



# Suffolk Regional Emergency Medical Service Council

H. Lee Dennison Bldg. 1st Floor

100 Veterans Memorial Highway • P.O. Box 6100 • Hauppauge, N.Y. 11788-0099 • Tel: 631-853-5800 • Fax: 631-853-8307 • www.suffolkremsco.com

Approved	02/01/77
Amended	04/25/77
	10/04/78
	11/10/81
	05/05/85
	04/01/86
	01/05/88
	09/04/90
	03/02/93
Reapproved	09/07/93
Amended	11/09/93
	07/11/95
	09/05/95
	01/02/96
	07/01/97
	07/09/02
	11/18/03
	04/05/05
	07/08/08
	11/10/09

## BYLAWS of the

### SUFFOLK REGIONAL

### EMERGENCY MEDICAL SERVICES COUNCIL

As approved by the Suffolk Regional Emergency Medical Services Council on September 7, 1993 and as adopted by the Membership.

### ARTICLE I

#### NAME

The name of this organization is the Suffolk Regional Emergency Medical Services Council, hereafter referred to as the "Council."

Edward J. Boyd, Esq.  
*Chairperson*

Jay Cardiner  
*Vice Chairperson*

Guy Cassara  
*Sec./Treasurer*

Robert Delagi  
*NYS EMS Council Rep.*



## ARTICLE II

### PURPOSE

**Section 1.** The purpose of the Council shall be to carry out the responsibilities of a Regional Emergency Medical Services Council as presently defined in Article 30 of the New York State Public Health Law or as it may be amended in the future.

These responsibilities include, but are not limited to:

- a. Coordination of emergency medical services in the Region.
- b. Making determinations of public need for the establishment or expansion of Ambulance or Advanced Life Support First Response Services as provided in Article 30 of the Public Health Law.
- c. Securing funding for program administration and the improvement of emergency medical services.
- d. Developing and implementing policies consistent with a comprehensive emergency medical services system within the Region.
- e. Establishing and coordinating of emergency medical training programs within the Region.

**Section 2.** No substantial part of the activities of the Council shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

**Section 3.** Notwithstanding any other provision of these articles, the Council is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c)(3) or corresponding provisions of any subsequent Federal tax laws.

## ARTICLE III

### MEMBERSHIP

**Section 1. (a)** The Regional Council shall be comprised of at least fifteen (15) but not more than thirty (30) members. Not less than one third of the membership shall be representatives of ambulance services. The members and their alternates will be drawn from residents of the region and shall be representative of any existing County emergency medical care committees, Physicians, emergency nurses, hospitals, health planning agencies, fire department emergency and rescue squads, public health officers, and the general public.

(b) Each member shall appoint an alternate who shall have the right to attend all meetings of the Council. In the event that the member is not in attendance at any meeting, the member's alternate shall have the right to vote on all matters coming before the Council.

### ARTICLE III (cont.)

**Section 2.** The term of office for Council members shall be four calendar years. Each term will begin on the first of January. Members shall serve until their successors have been duly elected but for no longer than six (6) months beyond their term. If a constituency organization or official fails to designate a nominee to fill the vacant seat within the six (6) month period, the seat may be granted to another constituency by a majority of those voting.

**Section 3.** Any midterm vacancy that may occur shall be filled by recommendation of the Nominations Committee and election by a majority of those voting to fill the balance of the term. Nominations shall be determined as in Sections 2 & 5 of this Article. Notice of such an election shall be included in the notice of the meeting at which the election shall take place.

**Section 4.**

- (a) Any member of the Council, or in their absence their alternates, who, without justification acceptable to the Council, has missed more than half of the regular meetings in any calendar year, or has missed more than three (3) consecutive meetings, will be deemed to have resigned from the Council. Such resignation shall be acted upon at the Council's discretion. The Chair may waive the attendance requirement for members with special or extenuating circumstances.
- (b) Regular members must attend at least two regular meetings during the calendar year. Attendance by alternates shall constitute acceptable representation for all other meetings.

**Section 5.** At least six (6) months prior to the Annual meeting, the Council shall agree on the constituency of all seats where the members' term is expiring. The Nominations Committee shall solicit a nominee from each such constituency. In the absence of a constituency organization or official, the Nominations Committee shall seek qualified individuals from whom to select a nominee or nominees.

**Section 6.** Election to membership shall take place at the Annual meeting each year, except as required to fill mid term vacancies. The Nominations Committee shall report at the regular meeting proceeding the annual meeting. Additional nominations may be made at the Annual meeting.

**Section 7.** Election to membership shall be by a majority of those voting at the Annual meeting or as provided for in Section 3 of this Article.

**Section 8.** A constituency organization or official, which originally nominated an individual for membership on the Council may request termination of that member's membership. Such a request may only be effective on December 31<sup>st</sup>, of any given year. Any such request must be received by the Council Chairperson no later than October 1<sup>st</sup>, to be effective the following December 31<sup>st</sup>.

Agreement of termination by the member shall be evidenced in writing or by failure to respond to the Council within ten (10) calendar days following receipt of a "Notification of the Right to be Heard" which shall be delivered by certified mail. Within ten (10) calendar days of receipt of such notification the member may request, in writing, a meeting with the Executive Committee. Such a meeting shall be called by the Council Chairperson not later than fifteen (15) calendar days after receipt of the member's request. The Council member in question, the constituency organization or official that nominated the member, and the Executive Committee shall be notified of the time and place of the Executive Committee meeting no later than five (5) calendar days prior to the meeting by certified mail.

### ARTICLE III (cont.)

Results of the meeting and the recommendation of the Council Executive Committee shall be reported to the Council at its next regular or special meeting. A majority vote of the elected members, or in their absence their alternates, shall remove the individual from the Council. The member in question will be deemed to have a conflict of interest and not be counted in the quorum or permitted to vote.

### ARTICLE IV

#### OFFICERS

**Section 1.** The officers of the Council shall be Chairperson, Vice Chairperson, Secretary/Treasurer and the Representative to the State Council.

**Section 2.** Nominations to fill vacancy in any office shall be made by the Nominations Committee at the regular meeting preceding the election. Additional nominations may be made at the election meeting.

**Section 3.** The Chairperson, Vice Chairperson and Secretary/Treasurer shall be elected by a written majority of those voting at the Annual meeting each year to serve one year or until their successors have been duly elected. Their terms of office shall begin on the first day of the following calendar year. To be elected, a nominee must be an elected member of the Council whose term of membership is equal to, or exceeds, the officer's term.

**Section 4.** The Representative to the State Council, and the alternate, shall be elected by a written majority of those voting at a meeting which will permit their names to be presented to the New York State Health Commissioner no later than the first of October before their proposed appointment. They shall serve for two (2) years or until a successor has been duly elected by the Council and appointed by the Commissioner.

To be elected, a nominee must be an elected member of the Council whose term of membership is equal to, or exceeds, the officer's term.

**Section 5.** No officer shall serve more than two (2) consecutive terms in any office unless a majority of the elected members, or in their absence their alternates, vote to approve a successive term(s).

**Section 6.** The Chairperson shall preside at all regular and special meetings of the Council. The Chairperson shall conduct all meetings in accordance with generally accepted parliamentary procedure and provide all members the opportunity to express their views. The Vice-Chairperson shall perform the duties of the Chairperson in the latter's absence.

The functions of the Secretary/Treasurer will be responsible for financial affairs of the Council. The task of keeping the rolls of membership, taking the minutes of the meeting, and carrying out all correspondence of the Council will be handled by a designee appointed by the Chair.

The Representative to the State Council will attend all State Emergency Medical Services Council meetings and vote in the best interests of the Council. The Representative will submit a written report to the Council concerning all matters brought before the State Council. In the absence of the Representative, the alternate shall assume these responsibilities.

## **ARTICLE IV (cont.)**

**Section 7.** In the event of a vacancy in any office, it shall be announced at a regular meeting and an election, to fill the balance of the term, shall be held at the next regular meeting. Nominations shall be made as in Section 2 of this Article. Notice of such an election shall be included in the notice of the meeting at which the election shall take place. Such partial terms shall not be considered as a term of office for the purposes of Section 5 of this Article.

## **ARTICLE V**

### **MEETINGS**

**Section 1.** The Annual Meeting of the Council will be the last regular meeting of each calendar year.

**Section 2.** The Council shall meet at least bi-monthly, on dates to be determined by the Chairperson. All meetings shall be open to the public.

**Section 3.** A special meeting may be called by the Chairperson or by written request of one-third of the elected members to the Chairperson. The meeting shall be held within ten (10) days of such written request. All Council members shall receive written notice of the meeting at least 48 hours prior to the meeting. The notice of the meeting shall include the matters to be considered and no other business may be conducted.

**Section 4.** The operating year of the Council will be from April 1 to March 31.

**Section 5.** One-third of the Council's elected members, or in their absence, their alternates, shall constitute a quorum. Members voted as being in conflict on any specific issue shall not be counted in the quorum. No official business shall be conducted in the absence of a quorum.

**Section 6.** Actions of the Council shall be based on a majority vote of the members, or in their absence their alternates, voting (excluding blanks and abstentions) except as required by these Bylaws.

## **ARTICLE VI**

### **COMMITTEES**

**Section 1.** The Council shall empower an Executive Committee to act with full authority in its behalf between regular meetings of the Council. The Committee shall meet or engage in simultaneous discussion (e.g. conference call) before taking any action.

The proceedings and actions of the Executive Committee shall be recorded and reported to the Council at its next regular meeting.

The Executive Committee will consist of the Council Officers and the Chairpersons of the Council's nine (9) standing committees except for the REMAC, which will be represented on the Executive Committee by the REMAC representative to the Regional Council. In the event a standing committee Chairperson is a member of the Executive Committee by virtue of being an Officer of the Council, the Council Chairperson, with the approval of a majority of those voting shall appoint a member of the Council to the Executive Committee to fill the vacant seat.

## ARTICLE VI (cont.)

### COMMITTEES

**Section 2.** The Council shall have nine (9) Standing Committees whose general responsibilities shall include, but not limited to, the following:

- 1) Regional Emergency Medical Advisory Committee- Per Article 30, Section 3004-A 1. & 2.
  - A. Membership will consist of voting and non-voting members approved by the Regional Emergency Medical Services Council. The membership of the REMAC shall consist of:
    1. Voting members
      - Two representative Physicians with active staff privileges from each of the hospitals located in Suffolk County who shall be elected for a four (4) year term.
      - The Medical Director of the Suffolk County Emergency Medical Services System.
      - A limit of eight (8) Physician members at large who shall be elected for a two (2) year term.
    2. Non-voting members
      - Representatives of each of the following; Hospitals, Basic Life Support Providers, Advanced Life Support Providers, Emergency Medical Services training sponsor Medical Directors, and Emergency Nurses all of whom shall be elected for two year terms.
      - ALS Medical Control console administrative supervisor.
    3. There will be no more than three (3) Physicians from any hospital.
    4. If a member of the REMAC is absent from three (3) consecutive REMAC meetings, the Chair of the REMAC has the authority to remove that member from the REMAC.
  - B. Chairperson:
    - The membership of the REMAC will elect a Chairperson by a majority vote to a two (2) year term. No person shall succeed themselves as Chairperson.
- 2) Communications Committee – Reviews communications issues in the Region such as frequency coordination, outside interference's, etc.
- 3) Disaster Planning Coordinating Committee – Reviews disaster plans which exist in the various parts of the Region. Promotes coordination of disaster planning among the various agencies, both governmental and non-governmental, in the Region.

## ARTICLE VI (cont.)

### COMMITTEES

- 4) Education and Training Committee – reviews all matters related to EMS education and training in the Region. Address issues of course content and instruction. Promotes the concept of an EMS System to the general public. Develops and distributes an EMS Newsletter and Update for providers as well as other materials for distribution to the public. All course sponsors will be invited to membership on this committee.
- 5) Legislative Committee – Reviews pending legislation before the State Legislature. Reviews issues and makes recommendations for possible additional legislation. Reviews proposed Bylaw amendments and makes recommendations. Conducts a comprehensive review of the Bylaws each even numbered year.
- 6) Resource Needs Committee – Reviews applications for new ambulance services in the Region. Makes recommendations to the Council concerning certifying the need for such additional services.
- 7) Finance Committee – Prepares Council’s annual budget, oversees and reports at each Council meeting on the implementation of the budget. Membership must include the Council Treasurer.
- 8) Response Committee - The Goal of the Committee is to develop goals against which agencies can measure themselves and develop programs and procedures to enable them to meet the established goals. It is further charged with the developing of the process for the monitoring, the managing and investigating of issues arising from the failure to obtain and/or maintain these goals
- 9) Nominations Committee - There shall be a Nominations Committee of at least five (5) Council members appointed by the Council Chairperson with the approval of a majority of those voting. The Nominations Committee shall make recommendations to the Council for Council membership in such cases where there is no identifiable organization or official to represent a given constituency. The Nominations Committee shall solicit membership nominations from constituency organizations or officials. The Nominations Committee shall nominate an individual or individuals to serve in any elected office at such times as that office becomes vacant.

**Section 3.** With the approval of a majority of those voting, the Chairperson may appoint ad hoc committees and subcommittees as needed for the effective discharge of the Council’s responsibilities.

**Section 4.** Council members shall be appointed to the standing committees of their choice, except to the REMAC, by the Council Chairperson. Council members shall serve on not less than one (1) committee and not more than three (3) committees unless approved to do so by a majority of those voting.

## **ARTICLE VI (cont.)**

### **COMMITTEES**

- Section 5.** The Council Chairperson shall have the sole authority to appoint and remove the Chairperson of all committees except as provided by these Bylaws.
- Section 6.** With the approval of the Council, the Council Chairperson may appoint to voting membership on any committee, other than the Nominations Committee and the REMAC, persons who are not members of the Council. The Chairperson of all committees, and at least one other member, except REMAC, must be Council members. All duly appointed committee members shall be voting members of the committee(s) to which they have been appointed.
- Section 7.** All committee actions, with the exception of the Executive and REMAC, require the approval of the Council.

## **ARTICLE VII**

### **AMENDMENTS**

The Bylaws may be amended by the Council. Any such amendment may be made at a regular or special meeting of the Council, at which a quorum is present, by a majority vote of the elected members, or in their absence their alternates, provided that the text of the proposed amendment shall have been provided at the previous regular meeting, and included in the notice of the meeting at which the amendment of the meeting at which the amendment will be voted. Any amendment made, which might conflict with Chapter 1053 and Chapter 1054 of the New York State Public Health Law or the policies of the State Emergency Medical Services Council with respect to the activities of the Regional Council, shall be referred to the State Council for approval or comment.

## **ARTICLE VIII**

### **PARLIAMENTARY AUTHORITY**

The most recent edition of Roberts Rules of Order shall govern, except as they be inconsistent with these Bylaws.

## **ARTICLE IX**

### **CONFLICT OF INTEREST**

- Section 1.** No member or their alternate of the Council or of a committee, nor staff, shall use their affiliation with the Council for personal gain.
- Section 2.** A conflict of interest may exist when a member may directly benefit or lose financially, or in another way, from an action of the Council.
- Section 3.** Any member or their alternate confronted with a possible conflict of interest shall disclose same to the Council. Any person present, Council member, staff or public, may raise a question of conflict of interest. Unless otherwise stated in these Bylaws, a majority of those voting shall determine if a conflict of interest exists. The member in question shall not be excluded from this vote.

## ARTICLE X

### NON-INUREMENT & DISSOLUTION

**Section 1.** No part of the net earnings of the Council shall inure to the benefit of any member, trustee, director, officer of the Council or any private individual (except that reasonable compensation may be paid for services rendered to or for the Council), and no member, trustee, officer of the Council or any private individual shall be entitled to share in the distribution of any of the assets on the dissolution of the Council.

**Section 2.** In the event of dissolution, all of the remaining assets and property of the Council shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501 (c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the Federal Government, or to a State or local government, for a public purpose.