

**Pinellas County
Emergency Medical Services Advisory Council
Bylaws**

**Article I
Name**

Section 1.1 The name of this organization shall be the Pinellas County Emergency Medical Services Advisory Council. This Council has been established in compliance with a resolution of the Board of County Commissioners, Pinellas County, Florida.

**Article II
Objective**

Section 2.1 The objective of the activities of this Council shall include the following:

- a. Study and analyze the procedures and protocols of emergency medical services throughout Pinellas County.
- b. Recommend to the EMS Authority (Board of County Commissioners) and staff such actions as deemed necessary to ensure high quality emergency medical services throughout Pinellas County.
- c. Review and comment upon all rules, regulations and procedures that are adopted by the Medical Control Board which do not require emergency action by the Pinellas County EMS Medical Director.

**Article III
Members**

Section 3.1 The membership of the Pinellas County Emergency Medical Services Advisory Council shall consist of twenty-four (24) members. Members shall constitute a broad spectrum of the county representation. Citizen appointments shall be made to encourage a balanced cross section of the County's population to represent business and industry, civic organizations, consumers and lay persons. Citizens must be full-time Pinellas County residents. The membership shall be comprised of the following:

- EMS Authority's Executive Director (non-voting, ex-officio); and
- Eight (8) Citizen Representatives; and

- Four (4) Mayors selected by the Mayor's Council; and
- City of Clearwater Fire Chief or designee; and
- City of St. Petersburg Fire Chief or designee; and
- A Fire Chief or designee nominated by the Pinellas County Fire Chiefs' Association to represent municipal Fire Departments and Independent Fire Districts; and
- An EMS Coordinator or designee nominated by the Pinellas Advanced Life Support Providers Association to represent all municipal and Independent Fire District EMS Coordinators and Ambulance Services; and
- The current Ambulance Contractor's Chief Operating Officer or designee to represent Ambulance Services; and
- The Pinellas County Sheriff or designee to represent all Law Enforcement agencies; and
- The St. Petersburg College President or designee to represent the Health Education Programs; and
- The Pinellas County Health Department Director or designee to represent public health; and
- An Emergency Nurse nominated by the Emergency Nurses Association West Coast Florida Chapter to represent emergency nurses, hospitals and the healthcare community; and
- A representative nominated by the Pinellas County Medical Association to represent physicians and the healthcare community; and
- A representative nominated by the Pinellas County Osteopathic Medical Society to represent osteopathic physicians and the healthcare community; and
- A Fire Commissioner from a Special Fire Control District within Pinellas County to represent Independent Fire Districts.

Section 3.2 The term of appointment shall be for two (2) years with confirmation every two (2) years by the EMS Authority before the annual meeting in March. There is no limit on the number of terms an individual may serve.

Section 3.3 The membership may recommend to the EMS Authority for approval of an alternate. The alternate must be selected from and represent the same composition category as that of the member. Citizen representatives shall not have an alternate.

Section 3.4 An alternate member shall assume the role of the primary member in the event the primary member can no longer serve on the Council until a permanent replacement is approved. The alternate member shall not assume any elected or appointed officer position previously held by the primary member unless approved by the Council.

Section 3.5 The membership, by majority vote, shall have the authority to recommend to the EMS Authority the removal of any Council member.

Article IV Officers

Section 4.1 The members of the Council shall elect from the membership the following Officers at its annual meeting which will be held in March of each year. Members interested in serving as Officers shall submit their name to the Executive Director prior to the meeting. Nominations will be accepted at the meeting.

- a. Chair
- b. Vice-Chair
- c. Secretary

Section 4.2 The term of office of all Officers shall be one year. The terms will begin immediately following the vote of the membership at the annual meeting.

Section 4.3 An Officer may only serve two (2) consecutive terms.

Section 4.4 A vacancy in any office may be filled at the next meeting.

Section 4.5 Duties:

- a. Chair:

The Chair shall be a full voting member and preside at all meetings of the Council and be an ex-officio member of all committees. The Chair shall have further duties as may be assigned by the Council.

b. Vice-Chair:

In the absence of the Chair, the Vice-Chair shall exercise all duties of the Chair. The Vice-Chair shall have other duties and powers as may be assigned by the Council.

c. Secretary:

The Secretary shall cause the minutes of all meetings of the Council to be kept. The Secretary shall have such further duties and powers as may be assigned by the Chair of the Council.

**Article V
Meetings**

Section 5.1 The annual meeting of the Council shall be held in March at such time and place as designated by the Chair. The Chair, three (3) members of the Executive Committee, or the Executive Director may call meetings of the Council when such meetings are deemed necessary.

Section 5.2 All members of the Council shall be notified of the time, place and purpose of meetings of the Council not less than five (5) days before such meetings by the Executive Director or his/her designee.

Section 5.3 Eleven (11) voting members shall constitute a quorum for the transaction of any business at meetings of the Council.

Section 5.4 Only the appointed member or the designated alternate shall be entitled to vote at any meeting of the Council.

Section 5.5 Council members are expected to attend all meetings of the Council and the Committee to which they are assigned. Periodic review of attendance will be conducted by the Chair and the Authority's Executive Director. Members whose attendance is not meeting requirements will be contacted and advised of same. Excessive absences will result in recommendation for dismissal from the Council and/or Committee. The Council shall make a formal request for a replacement member from the represented agency or organization to be appointed by the EMS Authority.

Section 5.6 Emergency or extraordinary actions may be taken by Officers, Committees, or by the Council at a meeting at which no quorum is present, provided that the membership ratifies such actions at the next meeting. Only the Council may ratify proper actions of its Officers, Committees or an assembly of members where there was no quorum.

Section 5.7 All official records of the Council, including minutes and resolutions duly adopted, shall be maintained in the office of the Executive Director.

Article VI Committees

Section 6.1 There shall be an Executive Committee composed of the Chair, Vice-Chair, Secretary and two (2) additional members elected by the Council membership during the annual meeting or a meeting called for that purpose. The Executive Committee shall have full authority to take action in any emergency arising between meetings and to carry on the ordinary business of the Council in keeping with the bylaws of the Council. Meetings of the Executive Committee may be called by the Chair, the Executive Director or by three (3) members of the Executive Committee. A quorum of the Executive Committee shall be three (3) members.

Section 6.2 There shall be an EMS Management Committee appointed by the Chair and confirmed by the Council and will meet as necessary. The purpose of the EMS Management Committee is to focus on medically associated procedures and operational procedures for the intent of making appropriate recommendations to those responsible. The EMS Management Committee is formulated to function and handle any operational or medical problems that may arise and to keep an open line of communication among those who provide these services to Pinellas County.

Minutes shall be submitted to the Council as well as any recommendations that may need the attention of the entire Council. The EMS Management Committee shall be comprised of representatives from the following:

- Pinellas County EMS Authority; and
- Medical Director or designee; and
- Pinellas County Fire Chiefs' Association; and
- Pinellas County Advanced Life Support Providers Association; and
- Continuing Medical Education Steering Committee; and
- Emergency Nurses Association West Coast Florida Chapter; and
- Ambulance Contractor; and
- 9-1-1 Emergency Communications; and

- Labor representative from both the First Responders and Ambulance Contractor; and
- Any other service providers deemed appropriate by the Chair.

Section 6.3 The Chair is empowered to appoint such permanent or standing committees as are deemed necessary for the successful execution of the Council's programs.

Article VII Parliamentary Procedure

Section 7.1 All meetings of the Council and any committees shall be conducted and governed by Parliamentary Procedures and usage as contained and set forth in the current edition of Robert's Rules of Order unless otherwise provided for in these bylaws or except where modification of such rules is required because of the nature of the work to be accomplished by the Council.

Article VIII Amendment to Bylaws

Section 8.1 These bylaws may be amended by a two-thirds vote of the membership at a meeting where notice of such proposals for amendments has been given to all members as provided in the bylaws. All such amendments shall be subject to approval of the EMS Authority.

Section 8.2 Notice of a proposed amendment shall be submitted in writing, including electronically, to all members of the Council not less than fourteen (14) days prior to the meeting at which time such amendments are to be considered.