

# CONNECTICUT EMERGENCY MEDICAL SERVICES ADVISORY BOARD

## BY-LAWS

### ARTICLE I

#### **Name**

Shall be known as the Connecticut Emergency Medical Services Advisory Board (CEMSAB).

### ARTICLE II

#### **Purpose and Authorization**

The duties and purpose of the CEMSAB are set forth in Section 19a-178a of the Connecticut General Statutes as may be amended from time to time by the General Assembly.

### ARTICLE III

#### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CEMSAB in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the CEMSAB may adopt.

### ARTICLE IV

#### **Members**

**Section 1.** In accordance with Section 19a-178a of the Connecticut General Statutes, the term for each appointed member of the CEMSAB shall be coterminous with the appointing authority. The members shall continue to serve as a member of the CEMSAB until replaced by the current appointing authority.

**Section 2.** Members are expected to attend all Board meetings. Any member missing 33% or more of the regularly scheduled meetings in a twelve month period shall be notified of their attendance record, in writing or via email with receipt, by the Chair or designee. The Chair or designee shall contact the appointing authority and, if indicated, a recognized representative from the constituent group to recommend the member's appointment be reviewed and reconfirmed or withdrawn.

### ARTICLE V

#### **Officers**

**Section 1.** Chair: In accordance with CGS§ 19a-178a§ shall be appointed annually by the Commissioner of the Department of Public Health from among the members of the CEMSAB. The CEMSAB shall recommend a Chair to the Commissioner by a vote of the CEMSAB members at a regular business meeting. Shall preside over all meetings of the Board, and shall have the duties normally conferred by the parliamentary usage of such office and these by-laws.

The Chair will serve as Immediate Past Chair following the end of his/her term of office.

The Immediate Past Chair shall assist with the transition in leadership and may represent the CEMSAB at the request of the chair of the board, attend CEMSAB, committee, or other meetings as requested, provide advisory services on appropriate matters and participate in external public relations activities and events.

**Section 2.** Vice Chair: Shall be elected annually by a vote of the CEMSAB members at a regular business meeting, shall work in close cooperation with the Chair and perform the duties assigned by the Chair, and shall exercise the duties and powers of the Chair and Secretary in their absence. In the event of removal of (by the Commissioner of the Department of Public Health), or resignation of, the Chair, the Vice Chair will assume the post until a successor is appointed by the Commissioner of the Department of Public Health.

**Section 3.** Secretary: Shall be elected annually by a vote of the CEMSAB members at a regular business meeting, shall work in close cooperation with the Chair, and perform duties assigned by the Chair. If, for any reason, both the Chair and the Vice Chairs are both absent or incapacitated, the Secretary shall assume the duties of the Chair

**Section 4.** Elections for Vice Chair and Secretary will be held every two years at the November meeting of the CEMSAB. The CEMSAB Nominating Committee shall present a slate of officers to the membership. Candidates may also be nominated from the floor. The Vice Chair and Secretary will assume office on January 1 of the following year. Any midterm vacancies will be filled at the next regular meeting and remain in effect until the next regular election.

## ARTICLE VI **Committees**

**Section 1.** Standing Committees: There will be two standing committees: the Trauma Committee per CGS 19a-177-2, and the Connecticut Emergency Medical Services Medical Advisory Committee (CEMSMAC). The Trauma Committee and CEMSMAC shall fulfill the duties as prescribed by the Connecticut General Statutes and/or the regulations of Connecticut State Agencies.

There shall be a Steering Committee consisting of the three CEMSAB officers, the OEMS Director or designee, and the Standing Committee Chairs or their designees. Other Committee Chairs may be appointed as deemed necessary by the Chair. This committee is responsible for setting the agenda and strategic planning for the organization.

There shall be a Nominating Committee consisting of a Chair appointed by the CEMSAB Chair and two CEMSAB members appointed by the membership. The committee shall develop a slate of officers to be presented to the membership for consideration at the October meeting and will be voted upon by the membership at the November meeting.

**Section 2.** Ad Hoc Committees: The CEMSAB may establish ad hoc committees, task forces, work groups at any time to assist with the functions of the CEMSAB. The CEMSAB Chair shall annually appoint the Chair of these ad hoc committees with input from the committee. The CEMSAB Chair shall appoint members of the CEMSAB to said committees. Committee members may elect other interested persons to membership. The CEMSAB may from time to

time, appoint non-members to serve on such ad hoc committees, task forces and work groups as it deems necessary to assist with its functions.

The committee Chairs shall submit a written report which reflects the results of the committee's deliberations one week prior to the CEMSAB meeting, and shall attend the CEMSAB meetings to respond to questions.

**Section 3.** A list of duties and goals of the committees should be reviewed and approved by the CEMSAB at the first meeting of the year. They will be changed as deemed necessary by the CEMSAB. The CEMSAB shall establish committee rules.

#### ARTICLE VI **Meetings**

**Section 1.** The CEMSAB should meet a minimum of five times during the calendar year. At the last regularly scheduled meeting during the calendar year, the Chair shall submit a meeting schedule for the coming year for approval.

**Section 2.** The Chair may, or upon request of 10 CEMSAB members, the Chair shall, call a special meeting. Any special meeting shall be noticed in accordance with current Connecticut Freedom of Information requirements.

**Section 3.** The Chair shall set the agenda for the meetings. Special meetings will be held for the purpose stated and adjourned.

**Section 4.** Nine of the current membership shall constitute a quorum for a legal business meeting. Formal action of the CEMSAB will be on a majority vote of members present.

**Section 5.** A summary of all CEMSAB and Committee meetings shall be maintained and kept as a Public Record by the Department of Public Health.

#### ARTICLE VII **Amendments**

**Section 1.** Upon the written request of three CEMSAB members, a proposed change to these by-laws may be placed on the agenda for approval, not more than once per twelve months, of the next meeting. The membership shall be notified at least 10 days prior to the meeting in which the proposed change will be on the agenda. A two-thirds vote of the CEMSAB members present is needed to pass any by-law amendment. Any approved changes will take effect at the next meeting. The changes must be listed in the minutes for the next meeting.

**Section 2.** All newly appointed members shall be provided with access to the currently approved by-laws.

**Section 3.** These bylaws shall be reviewed every two years.

ARTICLE VIII

**Reports**

**Section 1.** The CEMSAB shall provide an annual report to the Commissioner of the Department of Public Health by April 30, of each calendar year. Said report shall include a description of the activities of the CEMSAB and the various Committees during the previous year, recommendations for the development of the emergency medical service system where needed any other information deemed appropriate by the CEMSAB.

Adopted 2/10/99  
Amended 2/5/03  
Amended 12/05  
DRAFT 9/14/13  
Draft 10.07.13  
REV jq 10/7/13 17:00  
Rev draft jq 12/9/13  
Rev draft jq 3/10/14  
Rev draft jq 11/16/14  
Rev draft jq 1/16/15  
Adopted 2/25/15

Bylawsdraft100713  
JQ 10-7-13 17:00  
JQ 12-9-13  
JQ 3-10-14