

**STATEMENT of PURPOSE and ORGANIZATION BYLAWS
of the
BAYFIELD-ASHLAND COUNTIES EMERGENCY MEDICAL SERVICES COUNCIL, INC.**

**ARTICLE I
NAME**

The name of this group shall be the Bayfield-Ashland Counties Emergency Medical Services Council, Inc..

**ARTICLE II
PURPOSE**

The purpose of the Council shall be to:

- A. Provide a forum wherein the representatives of pre-hospital and hospital EMS providers, local government, community leaders and other concerned parties may cooperatively examine and discuss the political, financial, medical and additional aspects of emergency medical care.
- B. Conduct fact finding, evaluation, planning and coordination responsibilities for the development of a comprehensive area-wide EMS system for Bayfield and Ashland counties.
- C. Identify local EMS needs and resources.
- D. Establish liaison, maintain communication and exchange data with others interested in EMS; including governmental, EMS provider and consumer groups within Bayfield and Ashland counties.
- E. Serve as the primary information source for the overall program to local community groups and organizations, and the general public within Bayfield and Ashland counties.
- F. Advise the Bayfield and Ashland County Boards and local governmental agencies of the Council's activities.

**ARTICLE III
MEMBERSHIP**

Section 1. The primary members of the Council shall be the ambulance services based within Bayfield and Ashland Counties. Each ambulance service receives two votes.

Section 2. The medical director shall be a voting member.

Section 3. Other members may be representatives of any agency that serves as a component of the EMS system serving residents of Bayfield and Ashland Counties, including, but not limited to, hospitals, helicopter services, first responder groups, law enforcement, emergency management, public health, etc.. Each agency shall receive one vote.

Section 4. The membership year shall be from January 1st to December 31st. Membership dues for pre-hospital care providers based within Ashland or Bayfield County and other representatives/agencies shall be set annually at the budget meeting. The Medical Director shall be a voting member exempt from paying annual dues. Dues will be payable upon receipt of invoice. Only paid members will exercise the right to vote.

Section 5. Recommendations and requests for new membership shall be in writing to the President, Vice-President, Secretary or Treasurer, who will present them to the Council for consideration.

ARTICLE IV OFFICERS

Section 1. The officers of this Council shall be a President, Vice President, Secretary and Treasurer. The President, Vice President, Secretary and Treasurer shall hold office for a term of one year or until their successor is elected.

Section 2. The President, Vice President, Secretary and Treasurer shall be elected by the Council at the annual meeting.

Section 3. The principal duties of the President shall be to preside at all meetings of the members of the Council and to have general supervision of the affairs of the Council.

Section 4. The Vice President will discharge the duties of the President in the event of the President's absence.

Section 5. The principal duties of the Secretary shall be to keep a record of the proceedings of the Council, facilitate mailing of meeting notices and/or minutes one week prior to the scheduled meeting, and conduct general correspondence as required.

Section 6. The principal duties of the Treasurer shall be to keep accurate records of accounts, assure completion of 10-99 accounting requirements for tax purposes, making payments and documenting collections as required, and other duties as established by guidelines adopted by the Council.

Section 7. These officers shall perform the duties prescribed by these statements and by the parliamentary authority adopted by the Council.

Section 8. The election of the replacement of an officer who is unable or unwilling to serve will take place at a special election at the earliest regular meeting of the Council following notification of said individual's inability to serve.

ARTICLE V MEETINGS

Section 1. Regular meetings shall be held monthly. The meetings will take place the fourth (4th) Thursday of the month or may be changed by membership agreement.

Section 2. Special meetings for business may be called by the President or on written request of four members of the Council. A call for a special meeting shall state the purpose of such a meeting, at which time no business except that stated in the call shall be transacted. Except in cases of emergency, five (5) days' written notice will be given to each member of the Council.

Section 3. The regular meeting in September shall be known as the annual meeting and shall be for the purpose of electing officers and receiving reports of officers and committees.

Section 4. At all business meetings of the Council, four member ambulance service representatives shall constitute a quorum, with ambulance members having the majority vote.

Section 5. All expenditures of Council funds shall be approved by a majority vote at the Council meetings. In an emergency, or between meetings, expenditures may be approved by three of the four officers.

**ARTICLE VI
COMMITTEES**

Section 1. The officers of the Council shall serve as the Executive Committee and shall meet as needed.

Section 2. The Council shall designate such committees as it may find necessary to carry out fully the purpose of the Council. The members of these committees shall be appointed from the membership-at-large by the President.

Section 3. The President shall be authorized to appoint temporary committees to meet special needs of the Council. Members of the temporary committees may be persons other than Council members, i.e., those with technical knowledge.

Section 4. An auditing committee will be comprised of three (3) members of the Council, not to include the Executive Committee, whose duties shall be to audit the books prior to the annual meeting and to present an annual report.

Section 5. The Medical Directory Advisory Committee (MDAC) is a standing committee made up of the Council Medical Director and five representatives of ambulance services receiving medical direction. Duties of the Committee will be defined by the Council.

**ARTICLE VII
PARLIAMENTARY AUTHORITY**

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

**ARTICLE VIII
AMENDMENTS OF STATEMENTS**

These statements may be amended at any regular meeting of the Council by a two-thirds vote, with the ambulance services being the majority of those present and voting, provided that the proposed amendment has been submitted in writing to the Council membership one meeting prior to the regular meeting at which the amendment will be acted upon.

APPROVED BY COUNCIL _____

President

Vice-President

Secretary

Treasurer