

July 6, 2022

To: Tammi McConnell, MSN, RN, Division Director
HCA/Emergency Medical Services

From: Eileen Endo, Office Specialist *Eileen Endo*
HCA/Emergency Medical Services

SUBJECT: Emergency Medical Care Committee Bylaws

In July, 2021, the Orange County Board of Supervisors revised their Rules and Procedures and sought amendments to the Boards, Commissions, and Commitments Template. The purpose of these changes was to ensure that bylaws for all Boards, Commissions, and Committees (BCC) are consistent in their format.

On April 12, 2022, the Board of Supervisors directed County Counsel and the Clerk of the Board to notify all County Boards Commissions, and Committees to update their bylaws to conform to the Board approved BCC bylaws template. On April 15, 2022, each individual BCC was asked about its status on revisions to the bylaws; the planned date for submission to the Board, and any other relevant context or issues noting that the bylaws must be revised and presented to the Board of Supervisors by June 30, 2022.

To meet the June 30, 2022, Orange County EMS would be required to revise the bylaws, present them to the EMCC, requesting their support, and prepare an Agenda Staff Report for presentation to the Board of Supervisors by the June 28, 2022 meeting. In order for the Health Care Agency to present this to the Board prior to the June 28, 2022, the Agenda Staff Report process start date was May 4, 2022.

It has been the intent of Orange County EMS staff to revise the bylaws, present them to the EMCC for their review and comment and then prepare the Agenda Staff Report prior to December 31, 2022.

Attached please find a redlined copy of the EMCC bylaws to conform with the new format.

/ehe:#4367



EMERGENCY MEDICAL CARE COMMITTEE BYLAWS

(Approved by the Board of Supervisors)

I. NAME Name of Organization

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

B. PURPOSE

The official location and mailing address of the EMCC shall be:

Emergency Medical Services
405 W. Fifth Street, Suite 301-A
Santa Ana, CA 92701

II. Establishment of EMCC

The members of the EMCC are appointed by the Orange County ("County") Board of Supervisors ("Board") 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~~hereinafter amended by said Board.

III. Purpose and Functions

A. The EMCC shall act in an advisory capacity to the County Board of Supervisors and to Orange County Emergency Medical Services on all matters ~~relating~~related to emergency medical services in Orange County.

IV: Appointment and Membership

A. MEMBERSHIP

~~Section 1.~~ The membership of the EMCC is to be composed as follows:

1. There shall be ~~appointed by~~seventeen members that comprise the ~~Orange County Board of Supervisors and shall serve at the Board's discretion~~ EMCC.

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

- (a) a. One member appointed ~~on~~or nomination from each member of the Orange County Board of Supervisors.
- b. City Selection Committee
- c. Ambulance Association of Orange County
- d. American Red Cross, Orange County Chapter

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- ~~(c) Healthcare~~ e. Hospital Association of Southern California, Orange County Area/Region
- ~~(d)~~ f. 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)~~ h. Orange County City ~~Managers~~ Managers' Association
- ~~(j)~~ i. Orange County Fire Chiefs Association
- ~~(k)~~ j. Orange County Medical Association (general member)
- ~~(l)~~ k. Orange County Medical Association (Emergency Physician)
- ~~(m)~~ l. Orange County Police Chiefs and Sheriffs Association
- ~~(n)~~ m. Orange County Senior Citizens Advisory Council

B. Qualifications for EMCC Membership

1. The following criteria will be used for all membership appointments:

- a. For organizations listed in ~~(b) Section (A)(1) (c)~~ 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 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.~~

- b. Residency and Voting Requirements: Except where the Board finds it in the best interest of the County to waive voter and residency requirements, all members of the EMCC shall be:

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- i. registered voters in the County; and
- ii. reside in the district of the nominating member of the Board of Supervisors, unless Supervisor representing the district where the nominee resides provides written consent for the nominations.

C. Length of EMCC Membership

- 1. All regular EMCC member appointments shall be for a term concurrent with the term of office of the nominating member of the Board of Supervisors. A member of the EMCC whose term of office is expiring with that of the nominating supervisor shall have the option of reapplying for membership for appointment.
- 2. All at-large EMCC member appointments shall be for a period of two years, subject to Article IV(B)(1)(b)(ii).
- 3.
 - a. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
 - b. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

V. OFFICERS ~~EMCC~~ EMCC Officers

~~Section 1. The~~

A. EMCC officers of the EMCC shall be a consist of:

- 1. 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. 2. Duties of Officers:~~

- (a) 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 maybe assigned by the EMCC and the Orange County Board of Supervisors.
- (b) 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.

Approved:

Ben [Signature]

Dulme [Signature]



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B. Members shall notify Orange County Emergency Medical Services of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled meeting, indicating good and sufficient reasons for the absence.

C. In the performance of its responsibilities, the EMCC shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state, or federal laws.

VII. SUBCOMMITTEES Committees and Subcommittees

Section 1.

A. Ad Hoc Committees: The Chairperson may establish ad hoc committees of less than a quorum of the EMCC's membership to accomplish time-limited tasks that support the goals of the EMCC.

Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

B. Subcommittees: 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 31. There shall be established the following standing committees of the EMCC, ~~the~~ The members of which shall be appointed by the Chairperson:

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

VIII. AMMENDMENTS Meetings and Actions

A. The ~~Bylaws~~ EMCC shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writings to members, the Board, and the public at large.

B. All EMCC meetings shall be open, public, and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq., as mandated and held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.

Approved:

Ben [Signature]

Dulme [Signature]



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C. Special meetings of the EMCC may be amended called either by the Chairperson or at the request of a majority of EMCC members. Notice of special meetings shall:

1. delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
2. state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.

D. Quorum Requirements:

1. Quorum requirements are as follows:

- a. General Meetings: Quorum shall be no less than 50% + 1 of the membership.
- b. Subcommittees: Quorum shall be no less than 50% + 1 of the membership.

E. Voting Majority: Decisions and acts made by majority vote of the members provided by these bylaws.

1. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a "non-vote" – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.

F. Minutes: The Clerk of the EMCC shall prepare and publish the minutes for each meeting of the EMCC.

IX. Removal and Resignation of Members

A. Removal: The Board of Supervisors may, at any time, or at and without cause, remove any regular meeting of the EMCC by a two-thirds member from office prior to the expiration of his/her term of office by majority vote of the total membership if the proposed amendment has been Board.

B. Resignation: Resignation of EMCC members shall be effected by a written letter of resignation submitted to the Chairperson of the EMCC and to the Board.

Approved:

Ben [Signature]

Dulme [Signature]



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C. The Chairperson shall notify the Clerk of the Board 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 of any vacancies within 19 days of learning the existence of such vacancy.

~~IX. EFFECTIVE DATE~~

These Bylaws shall be

X. Authority

A. Parliamentary Authority: The Chairperson shall preside and manage EMCC meetings use parliamentary procedure consistent with these bylaws, any special rules of order the EMCC may adopt and any applicable County, state, or federal law.

B. When circumstances demand that action be taken before the next scheduled EMCC meeting the EMCC may authorize and grant its full authority to any standing committee to act on its behalf to make specific, limited, independent recommendations to the County, a quorum of the EMCC being present.

1. Such actions taken on behalf of the EMCC by a committee will be presented as an information item at the next EMCC meeting.

2. Such actions will not require further action by the EMCC.

C. Standing and Ad Hoc Committees

1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the EMCC.

2. No standing or ad hoc committee shall have independent authority to commit the EMCC to any policy or action without the prior approval of the general membership of the EMCC.

XI. Conflict of Interest

1. Members of the EMCC and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.

2. Members of the EMCC shall not vote nor attempt to influence any other EMCC member on a matter under consideration by the EMCC or any of its committees or subcommittees.

Approved:

Ben [Signature]

Dulme [Signature]



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- a. Regarding the provision of services by such member (or by an entity that such member represents; or
- b. That would provide direct financial benefit to such member or the immediate family of such member; or
- c. Engage in any activity constituting a conflict of interest under County, state, or federal law.
- 3. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
- 4. Neither EMCC nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem or any other identifier of EMCC.
- 5. No assets or assistance provided by County to EMCC shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

XII. Adoption and Amendment of Bylaws

A. Adoption. An affirmative vote of at least 50% +1 of those voting, a quorum being present, shall be required to recommend bylaws amendments for Board approval. Any amendments to the Bylaws become 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)
- Amended by Board Minute Order Date: March 12, 1985
(Terms of existing members shall expire June 30, 1985)
- Amended by Board Minute Order Date: August 21, 2001
(Terms of members shall be staggered effective July 1, 2001)

XIII. Severability

Approved:

Ben [Signature]

Dulme [Signature]



EMERGENCY MEDICAL CARE COMMITTEE BYLAWS

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Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

XIV. Staffing Support

Staff support from the Health Care Agency shall be provided to support the EMCC in conjunction with the work of the EMCC.

Approved:

Ben Hyatt

Dulme Iovese