



## **BYLAWS**

### **EMERGENCY MEDICAL SERVICES FOR CHILDREN (EMSC) ADVISORY COMMITTEE WEST VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES**

#### **COMMITTEE NAME**

The name of this Committee shall be the West Virginia Emergency Medical Services for Children (EMSC) Advisory Committee.

#### **AUTHORITY**

The Director of the West Virginia Office of Emergency Medical Services, West Virginia Department of Health and Human Resources, re-established the EMSC Advisory Committee in March 2009.

#### **PURPOSE**

The purpose of this Committee is to assure that children receive optimal emergency medical care and that critical aspects of injury prevention are addressed by ensuring that all performance measures are met. The Committee will formulate recommendations on issues pertaining to emergency medical services for children on behalf of the WV Office of Emergency Medical Services. The existence of the EMSC Advisory Committee is a mandated requirement of the Federal EMSC grant.

#### **EFFECT OF BYLAWS**

Any future bylaw revisions, acts, and proceedings shall be binding on all the officers and members.

#### **BYLAWS AMENDMENTS**

These bylaws may be amended when necessary by two-thirds majority of the EMSC Advisory Committee members. Proposed amendments must be submitted to the Director, West Virginia Office of Emergency Medical Services, as well as

the EMSC Coordinator, thirty (30) days prior to the quarterly EMSC Advisory Committee meeting. Bylaws will be reviewed for revisions at the annual meeting.

## **MEMBERSHIP**

The EMSC Advisory Committee must meet at least four times during each grant year. It is composed of eight (8) required core members. These positions are:

- Nurse with emergency pediatric experience.
- Physician with pediatric training (e.g. pediatrician or pediatric surgeon)
- Emergency physician (a physician who primarily practices in the emergency department; does not have to be a board-certified emergency physician)
- Emergency medical technical (EMT)/Paramedic who is currently a practicing, ground level pre-hospital provider (i.e., must be currently licensed and riding in a patient care unit such as an ambulance or fire truck)
- EMS State agency representative (e.g., EMS medical director, EMS administrator)
- EMSC Principal investigator
- EMSC grant manager
- Family representative.

The Federal EMSC Program has also identified a list of recommended Committee members. The following 16 members are strongly encouraged (but not required) to play a role on the Advisory Committee:

- Hospital association representative
- State trauma manager
- EMS training manager
- Tribal EMS representative
- Data manager
- School nurse
- Ambulance association representative
- Child death review representative
- Fire-based EMS representative
- Police representative
- Bioterrorism representative
- Disaster preparedness representative
- Parent teacher association representative
- Recipient of MCH block grant for CSHCN

- Highway representative
- Legislator
- Others as the Director of West Virginia Emergency Medical Services deems appropriate.

### **APPOINTMENT**

Membership of the Committee shall be appointed by the Director of the West Virginia Office of Emergency Medical Services. The EMSC Coordinator will function in an Ex-Officio capacity and provide a liaison between the Chairperson and the Director.

### **TERM OF OFFICE**

Each Committee member shall be appointed for a term of two (2) years. Members may be reappointed.

### **REMOVAL DUE TO ABSENCES**

Two (2) successive absences without notice on the part of any member from a duly called meeting of the Committee shall authorize the Chairperson of the Committee to declare a vacancy in the office of such member. Prior to taking action, the Chairperson should contact the individual to determine his/her continued interest.

### **OFFICERS**

The Officers of this committee shall be:

- Chairperson
- Vice-Chairperson
- Secretary

### **ELECTION OF OFFICERS**

The Officers shall be elected at the annual meeting to hold office until their successors shall have been elected, or until the officers' death, resignation or removal.

## **DUTIES OF OFFICERS**

### **Chairperson**

1. The Chairperson shall preside at all meetings of the Committee and shall generally supervise and control the affairs of the Committee.
2. He/she may from time to time appoint ad hoc or standing subcommittees to investigate matters which may come before the Committee.

### **Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence.

### **Secretary**

The Secretary will be responsible for the accuracy and maintenance of all minutes of the proceedings. The preparation of the minutes is the responsibility of the Office of Emergency Medical Services.

## **MEETINGS**

Regular meetings shall be scheduled quarterly to take place on the second Thursday of February, May, August and November and at a place designated in accordance with the West Virginia Office of Emergency Medical Services. The dates of regular meetings may be subject to change at the discretion of the Office of Emergency Medical Services. Future EMSC Advisory Committee meeting dates for the following year shall remain the second Thursday of February, May, August, and November confirmed at the annual meeting in November.

### **Annual Meetings**

The regular meeting of each November shall be designated as the annual meeting.

### **Special Meetings**

Special meetings may be called by the Chairperson at any time; and shall be called by the Chairperson or Secretary upon written request of any five (5) members.

## **QUORUM**

A simple majority of the Committee members present shall constitute a quorum.

## **NOTICE OF MEETINGS**

The West Virginia Office of Emergency Medical Services will notify each member not less than 15 days prior to the meeting date. Meeting notification may occur via e-mail, mail, and/or telephone and shall include date, time and location of meeting.

## **AGENDAS**

Agenda items may be suggested by the West Virginia Office of Emergency Medical Services, the Chairperson or any member of the Committee.

Background information, existing guidelines, and course materials will be provided as needed.

## **PROXIES**

Members unable to attend a duly called meeting may authorize another individual to represent them without voting privileges. Such authorization shall be in writing, signed by the member and presented to the Chairperson.