

Constitution and By-Laws Of Oswego County Emergency Medical Services Advisory Council (EMSAC)

Revised August 2008

Constitution

Article 1

Name

The Oswego County Legislature on May 12, 1983 passed Resolution # 72 establishing the Oswego County Emergency Medical Services Advisory Council. It shall be known as EMSAC.

Article 2

Philosophy

The Oswego County Department of Emergency Management recognizes the importance of a comprehensive Emergency Medical Services (EMS) program, communications and planning, and is dedicated to promoting the highest possible state of health for the citizens of Oswego County. It shall therefore, be the responsibility of the EMSAC to establish and maintain excellence in EMS.

Article 3

Objectives

EMSAC shall establish a comprehensive plan which reflects service objectives and priorities based upon an assessment of County needs and evaluation of services. EMSAC shall also provide EMS providers an opportunity to participate in the planning and development of an EMS program.

Each year, goals statements shall be formulated in line with EMSAC's philosophy and objectives.

Article 4

Goals

It shall be the specific goals of EMSAC to:

1. Develop at least three standing committees:
 - Education and Training
 - Communications

Recruitment and Retention

2. Formulate within each standing committee, not less than two and not more than eight short term goals (1 year), and not less than two and not more than eight long term goals (5 years)
3. Compile a composite list of the needs of Oswego County as seen by the Council member's corps. Needs shall range from most important to least important.
4. Develop a yearly plan to address the individual needs of the corps in Oswego County.

Article 5

Membership

Appointments shall be made annually by the Chairman of the Legislature, upon recommendation of the Public Safety and Emergency Services Committee.

- Term of appointment shall be 1 July until 30 June of each year
- One representative from each private, volunteer, non-profit and fire company ambulance services in Oswego County
- One representative from the Oswego County Fire Advisory Board
- One representative each from each county hospital
- Each representative agency may also select an alternate who, in the absence of the appointed representative, will have voting rights at EMSAC meetings

Article 6
Officers

Officers shall consist of a Chairperson, Vice-Chairperson and Secretary.

Article 7
Standing Committees

The EMSAC Chairperson shall make appointments to Standing Committees annually. No less than three members or more than five members shall be appointed to a committee.

The EMSAC Chairperson shall serve as an ExOfficio member of Standing Committees.

Article 8
Special or Temporary Committees

Special or Temporary committees shall be organized for the purpose of addressing and investigating any issues not dealt with in a Standing Committee. A Special or Temporary Committee may be formed upon the request of the Chairperson, Coordinator, or by a plurality of votes by the Council members. Members to said committees will be appointed by the Chairperson. Special or Temporary committees will follow Article 7 rules.

Article 9
Annual Report

EMSAC shall annually review and evaluate EMS in Oswego County and make recommendations to the Director of Emergency Management in writing. These will be included in an annual written report of the proceedings and activities of EMSAC. EMSAC shall carry out any other duties consistent with resolution 72 or as assigned by the Chairman of the Legislature of Oswego County or by the Director of Emergency Management.

Amendments

This constitution may be amended by a two-thirds vote of the membership present at a regular meeting provided that:

1. Said amendment was presented to each member in writing 30 days prior to the date of the regular meeting
2. The amendment was presented to EMSAC in writing and discussed during a regular or special meeting 30 days prior to the ratification date
3. Notice of such amendment shall have been included in the Notice for such a meeting.

By-Laws

Section 1 Order of Business

The Order of Business at all meetings of EMSAC shall be as follows:

1. Notice of Meeting
2. Call to Order
3. Open Floor *
4. Approve minutes of previous meeting
5. Correspondence
6. Chairpersons report
7. Coordinators report
8. Committee reports
9. Clinical Coordinators reports
10. Unfinished business
11. New Business
12. Determine date of next meeting
13. Adjournment

* Open floor shall be defined as no more than thirty minutes of time following Call to Order of a regular meeting. During this time, any person or persons wishing to address the Council may speak for as period not to exceed five minutes.

Section 2
Special Meeting of the Council

The Coordinator shall send notice of a Special Meeting to the membership. Said meeting can be called at the discretion of the Chairperson, Coordinator, or at the written request of five members.

Written requests are to be sent to the Coordinators office who will, in turn, notify the Chairperson before the close of the working day that the request is received.

A Special Meeting will be convened no less than seven working days and no more than ten working days form the date of notification of said meeting.

Section 3
Quorum

A quorum shall be defined as one-half or 50% of EMSAC. A quorum must be present at either a special or regular business meeting.

Section 4
Election of Officers

Officers will be nominated and voted upon by the Council at the first regular meeting of each year. Those receiving a plurality of the votes shall be duly elected and shall serve for a one year term (1 July through 30 June) or in the case of a vacancy, for the balance of the unexpired term.

Section 5
Meetings

1. Regular meetings shall be conducted on at least a quarterly basis.
2. Meetings shall be conducted in accordance with Roberts Rules of Order.
3. All vacancies that occur before the completion of a term shall be filled for the balance of the term by the individual corp in which the vacancy originates.

Section 6
Officers Duties

- Chairperson: The Chairperson shall preside at all meetings of EMSAC, provide leadership and direction to the Council and prepare a written agenda for each meeting.
- Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson and serve in his/her absence or disability, and shall enforce Robert's Rules of Order.
- Secretary: The Secretary shall keep record of the minutes of meetings, and keep a yearly record of each months meetings.

Section 7
Amendments

1. Said amendment was presented to each member in writing 30 days prior to the date of the regular meeting
2. The amendment was presented to EMSAC in writing and discussed during a regular or special meeting 30 days prior to the ratification date
3. Notice of such amendment shall have been included in the Notice for such a meeting.

Updated August 2008