



**MASON COUNTY EMS AND
TRAUMA COUNCIL
P.O. BOX 645
SHELTON, WASHINGTON 98584**



**Mason County Emergency Medical Services
and Trauma Care Advisory Council
By-Laws**

Article I: Name

1.1 Mason County Emergency Services and Trauma Care Advisory Council.
The Board of County Commissioners, under Resolution **XX-2009 (interim Resolution 92-86)** continues the mission of **Mason County Emergency Medical Services Advisory Council**.

Article II: Purpose

2.1 The council shall function under the advisement of the Northwest Regional Emergency Medical Services and Trauma Care Council and the Washington State Department of Health, Emergency Medical Services Division, in the implementation of the County EMS program.

2.2 The Council shall oversee coordination, evaluation, planning, and development of standards and regulations for the county emergency medical system.

2.3 The Council shall establish policies, procedures, and priorities for the expenditure of funding which it receives and to provide the highest quality training based upon the needs of the Council and the community it serves.

2.4 The Council shall further act, serve, and function within the scope, intention and spirit of Resolution 92-86 **and XX-2009** of Mason County Board of Commissioners

Article III: Council Representation

3.1 The representation shall be as provided for in the Resolution 92-86 of the Board of Mason County Commissioners, as follows:

The Council shall be composed of one representative from each of the following:

Public Hospital District #1 Board of Commissioners
Public Hospital District #2 Board of Commissioners
Mason County Board of Commissioners
City of Shelton Board of Commissioners
Shelton Police Department
Mason County Sheriff's Office
Washington State Patrol
Mason County Division of Emergency Management
Privately owned Ambulance Company (ies)
Medical Program Director
Mason County Emergency Communications (MACECOM)
Skokomish Tribal Nation
Squaxin Island Tribal Nation

Plus;

One fire representative from each County fire jurisdiction
One representative (non-affiliated fire/EMS) citizen/consumer of each
County Commissioners Districts

3.2 Each representative and his/her alternate shall be appointed by the Mason County Commissioners (by virtue of submitted representative to the County Board) for a term of 2 years. Such appointments shall be renewed by January 31st each odd numbered year and submitted to the County Board of Commissioners for approval. A copy of such appointment submitted shall be sent to the EMS Council.

3.3 Prior to the November Council meeting each year the Secretary shall obtain an up to-date list of appointed representatives and alternates from the Board of County Commissioners. Said list shall be reviewed at the November Council meeting with necessary changes made prior to the December meeting.

Article IV: Officers

4.1 The officers shall be Chairperson, Vice Chairperson, and Secretary-Treasurer, elected by majority vote of the Council for a two-year term. Nominations for officers shall be accepted and entered in the minutes at the November meeting of odd numbered years. Nominations shall be reopened and election of officers will be conducted by **Roberts Rule of Order** at the December meeting of odd numbered years. Representatives, or in the representatives' absence, the

alternate representative, present at the meeting at the time of election shall be eligible to vote.

4.2 Newly elected corps of officers shall take office in January of each even numbered year.

4.3 The Chairperson shall preside at all regular and special meetings of the Council.

4.4 In the absence of the Chair, the Vice-Chair shall preside at the regular and special meetings. The Vice-Chair shall be Chair of the Training Committee.

4.5 The Secretary/Treasurer shall maintain accurate minutes of all Council meetings and be responsible for general correspondence of the Council. He/She shall be responsible to notify the representatives of all meetings. Keep accurate records of funds, and report at regular meetings on the status of those funds. The Secretary/Treasurer shall perform the duties of the Chairperson on the absence of both the Chairperson and the Vice-Chairperson.

4.5.1 The Secretary/Treasurer shall submit the next years budget to the Council by September of the previous year.

4.6 Any vacancies in the above offices shall be filled within 45 days of any such vacancy, by majority vote of the representatives present at the next regular Council meeting for the unexpired term of the office.

4.7 The representatives from the Mason County Council to the Northwest Regional EMS Council shall be recommended in compliance with the Department of Health rules and regulation and shall serve a two-year term.

Article V: Meetings

5.1 Meetings of the Council shall occur no less the nine (9) times per year.

5.2 The calendar year for the Council shall be January 1 through December 31.

5.3 A quorum shall consist of nine (9) established voting representatives or alternates in attendance. Voting shall be by established representatives or in the absence of such representatives, by established alternates present at the meeting.

5.4 Regular meetings shall be held on the third Thursday of each month, at a time and place agreeable to the council majority.

5.5 Special meetings may be called by the Chairperson or vote of the majority of officers with at least ten (10) days written or electronic advanced notice. All representatives shall be notified with a least ten (10) days written or electronic notice.

5.6 Meetings of the Council and committees shall be conducted in accordance with Robert's Rules of Order (The Modern Edition, 1989)

Article VI: Committees

6.1 A committee may be selected ad hoc or a standing committee and shall consist of no more the seven (7) Representatives

6.2 The Training Committee shall be appointed by the Chair with approval of the Council at the January Meeting and shall serve the ensuing two-year term.

6.3 Special committees shall be appointed by the Chair as needed.

6.4 The Council Chairperson is an ex-officio representative of all committees.

6.5 The committee chairperson shall appoint representatives of his/her committee with the approval of the council.

6.6 Committees are advisory to the Council and shall have no decision-making authority

Article VII: Amendments

7.1 By-Laws shall be reviewed every two years (even numbered years). The By-Laws Committee shall be appointed by the Chairperson, as per Article VI.

7.2 The By-Laws may be repealed or amended by an affirmative vote of the majority of the Council in a formal vote of the Council. Council representatives shall be notified in writing or electronic notice at least thirty (30) days prior to the meeting at which the vote is to be taken.

Signed this 18th day of June, 2009

Council Chair

By-Laws Committee Chair

Council Vice-Chair

Council Secretary/Treasurer