

**EDUCATION AND TRAINING ADVISORY SUBCOMMITTEE BYLAWS****I. NAME:**

The name of this organization will be the Emergency Medical Services (EMS) Education and Training Advisory Subcommittee "Education & Training" of Orange County hereinafter referred to as the EMS Education and Training Subcommittee.

**II. PURPOSE:**

Section 1. The Education and Training committee is established by the County of Orange Emergency Medical Services to monitor, study, evaluate, advise, coordinate and make recommendations related to the education and training of prehospital care personnel to the Medical Director

Section 2. Mission Statement: To advise and endorse efforts to implement quality initial educational programs, continuing education, and ongoing updates for prehospital care personnel.

**III. MEMBERSHIP:**

Section 1. The composition of the membership will include representatives of those, educational provider agencies and professional specialties/groups as defined and approved by the EMCC (Policy #120.20).

Section 2. Members shall be recommended by the representative provider specialty/group and approved by the EMCC chairman.

Section 3. Members shall serve for two years. Members may serve for consecutive terms. Terms shall start in January of each year.

Section 4. Any member who fails to attend three consecutive meetings, or who fails to attend two-thirds of the annual meetings, unless excused by the chairman, shall automatically vacate the position.

**IV. OFFICERS**

Section 1. The officers of Education and Training shall be a Chairperson, a Vice Chairperson, and an OCEMS Staff serving as Secretary.

Section 2. The Chairperson and Vice Chairperson of Education and Training shall be elected by the committee, approved by the Medical Director and appointed by the Emergency Medical Care Committee in January every two years. No person shall serve for more than two consecutive terms in either position.

Section 3. The Secretary shall be assigned by the OCEMS Program Manager.

Section 4. Duties of Officers:

- (a) Chairperson: The chairperson shall, when present, preside at all meeting of Education and Training
- (b) Vice Chairperson: In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and shall exercise the powers and duties of the Chairperson.

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(c). Secretary: The Secretary shall be an ex-oficio, non-voting member and cause to be kept all minutes of all meetings of the Education and Training committee.

V. MEETINGS:

Section 1. Regular meeting of Education and Training shall be held quarterly in January, April, July and October on the first Wednesday of the month at a time and place designated by the Chairperson. The frequency of the meetings may be modified at the discretion of the Chairperson.

Section 2. A quorum consisting of at least one more than one-half the total membership of the Education and Training subcommittee must be in attendance before any business can be transacted at regular or special meetings.

Section 3. The Subcommittee meetings are governed by the Brown Act and shall therefore be conducted as open meetings.

Section 4. The committee shall be governed by Robert's Rules of Order.

VI. TASK FORCE:

Section 1. Interim task forces may be established as needed to address defined issues or as directed by the chairperson or OCEMS medical director.

Section 2. Task forces and provider specialties/group shall be responsible for publishing their own agenda and developing minutes with submission of those minutes to the Education and Training Subcommittee.

VII. STAFFING:

Section 1. The subcommittee shall be staffed by the OCEMS Medical Director, Program Manager, and a designee who will serve as Secretary. OCEMS shall be responsible for advising the subcommittee of administrative and medical control issues as defined by State and County regulations and locally identified needs.

VIII. VOTING REQUIREMENTS:

Section 1. The chairman of the Subcommittee shall review all agenda action items prior to the scheduled meeting. The chairman will determine which items are administrative or medical in nature and direct the committee voting powers in the following manner:

Section 2. The chairman will cast a vote only to break a tie

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