

Vermont Emergency Medical Services Advisory Committee

BY-LAWS

Article I. Authority, Purpose and Objectives

Section 1: Authority

1. *The Vermont Emergency Medical Services Advisory Committee (VTEMSAC) is established by the Vermont Legislature in ??? in Act ???. In ???, Act 241 revised and refined the VTEMSAC.*

Section 2: Purpose

1. *The purpose of the VTEMSAC is to serve the Vermont Legislature in conjunction with the Vermont Department of Health to improve the delivery of prehospital care to all citizens of Vermont.*

Section 3: Objectives

1. *The VTEMSAC will conduct assessments of Vermont's EMS system, establish a Five Year Plan and advise the Vermont Legislature on all matters regarding the Emergency Medical Service system*

Article II. Membership

Section 1: Member Organizations

1. The VTEMSAC is composed of 21 voting member organizations listed in the enabling legislation and Rule.

Section 2: Representatives of Member Organizations

1. Each organization will appoint a representative and an alternate. It is the responsibility of the member organization to update the Secretary on changes in representatives.

Section 3: Selection of Member Organization Representatives

1. Each member organization is responsible for the selection and term of their representative and alternate.

Article III. Governance

Section 1 – Officers

1. The VTEMSAC will elect a Chair, Vice Chair and Secretary at the annual meeting. The term of officers shall be two years.

Section 2 - Duties of Officers

1. The Chair shall convene and preside over all meetings of the Board and serve as the spokesman of the VTEMSAC.
2. The Vice Chair shall preside over all meetings of the Board in the absence of the Chair. The Vice Chair will represent the VTEMSAC when requested and perform other duties as necessary.
3. The Secretary will be responsible for recording and disseminating minutes of VTEMSAC meetings and perform other duties as necessary.

Article IV. Meetings & Voting

Section 1: Meetings:

1. Meetings will be held on the third Wednesday of each month.
2. Meeting locations will be rotated to locations throughout Vermont. A meeting will be held no more than once in each county throughout the year.
3. The annual meeting will be held at the Vermont EMS Conference.

Section 2: Quorum

1. A quorum is eleven (11) of twenty-one (21) members, or their alternates, attending a meeting in-person or via technology.

Section 3: Voting

1. Each member organization will receive one vote.

Section 4: Rules of Order

1. All meetings will adhere to the State of Vermont's Open Meeting Law. 1
V.S.A. §§ 310 -314
2. The current version of Robert's Rules of Order will be utilized at all meetings.

Article V. Committees & Work Groups

Section 1: Education Council

1. The Education Council is established in Legislation and will be considered a standing Committee. The responsibility of the Council is to focus on all aspects of recruitment & retention, education and continuing education in Vermont's EMS system.
2. The Chair of the Education Council will be appointed by the Chair of the VTEMSAC.

Section 2: Work Groups

1. The VTEMSAC may establish work groups to focus on specific matters related to Vermont's EMS system.
2. Establishing a work group will be the responsibility of the membership.

Article VI. Amendment of By-Laws

Section 1: Amendments & Revision

1. The By-Laws of the VTEMSAC may be revised by a resolution of the membership.
2. If a resolution is passed, the Chair will appoint a Work Group of seven members to write and propose amendments or revisions.