

# **CODE OF REGULATIONS**

## **Joint Committee of Emergency Medical Services of Trumbull County, OH**

### **Mission Statement:**

**To impact and foster quality prehospital care, through education and governance.**

### **Vision Statement:**

**To ensure quality patient care through development, education, and performance improvement by proactive governance.**

**Adopted 1/27/10**

**SECTION 1**  
**Authority**

**1.01 Authority:**

The authority of the Advisory Board shall be vested in its membership. The extent of this authority shall be established by a vote of the members at any regularly scheduled or specially called meeting.

**SECTION 2**  
**General**

**2.01 Name:**

The name of the organization shall be “The Joint Committee of Emergency Medical Service of Trumbull County.

**2.02 Gender:**

The use of one gender in this document is for convenience and clarity only.

**2.03 Purpose:**

The purpose of this organization shall be:

To organize and provide an emergency medical services council in Trumbull County.

To upgrade the emergency care in Trumbull County by facilitating the collection of data, strategic planning and the implementation of programs that will accomplish this goal, all to the betterment of better patient care.

To provide the system whereby emergency medical services educational programs are made available to all EMS providers in Trumbull County.

To provide an effective public relations program that shall enlighten the public and private sector as to the activities, services and needs of the EMS community in Trumbull County.

To serve as the central coordinating body and clearing house for information and education

To act upon complaints, in a timely manner, that are sent to the board for action or implementation.

To set the guidelines, and enforce the same, for penalties for violation of the protocols and rules whereby EMS is governed in Trumbull County.

To participate in county wide disaster planning and the implementation of the same and to provide the means for the evaluation of the same.

#### **2.04 Fiscal year**

The fiscal year of the board shall be January 1 to December 31. The August meeting shall be considered the annual meeting of the advisory board.

#### **2.05 Rules of Order**

The rules contained in the most recently published copy of the "Robert's Rules of Order" shall govern the advisory board in all cases where they are applicable and not in conflict with the rules and regulations of the Advisory Board.

#### **2.06 Advisory Board records**

Any individual or organization desiring access to the Advisory Board files, tapes or records must request so in writing. The board may seek legal advice in matters that they deem may require legal action or

potentially involve litigation. The vote to disclose the records must be by a majority vote of the Advisory Board.

### **2.07 Conflict of Interest**

Any member who may directly or indirectly benefit from any advance, allocation, contract or other action of the Advisory Board shall disclose the potential conflict of interest upon application, or as it may occur, and shall refrain from taking part in any vote relevant to this issue.

## **Section 3 Voting membership of the Advisory Board**

### **3.01 Voting membership**

Voting membership of the Advisory Board will consist of the following representatives or the delegated alternate. The Secretary shall determine that all members voting are eligible at the time of the vote.

#### **Delegates appointed by their respective entities are:**

Trumbull Memorial Hospital Physician

Trumbull Memorial Hospital RN/EMS Coordinator

Private Service Administrator

Trumbull County Fire Chiefs' Association

EMS Instructors with Trumbull County protocol

**Delegates elected by county vote:**

Fire service EMT-P      Private service EMT-P

Fire service EMT-I      Private service EMT-I

Fire service EMT-B      Private service EMT-B

Fire service First Responder

**Non-Voting positions are:**

Trumbull County 9-1-1 Representative

Legal representative to the board

**3.02 Alternate to the Board**

Each member shall have an alternate who shall have voting privileges in the absence of the primary representative. At the election for that position if more than one applies for the position, the person with the second highest vote will be the alternate.

**3.03 Qualifications**

All members must have been EMS providers in Trumbull County for two years or more with protocol from the Joint Committee of EMS in Trumbull County or other protocol granting body within Trumbull County and maintain the EMT status position to which they were elected except as otherwise approved by a vote of the board. Anyone who applies as a representative must have demonstrated prior interest by attending at least two board meetings during the previous year.

**3.04 Application**

Application for membership on the board shall be by written document on the applicants sponsoring organizations letterhead. At-large individuals may submit an application personally for participation. The applicant must have procured the approval of the governing body, or authorized officer, of the organization that they

will represent prior to making application to the board. There shall be every effort to submit the application to the Advisory Board for consideration at the October meeting of the board. The application may be voted upon at the next regularly scheduled election which is held the first Wednesday of December. For expediency the Chairman may call for a vote on membership as he shall see fit for the betterment of the TCEMS.

### **3.05 Duties**

The voting members, and/or their alternates, of the Advisory Board shall:

Have the supervision and control of the property, affairs, and funds of the Advisory Board.

Have the authority to perform all acts and functions as outlined in the Rules and Regulations of the Advisory Board

Draft and enact such rules and regulations as may be deemed appropriate.

Annually approve the budget of the Advisory Board

Be required to serve on a committee and to attend a minimum of 50% of the committee meetings.

### **3.06 Termination of Membership**

All members may be terminated for non participation in the meetings and functions of the Advisory Board as outlined in this document.

They also may be removed from their position for any acts or omissions that the board feels are detrimental to the TCEMS.

### **3.07 Vacancies**

Membership vacancies of the Advisory Board shall be filled by election consistent with the guidelines outlined in sections 3.04 and 3.05. The board may also hold a special election, at such time as the Chairman deems necessary, to fill a position so that the board has full representation. Notification shall be made to all voting members at least 7 working days prior to such election. (Section 4.03). The Secretary shall make all efforts to ensure that all voting members have been notified.

## **Section 4 Meetings**

### **4.01 Board meetings**

The regular Board meetings shall be held @11:30 AM on the last Wednesday of every month with the exception of June and July or as otherwise approved by the Advisory Board. The meeting shall be held at a place designated by the Advisory Board

### **4.02 Committee meetings**

Committee meetings of the Advisory Board shall be scheduled as needed or as directed by the Chairman or general membership of the Advisory Board.

### **4.03 Special meetings**

Special meetings of the Board may be called by the Chairman or at written request of one third of the voting membership of the Advisory Board. Written notice of the special meeting shall be mailed to each member of the Advisory Board at least seven working days in advance of such meeting.

#### **4.04 Quorum**

A quorum for any meeting of the Advisory Board shall consist of simple majority of the voting members. Voting qualifications for members are outlined elsewhere in this document. A two thirds vote of the majority shall constitute a rule.

### **Section 5 Officers**

#### **5.01 Principal officers**

The principal officers are the Chairman, Vice-Chairman, Secretary and Treasurer.

#### **5.02 Election of Principal officers**

All principal officers shall be elected by the physician representatives of the Advisory Board at the November meeting. Each physician representative shall have one vote. The chairman and Vice Chairman shall serve a two year term and there shall be no limit to the number of terms served. A replacement appointed by their entity shall assume their position without a vote of the TCEMS Executive Board being required.

#### **5.03 Terms of office**

A term of office shall be three calendar years. There shall be no limit to the number of terms served.

#### **5.04 Vacancies**

A vacant position shall be filled in accordance to Section 3.04 and by appointment of the Medical Director(s). They shall be elected at the next regular meeting after a vacancy occurs or application received.

### **5.05 Chairman**

The Chairman shall:

- \*Be a physician representative to the Advisory Board.
- \*Preside at all meetings of the Advisory Board.
- \*Serve as an ex-officio member of all committees.
- \*(May) sign and execute all authorized contracts, obligations and undertakings in the name of and on the behalf of the Advisory Board
- \*Appoint the chair and members of each committee except as provided in Sections 6.01 through 6.06.
- \*Be the principal officer of the Advisory Board. They shall have the general charge and supervision of the Advisory Board and shall perform duties as may be designated or provided for by the rules and regulations of the Advisory Board.

### **5.06 Vice-Chairman**

The Vice-Chairman shall be a physician representative to the Advisory

Board. At the request of, in the absence of, or at the disability of the Chairman shall serve as the acting Chairman of the Advisory Board. While acting in this capacity they shall assume all the duties and powers of the Chairman.

### **5.07 Secretary**

The Secretary shall attend all meetings and issue notice of the same. They shall keep minutes and perform all duties related to this office. They shall keep a current roster of all members of the board and all protocolled EMT's in Trumbull County. They shall be subject to the control of the Advisory Board.

### **5.08 Treasurer**

The Treasurer shall promptly deposit any receipts or monies received by the Advisory Board into such bank accounts as the Budget and Finance committee recommends. The Treasurer shall incur no expenses nor disburse funds in the name of the Advisory Board except

as directed by the Advisory Board or Chairman. The Treasurers position shall be a nonvoting member of the Budget and Finance committee as per section 6.02:

## **Section 6 Committees**

### **6.01 Standing committees**

The standing committees shall be Budget and Finance, Code of Regulations, Quality Assurance, and Protocol. All committees shall be comprised of at least two members but not more than five. The Advisory Board Chairman shall be the person to appoint the chairperson of the committees.

### **6.02 Budget and Finance**

The Chairman shall be appointed by the Advisory Board chairman. The Treasurer of the Advisory Board shall be a regular member of this committee but shall not have the right to vote on any actions this committee initiates or proposes. The committee shall be responsible for the annual budget and reviewing, identifying and implementing funding programs. They shall propose a budget that entails such factors as operating expenses, special projects, purchases and future financial needs. They shall review the short and long term investment policies that may be offered to enhance the income to the committee.

### **6.03 Code of Regulations**

The chairman of this committee shall be appointed by the Chairman of the Advisory Board. This committee shall be responsible for regularly examining the Code of Regulations and proposing needed amendments. They shall seek legal counsel if there is a perceived conflict with the laws and statutes of the state of Ohio. Any amendments or changes that are proposed shall be presented to the board in writing thirty days prior to any scheduled vote on these changes.

#### **6.04 Election committee**

The committee shall be responsible for all aspects of any election including verification of credentials, determining the eligibility of proposed members, creating and destroying ballots. They are responsible to set the guidelines and rules for the voting procedure of this election.

#### **6.05 Quality Assurance**

The chairman shall be a physician member of the Advisory Board. Their meetings shall be closed to the general membership of the Advisory Board and others. Written minutes shall be recorded but shall not become a regular part of the Secretary of the Advisory Board records. The minutes shall remain in the possession of the Quality Assurance chairman until that time that resolution is made of any problems that have been brought before this committee. Record of any disciplinary or punitive actions taken or proposed by this committee shall be forwarded to the Advisory Board Chairman.

#### **6.06 Protocol**

The chairman of this committee shall be appointed by the Chairman of the Advisory Board. The purpose of this committee is to review and research emergency medical standards. They are to recommend, in writing, any proposals any changes to the existing protocol and to ensure that these changes meet acceptable standards. They shall also be responsible for the testing of all EMT's that wish to obtain Trumbull County protocol.

#### **6.07 Special**

All special committees shall be established and/or appointed and serve at the discretion and will of the Advisory Board Chairman. They shall have any enabling or perceived authority only as the Chairman of the Advisory Board shall grant. They shall not dictate their own authority.

## **Section 7 Amendment and Revisions**

### **7.01 Amendments/Revisions**

The Code of Regulations committee shall meet at least annually to review the Code of Regulations. They shall propose any suggested changes or revisions to the Advisory Board. The Code of Regulations may be revised by a majority vote of the members present at a regularly scheduled or specially scheduled meeting. The members of the board must be advised, in writing, of any changes proposed thirty days prior to any meeting at which a vote shall be taken to make these changes.

## **Section 8 Indemnification and Dissolution**

### **8.01 Indemnification**

The Advisory Board shall indemnify any member, officer or employee of the Advisory Board against any cost or expenses (including amounts paid in settlement) reasonable incurred by them in connection with the settlement or defense of any actions, suits or proceedings that they are made party to by reason of being, or having been, a member, officer or employee of the Advisory Board. No person shall be entitled to such indemnification if the action, suit or proceedings determine that they were guilty of gross neglect or willful misconduct in the performance of their duties. In the event a final adjudication is not made in such action suit or proceedings and the Advisory Board specifically considers the matter and determines that such person is guilty of gross neglect or willful misconduct in the performance of their duties the foregoing rights of indemnification shall not be exclusive of any other rights to which any member, officer or employee may be entitled to as a matter of law.

## **8.02 Dissolution**

Upon dissolution of the Joint Committee of Emergency Medical Services in Trumbull County the Executive Board shall, after paying or making provisions thereof for the payment of all liabilities of the Advisory Board, dispose of all the assets either real or monetary. The disbursement of these assets shall be to an organization, or organizations, who operate exclusively for charitable, educational, religious or scientific purposes and shall at that time qualify as an exempt organization under Section 501 (C)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future Internal Revenue law. The Advisory Board shall reserve exclusive right to determine the organization, or organizations, that shall receive these assets.