

ATTACHMENT 2**BYLAWS OF THE EMERGENCY MEDICAL CARE COMMITTEE OF SAN DIEGO COUNTY****Adopted June 13, 1978**

Amended: August 1979; March 1981; September 1981; March 1982; November 1985; May 1988; April 1990; March 1992; December 1997; September, 2001; December, 2002).

1. **Authority.** The Emergency Medical Care Committee is allowed by Division 2.5, Chapter 4, Article 3, Section 1797.270 of the Health and Safety Code. The County Board of Supervisors has the authority under Section 1797.272 of the Health and Safety Code to prescribe the membership and appoint members of the Emergency Medical Care Committee. Section 1797.274 of the Health and Safety Code requires that each appointed county emergency medical care committee, at least annually, review: ambulance services, emergency medical care, including programs for training people in cardiopulmonary resuscitation and life saving first aid techniques, and public participation in such programs. Section 1797.26 requires reports of the Committee's observations and recommendations to be submitted at least annually.

2. **Duties.** The principal duties of the Committee are:
 - a) Submit observations and recommendations to the County Board of Supervisors, which it serves.

 - b) Act in an advisory capacity to the County Board of Supervisors which it serves and to the County Department in charge of the Division of Emergency Medical Services on all matters relating to emergency medical services.

 - c) Perform the above functions in all the following matters: First aid, ambulance services, communications, medical equipment, training, personnel, facilities, and any other matters relating to emergency medical services as directed by the Board of Supervisors.

 - d) Review and comment on proposed emergency medical services legislation. Submit findings to Board of Supervisors and Health and Human Services Agency (Division of Emergency Medical Services).

 - e) Inform participating agencies on all aspects of emergency medical services and assist them in developing policies relating to emergency medical services.

 - f) Review and comment on annual San Diego County Division of Emergency Medical Services Budget, plans and grant proposals for emergency medical services, as appropriate.

3. **Membership.**

The Emergency Medical Care Committee shall be composed of 20 members nominated by their organizations, specified on Attachment and approved by the Board of Supervisors. The term of each non-public member shall be for a period of three years, with 1/3 rotating annually. Members may be renominated by their respective organizations. Maximum participation is limited to two terms – six years. The five public members will be appointed by their respective Supervisors. Maximum participation is limited to two supervisorial terms – eight years. All Members shall serve until their replacement is appointed and approved by the County Board of Supervisors. No more than two members may be from the same agency (employee or member or alternate member).

4. **Alternates.**

The nominating organization has the option to nominate an alternate from the organization to attend meetings when the member is unable to attend. Said nominee shall have the right to vote in the absence of the regular member and shall be subject to all committee rules and requirements.

5. **Technical Representatives.**

Technical representatives shall be nominated by their organizations, specified on Attachment and approved by the membership of the Committee. Technical representatives shall be appointed to provide relevant technical expertise and information to the Committee. Technical representatives may sit as members of assigned Subcommittees. Technical representatives assigned to Subcommittee shall be counted for purpose of a quorum at Subcommittee meetings. Technical representatives shall be subject to the same attendance requirements as Committee members. In such cases where an individual eligible for appointment as a technical representative has been appointed as a member of the Committee, said technical representative positions shall not be duplicated.

6. **Attendance.**

a.) A maximum of three absences per fiscal year from the full Committee or three absences from any Subcommittee (separately) is allowable to remain a member or technical representative of the full Committee or respective Subcommittee. Should this maximum be exceeded, a request for replacement will be initiated, unless because of extraordinary circumstances, the full membership votes to allow one (1) additional absence.

b) To ensure that a quorum will exist for any scheduled meeting. Members and technical representatives who are unable to attend will notify the Emergency Medical Care Committee staff (285-6429) well in advance of but not later than 2:00 p.m. the day prior to the meeting.

c) Alternate members shall be subject to the same requirements for all meetings they are required to attend. An absence by both a regular and alternate member shall be counted against both parties.

d) A leave of absence may be granted to a member or technical representative of not less and not more than 180 days. Not more than one leave of absence shall be granted in any 12 month period. No more than two leaves of absence shall be granted in a term of appointment.

e) Resignation from the full Committee or any Subcommittee will be submitted, in writing, to the Chairperson of the Emergency Medical Care Committee, via staff at Health and Human Services Agency Division of Emergency Medical Services, 6255 Mission Gorge Road, San Diego, California 92120.

7. **Officers.** The Officers of the Emergency Medical Care Committee shall be a Chairperson, and Vice Chairperson, who shall be elected at the last meeting of the Committee each calendar year and take office at the next meeting. The Chairperson and Vice Chairperson may serve a maximum of two successive terms.

8. **Duties of Officers.** The Chairperson shall call all meetings of the Emergency Medical Care Committee and shall preside over them. The Chairperson shall also be Chairperson of the Executive Board of the Emergency Medical Care Committee, shall call all meetings of the Executive Board and shall preside over them. The Vice Chairperson shall assume the duties as Chairperson in the absence of the Chairperson. The Vice Chairperson shall be a member of the Executive Board.

9. **Quorum.** A quorum of the Committee shall be a majority of the currently appointed Members of the Committee or Subcommittee. A quorum of the Executive Board shall be a majority (3) of the Members of the Board. A quorum of a Subcommittee shall consist of a majority of the currently appointed members and technical representatives.
10. **Subcommittees:** There are three standing Subcommittees.
- a) Prehospital/Hospital (Membership/Liaison with Other Committees)
 - b) Education and Research (Budget/Legislation)
 - c) Disaster Planning (Bylaws)

Each Member of the Emergency Medical Care Committee shall serve on at least one Subcommittee. The membership of each Subcommittee shall be appointed at the first meeting of the calendar year. The Chairperson shall appoint at least five other members and four technical representatives or an appropriate number of the currently appointed membership and technical representatives of the Emergency Medical Care Committee to each Subcommittee. The Subcommittee membership shall elect a Chairperson and Vice Chairperson of that Subcommittee at its first meeting (only appointed members). The Chairperson shall be a Member of the Executive Board. (The Vice Chairperson of a Subcommittee may substitute in the absence of the Chairperson of that Subcommittee.) In the event of the removal or resignation of the Subcommittee Chairperson, the Subcommittee Vice Chairperson will become Chairperson, and the Subcommittee will elect a new Vice Chairperson.

11. **Executive Board** The Executive Board is established to conduct the business of the Emergency Medical Care Committee between the regular meetings of the Emergency Medical Care Committee. The Executive Board shall be composed of the Chairperson and Vice Chairperson of the Emergency Medical Care Committee, and the Chairpersons (or Vice Chairperson) of each of the Subcommittees. The Chairperson of the Emergency Medical Care Committee shall serve as Chairperson of the Executive Board. In the event this does not occur, the Subcommittee shall appoint another Emergency Medical Care Committee Board Member of that Subcommittee to represent them on the Executive Board.
12. **Meetings.** The full Emergency Medical Care Committee shall meet as often as necessary and at least quarterly. Additional meetings will be called by the Chairperson as deemed necessary.
- Subcommittees shall meet at the call of the Subcommittee Chairpersons, or at the direction of the Emergency Medical Care Committee Chairperson.
- The Executive Board shall meet at the call of the Chairperson, or at the request of a majority of the Members of the Executive Board.
13. **Voting.** The passage of any motion by the Emergency Medical Care Committee shall require simple majority of the currently appointed members present. Three "yes" votes are required in Executive Committee. (Abstaining is not voting.) Votes by proxy votes are not allowed.

Conflicts of Interest:

- a. Members of the EMCC shall comply with the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and Consortium Conflict of Interest Code.
- b. Members of the EMCC shall comply with California Government Code Section 1090 et. seq. and specifically as follows:

1. The EMCC member shall immediately consult counsel as provided in subsection © below regarding the EMCC's potential consideration of any contract which directly relates to services provided by any member of the EMCC or the entity the member represents or financially benefits the member or the entity he or she represents;
 - c. EMCC members who have questions regarding their interest, upon receipt of the agenda, but in any case no later than the vote on the issue in question, shall contact the County staff person assigned to this committee who will consult with the Office of County Counsel.
14. **Amendment.** These Bylaws may be amended by a majority vote of the full membership at any scheduled meeting of the Emergency Medical Care Committee, provided notification of proposed changes is sent to each Member of the Emergency Medical Care Committee at least ten days before the meeting at which the changes will be considered.
 15. These Bylaws are effective as of July 1, 1978 (Amended : August, 1979; March, 1981; March, 1982; November, 1985; May, 1988; April, 1990; March, 1992; December, 1997; September, 2001; December, 2002.

REPRESENTATION ON EMERGENCY MEDICAL CARE COMMITTEE

1. Organization Members

- a. American Red Cross
- b. Emergency Nurses' Association
- c. Hospital Association of San Diego and Imperial Counties
- d. Law Enforcement Agencies
- e. League of California Cities
- f. Military Agencies
- g. San Diego County Ambulance Association
- h. San Diego Fire Chiefs' Association
- i. San Diego County Medical Society
- j. San Diego County Emergency Physicians Society
- k. San Diego Fire Districts' Association
- l. County Paramedic Agencies Committee
- m. San Diego County Paramedic Association
- n. Bi-national Emergency Medical Care Committee
- o. Base Hospital Nurse Coordinators' Committee

2. Public Members

- a. Public Member, District 1
- b. Public Member, District 2
- c. Public Member, District 3
- d. Public Member, District 4
- e. Public Member, District 5

3. Technical Representatives (*note that some groups are represented on both Full EMCC and as Tech Reps).

- a. Paramedic Training Agencies (2)
- b. Sheriff's Department – Communications*
- c. Office of Disaster Preparedness
- d. Base Hospital Nurse Coordinators * (2)
- e. Inland Fire Chiefs' Association*
- f. County Fire Chiefs* (2)Emergency Medical Services
- g. San Diego County Ambulance Association* (2)