

**COUNTY OF LOS ANGELES
EMERGENCY MEDICAL SERVICES COMMISSION**

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BYLAWS

Article I. General Commission Description

- A. The Emergency Medical Services Commission (EMSC) acts in an advisory capacity to the Board of Supervisors and the Department of Health Services under County Ordinance Chapter 3.20.
- B. The Chairperson shall have general supervision of all matters pertaining to the EMSC.
- C. A Commissioner shall not take any action on behalf of, or in the name of, the EMSC unless specifically authorized to do so by the EMSC.
- D. All EMSC meetings shall be open to the public. This policy shall be stated on all agendas.
- E. EMSC agendas shall be posted ten calendar days in advance of the meeting.

Article II. Officers

The Officers shall consist of a Chair and a Vice Chair to be elected by the EMSC at its January meeting. Officers shall serve a term of one year or until their successors are elected. No EMSC member may serve more than two full terms in succession

Article III. Election and Replacement of Officers

- A. Election of Officers:
 - 1. At the November meeting, the Chair shall appoint three Commissioners to be a Nominating Committee, subject to the approval of the EMSC.
 - 2. At the January meeting, the Nominating Committee shall present a slate of candidates for the offices of Chair and Vice Char. Additional nominations may be made from the floor if the nominee agrees to serve.
 - 3. An election shall be conducted at the January meeting. If there is only one nominee for an office, the Chair can declare that the nominee is elected; otherwise, election shall be by majority vote of the Commission.

B. Replacement of Officers

1. If, for any reason, the Chair is unable to complete their term of office, the Vice Chair becomes Chair for the remainder of the term.
2. If, for any reason, the Vice Chair is unable to complete their term of office, a new Vice Chair shall be chosen immediately as follows:
 - a. The Chair shall appoint three commissioners to be a Nominating Committee, subject to the approval of the EMSC.
 - b. The Nominating Committee shall present a slate of candidates for the office of Vice Chair at the first regular meeting following their appointment.
 - c. Additional nominations may be made and the election shall be conducted in compliance with Article III, A, Sections 3 and 4 of these Bylaws.
 - d. If neither the Chair nor Vice Chair is able to preside at any EMSC meeting, the following committee chairs shall serve as Chair Pro Tempore in the order listed:
 - i. Chair, Provider Agency Advisory Committee
 - ii. Chair, Base Hospital Advisory Committee
 - iii. Chair, Data Advisory Committee
 - iv. Chair, Education Advisory Committee

Article IV. Duties of Officers

A. The Chair shall:

1. Preside at all meetings of the EMSC.
2. Rule on all points of order.
3. Appoint the chair of each committee.
4. Be an ex-officio member of all committees.
5. Represent the EMSC at public functions or appoint an EMSC member to do so on their behalf.
6. Approve of all ministerial EMSC matters.
7. Sign all official documents.
8. Ensure that minutes are maintained.

B. The Vice Chair shall:

1. Perform the duties of the Chair in their absence.
2. Perform other duties as assigned to them by the Chair or the EMSC.

Article V. Committees

To facilitate operations and assure thorough coverage of EMSC duties and responsibilities, the EMSC structure shall include the following standing committees:

A. Standing Committees

1. Provider Agency Advisory Committee

This committee is responsible for all matters regarding prehospital licensure, certification and accreditation, policy development pertinent to the practice, operation and administration of prehospital care and the educational components associated with the delivery of prehospital care.

- a. Chaired by an EMS Commissioner.
- b. Two or more EMS Commissioners.
- c. One representative from each major department and public geographic region:
 - i. Area A - Western Region
 - ii. Area B - Los Angeles County Fire Department
 - iii. Area C - Northern Region
 - iv. Area E - Southeast Region
 - v. Area F - Long Beach Fire Department
 - vi. Area G - South Bay Region
 - vii. Area H - Los Angeles Fire Department
- d. One currently employed paramedic coordinator, selected by the Los Angeles County Ambulance Association (LACAA).
- e. One prehospital care coordinator selected by the Base Hospital Advisory Committee.
- f. One public sector paramedic routinely assigned to an Advanced Life Support (ALS) Unit, selected by the Los Angeles Area Fire Chiefs Association (LAAFCA).
- g. One private sector paramedic routinely assigned to an ALS Unit selected by the LACAA.
- h. One provider agency medical director selected by the Medical Council.
- i. One program director from an approved Paramedic Training program selected by the EMS Agency.
- j. One program director from an approved EMT Training program selected by the EMS Agency.

2. Base Hospital Advisory Committee

This committee is responsible for all matters regarding MICN certification and policy development pertinent to the practice, operation and administration of prehospital care.

- a. Chaired by an EMS Commissioner.
- b. Two or more EMS Commissioners.
- c. Two currently employed base hospital prehospital care coordinators from each of the major geographic regions.
 - i. Northern Region
 - ii. Southern Region
 - iii. Western Region
 - iv. Eastern Region
 - v. County Region
- d. One provider agency representative selected by the Provider Agency Advisory Committee.
- e. One base hospital medical director selected by the Medical Council.
- f. One currently employed MICN selected by the Association of Prehospital Care Coordinators (APCC).

3. Data Advisory Committee

This committee is responsible for all matters regarding quality of prehospital data, report generation, prehospital research and policy development impacting TEMIS.

- a. Chaired by an EMS Commissioner
- b. Two or more EMS Commissioners.
- c. One base hospital administrator or assistant administrator, or a non-administrator duly authorized to represent a base hospital administrator/assistant administrator selected by the Hospital Association of Southern California (HASC).
- d. One public sector paramedic provider representative selected by the Provider Agency Advisory Committee.
- e. One public sector paramedic provider representative selected by the Los Angeles County Fire Department.
- f. One public sector paramedic provider representative from the Los Angeles Fire Department.
- g. One public sector paramedic provider representative from the Long Beach Fire Department.
- h. One private sector paramedic provider representative selected by the LACAA.
- i. One prehospital care coordinator selected by the Base Hospital Advisory Committee.
- j. A trauma program manager and one physician selected by the Trauma Hospital Advisory Committee.
- k. One base hospital medical director selected by the Medical Council.
- l. One fire chief selected by the LAAFCA.

B. Scope and Responsibilities of Standing Committees

1. Standing committees shall review, evaluate and make recommendations on issues relating to emergency medical services as referred to them by the Commission or on their own initiative. No action undertaken by any committee shall be deemed official unless and until it has been approved by the Commission.
2. The Chair, with the consent of the EMSC, may assign any matter to more than one committee, and those committees may function jointly with respect to that specific matter.

C. Officers and Composition of Standing Committees

1. The chair of each standing committee shall be a commissioner appointed by the EMSC Chair.
2. The term of each standing committee chair shall be one year. No chair shall serve more than two consecutive terms.
3. At least two commissioners shall serve on each standing committee.
4. No individual shall serve on more than two standing committees.
5. Each standing committee member may have an alternate except for the Base Hospital Advisory Committee, which has one alternate member per region. The alternate member votes or brings motions only when the regular member is not present.

D. Activity Requirements

1. Committees will be responsible for their own activities, including the location and frequency of meetings, designation of alternate chairs, and formation and composition of subcommittees, if desired. Generally, the committees meet during alternate months from the EMSC.
 - a. Minutes of committee meetings shall be maintained and distributed to all commissioners ten calendar days before the regular EMSC meeting.
 - b. At the EMSC's May meeting, each standing committee will submit its plans, priorities and activities for the year.
 - c. At the EMSC's July meeting, each standing committee will submit a report of the activities, findings and recommendations related to its goals.

E. Special Committees

1. A special committee may be appointed at the discretion of the EMSC Chair only if the following conditions are met:
 - a. The task will be short term.
 - b. The assignment falls outside the scope of the standing committees.
2. The special committee chair will be appointed by the EMSC Chair with the approval of the EMSC.
3. The EMSC Chair will determine the composition of the Special Committee in consultation with the Special Committee Chair. The Special Committee may include non-Commission members.
4. Special committees will be responsible for their own activities including location and frequency of meetings, designation of an alternate chair, and formation and composition of the subcommittees, if desired. Minutes of committee meetings will be written promptly and distributed to all EMSC members in a time frame determined by the EMSC.

Article VI. Meetings

- A. Regular meetings of the EMSC shall be held at 1:00 P.M. on the third Wednesday of each odd month. If any regular meeting falls on a holiday, the regular meeting shall be held one week later.
- B. A quorum is required for any official business, including regular and special meetings. A quorum shall consist of a majority of the sworn commissioners. Five commissioners constitute a quorum when the EMSC is hearing a matter under its arbitration function, as described in County Code Chapter 3.20, Section 3.20.070, Subsection 9.
- C. Special EMSC meetings may be held on call of the Chair or any five members of the EMSC. The call shall be by telephone notice to all EMSC members not less than three days prior to the date set for the meeting. The telephone notice must specifically set forth the subject matter of the meeting, and no other subject matter may be considered at the meeting.
- D. Executive sessions will be in accordance with provisions found in the State and local laws that govern such sessions.
- E. Unless the voting on a motion is unanimous, the Secretary shall conduct a roll call vote.

- F. Unless otherwise prescribed by these Bylaws, all EMSC meetings and all committee meetings shall be governed by Robert's Rules of Order, Revised.

Article VII. Amendments

These Bylaws may be amended by a three-fourths (3/4) vote of the sworn members of the EMSC if notice of intention to amend the Bylaws, setting forth the proposed amendments, has been sent to each member of the EMSC not less than ten days before the date set for consideration of the amendments.

Adopted by the Commission 7/15/81

Amended: 3/17/82; 2/16/83; 2/15/84; 1/16/85; 3/19/86; 10/15/86; 4/18/90; 3/17/93; 7/17/96; 11/17/99; 5/19/04; 7/20/05; 11/17/10, 9/18/19