting of the Board. The Chair of the Board shall be an Ex-Officio member of all standing committees. Standing committees shall include, but not be limited to:

- A. Executive Committee - This committee's primary responsibilities are evaluation and planning. This includes development of goals and objectives for the Board and its committees. The committee will consist of the Vice Chairman of the McKinley County EMS Advisory Board who will serve as Chair, chairs of all other standing committees, the public representative, and one additional McKinley County EMS Advisory Board member. The chair of the Executive Committee may not be the chair of another standing committee.

- B. New Mexico-Regional Trauma Advisory Committee and System Improvement Committee - This committee's primary responsibilities include, but are not limited to: developing and recommending an RETRAC plan, standards for a uniform data collection system for the State's trauma registry, a definition of "trauma patient", guidelines for the use of the trauma registry data, guidelines for the release of information derived from data, and recommending safeguards that will result in maintaining confidentiality of trauma registry data. This committee will also be evaluating protocols and performing system QA/QI. Membership of this committee is open to all licensed EMT's and other administrators not inclusive of the Board.

Section 4. Special Committees

Special committees may be established by the Board or by the Chair with approval of the Board. Special committees may be established when committee effort is indicated to conduct specialized subject areas not within the purview of existing committees or when an existing committee requires assistance with special projects.

**ARTICLE VII
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

The Board will appoint a member to act as parliamentarian during meetings. It will be the parliamentarian's responsibility to ensure Board meetings are conducted following Roberts Rules of Order.

**ARTICLE VIII
OPEN MEETING LAW**

The Open Meeting Law shall apply to meetings of the Board.

**ARTICLE IX
MINUTES and ADGENDA**

Minutes of each Board, Board Committee or subcommittee meeting will be recorded, and the Board shall have the right of review and correction of minutes of all meetings before publication and distribution. The agenda will be published 5 days prior to the meeting. The agenda will be approved as first order of business and any additions or deletions will be recorded accordingly. Items to be added to the agenda or persons wishing to address the board must be addressed to the secretary no less then 10 days prior to the meeting, this excludes emergency or emergent items, which will be added upon approval.

**ARTICLE X
MOTIONS**

All motions passed by this Board will be forwarded to the McKinley County Government, Gallup City Government, Local Agencies, Tribal Agencies, other Governmental Agencies (US Government to include BIA) and Director of the New Mexico Region I Director for review and/or action.

**ARTICLE XI
RECORDS AND RECORD KEEPING**

All bylaws and amendments, electronic recorded media, motions, minutes, agendas or other concerned and produced documentation will be placed into the care of the secretary who will maintain these records and have present at any meeting, records within the last 3 years. Upon leaving office, the secretary will transfer the documentation to the elected secretaries as required. Furthermore, copies of all documents, paper or electronic will be provided by the secretary to the Board Members representing the local political subdivisions for permanent archiving within 10 days post meeting. The political subdivision representatives will provide copying services for all forms of media at no personal expense to the secretary.

**ARTICLE XII
DEFINATION OF TIME**

The Boards year will be considered on the County/State FY which is July 1st to June 30th the following year.

**ARTICLE XIII
AMENDMENTS**

These bylaws can be amended at any regular meeting of the Board by a majority vote, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years. Initial bylaws will be forwarded to both political subdivisions for recognition under resolution. Any amendments will be forwarded to the City Manager and County Manager to be forwarded to their respective Clerks for inclusion to the official record.

Ver: 1.2

Drafted: Ver 1.0 May 3, 2006

Reviewed: May 9, 2006

Ratified: May 9th 2006 1503 hours, by unanimous vote: Danette Leggitt (Medstar), Brent Mowrer (GFD), Ken Hoffman (MCFD), John Fouser (PHI), John Henderson (McKinley County Volunteer Rep), Lauri Montanez (PHI, Ex-Officio)

Amended:

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