

**BYLAWS
RULES COMMITTEE
OF THE
EMERGENCY MEDICAL SERVICES COUNCIL**

**ARTICLE I
PURPOSE**

The Rules Committee (Committee) of the EMS Council (Council) assists the ADHS Bureau of Emergency Medical Services and Trauma System (BEMSTS) in revising emergency medical services rules as requested by the Bureau in consultation with the Council.

**ARTICLE II
COMMITTEE LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information between the BEMSTS and the Council. The ADHS BEMSTS Bureau Chief or his/her designee is the Department's liaison to the Committee.

The BEMSTS Bureau Chief or his/her designee shall provide staff support and technical assistance to the Committee as needed. He/she shall make every reasonable effort to inform the Committee of pending actions and/or issues which may be within the scope of the consultative and advisory duties of the Committee.

**ARTICLE III
MEMBERS**

Section 1. Committee Membership

Membership of the Committee shall consist of no more than 15 members and include a diverse representation of individuals from throughout the state. There shall be committee members selected from each of the four EMS regions and one additional member from the Council

Section 2. Term of Membership

Membership of the Committee shall be reviewed annually by the Chair of the Rules Committee (Chair) and the Medical Director of Emergency Medical Services (Medical Director). Appointment to the committee will represent consideration for categories that reflect the nature of the work of the committee.

Section 3. Compensation

Committee members shall not be eligible to receive compensation.

Section 4. Voting

Each member of the Committee shall be entitled to one vote when present at a meeting of the Committee. No individual member shall cast more than one vote on the Committee. Voting by proxy and/or alternate voter shall not be authorized.

Section 5. Vacancies

Committee vacancies shall be filled through appointment by the Medical Director. The Chair shall be responsible for informing the Medical Director of vacancies.

**ARTICLE IV
OFFICERS**

Chair:

The Committee shall have a Chair who shall be a member of the EMS Council appointed by the Medical Director and shall perform the duties delegated by the Council and those prescribed by these bylaws and by the parliamentary authority adopted by the Council and the Committee.

Vice Chair:

The Vice Chair of the Rules Committee (Vice Chair) shall be selected by a majority of the members present and shall serve as the Rules Committee Chair in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

**ARTICLE V
MEETINGS**

Section 1. Regular Meetings

The Committee shall meet at least one time annually and other meetings will be scheduled as needed.

Section 2. Special Meetings

Special meetings and/or telephone meetings may be called by the Chair in agreement with the Committee Liaison, or by written request of five (5) members of the Committee and must comply with the Open Meeting Law.

Section 3. Notice of Meetings

Committee members shall be notified ten (10) days in advance of all Committee meetings. A yearly schedule of regular Committee meetings shall be made available to Committee members in January. Minutes of the previous meeting and an agenda for the upcoming meeting should be available to members ten (10) days in advance of the Committee meetings.

Section 4. Attendance

Regular attendance is expected of all Committee members. If a member fails to attend three (3) consecutive meetings, the Chair will notify the Medical Director, who will make a determination on the member's status.

Section 5. Quorum

A simple majority of the members of the Committee in person or by telephone shall constitute a quorum. Quorum will be determined by those actual members of the Committee and without consideration of vacant membership positions.

**ARTICLE VII
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are inconsistent with these bylaws.

**ARTICLE VIII
OPEN MEETING LAW**

The Arizona Open Meeting Law shall apply to meetings of the Committee.

**ARTICLE IX
MINUTES**

Minutes of each Committee meeting will be recorded and the Committee shall have the right of review and correction of minutes of all meetings before publication and distribution.

**ARTICLE X
MOTIONS**

All motions passed by this Committee will be forwarded to the Emergency Medical Services Council for review and/or action at their next regularly scheduled meeting.

**ARTICLE XI
AMENDMENTS**

These bylaws can be amended at any regular meeting of the Committee by a majority vote, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved: 5/16/97

Revised & Approved: 1/23/98

Revised & Approved: 6/23/00

Revised & Approved: 7/16/02

Revised & Approved: 10/25/02

Revised & Approved: 9/19/2008