

# BY-LAWS OF THE MENDOCINO COUNTY EMERGENCY MEDICAL CARE COMMITTEE

## ARTICLE I

### Name

The name of this organization is the Mendocino County Emergency Medical Care Committee, hereinafter referred to as the EMCC.

## ARTICLE II

### Purpose

Section 1. The EMCC shall serve as an advisory body to the Mendocino County Board of Supervisors and the Local Emergency Medical Services Agency (LEMSA) on all matters relating to emergency medical services as directed by the Board of Supervisors. EMCC shall, at least annually, review the operations of each of the following:

- a. Ambulance services operating within the County.
- b. Emergency medical care offered within the County, including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.
- c. First aid practices in the County.

Section 2. The EMCC shall, at least annually, report to the Mendocino County Board of Supervisors, the Mendocino County Public Health Branch of the Health and Human Services Agency (HHSA), and the Mendocino County LEMSAs. The EMCC will report its observations and recommendations relative to its review of the operations described in Section 1 above. The EMCC shall act in an advisory capacity to the County Board of Supervisors, and the LEMSAs Medical Director and LEMSAs on all matters relating to emergency medical services as directed by the Board of Supervisors.

Section 3. The EMCC derives its status and authority from State Law as prescribed in Division 2.5 of the Health and Safety Code Article 3, Chapter 4, sections 1797.270, 1797.272, 1797.274, and

1797.276. The County Public Health Branch of HHSA will provide staff, clerical, supplies and other support for the EMCC within its approved budget and work plan, in accordance with County administrative policy(ies) as approved by the Board of Supervisors.

### ARTICLE III

#### Members

Section 1. The EMCC shall be comprised of no more than thirteen (13) voting members. It shall include both consumers and providers of health care services. All members shall be appointed by the Board of Supervisors.

The Board of Supervisors shall appoint members as follows:

- 1) One (1) representative from the Mendocino County Fire Chiefs' Association.
- 2) Three (3) representatives from ambulance provider agencies in Mendocino County: one (1) from a majority volunteer public service district; one (1) from a public fire/ambulance provider; and one (1) from a private ambulance provider.
- 3) Two (2) representatives from hospitals in the County which provide emergency medical care through an emergency department: one (1) shall be from an inland hospital with an emergency room; one (1) shall be from a coast hospital with an emergency room.
- 4) Three (3) representatives from Mendocino County law enforcement agencies: one (1) shall be the Mendocino County Sheriff (or his or her designee); one (1) shall be from the California Highway Patrol (CHP); and one (1) shall be from the Mendocino County Law Enforcement Chiefs' Association.
- 5) One (1) representative from a Mendocino County based Emergency Medical Services (EMS) educational institution, which includes public safety/first aid, Emergency Medical Responders, Emergency Medical Technicians (EMTs), Advanced EMTs and paramedics.
- 6) One (1) representative from the Mendocino County Office of Emergency Services.
- 7) One (1) representative from EMS Aircraft Providers
- 8) One (1) representative from the authorized EMS dispatch provider for Mendocino County.

The foregoing representatives comprise the voting members of the EMCC, hereinafter referred to as "seated members". An employee or contract employee of the Mendocino County HHSA is not eligible for voting membership on the EMCC.

Section 2. Ex-officio members shall be the Mendocino County HHS Director (or his/her designee), the Mendocino County Public Health Officer, a LEMSA representative, and the EMS Agency Medical Director(s).

Section 3. Additional ex-officio non-voting/non-office holding members of the EMCC may be appointed by the EMCC Chairperson, subject to the approval of a majority of the seated members.

Section 4. EMCC members serve on an uncompensated, volunteer basis to the Board of Supervisors.

Section 5. EMCC members shall serve for staggered three (3) year terms. This does not preclude any member from being reappointed.

Section 6. Members are expected to attend regular meetings of the EMCC. If unable to attend any given meeting, the member shall give advance notice to the EMCC Chairperson and EMS Agency representative. After two (2) consecutive unexcused absences, the member shall be advised by letter of the need for his/her presence. A copy of that letter will be sent to the Board of Supervisors. Upon receipt of written notice, the defaulting member may re-engage with the EMCC, resign or be terminated by the Board of Supervisors. A terminated defaulted EMCC member may reapply at any time. The Chairperson may pre-approve a leave of absence for up to three (3) meetings at his/her sole discretion, announced at a Regular or Special meeting.

A member may resign from the EMCC by giving written notice to the Board of Supervisors and Chairperson. Such resignation shall take effect at the date of receipt of such notice by the Board of Supervisors.

#### ARTICLE IV

##### Officers

Section 1. The officers shall consist of the Chairperson and the Vice-Chairperson.

Section 2. The Chairperson shall preside at all meetings of the EMCC and shall have general supervision of all the affairs of the EMCC. The Chairperson shall designate, and appoint the members of all subordinate committees. The Chairperson shall be the official spokesperson of the EMCC with regard to policy statements and official communications including those with the Board of Supervisors and the public at large pertaining to EMCC matters. The Public Health Branch of

HHSA shall give notice of all meetings of the EMCC to all seated members, and citizens/organizations requesting same in accordance with the Brown Act.

Section 3. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence or non-availability, and such other duties as assigned by the Chairperson.

Section 4. The Public Health Branch of HHSA shall keep the minutes of EMCC meetings and conduct the correspondence and keep the records and papers of the EMCC.

## ARTICLE V

### Elections

Section 1. The election of officers shall be held annually during the first meeting of each calendar year.

Section 2. Candidates for the office may be selected by a Nominating Committee consisting of at least two (2) seated members. Nominations may also be made from the floor.

Section 3. The election of officers shall be by ballot unless there is only one nominee for the office being voted on. In this case, the sole nominee shall be declared unanimously elected.

Section 4. When two (2) or more seated members are nominated for any office, the nominee receiving a majority of the votes of the quorum present shall be declared duly elected.

Section 5. An officer-elect shall take possession of his/her office immediately after the election of all officers to be voted on is completed.

Section 6. All vacancies occurring in offices between elections shall be filled by special elections as soon as possible. The Chairperson is authorized to appoint a seated member to temporarily fill a vacant office pending an election to ensure the proper conduct of EMCC business.

## ARTICLE VI

### Meetings

Section 1. All meetings of the EMCC shall be noticed and held in accordance with the Ralph M. Brown Act.

Section 2. Fifty-one percent (51%) of the seated members of the EMCC constitutes a quorum for the purpose of conducting business. All votes will be considered passed upon the majority of the quorum present during a meeting, unless otherwise specified by law.

Section 3. The order of business at regular EMCC meetings shall be, to the extent appropriate, as follows:

1. Call to Order
2. Introduction of Officers and seated members
3. Public Comment
4. Approval of Minutes of Previous Meeting
5. Old Business
6. Area Report
7. Staff Report
8. Committee Reports
9. Agency Reports
10. New Business (elections, if any, are first order of business)
11. Adjournment

Section 4. Assistance in the foregoing shall be provided by the Public Health Branch of the Mendocino County Health and Human Services Agency. Notice of meetings and meeting agendas shall be given so as to be received by addressees at least one week prior thereto.

Section 5. EMCC meetings will be held on a quarterly basis at a consistent hour, day and location. The Chairperson may call special meetings as needed. All meetings of the EMCC are open to the public and shall be noticed in accordance with the Brown Act.

## ARTICLE VII

### Powers

Section 1. The powers of the EMCC shall be advisory only and it shall not be empowered to bind the Mendocino County Board of Supervisors, Public Health, the EMS Agency or its personnel.

Section 2. The EMS Agency shall cooperate with EMCC in providing information necessary and proper for its orderly function. In no event, however, shall the EMS Agency be bound or obligated to supply information which is confidential, or specific cases, or financial reports, or any further information which the EMS Agency Director in his or her absolute discretion shall deem inadvisable.

## ARTICLE VIII

### Committees

Committees of the EMCC may be established for the purposes and durations as deemed necessary thereby. Each Committee includes at least one (1) seated member of the EMCC.

## ARTICLE IX

### Representation

EMCC members may speak in public on behalf of EMCC, or act as spokespersons for EMCC on specific issues, at the request or approval of EMCC, the EMCC Chairperson or staff. In all cases, where members wish to be identified as an EMCC member (including written correspondence and speaking engagements), such approval shall be obtained from the Chairperson in advance. The member should notify staff or the Chairperson/Vice-Chairperson in advance.

## ARTICLE X

### Amendments

These By-Laws, less Article III, Section I, may be amended or changed by a fifty-one percent (51%) vote of all seated members at any regular meeting or any special meeting called for that purpose subject to Board of Supervisors approval before becoming final. A notice of the Section or Sections as proposed to be amended at such meetings shall be delivered to each regular member at least ten (10) days prior to the time the same is to be acted on.

## ARTICLE XI

### Conflict of Interest Policy

Section 1. All present and future members of the EMCC will be given a copy of Mendocino County's conflict of interest policy. All members will conduct themselves in a manner consistent with the provisions of that Conflict of Interest Code.

Section 2. Any regular member who finds himself or herself in a conflict of interest situation shall declare that such a situation exists and remove himself/herself from regular member participation in the proceedings of the EMCC until the situation no longer exists.

## ARTICLE XII

### Parliamentary Authority

Procedure and debate shall be in accordance with Robert's Rules of Order Revised, except in such cases as are covered by these By-Laws and special rules adopted by the EMCC.

## ARTICLE XIII

These By-Laws shall become effective immediately upon their adoption by the Mendocino County Board of Supervisors.

These By-Laws adopted by vote of the EMCC on \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

Approved: \_\_\_\_\_ 2019

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Chair, Mendocino County Board of Supervisors

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Mendocino County Emergency Medical Care Committee  
By-Laws  
02/2019