



BYLAWS OF THE

Emergency Medical Services for Children
Advisory Committee

for the

Emergency Medical Services for Children
State Partnership Arkansas

**BYLAWS OF THE
EMERGENCY MEDICAL SERVICES FOR CHILDREN
ADVISORY COMMITTEE**

ARTICLE I

Committee Name

The name of this committee shall be the Arkansas Emergency Medical Services for Children (EMSC) Advisory Committee

ARTICLE II

Purpose

The purpose of this Committee is to provide guidance and support for the EMSC State Partnership program. The committee is responsible for prioritizing EMSC issues, designing and implementing special projects that are consistent with EMSC priorities, actively promoting the EMSC State Partnership grant, ensuring that pediatric issues are addressed within the EMS system, and developing policy recommendations pertaining to the improvement of emergency medical services for children. The existence of the EMSC Advisory Committee is a mandated requirement of the Federal EMSC grant.

ARTICLE III

Membership

Membership on the committee shall consist of 22 voting members

Section 1

The EMSC Advisory Committee is composed of the following eight core (required) members:

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 board-certified emergency physician)

Emergency Medical Technician (EMT/Paramedic who is currently a practicing, ground level prehospital provider, 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 Program Director

EMSC Program Manager

Family Representative

Note that no single individual listed above may serve as the EMT/Paramedic, nurse, physician and family representative. In other words, there must be at least one prehospital provider, one nurse, one physician, and one family representative on the EMSC Advisory Committee. Each of these roles must be served by a distinct individual. However, for the other core member's roles, a single individual can play dual or multiple roles as long as all eight roles are represented. For example, the EMSC principle investigator can be the same person as the EMSC grant manager.

The EMSC Program also has identified a list of recommended committee members that should be selected based on the unique needs of each State/Territory. The following individuals are strongly encouraged (but not required) to play a role on the Advisory Committee.

Hospital association representative
EMS training manager
School nurse
Ambulance association representative
Child death review representative
Fire-based EMS representative
Police representative
Recipient of MCH block grant for CSHCN
Highway representative
Injury Prevention representative

The EMSC program will also have at large members that don't fit in the categories above. These members will bring their own unique qualifications to the committee. The number of at large members is set at four (4).

Section 2

Membership in the committee is compulsory for the EMSC State Partnership Grant Project Director and the EMSC Program Manager. For all others, membership in the committee is voluntary, and individuals are selected by a majority of the Committee.

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

Section 3

The committee must meet either face to face or by conference call at least four (4) times each grant year (March-February grant cycle). Members may designate a substitute to attend meetings on his or her behalf, but a majority attendance is expected at each meeting or conference call.

Two (2) successive absences without notice on the part of any member from a duly called meeting 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.

Section 4

The EMSC Advisory Committee prohibits discrimination on the basis of race, color, national origin, religion, creed, sex, marital status, familial status, age or handicap.

ARTICLE III

Officers

The Officers of the Committee shall be:

Chairperson
Vice-Chairperson
Secretary
Parliamentarian

Election of Officers

The Officers shall be elected to hold office until their successors shall have been elected or until the Officer's resignation or removal. Election of Officers shall be held at the designate annual meeting of the Committee.

Duties of Officers

Chairperson

The Chairperson shall preside at all meetings of the Committee and shall generally supervise and control the affairs of the Committee.

The Chairperson 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 Secretary will contact members to communicate meeting times and locations.

Parliamentarian

The Parliamentarian will assist the committee in parliamentary procedures.

ARTICLE IV

Meetings

Regular meetings shall be scheduled to take place a minimum of 4 times per grant cycle. Dates and location of meetings for future meetings shall be determined by the Chairperson.

Annual Meeting

The Chairperson shall designate the annual meeting of each grant cycle

Special Meetings

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

Quorum

A simple majority of voting Committee members (12) present shall constitute a quorum.

Voting

There shall be 22 voting members on the committee. The voting members are outlined in Article III, Membership.

A valid vote of the membership can be made by any communications available (i.e., telephone, e-mail, fax, etc.)

Agendas

Agenda items may be suggested by the Chairperson or any member of the committee.

ARTICLE V

Adoption and Amendments

These bylaws shall become effective upon recommendation and approval of the EMSC Advisory Committee.

Amendments to these bylaws may be proposed via electronic mail or in writing by any committee member no less than 30 days prior to a Committee meeting. Amendments will either be voted on at that meeting or discussed and tabled to be decided at the next regular scheduled meeting. All changes to the bylaws require a two-thirds (2/3) majority of voting members (14) to become effective.

Adopted: November 20, 2012