



# SAN MATEO COUNTY HEALTH EMERGENCY MEDICAL SERVICES

POLICY NO:	SYS – 8
EFFECTIVE:	11/18/2018

## BYLAWS OF THE SAN MATEO COUNTY EMERGENCY MEDICAL CARE COMMITTEE

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### I. PURPOSE

The Emergency Medical Care Committee shall submit its observations and recommendations to the San Mateo County Board of Supervisors which it serves and shall act in an advisory capacity to the Board of Supervisors, and to the local EMS Agency, on all matters relating to emergency medical services as directed by the Board of Supervisors.

### II. CHARGE

The Emergency Medical Care Committee shall at least annually, review and report to the Board of Supervisors and local EMS Agency its observations and recommendations relative to its review of the emergency medical services system in San Mateo County. This review will include, but not be limited to, ambulance services, emergency medical care, and first aid practices, and program for training people in cardiopulmonary resuscitation and lifesaving first aid techniques, and public participation in such programs in San Mateo County.

### III. MEMBERS

The membership of the Emergency Medical Care Committee for San Mateo County shall consist of:

- A. One (1) representative of the San Mateo County Medical Association.
- B. Two (2) Fire Service representatives, at least one of which will be a representative of the San Mateo County Fire Chiefs Association.
- C. One (1) representative of the American Heart Association, local chapter thereof.
- D. One (1) representative of the American National Red Cross, local chapter thereof.
- E. One (1) physician who is currently an emergency physician at a San Mateo County receiving hospital.
- F. One (1) registered nurse who is currently an emergency nurse at a San Mateo County receiving hospital.
- G. One (1) representative of the California Highway Patrol.

- H. One (1) licensed and accredited San Mateo County EMT-Paramedic, who shall be employed as a field care EMT-Paramedic or field EMT-Paramedic Supervisor by the county-wide exclusive emergency ambulance contractor.
- I. One (1) representative of the San Mateo County Police Chief's Association.
- J. Five (5) consumer representatives who have no pecuniary or professional interest in emergency medical care, and whose primary residence is in San Mateo County.

The members shall be appointed by the Board of Supervisors for terms of four (4) years each, not to exceed three (3) consecutive terms.

### **Categorical Members**

The following members shall serve as members of the Emergency Medical Care Committee by virtue of their positions:

- County Health Officer
- County Director of Public Safety Communications
- County Area Coordinator of Office of Emergency Services or his/her designee.
- Executive leader of the Hospital Consortium of San Mateo County or his/her designee
- Executive leader of the county-wide exclusive emergency ambulance contractor

The EMCC will prepare an annual report of membership for the Board of Supervisors. The report will recommend appropriate changes in membership composition and will indicate members with poor attendance records.

Voting rights may only be executed by the appointee.

## **IV. ATTENDANCE**

Members in good standing should attend at least fifty percent (50%) of the actual meetings held during any consecutive twenty-four (24) month period.

Members failing to maintain the minimum attendance requirements may be removed from membership on the committee by majority vote. The chairperson of the EMCC will notify the Clerk of the Board of Supervisors of the vacancy. The sponsoring agency will be asked to recommend a replacement for the vacant position.

Resignation from the EMCC must be submitted in writing to the Chair of the EMCC, who shall notify the Board of Supervisors.

## **V. OFFICERS**

The officers of the EMCC shall be the Chair, a Vice-Chair, and a Secretary.

Officers shall be elected by the EMCC for four (4) year terms.

Nominations will be solicited prior to the first regular EMCC meeting of the calendar year, in the spring and published in the minutes. The election of officers shall be carried out at the next regularly scheduled meeting in the fall of the full EMCC. An individual must receive a simple majority vote of those members in attendance at the meeting in which the election is conducted.

Officers may be elected to consecutive terms.

Officers shall preside over meetings of the EMCC.

## **VI. QUORUM**

A quorum for the EMCC shall consist of half the current membership (not including vacant positions) plus one.

## **VII. STANDING SUB-COMMITTEES**

Sub-committees shall be appointed by a quorum of the EMCC.

At least one member of each sub-committee shall be a member of the EMCC.

Sub-committee Chair shall be appointed by the Chair of the EMCC annually and may be appointed for consecutive terms.

Additional sub-committees or task forces may be appointed at any time as deemed appropriate by the EMCC.

## **VIII. MEETINGS**

The EMCC shall conduct regularly scheduled noticed meetings.

Additional meetings of the EMCC shall be called as necessary by the Chair or Vice-Chair, in the absence of the Chair.

Sub-committees shall meet as necessary to accomplish the task assigned.

**IX. PARIAMENTARY PROCEDURE**

All meetings will be held in an open manner in accordance with Government Code Sections 54950-54961 (Brown Act).

A simple majority of those present, given a quorum, is needed to pass a motion unless otherwise specified in the EMCC By-Laws.

By a majority vote of the total current membership, the committee may amend its By-Laws, except for the composition of membership which shall only be modified by the Board of Supervisors.

The Chair, with the consent of the majority of the EMCC, may establish rules of order for committee meetings during his/her term.