

**FACILITIES ADVISORY SUBCOMMITTEE BYLAWS****I. NAME:**

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

THE FACILITIES ADVISORY SUBCOMMITTEE**II. MISSION STATEMENT:**

To advise the EMCC and OCEMS on policies and procedures relating to planning, categorization, monitoring, and evaluation of Orange County paramedic receiving centers and specialty care centers.

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 110.20).

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-thirds 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.

Approved:

Bru Iby *Darlene Jolivette*

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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 **Facilities Advisory Subcommittee**. Task forces and provider specialties/groups will not be staffed by OCEMS staff.

VIII. STAFFING:

The subcommittee shall be staffed by the OCEMS Medical Director and Program Director or designee 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:

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 a simple majority of the members.
- b. Medical control items shall be voted on and pass by a simple majority of the licensed physicians present.

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

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