

**EMERGENCY MEDICAL CARE COMMITTEE BYLAWS**

(Approved by the Board of Supervisors)

**I. Name of Organization**

A. The name of this organization shall be the Orange County Emergency Medical Care Committee, hereinafter referred to as, "EMCC".

B. The official location and mailing address of the EMCC, shall be:

Emergency Medical Service
8300 Marine Way, Suite 200
Irvine, CA 92618

II. Establishment of EMCC

The members of the EMCC are appointed by the Orange County ("County") Board of Supervisors ("Board") pursuant to Health and Safety Code Section 1797.272 and shall have such duties as are described therein as of the date these Bylaws are adopted by the Board of Supervisors or hereinafter, amended by said Board.

III. Purpose and Function

A. In accordance with Health and Safety Code section 1797.274, the EMCC shall at least annually review the operations of each of the following:

- a. Ambulance services operating within the County.
- b. Emergency medical care offered within the County, including programs for training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques.
- c. First aid practices in the County.

B. In accordance with Health and Safety Code section 1797.276, the EMCC shall at least annually, report to the Emergency Medical Services Authority, and the local EMS agency, its observations and recommendations related to its review of the ambulance services, emergency medical care, and first aid practices, and public participation in such programs in the County.

C. In accordance with Health and Safety Code section 1797.276, the EMCC shall also submit its observations and recommendations as set forth in Section III.B. to the Board.

D. In accordance with Health and Safety Code section 1797.276, the EMCC shall act in an advisory capacity to the County Board of Supervisors and to Orange County Emergency Medical Services on all matters in related to emergency medical services in Orange County.

IV. Appointment and Membership

A. Membership of the EMCC is to be composed as follows:

1. There shall be seventeen voting members that will comprise the EMCC from the following categories:
 - (a) One member nominated by each member of the Orange County Board of Supervisors
 - (b) City Selection Committee, Orange County Chapter
 - (c) American Red Cross, Orange County Chapter
 - (d) Hospital Association of Southern California, Orange County Region
 - (e) Orange Coast Emergency Nurses Association
 - (f) Orange County Medical Association (Emergency Room Physician)

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- (g) Southern California Ambulance Association
- (h) Orange County Behavioral Health Board
- (i) Orange County Business Council
- (j) Orange County City Managers Association
- (k) Orange County Fire Chiefs Association
- (l) Orange County Medical Association
- (m) Orange County Police Chiefs & Sheriffs Association

B. Qualifications for EMCC Membership

1. The following criteria will be used for all membership appointments:
 - a. For organizations listed in Section A.1.c through m, the respective organizations may submit nominations, to the Board for appointment to the EMCC. The representative for Section A.1.f by the Orange County Medical Association.
 - b. Residency and Voting Requirements: Except where the Board finds it in the best interest of the County to waive voter and residency requirements, all members of the EMCC shall be:
 - i. registered voters in the County; and
 - ii. for Section A.1.a, reside in the district of the nominating member of the Board of Supervisors, unless Supervisor representing the district where the nominee resides provides consent for the nominations.

C. Length of EMCC Membership

1. For EMCC members that fall under Section A.1.a category, their appointments shall be for a term concurrent with the term of office of the nominating member of the Board of Supervisors. A member of the EMCC whose term of office is expiring with that of the nominating supervisor shall have the option of reapplying for membership for appointment.
2. All at-large EMCC member appointments shall be for a period of two years.
3. a. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
b. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.

V. EMCC Officers**A. EMCC officers shall consist of**

1. A Chairperson, a Vice Chairperson, and a Secretary. Except for a member of the Board, the Chairperson and Vice Chairperson of the EMCC shall not be an employee of the County of Orange and shall be elected by the EMCC in January of each year. No person except a member of the Board, shall serve as either officer for more than two consecutive terms in either position.
2. Duties of Officers:
 - (a) Chairperson: The Chairperson shall, when present, preside at all meetings of the EMCC. The Chairperson shall have further power and duties as may be assigned by the EMCC and the Orange County Board of Supervisors.
 - (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. The Vice

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Chairperson shall have other duties and powers as may be assigned by the EMCC and the Orange County Board of Supervisors.

- (c) Secretary: The Secretary shall cause to be kept that all minutes of all meetings of the EMCC.
3. Terms for officers of the EMCC shall be for one year.
 4. No person, except a member of the Board, may serve simultaneously as Chair for two or more board, commission or committee that is governed by the Board.
 5. No person, except a member of the Board, may serve simultaneously as Chair for two or more board, commission or committee that is governed by the board.
 6. Election of EMCC officers shall be held annually during the last EMCC meeting of each calendar year by majority vote, a quorum being present.

The Chairperson shall appoint a Nominating Committee as provided in these Bylaws in November of each year to prepare and submit to the EMCC for election the names of officers for each succeeding year. The Nominating Committee shall make their submittal to the EMCC on or before December 15th of each year.

VI. Duties of Members

- A. Members shall attend meetings of the EMCC.
- B. Members shall notify Orange County Emergency Medical Services of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled meeting, indicating good and sufficient reasons for the absence.
- C. In the performance of its responsibilities, the EMCC shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state or federal laws. EMCC members shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- D. EMCC members shall operate strictly within the designated purposes and functions of the EMCC, as specified in Section III. above.

VII. Committees and Subcommittees

- A. There shall be an Executive Committee comprised of
 1. EMCC Chair
 2. EMCC Vice chair
 3. EMCC Committee Chairs

The Executive Committee shall hold meetings at the request of Chair. The Executive Committee shall review the EMCC bylaws and suggest amendments to the EMCC membership in accordance with Section XII, below.

- B. Ad Hoc Committees: The Chairperson may establish ad hoc committees of less than a quorum of the EMCC's membership to accomplish time-limited tasks that support the goals of the EMCC.

Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

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- C. Subcommittees: Special subcommittees may be appointed by the Chairperson when deemed necessary to carry on the work of the EMCC.
1. There shall be established the following standing committees of the EMCC. The members of which shall be appointed by the Chairperson:
 - (a) Facilities Advisory Subcommittee
 - (b) Education and Training Advisory Subcommittee
 - (c) County Prehospital Advisory Subcommittee
 - (d) Transportation Advisory Subcommittee

VIII. Meetings and Actions

- A. The EMCC shall, at its first meeting of each year, adopt a schedule regular meetings and transmit that schedule in writings to members, the Board, and the public at large.
- B. All EMCC meetings shall be open, public, and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq., as amended and held at a location within Orange County, California that satisfies the access requirements of the American with Disabilities Act.
- C. Special meetings of the EMCC may be called either by the Chairperson or at the request of a majority of EMCC members. Notice of special meetings shall:
 1. be delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
 2. state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- D. Quorum Requirements:
1. Quorum requirements are as follows:
 - a. General Meetings: Quorum shall be no less than 50% + 1 of the membership.
 - b. Executive Committee: Quorum shall be no less than 50% + 1 of the Executive Committee membership. However, if there are unfilled vacancies in the membership of the Executive Committee, then the quorum requirement will be proportionately reduced.
 - c. Standing Committees and Subcommittees: Quorum shall be no less than 50% + 1 of the membership.
- E. Voting Majority: Decisions and acts made by majority vote of the EMCC members provided by these bylaws.
1. EMCC members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote” – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example, If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.

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- F. Minutes: The staff of Orange County Health Care Agency shall prepare and publish the minutes for each meeting of the EMCC.

IX. Removal and Resignation of Members

- A. Removal: The Board may, at any time and without cause, remove any EMCC member from office prior to the expiration of his/her term of office by majority vote of the Board.
- B. Resignation: Resignation of EMCC members shall be effected by a written letter of resignation submitted to EMCC Chair and to the Board.
- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies with 10 days of learning the existence of such vacancy.

X. Authority

- A. Parliamentary Authority: The EMCC Chair shall reside and manage EMCC meetings; use parliamentary procedure consistent with these bylaws, any special rules of order the EMCC may adopt and any applicable County, state, or federal law.
- B. When circumstances demand that action be taken before the next scheduled EMCC meeting the EMCC may authorize and grant its full authority to any standing committee to act on its behalf to make specific, limited, independent recommendations to the County, a quorum of the EMCC being present.
 1. Such actions taken on behalf of the EMCC by a committee will be presented as an information item at the next EMCC meeting.
 2. Such actions will not require further action by the EMCC.
- C. Executive Committee – When unforeseen circumstances demand that action be taken before the next scheduled EMCC Meeting, the Executive Committee is authorized to take action on behalf of the EMCC.
 1. EMCC members shall be notified either in writing or electronically within 72 hours of such Executive Committee action.
 2. Such action is subject to review and ratification by the general EMCC membership at its next meeting.
- D. Standing and Ad Hoc Committees
 1. Standing and ad hoc committees shall have no independent authority and shall be limited to exercising only those specific functions granted to them by the EMCC.
 2. No standing or ad hoc committee shall have independent authority to commit the EMCC to any policy or action without the prior approval of the general membership of the EMCC.

XI. Conflict of Interest

- A. Members of the EMCC and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
- B. Members of the EMCC shall not vote nor attempt to influence any other EMCC member on a matter under consideration by the EMCC or any of its committees or subcommittees.
 1. Regarding the provision of services by such member (or by an entity that such member represents; or

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2. That would provide direct financial benefit to such member or the immediate family of such member;
 3. Engage in any activity constituting a conflict of interest under County, state, or federal law.
- C. If a question arises as to whether a conflict exists that may prevent a member from voting, the EMCC Chair or designee may consult with designated County staff to assist them in making that determination.
- D. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the EMCC shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the EMCC.
- E. Neither EMCC nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem or any other identifier of EMCC.
- F. No assets or assistance provided by County to EMCC shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

XII. Adoption and Amendment of Bylaws

- A. Adoption. An affirmative vote of at least 50% +1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval. Any amendments to the Bylaws become effective upon approval by the Board.
- B. Amendments:
 1. Any EMCC member or the Executive Committee may propose amendments to these Bylaws.
 2. Proposed amendments shall be submitted in writing and made available to each member of the EMCC no less than five days prior to consideration before a vote can be taken.
 3. An affirmative vote of EMCC membership, as noted in Section A, above, is required to recommend Bylaws amendments for Board approval.

XIII. Severability

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

XIV. Staffing Support

Staff support from the Health Care Agency shall be provided to support the EMCC in conjunction with the work of the EMCC.

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**XV. Effective Date**

These Bylaws shall be effective upon approval by the Board of Supervisors.

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| • Approved by Resolution # <u>76-581</u> | Date: <u>April 27, 1976</u> |
| • Amended by Resolution # <u>76-599</u> | Date: <u>May 4, 1976</u> |
| • Amended by Resolution # <u>76-1458</u> | Date: <u>September 28, 1976</u> |
| • Amended by Board Minute Order
<i>(Added representative of Paramedic Base Hospital)</i> | Date: <u>September 28, 1979</u> |
| • Amended by Resolution # <u>80-314</u>
<i>(Clarified intent that all EMCC appointments be for two years from date of Board action)</i> | Date: <u>March 4, 1980</u> |
| • Amended by Board Minute Order
<i>(Bi-monthly meetings)</i> | Date: <u>September 11, 1984</u> |
| • Amended by Board Minute Order
<i>(Terms of existing members shall expire June 30, 1985)</i> | Date: <u>March 12, 1985</u> |
| • Amended by Board Minute Order
<i>(Terms of members shall be staggered effective July 1, 2001)</i> | Date: <u>August 21, 2001</u> |
| • Amended by Board Minute Order
<i>(Revised to reflect new bylaws template and revisions to representation groups in accordance with State law effective October 22, 2024)</i> | Date: <u>October 22, 2024</u> |

Approved:

Carl H. Schultz, MD
OCEMS Medical DirectorMichael Noone, NRP
Assistant OCEMS Administrator