



**EMERGENCY MEDICAL CARE COMMITTEE BYLAWS**

(Approved by the Board of Supervisors)



I. NAME

The name of this organization shall be Orange County Emergency Medical Care Committee, hereinafter referred to as the "EMCC."

II. PURPOSE

The EMCC is established by the Orange County Board of Supervisors pursuant to Health and Safety Code Section 1797.276 and shall have such duties as are described therein as of the date these Bylaws are adopted by the Board of Supervisors or hereafter amended by said Board.

Mission Statement: The Emergency Medical Care Committee shall act in an advisory capacity to the County Board of Supervisors and to Orange County Emergency Medical Services on all matters relating to emergency medical services in Orange County.

III. MEMBERSHIP

*Section 1.* The membership of the EMCC shall be appointed by the Orange County Board of Supervisors and shall serve at the Board's discretion.

*Section 2.* The membership shall consist of one member within each of the following categories:

- (a) One member appointed on nomination from each member of the Orange County Board of Supervisors
- (b) American Red Cross, Orange County Chapter
- (c) Healthcare Association of Southern California, Orange County Area
- (d) Orange Coast Emergency Nurses Association
- (e) Society of Orange County Emergency Physicians
- (f) Ambulance Association of Orange County
- (g) League of California Cities, Orange County Chapter
- (h) Orange County Business Council
- (i) Orange County City Managers Association
- (j) Orange County Fire Chiefs Association
- (k) Orange County Medical Association
- (l) Orange County Police Chiefs and Sheriffs Association
- (m) Orange County Senior Citizens Advisory Council

For organizations listed in (b) through (m), the respective organizations may submit nominations, together with alternates in the event a person nominated cannot serve or is not chosen, to the Board of Supervisors for appointment to the EMCC. The representative for (e) shall be nominated by the Orange County Medical Association.

*Section 3.* Members shall serve for terms of two years; provided, however, no member shall serve for longer than four years. Terms shall be staggered so that members' terms will not all expire at the same time, in order to preserve an acceptable level of corporate memory and assure an orderly transition of officers. To effect a transition to staggered terms, the term beginning 2001 for the eight

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members appointed to fill the previous Section 2 categories (f) through (m) shall be for a period of one year. The EMCC shall recommend to the Board of Supervisors the removal of any person who fails to attend three consecutive meetings without excuse.

IV. COMMITTEE OPERATIONS

The EMCC shall operate under such rules as the Orange County Board of Supervisors may, from time to time, establish for the operation of advisory commissions and, in the absence of such rules, by commonly accepted parliamentary procedure.

V. OFFICERS

*Section 1.* The officers of the EMCC shall be a Chairperson, a Vice Chairperson, and a Secretary.

*Section 2.* The Chairperson and Vice Chairperson of the EMCC shall not be an employee of the County of Orange and shall be elected by the EMCC in January of each year. No person shall serve as either officer for more than two consecutive terms in either position.

*Section 3.* The Secretary shall be appointed by the Chairperson.

*Section 4.* Duties of Officers:

- (a) *Chairperson:* The Chairperson shall, when present, preside at all meetings of the EMCC. The Chairperson shall have further powers and duties as may be assigned by the EMCC and the Orange County Board of Supervisors.
- (b) *Vice Chairperson:* In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and shall exercise the powers and duties of the Chairperson. The Vice Chairperson shall have other duties and powers as may be assigned by the EMCC and the Orange County Board of Supervisors.
- (c) *Secretary:* The Secretary shall cause to be kept all minutes of all meetings of the EMCC.

*Section 5.* The Chairperson shall appoint a Nominating Committee as provided in these Bylaws in November of each year to prepare and submit to the EMCC for election the names of officers for each succeeding year. The Nominating Committee shall make their submittal to the EMCC on or before December 15<sup>TH</sup> of each year.

VI. MEETINGS

*Section 1.* Regular meetings of the EMCC shall be held at least quarterly in January, April, July, and October at a time and place designated by the Chairperson, with no less than twenty-one (21) days notice to the members. A notice containing the meeting time, location, and agenda (with a brief general description of each matter to be discussed) shall be posted in a place freely accessible to members of the public at least seventy-two (72) hours prior to the meeting.

*Section 2.* Special meetings may be called by the Chairperson, or upon written request of a majority of the EMCC members. The purpose of the meeting shall be stated in the call. EMCC members shall be notified of the time, date, and place of the special meeting. A notice containing the meeting time, location, and agenda (with a brief general description of each matter to be

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discussed) shall be posted in a place freely accessible to members of the public at least seventy-two (72) hours prior to the meeting.

*Section 3.* A quorum consisting of at least one more than one-half the total membership of the EMCC must be in attendance before any business can be transacted at regular or special meetings of the EMCC.

*Section 4.* All meetings shall be open to the public, and the EMCC shall comply with provisions of the Brown Act.

**VII. SUBCOMMITTEES**

*Section 1.* Special subcommittees may be appointed by the Chairperson when deemed necessary to carry on the work of the EMCC.

*Section 2.* The Chairperson shall be ex-officio member of all subcommittees.

*Section 3.* There shall be established the following standing committees of the EMCC, the members of which shall be appointed by the Chairperson:

- (a) Facilities Technical Advisory
- (b) Education and Training Technical Advisory
- (c) Paramedic Advisory
- (d) Medical Transportation Advisory

**VIII. AMMENDMENTS**

The Bylaws may be amended by the Board of Supervisors at any time, or at any regular meeting of the EMCC by a two-thirds vote of the total membership if the proposed amendment has been submitted in writing at the previous regular meeting; provided, however, that any proposed amendment by the membership shall not be effective until and unless approved by the Board of Supervisors.

**IX. EFFECTIVE DATE**

These Bylaws shall be effective upon approval by the Board of Supervisors.

- Approved by Resolution # 76-581 Date: April 27, 1976
- Amended by Resolution # 76-599 Date: May 4, 1976
- Amended by Resolution # 76-1458 Date: September 28, 1976
- Amended by Board Minute Order Date: September 25, 1979  
*(Added representative of Paramedic Base Hospitals)*
- Amended by Resolution # 80-314 Date: March 4, 1980  
*(Clarified intent that all EMCC appointments be for two years from date of Board action)*
- Amended by Board Minute Order Date: September 11, 1984  
*(Bimonthly meetings)*

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- Amended by Board Minute Order  
*(Terms of existing members shall expire June 30, 1985)* Date: March 12, 1985
  - Amended by Board Minute Order  
*(Terms of members shall be staggered effective July 1, 2001)* Date: August 21, 2001

Approved:

*Ben Hyatt* *Dolme Sabese*