

Cowlitz County Emergency Medical Services and Trauma Care Council

BY-LAWS

Article I: Name of Organization

The organization is known as the Cowlitz County Emergency Medical Services and Trauma Care Council (CEMS&TCC).

Article II: Mission

To support the continuing development of high quality Pre-hospital, Emergency Medical and Trauma Care Services in Cowlitz County.

Article III: Objectives

1. Provide periodic comprehensive review and evaluation of the extent and quality of emergency medical services provided in Cowlitz County. Areas of concern include, but are not limited to:
 - a. Pre-hospital patient care
 - b. Training
 - c. Medical communications
 - d. Mutual aid agreements and partnerships
 - e. Public education
 - f. Standardization
2. Advise individual agencies and local officials in those matters relating to EMS.
3. Determine and set forth general policy and establish guidelines in accordance with the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).
4. Provide technical guidance and assistance in the development of the medical aspects of EMS.
5. Research, apply for, obtain, disperse, and manage grants for EMS, insuring proper distribution of equipment and materials.

Article IV: Organization

CCEMS&TCC is organized in accordance with RCW 70.168 and WAC 246-976-970 as a coordinating body for EMS and Trauma Care in Cowlitz County.

Article V: Board of Directors

1. The board of Directors is responsible for the governance, finances, services, and quality of CCEMS&TCC activities. The board meets regularly to:
 - a. Hear reports of staff and committees
 - b. Guide and direct all committees
 - c. Approve the council's budget
 - d. Conduct council business

2. The Board of Directors is comprised of one (1) voting member representatives from agencies including:
 - a. One (1) Hospital Representative
 - b. Eleven (11) Pre-Hospital Representative
 - c. One (1) Law Enforcement Representative
 - d. One (1) Medical Program Director
 - e. One (1) Injury Prevention Representative
 - f. One (1) 911 Dispatch Representative

3. Council Members shall serve for terms of three (3) years each. Council Members may serve more than one term, subject to reappointment by recommendation in writing by the sponsoring agency. The corporation's Secretary shall maintain an accurate record showing the expiration date for each Council Members' term of office. Terms of office shall expire on January 30.

Article VI: Duties of Officers

1. President
 - a. Establishes the agendas for and presides at regular and special meetings of the Board of Directors and Executive Committee
 - b. Serves as an Ex-officio member of all committees, except the nominating committee
 - c. Appoints committee chairs and members

2. Vice President
 - a. Performs the duties of the President in the President's absence.

3. Treasurer/Secretary
 - a. Audits monthly financial activities and provides reports to the Board of Directors
 - b. Serves as a member of the Budget Committee
 - c. Ensures accurate minutes are recorded of all meetings

- d. Maintains all records
- e. Manage all council correspondence

Article VII: Committees

The President appoints standing committees as follows, and may create ad-hoc committees as necessary. The president may not delegate any board authority to such committees without the approval of the Board of Directors.

1. The Executive Committee is comprised of the President, Vice President, and Secretary/Treasurer. The Executive Committee oversees the day-to-day operations of the Council and may be delegated specific authority and responsibility by the Board of Directors. To maintain continuity, Executive Committee members are expected to attend both the regular council meeting and Executive Committee meetings.

Article VIII: Meetings

1. Regular Meetings: The Board meets regularly on the first Wednesday of each month, except July and December. .
2. Annual Meeting: The annual organizational meeting is held the first Wednesday of October, for the purpose of election of officers.
3. Special Meetings: The President, Executive Committee, or any three board members may call a special meeting. Notice of the special meeting and an agenda must be provided to each voting member of the Board of Directors at least 72 hours prior to the meeting. Only such business as is identified on the notice may be conducted at the special meeting.
4. Action taken during any meeting outside of a regularly scheduled meeting must be ratified at the next regular meeting of the board of directors.
5. Meetings of the Board of Directors and the Executive Committee are conducted using Robert's Rules of Order (most recent edition or a revision agreed to by the quorum).
6. All meetings shall be open to the public and abide by the Open Public Meetings Act of Washington State. Any person may participate in discussion of the Council leading to a vote. Board members shall weigh and consider the concerns of non-voting participants prior to casting their vote.

Article IX: Voting and Quorums

1. Five voting members constitute a quorum for any regular meeting of the Board of Directors.
2. Each Council Member shall have one vote. Each position may have one alternate representative, recommended in writing by their sponsoring agency. The alternate will not have a vote in matters brought before the Council, unless the representative member for whom the alternate is functioning is not present.
3. Delivery of notices of meetings, elections, bylaw changes and any other council business may be by either by mail, telephone, email, fax, or other manner customarily used to notify board members of regular meeting agenda items.

Article X: Elections

1. The Board conducts elections during the October annual meeting. Notice that elections will be held must be delivered to each voting member of the Board of Directors at least fifteen (15) days prior to the meeting at which the elections will be conducted. .
2. Officers serve a two-year term, normally commencing at the conclusion of the meeting at which they were elected. If the office of President becomes vacant the Vice President assumes the position of President. In the event of a vacancy for any other office, the board elects a new officer to serve for the remainder of the term. CCEMS&TCC Staff may not nominate or vote in Board elections.
3. Elections are conducted by written ballot unless there is only one nomination, in which case the election may be by acclamation if the Board desires. 4. Special elections may be conducted at any regular meeting or a special meeting called for that purpose, provided notice that elections will be held must be delivered to each voting member of the Board of Directors at least fifteen (15) days prior to the meeting at which the elections will be conducted.

Article XI: Incorporation

CCEMS&TCC is incorporated as a regular non-profit corporation under the Revised Code of Washington and 501(C)3 of the Internal Revenue Service Code. Required paperwork is maintained at the CCEMS&TCC office and renewed as required under state and federal law.

Article XII: Amendments

These by-laws or any section thereof may be amended or repealed by a two-thirds vote at any regular or special meeting of the Board of Directors. Notice that bylaw amendments will be considered must be provided to each member of the Board of Directors at least thirty days prior to the meeting at which the proposed change or changes are submitted to a vote.

Adopted:

Dave LaFave, President

Date