

01/18/16

**By – Laws**  
**Of**  
**Tioga County Emergency Medical Services Council**

**Article 1-Name**

The name of this organization be **“Tioga County Emergency Medical Services Council”**, hereafter referred to as **“The Council”**.

**Article 11 – Office**

The principal office of The Council shall be fluid in location remaining within The Council membership jurisdiction(s)

**Article 111 – Purpose**

The purpose of The Council shall be to foster, coordinate, implement, organize and oversee the delivery of quality pre-hospital emergency medical services to the citizens, and visitors of Tioga County, Pennsylvania and the immediate surrounding area. Collaboration for this well rounded, organized and quality system will be with all appropriate local, state and federal organizations.

**Article IV – Members**

**Section 1:** The members of The Council shall be comprised of any member in good standing of any organization that is identified by dispatch procedures and/or contractual agreements, as the primary ALS and or BLS agency responsible to a municipality within the legal boundaries of Tioga County, Pennsylvania.

**Section 2:** Each member organization will be tasked with providing The Council the names of a primary and alternate representative. The primary representative named by the member organization shall be the only authorized vote for that member organization on matters during council meetings. Only in the absence of the primary representatives shall the alternate representative assume these duties, In such cases where the primary and alternate

representative are absent, an ex officio may assume the responsibilities provided they present to the President of The Council documentation on their member organization letter head stating such prior to the call to order of the meeting.

**Section 3:** All members must be a Pa Department of Health current certification holder at or above the EMR level.

## **Article V – Executive Offices**

**Section 1:** The Executive Office of the Council shall consist of ; Chairman, Vice –Chairman, Secretary/Treasurer and 3 Trustees and shall also constitute the Board of Directors of the Council.

**Section 1.1:** The Chairman shall preside at all meetings of The Council and Board of Directors and is responsible for the effectiveness of all of the Council business. The Chairman shall be an ex officio member, without vote, of all subcommittees, subgroups, and task forces.

**Section 1.2:** The Vice-Chairman, only in the absence of or under the direction of the Chairman, will assume all duties outlined under Section 1.1.

**Section 1.3:** The Secretary/Treasurer shall attend all meetings of The Council, Board of Directors, committees and task forces and keep organized and accurate records of all attendance, votes and minutes of all proceedings. The Secretary/Treasurer shall keep organized and accurate contact information for all members of The Council. The Secretary/Treasurer shall communicate meeting minutes to members of The Council no more than 14 days following any meeting. The Secretary/Treasurer shall communicate date, time and location of all regular meetings to all members of The Council not less than 10 days prior to the meeting. The Secretary/Treasurer shall keep accurate record of all financial statements, income and expenditures

**Section 1.4:** Trustees shall provide liaison between members of The Council, Board of Directors or any other group addressing The Council to insure proper communication coordination and collaboration on matters relating to the accomplishment of the purpose of The Council. Trustees shall provide liaison during grievances should any arise.

**Section 2:** Elections shall take place at the last regularly scheduled meeting of each calendar year. In order to be considered for an executive office, one must have been actively involved in at least 75% of the previous 12 month activities of The Council . Executive officers shall be elected to a term of 1 year. Their term shall begin at the adjournment of the meeting in which elections were held.

**Section 3:** All vacancies shall be advertised amongst eligible members of The Council. The Board of Directors will review those expressing interest to fill a vacancy and will make an appointment of an eligible member to fill the vacancy for the remainder of the original term.

## **Article VI – Meetings**

**Section 1:** The most current edition of Roberts Rules of Order shall dictate the parliamentary procedures carried out during all meetings of The Council. A current edition shall be on hand at all meetings for reference should an issue arise.

**Section 2:** Regular meetings of The Council shall be held on a quarterly basis, the following months, (January, April, July, and October). Meetings will be held on the third Thursday and begin promptly at 1900 hours.

**Section 3:** Special meetings may be called at the discretion of the Board of Directors. Special meetings shall be communicated with all members of The Council not less than 48 hours prior to the call to order.

**Section 4:** All regular meetings are open forum and the public including non EMS agencies are encouraged to attend.

## **Article VII – Amendments**

These by laws shall be reviewed on even numbered years beginning at the second quarter regular meeting and changes voted on at the final regular meeting of the year.