

**BYLAWS OF THE SAN MATEO COUNTY  
EMERGENCY MEDICAL CARE COMMITTEE**

**I. PURPOSE**

The Emergency Medical Care Committee shall submit its observations and recommendations to the San Mateo County Board of Supervisors which it serves and shall act in an advisory capacity to the Board of Supervisors, and to the local EMS Agency, on all matters relating to emergency medical services as directed by the Board of Supervisors.

**II. CHARGE**

The Emergency Medical Care Committee shall at least annually, report to the State Emergency Medical Services Authority and the local EMS Agency its observations and recommendations relative to its review of the emergency medical services system in San Mateo County. This review will include, but not be limited to,

- Emergency medical response to include call receipt and dispatch, first response, ambulance transportation, hospital emergency departments, trauma care and other specialty centers
- Ambulance services operating within the County.
- Voice and other electronic communications capabilities within the EMS system
- Community education in emergency medical care such as CPR, Automated External Defibrillation, first aid, injury prevention.
- Medical/Health Disaster Plan
- Review and comment on Federal, State, and County legislation
- Review and comment on contracts with prehospital and hospital providers

**III. MEMBERSHIP**

The membership of the Emergency Medical Care Committee for San Mateo County shall consist of:

- A. One (1) representative of the San Mateo County Hospital Administrators.
- B. One (1) representative of the San Mateo County Medical Society.
- C. Two (2) Fire Service representatives, at least one of which will be a representative of the San Mateo County Fire Chiefs Association.
- D. One (1) representative of the American Heart Association, local chapter thereof.
- E. One (1) representative of the American National Red Cross, local chapter thereof.
- F. One (1) physician who is currently an emergency physician at a San Mateo County

receiving hospital.

- G. One (1) registered nurse who is currently an emergency nurse at a San Mateo County receiving hospital.
- H. One (1) representative of the California Highway Patrol.
- I. One (1) representative of the San Mateo County Area Office of Emergency Services.
- J. One (1) representative of the County of San Mateo Public Safety Dispatch Center.
- K. Health Officer
- L. Coroner
- K. One (1) certified and accredited San Mateo County EMT-Paramedic, who shall be employed as a field care EMT-Paramedic by the county-wide exclusive emergency ambulance contractor.
- L. One (1) representative of the county-wide exclusive emergency ambulance contractor.
- M. One (1) representative of the San Mateo County Police Chief's Association.
- N. Five (5) consumer representatives who have no pecuniary or professional interest in emergency medical care.

The members shall be appointed by the Board of Supervisors for terms of four (4) years each, not to exceed three (3) consecutive terms.

The EMCC will prepare an annual report of membership for the Board of Supervisors. The report will recommend appropriate changes in membership composition and will indicate members with poor attendance records.

Voting rights may only be executed by the appointee.

#### **IV. ATTENDANCE**

Members in good standing should have no more than two (2) consecutive absences and they should attend at least fifty percent (50%) of the actual meetings held during any consecutive twelve (12) month period.

Members failing to maintain the minimum attendance requirements may be removed from membership on the committee by majority vote. The chairperson of the EMCC will notify the Clerk of the Board of Supervisors of the vacancy. The sponsoring agency will be asked to recommend a replacement for the vacant position.

Resignation from the EMCC must be submitted in writing to the Chair of the EMCC, who shall notify the Board of Supervisors.

## **V. OFFICERS**

The officers of the EMCC shall be the Chair, a Vice-Chair, and a Secretary.

Officers shall be elected by the EMCC for one year terms.

Nominations will be solicited at the first regular EMCC meeting of the year and published in the minutes. The election of officers shall be carried out at the next regularly scheduled meeting of the full EMCC. An individual must receive a simple majority vote of those members in attendance at the meeting in which the election is conducted.

Officers may be elected to consecutive terms.

Officers shall preside over meetings of the EMCC.

## **VI. QUORUM**

A quorum for the EMCC shall consist of half the current membership plus one.

A minimum of six (6) members shall be required to pass a motion.

## **VII. STANDING SUB-COMMITTEES**

Standing sub-committees shall be appointed by a quorum of the EMCC.

At least one member of each sub-committee shall be a member of the EMCC.

Sub-committee Chair shall be appointed by the Chair of the EMCC annually and may be appointed for consecutive terms.

Additional sub-committees or task forces may be appointed at any time as deemed appropriate by the EMCC.

## **VIII. MEETINGS**

The EMCC shall conduct regularly scheduled noticed meetings.

Additional meetings of the EMCC shall be called as necessary by the Chair or Vice-Chair.

Standing sub-committees shall meet at least quarterly.

## **IX. PARLIAMENTARY PROCEDURE**

All meetings will be held in an open manner in accordance with Government Code Sections 54950-54961.

A simple majority of those present, given a quorum, is needed to pass a motion unless

otherwise specified in the EMCC By-Laws.

By a majority vote of the total membership, the committee may amend its By-Laws, except for the composition of membership which shall only be modified by the Board of Supervisors.

The Chair, with the consent of the majority of the EMCC, may establish rules of order for committee meetings during his/her term.