

SKAMANIA COUNTY
EMERGENCY MEDICAL SERVICES TRAUMA CARE COUNCIL
BY-LAWS

Updated and Approved, October 2018

ARTICLE I: NAME

The name of the Council is “Skamania County Emergency Medical Services Trauma Care Council,” an organization established under RCW 70.168.120 (1)

ARTICLE II: PURPOSE

The purpose of the council is to monitor, plan, and support emergency medical services (EMS) and trauma care in Skamania County and to actively promote improvements in this system of care so that all citizens will have the best possible emergency medical and trauma care in their time of need. In pursuit of this end the council shall:

1. Promote and sustain a cooperative environment among all prehospital and hospital providers of emergency medical and trauma care.
2. Assist local communities to develop various methods of funding EMS and trauma care.
3. Advise local, county, and other governmental agencies on issues relating to the provision of EMS and trauma care and assist in development of legislation relative to EMS and trauma care.
4. Promote and support initial training, on-going training and evaluation programs (OTEP), continuing education of basic and advanced life support personnel.
5. Promote and support community injury prevention and public education.
6. Participate in the development, implementation, and update as necessary, of the Southwest Regional EMS and Trauma Care System Plan in accordance with the applicable provisions of the Washington State EMS and Trauma Care System Act.
7. Advise the Southwest Region EMS and Trauma Care Council on matters relating to the delivery of EMS and trauma care within Skamania County.
8. Promote and support data collection throughout Skamania County.
9. Apply for, receive, and accept gifts, grants, and other payments, including property and services, from any governmental or other public or private entity or person, and make arrangements as to the use of these receipts, including any activities related to the design,

maintenance, or enhancement of the EMS and trauma care system in Skamania County.

10. Provide representation to the Southwest Region Quality Assurance and Improvement program in the region.
11. Serve as a resource to EMS and trauma care providers, and 9-1-1 communication centers in Skamania County.
12. Contract with the Department of Health and/or other agencies for other activities not specifically identified in these bylaws.
13. Notwithstanding any other provisions of these bylaws, the corporation shall not carry on any other activities not permitted to be carried on by an organization of this nature.
14. Maintain active participation in the Southwest Region EMS and Trauma Care Council.

ARTICLE III: MEMBERSHIP

The Membership is comprised of representative positions as outlined in the RCW 70.168.120. There are no share holding members.

All meetings will be led by Robert's Rules of Order and 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.

The appointed representatives for the following positions comprise the voting membership of the Skamania County EMS and Trauma Care Council. The representatives shall be recommended in writing by their sponsoring agency submitted to the Skamania County EMS and Trauma Care Council and in accordance with the following criteria to insure balanced representation:

Two (2) hospital representatives, to-wit: one (1) from Peace Health Southwest Medical Center (Vancouver), and one (1) from Skyline Hospital (White Salmon)

Nine (9) prehospital representatives, to-wit:

- one (1) from SCFD #1
- one (1) from SCFD #4
- one (1) from SCFD #5
- one (1) from SCFD #6
- one (1) from Cowlitz-Skamania #7
- one (1) from Skamania County EMS
- one (1) from Emergency Medical Services District 1
- one (1) from North Country EMS
- one (1) from Life Flight Network

One (1) local elected official, to-wit: one (1) from Skamania County or City of Stevenson

One (1) law enforcement representative, to-wit: one (1) from the Sheriff's Office

One (1) consumer representative (by recommendation)

One (1) local non-elected government agency representative

One (1) Medical Program Director, to-wit: one (1) from Skamania County

One (1) injury prevention representative, to-wit: one (1) from any organization in the county

One (1) 911 Representative

Each Council Member shall have one vote on matters brought to the Skamania County Council. 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.

The Council Members shall possess all of the powers granted by the laws of the State of Washington to representative members of nonprofit corporations. The power to alter, amend or repeal bylaws or adopt new bylaws shall be vested in the Skamania County EMS and Trauma Care Council. The Council members may adopt such rules and regulations for the conduct of its meetings and management of the affairs of the council as it may deem proper and consistent with the laws of the State of Washington.

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 upon election of new officers.

A vacancy shall automatically occur when any member and their alternate is absent for two (2) consecutive meetings per year without having been excused by the Chair, prior to the meeting. Any vacancy occurring shall be filled by appointment by the recommendation of the agency. The appointee to serve the unexpired term of the Council Member replaced.

ARTICLE IV: OFFICERS

Officers of the council shall be: Chair, Vice Chair, and Secretary/Treasurer to be elected by a majority vote of the Council for a two (2) year term. Officers may serve consecutive terms of office.

Officers may be removed by a majority vote of the voting membership.

Elections of officers shall take place at the annual meeting.

Duties of the officers:

- a) The Chair shall preside at all regular and special meetings of the council. The Chair will conduct the meetings in accordance with generally accepted standards of parliamentary procedures and provide all board members the opportunity to express their views.
- b) The Vice Chair shall perform the duties of the Chair in the absence of the Chair.
- c) The Secretary/Treasurer shall ensure accurate minutes of all council meetings and be responsible for general correspondence of the council.
- d) The Secretary/Treasurer shall keep charge of the council funds and shall report at regular meetings the status of the funds, if applicable.

Any vacancies in the aforementioned offices shall be filled by appointment of the Chair subject to approval by vote of the council. A vacancy in the office of Chair will be filled by the Vice Chair.

The Executive Committee shall be comprised of the Officers. The Executive Committee is authorized to conduct the normal business of the Council between meetings with decisions to be ratified at the next Council meeting where a quorum is present.

ARTICLE V: MEETINGS

The Annual meeting of the Council shall coincide with first regular meeting of each calendar year.

Meetings of the Council shall be held periodically as published on the Southwest Region EMS and Trauma Website, unless a special meeting is called by the Chair. The time and location of each regular meeting shall be set by the Chair.

Notice of regular meetings and the annual meeting shall be made by providing each Council Member with the adopted schedule of regular meetings and by posting a notice per RCW 42.30.

A quorum shall consist of at least one Executive Officer and members present at any regularly scheduled meeting to conduct the business of the Skamania County EMS and Trauma Care Council.

The Council will operate on a fiscal year basis, beginning January 1 of each year starting in 2013.

ARTICLE VI: COMMITTEES

Sub-committees may be appointed by the Chair as needed. Sub-committees may include persons who are not members. The Chair shall be an ex-officio member of all sub-committees. Sub-committees may be either standing, ad hoc, or special task forces, as determined by the Chair.

ARTICLES VII: AMENDMENTS

These By-Laws may be repealed or amended upon recommendation of a majority of the Council Members present at a regular meeting upon a formal vote, provided written notice of any proposed alteration or amendment is sent to the Council Members thirty (30) calendar days prior to such scheduled meeting.

The foregoing are the By-Laws adopted, as amended, by majority vote of the Council Members on.

Chair

Date

Vice-Chair

Date

Secretary/Treasurer

Date