



EST. 1977

KITSAP COUNTY EMS & TRAUMA CARE COUNCIL

Driving excellence in pre-hospital emergency medical care throughout Kitsap County and Washington State.

Kitsap County Emergency Medical Services and Trauma Care Council

BYLAWS

ARTICLE I

Name of Organization

- 1.1 The organization is known as the Kitsap County Emergency Medical Services and Trauma Care Council (KCEMS&TCC).

ARTICLE II

Mission

- 2.1 To support the continuing development of high quality pre-hospital, emergency medical and trauma care services in Kitsap County.

ARTICLE III

Vision

- 3.1 The vision of the Kitsap County Emergency Medical Services and Trauma Care Council is to be the premiere EMS delivery system in Washington State.

ARTICLE IV

Objectives

- 4.1 Provide periodic comprehensive review and evaluation of the extent and quality of emergency medical services provided in Kitsap County. Areas of concern include, but are not limited to:
 - a. Pre-hospital patient care
 - b. Quality Improvement
 - c. Training
 - d. Partnerships
 - e. Public Information
 - f. Criteria Based Dispatching

- 4.2 Advise individual agencies and local officials in those matters relating to EMS.
- 4.3 Determine and set forth general policy and establish guidelines in accordance with the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).
- 4.4 Provide technical guidance and assistance in the development of the medical aspects of EMS.
- 4.5 Research, apply for, obtain, disperse, and manage grants for EMS, insuring proper distribution of equipment and materials.

ARTICLE V:

- 5.1 KCEMS&TCC is organized in accordance with RCW 70.168 and WAC 246-976-970 as the lead EMS and Trauma Care agency in Kitsap County.

ARTICLE VI

Board of Directors

- 6.1 The Board of Directors is responsible for the governance, finances, activities, services, and quality of KCEMS&TCC. The board meets regularly to:
 - a. Hear reports of staff and committees
 - b. Guide and direct all committees
 - c. Approve the council's budget
 - d. Conduct council business
- 6.2 The Board of Directors is comprised of one (1) voting member from the following agencies:
 - a. Harrison Medical Center
 - b. Fire Chief NKFR or designee
 - c. Fire Chief BIFD or designee
 - d. Fire Chief Poulsbo Fire Department or designee
 - e. Fire Chief CKFR or designee
 - f. Fire Chief Bremerton Fire Department or designee
 - g. Fire Chief SKFR or designee
 - h. Olympic Ambulance
 - i. Bremerton Ambulance
- 6.3 The EMS Council is comprised of the Board of Directors and any non-voting members appointed by the Board as deemed necessary or beneficial. Council

members may serve in any capacity, except said members may not be granted the right to vote for board elections, bylaw amendments, or budget approval or amendments, except as otherwise provided herein. The Council will have limited authority to vote on issues, but will do so to provide the Board with its recommendations in an advisory capacity. Council members may include representatives from:

- a. Hospital
- b. Prehospital Trauma Care
- c. EMS providers
- d. Local elected officials
- e. Consumers
- f. Local law enforcement
- g. Local government agencies
- h. Physicians
- i. Prevention specialists involved in the delivery of EMS/TC
- j. NW Regional Council
- k. Public Health District
- l. Kitsap County 911

ARTICLE VII

Funding

In order to do business and ensure statutory requirements, the KCEMS/TC will annually assess Contributing and Partner Agencies as outlined in the AGREEMENT FOR FUNDING. **Contributing Agencies (voting)** are public or private emergency service and/or trauma care providers operating in Kitsap County, under the protocols of the Kitsap County Medical Program Director and as referenced in Article VI 6.2. **Partner Agencies (non-voting)** are public or private emergency medical service and/or trauma care providers operating in Kitsap County, and are members of the KCEMS/TC as referenced in Article VI 6.3.

ARTICLE VIII

Duties of Officers of the Board of Directors

7.1 Chairperson

- a. Establishes the agendas for and presides at regular and special meetings of the Board of Directors and EMS Council.
- b. Serves as an Ex-officio member of all committees.
- c. Appoints committee Chairs and members.
- d. Serves as “Immediate Past Chairperson” during the first term of the succeeding chair.

7.2 Vice Chair

- a. Performs the duties of the Chair in the Chair's absence.
- b. Acts as parliamentarian.

7.3 Treasurer/Secretary

- a. Audits monthly financial activities and provides reports to the Board of Directors.
- b. Serves as a member of the Budget Committee.

ARTICLE IX Committees

8.1 The Chair appoints committees as deemed necessary. The chair may not delegate any Board authority to such committees without the approval of the Board of Directors. Examples of committees the Board may appoint from time to time include but are not limited to:

- a. The Continuous Quality Improvement Committee (CQI)
- b. The Budget Committee
- c. The Planning Committee
- d. The Bylaws Committee
- e. The Testing and Standards Committee
- f. The Human Relations Committee
- g. The Nominating Committee
- h. Medical Officers Meeting
- I. The Protocol Committee
- j. The Criteria Based Dispatch Committee

8.2 It is not necessary for committee chairs or members to be members of the Board. Committees must have a minimum of three members.

8.3 Committees maintain accurate records of the proceedings and activities of their committees.

8.4 Committee meetings are normally open to Council members and other interested parties, however the Chair may limit attendance or convene executive sessions as necessary to conduct business.

ARTICLE X Meetings

9.1 Regular Meetings: The Board of Directors meets regularly at a time and location as determined by Board members.

- 9.2 Council Meetings: The EMS Council meets regularly at a time and location determined in advance by providing 30 days' notice to members.

Special Meetings: The Chair of the Board of Directors, or a majority of Board Members may call a special meeting. Notice of the special meeting and an agenda Must be provided to each voting member of the Board of Directors at least 72 hours (Or 24 hours in emergency situations) prior to the meeting. Only such business as Is identified on the notice may be conducted at the special meeting. Delivery may be by telephone, email, fax, mail, or other manner customarily used to notify board Members of regular meeting and agenda items, provided such notice can reasonably Be expected to arrive at least one working day prior to the special meeting.

- 9.4 Meetings of the Board of Directors and the EMS Council will be guided by Robert's Rules of Order (most recent edition or a revision agreed to by the quorum).

ARTICLE XI Voting and Quorums

- 10.1 Five (5) voting members constitute a quorum for any regular meeting of the Board of Directors. In the absence of a quorum the chair may call the meeting to order and proceed with the agenda. No question may be called (motions made) during this meeting. Unless otherwise provided herein, a simple majority of the voting Board of Directors present is required for passage of motions, election of officers, and other council business.
- 10.2 Board members may participate in Board meetings via video conferencing and will be counted toward the quorum present. The following procedures shall apply to participation via video conferencing:
- a. Board members must request participation via video conferencing at least one week in advance of the next meeting to the Chair.
- 10.3 For special meetings of the Board of Directors at least seven (7) voting members must be present to constitute a quorum.

ARTICLE XII Elections

- 11.1 The Board of Directors normally conducts elections during the fourth quarter of the year. The Chair is elected in even years, and the Vice-Chair and Treasurer/Secretary are elected in odd years. Officers serve a two-year term, normally commencing at the conclusion of the meeting at which they were elected. If the office of Chairperson becomes vacant the Vice Chair assumes the position of Chairperson. In the event of a vacancy for any other office, the Board of Directors appoints a new officer to serve for the remainder of the term.

KCEMS&TCC Staff may not nominate or vote in Board elections.

- 11.2 The Nominating Committee convenes prior to the annual meeting to recruit a slate of nominees for that year's elections. The nominating committee chair (or designee) presents the committee's slate of nominees, calls for additional nominations, and conducts the elections. Elections are conducted by written ballot unless there is only one nomination, in which case the election may be by acclamation if the Board desires.
- 11.3 Special elections may be conducted at any regular meeting or a special meeting called for that purpose, provided notice that elections will be held must be delivered to each voting member of the Board of Directors at least fifteen (15) days prior to the meeting at which the elections will be conducted. Delivery is either by mail, telephone, email, fax, or other manner customarily used to notify board members of regular meeting agenda items.

ARTICLE XIII Incorporation

- 12.1 KCEMS&TCC is incorporated as a regular non-profit corporation under the Revised Code of Washington and 501(C) 3 of the Internal Revenue Service Code. Required paperwork is maintained at the KCEMS&TCC office and renewed as required under state and federal law.

ARTICLE XIV Amendments

- 13.1 These bylaws or any section thereof may be amended or repealed by a two-thirds vote at any regular or special meeting of the Board of Directors. Notice that bylaw amendments will be considered must be provided to each member of the Board of Directors at least thirty days prior to the meeting at which the proposed change or changes are submitted to a vote. Delivery is either by mail, email, fax, or other manner customarily used to notify board members of regular meeting agenda items.

Adopted:

John Oliver, Chair

Date