

**NORTHWEST REGIONAL
EMERGENCY MEDICAL SERVICES & TRAUMA CARE COUNCIL**

BY-LAWS

ARTICLE I

The name of the council shall be the Northwest Regional Emergency Medical Services & Trauma Care Council. The Northwest Region shall be defined as: Clallam, Jefferson, Mason, Kitsap, West Olympic Peninsula Emergency Medical Services & Trauma Care Councils and Navy Region Northwest and Olympic National Parks.

ARTICLE II

COMPOSITION AND MEMBERSHIP

The Regional Council shall be composed of forty representatives and thirty-four alternates. The State of Washington Department of Health shall appoint these representatives and alternates after endorsement from the applicant's local council.

Representation shall consist of six representatives and alternates from each council in the Region.

- Two local council member representatives;
- One Prehospital Representative;
- One Healthcare Representative with hospitals determining the category of their representation;
- One Communications Representative; and
- One Rehabilitation Facility Representative.

Regional positions shall consist of:

- Four Medical Program Directors, one from each county within the Region with no alternates;
- One Local Elected Official Representative;
- One Consumer Representative;
- One National Park Service;
- One Coast Guard Representative;
- One Navy Region Northwest Representative; and
- One Law Enforcement Representative

The initial terms of appointment shall be variable in length from one to three years. Alternates must meet the same criteria as the representative's position they are applying for to be eligible. An Oath of Office shall be a requirement as with all state appointed committees.

If a member or alternate misses three consecutive regularly scheduled Council meetings, where the designated position has not been represented, and the member or alternate has not been excused by the Council for these absences, the Council may recommend to the local EMS/TC council to terminate that individual's membership, with documentation to support the request. Excused absences must be documented by the Regional Office to ensure compliance with the attendance rules as noted in the bylaws.

ARTICLE III

Purpose

The purpose of the council is:

- A. To assist the local Emergency Medical Services & Trauma Care councils in the Region and make recommendations as to improvements that should be made to provide the best emergency health care possible to the citizens of the Region.
- B. To review the Emergency Medical Services & Trauma Care needs and establish priorities. To review and vote to accept funding priorities based on needs of member councils, excepting those funds raised by the counties.
- C. This corporation is organized exclusively for charitable or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- D. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code.
- E. This organization is not organized for profit, and no part of the net earnings shall inure to the benefit of any private shareholder.

ARTICLE IV

OFFICERS

- A. The officers shall be Chairperson, Vice-Chairperson, and Secretary/Treasurer elected by the majority of the Council for a two-year period; with no two officers being from the same local council. The Nominating Committee will be activated thirty (30) days prior to the September meeting. The Nominating Committee's recommendation followed by nominations from the floor will be heard at the September Council meeting. Elections will be held in November.
- The Executive Committee consisting of the Chairperson, Vice-Chairperson, Secretary/Treasurer, immediate past Chairperson and two at-large members, ensuring a minimum of one representative from each local council has specific authority to act on behalf of the membership when so directed.
- B. The Chairperson shall preside at all regular meetings and special meetings of the Council. The Chairperson will conduct the meetings in accordance with the generally accepted standards of parliamentary procedure per Robert's Rules of Order and provide all members the opportunity to express their views.
- C. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, or other duties as assigned by the Chairperson.
- D. The Secretary/Treasurer shall oversee the maintenance of accurate minutes of all Council meetings and shall be responsible for all audit reviews.
- E. Vacancies in any of the offices shall be filled by temporary appointment by the Chairperson of a member in good standing subject to Executive Committee approval.
- F. A vacancy in the Chairperson's office will be filled by a majority vote of the Council for the unexpired term of the office.
- G. An Executive Committee member may be removed from office by a majority vote of the Membership when in their judgment the best interest of the Council will be served.

ELECTION PROCESS

The Nomination Committee will be activated in August of each year and information will be provided to all council members about the nomination process and who committee members are.

In addition, the following will apply:

- Members can be nominated for more than one position.
- Members who are interested in running for office will need to inform a Nomination Committee Chairperson or member of their interest with a letter of intent prior to the September meeting.
- Nominations from the floor, as well as, the Nomination Committee recommendations will be taken at the September meeting.
- All nominees must be a Council member or alternate in good standing.
- Elections will be held each year at the November Council meeting.

Executive Officers may only be re-elected twice consecutively to the same position.

ARTICLE V

MEETINGS

- A. Regular meetings of the council shall be scheduled for January, March, May, September and November. If necessary, additional meetings shall be scheduled, with at least ten days notice.
- B. A quorum shall consist of at least one representative from each of the five local councils.
- C. Special meetings shall be called by the Chairperson or majority vote of the voting membership with at least ten days advance notice.

ARTICLE VI

COMMITTEES

- A. Ad Hoc Committees may be appointed by the Chairperson as needed, with the approval of Council members. The Chairperson shall be an ex-officio member on all such committees. Standing committees shall consist of Pre-Hospital, Hospital/QI, Training & Education, Prevention, Funding and Communications.
- B. There shall be an audit review conducted monthly by the Council's Treasurer and the Executive Director of invoices processed during the prior month. The Treasurer will provide a report of the Audit Review findings at Executive Committee bi-monthly meetings. Members holding Regional positions on the Council shall not be encumbered by local council affiliation.

ARTICLE VII

AMENDMENTS

- A. By-Laws shall be reviewed annually in the month of October. The Chairperson may waive the review with a majority vote by the membership.
- B. The By-Laws may be repealed or amended upon recommendation of a majority of the members of the Council by a formal vote.
- C. Council members will be notified in writing of the proposed changes at least ten days prior to the meeting in which the vote is to be taken.

ARTICLE VIII

DISSOLVEMENT

If this corporation is dissolved the assets shall be distributed to an organization, which has established its tax status under Section 501(c)(3) of the Internal Revenue Code.

ADOPTED THIS THIRTEENTH DAY OF MAY 2010

Chairperson

Vice-Chairperson

Secretary/Treasurer