

**Subcommittee Guidelines for
Operations and Professional Development Subcommittees
September 8, 2010**

Purpose of Subcommittees:

Subcommittees are advisory to the state Emergency Medical Services (EMS) Committee and are organized to provide recommendations to the EMS Committee regarding state EMS issues and rules. Subcommittees may establish ad hoc task forces to address specific issues applicable to the purview of their subcommittee, but may not commit travel expenses without approval of the Bureau of Emergency Medical Services and Preparedness (Bureau).

Meeting Schedules:

It is recommended that subcommittees may, as a minimum, meet four times per year. The chair of the Subcommittee, in consultation with the Bureau, can convene additional meetings as needed.

Meeting Attendance:

Subcommittee members shall have only one unexcused absence per year. If a member is unable to attend a scheduled meeting in person, they can attend by telephone or video conference. If they cannot attend at all, they should appoint a proxy with the same level of expertise to attend and vote on their behalf. They should also notify the chairperson of the subcommittee or the Bureau of their inability to attend and name the proxy. The telephone bridge or video conference may be set up for all meetings and the contact number will be sent to all attendees. Members are allowed one proxy per year.

Organization:

Each subcommittee shall elect a chair and vice-chair. The chair shall preside and conduct all meetings; however, the vice-chair shall preside and conduct in the chair's absence. When neither is present, the Bureau may appoint a temporary meeting chair.

Conduct of Meetings:

All meetings shall be open public meetings. One month prior to the scheduled meeting, a notice will be e-mailed by the Bureau to all subcommittee members requesting agenda items. Members should be given two weeks to send agenda items. The chair, in conjunction with the Bureau administrative support, will then develop an agenda based upon the response to the written request. An agenda with action items will be sent out to all members one week before the scheduled meeting. Subcommittees shall function under Robert's Rules of Order. A quorum shall be a simple majority of subcommittee members. In the event a quorum is not present, formal motions may not be made; however, discussions may be held regarding agenda items and recommendations. Minutes shall record members in attendance, members excused, members absent, whether there was a quorum present, summaries of discussions, recommendations, and motions.

Reporting Responsibility:

The Subcommittee chair or vice-chair shall briefly report the proceedings of each subcommittee meeting and lead the discussion regarding any action items requiring action by the EMS Committee. If neither can attend the EMS Committee meeting, the chair shall appoint an alternate and notify the Bureau.

Bureau Responsibility:

The Bureau will provide administrative and clerical support, with regard to the conduct of subcommittee business. As such, the Bureau will assign a coordinator to work with the chair to prepare the agenda and assist in other subcommittee administrative matters. The Bureau will also provide clerical support to prepare the minutes and assist with other clerical needs. Bureau personnel shall be given an opportunity to participate in subcommittee discussions and testify regarding agenda items. If the Bureau is not in support of all subcommittee recommendations or motions, the Bureau will provide comments to the EMS Committee for their consideration at the next EMS Committee meeting detailing their opposition of the subcommittee's motion.

Subcommittee Appointment Process:

Appointments to EMS Committee subcommittees shall be for a period of three years. Unexpired subcommittee terms shall be for the balance of the term. When a member's first term expires, they may re-apply by the end of March, so they can be re-appointed by the EMS Committee in its April meeting. A member may serve a maximum of two consecutive terms on a particular subcommittee. Exceptions may be granted until another qualified applicant applies and is appointed. If a member resigns, a new member replacement will be selected from previous applicants, or new applications may be solicited.

When a member is appointed to take the term of someone who resigns, for a term that has less than 1½ years remaining, the member can be reappointed to two additional terms; otherwise, they can only be reappointed for one additional term. A member must maintain the certification or licensure level that is associated with the position they are representing while on the subcommittee. If a member represents training officers/course coordinators, and their certification expires, they must be replaced on the subcommittee if they do not renew their certification within nine months.

Upcoming subcommittee vacancies will be published on the Bureau webpage, along with instructions for obtaining an application for membership. Applications for subcommittee membership will be accepted by the Bureau at any time. Applications will be reviewed by a nominating committee composed of two members of the EMS Committee and a representative of the Bureau. Recommendations of the nominating committee shall be reviewed and acted upon in the July EMS Committee meeting. Applications received will be held and considered active for a one year period. Applicants must reapply every year.

The Professional Development Subcommittee may comprise up to 20 positions based on the following levels of certification or licensure:

Physician with EMS experience, state accredited college or university representative, basic EMT, intermediate EMT, state certified training officer, air medical representative, paramedic, certified emergency medical dispatcher, nurse with EMS experience, EMS agency medical director, state certified course coordinator, and industrial/corporate EMS representative.

The Operations Subcommittee may comprise up to 20 positions based on the following represented agencies:

EMS agency medical director, rural EMS agency representative, fire-based EMS agency representative, privately owned EMS representative, air medical agency representative, industrial/corporate representative, rural designated EMS dispatch center representative, urban designated EMS dispatch representative, designated hospital emergency department representative, trauma center representative, physician with EMS experience, law enforcement agency representative, and non-transporting response agency representative.

Selection preference will be given to applicants from under-represented geographical areas of the State.