



## TRANSPORTATION ADVISORY SUBCOMMITTEE BYLAWS

### I. NAME:

The name of this subcommittee of the EMERGENCY MEDICAL CARE COMMITTEE (EMCC) shall be

### THE TRANSPORTATION ADVISORY SUBCOMMITTEE

### II. MISSION STATEMENT:

To advise and endorse efforts to ensure a quality emergency medical services transportation system for Orange County.

### III. MEMBERSHIP:

The composition of the membership will include representatives of those medical, nursing, provider agencies and professional specialties/groups as defined and approved by the EMCC (Policy #140.20).

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

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

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

### IV. QUORUM:

A quorum shall consist of at least one more than one half of the total subcommittee members. Appointed members shall be allowed one vote with a simple majority required to transact business. An alternate designated as the representative of the provider specialty/group, shall be allowed one vote in the absence of the member.

### V. PARLIAMENTARY PROCEDURE:

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

### VI. CHAIRMAN:

The chairman shall be recommended by the Medical Director and appointed by the EMCC chairman and shall serve until a successor is appointed.

### VII. TASK FORCES:

Short term ad hoc committees and task forces may be established as needed to address defined issues.

Task forces ad hoc committees and provider specialties/groups shall be responsible for publishing their own agenda and developing minutes with submission of those minutes to the Transportation Advisory Subcommittee. Task forces and provider specialties/groups will not be staffed by OCEMS staff.



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### VIII. STAFFING:

The subcommittee shall be staffed by the OCEMS Medical Director and Program Director or designee as ex-officio members who will prepare an agenda and develop minutes. OCEMS staff shall be responsible for advising the subcommittee of administrative and medical control issues as defined by State and County regulations and locally identified needs.

### IX. MEETINGS:

Regular meeting of Transportation Advisory Subcommittee 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.

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

### X. VOTING REQUIREMENTS:

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:

- A. Administrative items shall be voted on and pass by simple majority of the members.
- B. Medical control items shall be deferred to the Medical Director.
- C. The chairman will cast a vote only to break a tie.

### Approved:

Carl Schultz, MD, FACEP  
OCEMS Medical Director

Tammi McConnell, MSN, RN  
OCEMS Administrator

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