

## **BYLAWS OF THE EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL**

### **ARTICLE 1: NAME**

- A. The name of the council shall be the Emergency Medical Services Advisory Council, as provided for in section 401.245, Florida Statutes. A short title for the council may be the "EMS Advisory Council" or "EMSAC."

### **ARTICLE 2: PURPOSE**

- A. The purpose of the council is to act as the advisory body to the emergency medical services (EMS) program. This includes, but is not limited to, the evaluation of current state laws, administrative rules, and policies regarding EMS in Florida and to make recommendations to the Florida Department of Health (DOH) as to changes that might be made to provide the best emergency health care possible to the residents and visitors of Florida per section 401.245(1), F.S. In prioritizing its pursuits, the council should be guided by the EMS State Plan. In executing its purpose, the council shall:
  - a. Promote and sustain a cooperative environment among all providers of EMS in Florida.
  - b. Coordinate and communicate with agencies involved in EMS, whether they are private, for-profit, non-profit, government, quasi-governmental, volunteer, or other such groups, whose interest is in providing emergency medical care, mobile integrated health care, disaster response, public safety telecommunications, or emergency and non-emergency ambulance transportation.
  - c. Review all EMS, health, and disaster-related state statutes, administrative rules, planning documents, and policies to determine their appropriateness to the function of EMS in Florida as needed; based upon such reviews, report any recommendations to the state DOH.

### **ARTICLE 3: MEMBERSHIP**

- A. Voting Members of the Council Per Section 401.245(2), F.S.
  - a. There shall be no more than 15 members appointed to the council.
  - b. Voting member appointments to the council shall be made by the State Surgeon General.
  - c. Council membership shall be comprised of:
    - i. Two licensed physicians who are "medical directors" as defined in section 401.23(16), F.S., or whose medical practice is closely related to emergency medical services.

- ii. Two emergency medical service administrators, one of whom is employed by a fire service.
  - iii. Two certified paramedics, one of whom is employed by a fire service.
  - iv. Two certified emergency medical technicians, one of whom is employed by a fire service.
  - v. One emergency medical services educator.
  - vi. One emergency nurse.
  - vii. One hospital administrator.
  - viii. One representative of air ambulance services.
  - ix. One representative of a commercial ambulance operator.
  - x. Two laypersons who are in no way connected with emergency medical services, one of whom is a representative of the elderly.
- d. Council members must be residents of the state of Florida.
- e. Council members shall be appointed for 4-year terms in such a manner that each year the terms of approximately one-fourth of the members expire. Council members may be re-appointed for one additional term up to a total of two full 4-year terms. Members appointed to serve vacancies for partial terms are eligible to be appointed for two full 4-year terms. Terms in the respective years will commence on July 1.
- f. Council membership is voluntary, and members shall receive no compensation but may be reimbursed for per diem and travel expenses in accordance with the rules and regulations of DOH.
- g. Any EMSAC member shall be removed from office by the State Surgeon General for malfeasance, misfeasance, neglect of duty, incompetence, permanent inability to perform official duties, or pleading guilty or nolo contendere to, or being found guilty of, a felony per section 401.245(3), F.S.
- i. A voting member missing three consecutive meetings may be removed from the council by the State Surgeon General upon the recommendation of the council or State EMS Administrator.
- h. Vacancies shall be filled for the remainder of unexpired terms in the same manner as the original appointment per section 401.245(2)(a), F.S.

B. Non-Voting (Ex Officio) Members of the Council Per Section 401.245, F.S.

- a. Ex officio members of the advisory council from state agencies shall include, but are not limited to, representatives from the:

- i. Department of Education
  - ii. Department of Management Services
  - iii. State Fire Marshal
  - iv. Department of Highway Safety and Motor Vehicles
  - v. Department of Transportation
  - vi. Division of Emergency Management
- b. The respective agency head shall appoint ex officio members to the council.
  - c. Ex officio council members shall have a voice at all meetings but no vote.
  - d. The State EMS Medical Director and State EMS Administrator shall serve as ex officio council members.
  - e. The Florida EMS for Children Chair will serve as an ex officio member.

#### **ARTICLE 4: OFFICERS**

A. The council officers shall be the chairperson, vice chairperson, secretary, and parliamentarian.

B. Selection:

- a. The chairperson shall be designated by the State Surgeon General and serve one 2-year term. Terms will commence on July 1 of each even-numbered year.
- b. Any council member may submit council member nominees to the chairperson for consideration for the offices of vice chairperson, secretary, and parliamentarian. The chairperson will select the officers and request confirmation of the selection of officers by a simple majority vote of the council.
- c. Officers shall serve one 2-year term to run concurrently with the chairperson's term. The chairperson may be appointed to serve up to two 2-year terms. Chairpersons appointed to serve vacancies for partial terms are eligible to be appointed for two full 2-year terms.

C. Chairperson Duties:

- a. Preside at all regular and special meetings of the council.
- b. Conduct said meetings in accordance with Robert's Rules of Order.
- c. Provide agendas in advance of the meetings.
- d. Provide all council members an equal opportunity to be heard.

- e. Maintain a public list of the official council committees and their purposes.
- f. Maintain a list of each committee's members with their group representation or affiliation.
- g. Appoint council member committee liaisons.
- h. Be an ex officio member of all committees, responsible for their task completion.
- i. Represent EMSAC at statewide meetings with strategic partners.

D. Vice Chairperson Duties:

- a. Perform the duties of the chairperson in the absence of the chairperson, including representing the chairperson at statewide meetings with strategic partners. In the absence of the vice chairperson, another council member shall be designated by the chairperson.

E. Secretary Duties:

- a. Call the roll.
- b. Determine the presence of a quorum for meetings at the direction of the chairperson.
- c. Record all action items, assignments, motions, and votes during the meetings and provide the information to the council members at least 30 days prior to the next meeting.
- d. Work with the state EMS office to ensure a full set of meeting minutes are completed and distributed to council members.

F. Parliamentarian Duties:

- a. Be knowledgeable of the organization's bylaws and Robert's Rules of Order to advise the chairperson and council members in matters governed by these documents and procedures.

G. Vacancies:

- a. A vacancy in the office of chairperson shall be filled by designation by the State Surgeon General for the remaining term of office.
- b. Any vacancies in the offices of vice chairperson, secretary, or parliamentarian shall be appointed by the chairperson for the remaining term of office, subject to confirmation of the appointment by a simple majority vote of the council.

#### H. Resignations:

- a. The chairperson may resign by notifying the State Surgeon General in writing via email or other written document indicating the effective date of resignation.
- b. The vice chairperson, secretary, or parliamentarian may resign an office by notifying the chairperson in writing via email or other written document indicating the effective date of resignation.

### ARTICLE 5: MEETINGS

- A. The council shall hold meetings at the call of the chairperson, upon the written request of five voting council members, or at the call of the State EMS Administrator per section 401.245(4), F.S.
- B. Notices of all regular meetings shall be distributed to the council members and constituent group presidents no later than thirty days prior to the meeting.
- C. Notices for an emergency or special meeting shall be distributed no later than seven days prior to the meeting.
- D. A quorum for an official meeting shall be a majority of the presently filled council member positions. Any unfilled council position will not be considered in the base total when determining the quorum.
  - a. Meetings may be conducted electronically or in person. Members attending electronically will be considered present.
- E. Any item coming before the meeting requiring a vote by the council members will pass upon receipt of a simple majority of the members present at an official meeting, excluding the amendment of the bylaws, which require a two-thirds vote as described in Article 7.
- F. Items for consideration by the council submitted with a notice less than 30 days to the council shall require a unanimous vote to pass. Items not receiving a unanimous vote shall be considered at the next council meeting and require a simple majority of those present for approval.

### ARTICLE 6: COUNCIL COMMITTEES

- A. The council recognizes specific standing committees. A standing committee continuously provides up-to-date research and information, stimulates engaging discussion on issues and concerns, and makes recommendations on important EMS topics to the council.
  - a. The council's standing committees are:
    - i. Access to Care

- ii. Air Medical
- iii. Communications
- iv. Data
- v. Disaster Response
- vi. Education
- vii. EMS for Children (EMSC)
- viii. Health, Safety, and Wellness
- ix. Legislative
- x. Medical Care
- xi. Public Information, Education, and Relations (PIER)
- xii. Quality Improvement
- xiii. Strategic Visions

- b. Any council member may propose to the council the addition of a standing committee. To propose the formation of a standing committee, the proposing council member must provide to the council members a description of why the committee is necessary and the purpose of the committee.
- c. As the addition of a standing committee requires an amendment to these bylaws, a two-thirds vote by the council is necessary for a standing committee to be recognized.

B. Any council member may propose to the council the formation of an ad hoc committee. Ad hoc committees are temporary committees formed when a special committee is needed to guide and support the decisions and actions of the council on a specific topic or issue, or necessary to recognize an unrepresented EMS related special interest group.

- a. To propose the formation of an ad hoc committee, the proposing council member must provide to the council a description of why the committee is necessary, the purpose of the committee, and a specific sunset date for the committee.
- b. An ad hoc committee shall be formed by a simple majority vote by the council.

- c. Each ad hoc committee shall have a specific date when the committee will automatically be dissolved. After this sunset date, no further action can be taken by the committee, unless the council extends the sunset date.
  - d. The council may extend the sunset date by a simple majority vote.
- C. The committee chairperson will use their best efforts to include members on the committee which reflect the statutorily defined diverse make-up of the council. If requested, the committee chairperson will provide to the chairperson a list of the committee members with the member's group representation or affiliation.
- D. The chairperson shall support the efforts of the committee chairperson to work toward achieving this desired committee member diversity.
- E. The chairperson shall appoint at least one member of the council to each committee, who shall serve as liaison to the council to support the EMS State Plan.
- F. The chairperson shall be an ex officio member of each committee and is responsible for their task completion.
- G. If not appointed by the chairperson, the committee chairperson shall be elected from the members of each committee by a simple majority vote.
- H. Committee Expectations and Goals:
  - a. The council shall establish a standard mission and goals for each committee.
  - b. All committees shall use the council-approved committee goals form, which describes the purpose and operational structure of the committee, to establish and maintain consistent operational structures between the committees and an overall alignment with the EMSAC bylaws.
  - c. Each committee must establish tactics and actions to achieve their identified purpose, including specific actions to achieve the goals of the EMS State Plan.
  - d. The council will approve the committee expectations to be used, and may amend it, as needed, by a simple majority vote.
- I. All committees should meet in conjunction with and provide a report to the council at the EMSAC meetings.
- J. The chairperson shall maintain a public list of the official council committees and their purposes.
- K. The chairperson will also maintain a list of each committee member with their group representation or affiliation.

L. Committee Dissolution:

- a. Ad hoc committees will automatically dissolve on their sunset date, or a council member may propose the early dissolution of an ad hoc committee. If the council determines the committee is no longer necessary to support the decisions or actions of the council, a simple majority vote will dissolve the ad hoc committee.
- b. Any council member may propose the dissolution of a standing committee. If the council determines the committee is no longer necessary to support the decisions or actions of the council, a two-thirds vote of the council will dissolve the standing committee and amend the bylaws.

M. EMS organizations representing segments of the EMS community with topics germane to the council may be provided meeting space in conjunction with face-to-face council meetings based on space availability. The council will determine which constituency groups will be afforded meeting space.

**ARTICLE 7: AMENDMENTS**

- A. Proposed modifications or repeal of the bylaws may be brought before the council by:
  - a. Five or more council members
  - b. A council officer
  - c. The State EMS Administrator
- B. These bylaws may be repealed or amended upon a two-thirds vote of the council.

**ARTICLE 8: MISCELLANEOUS**

- A. Official written communication from the council shall be on council letterhead and signed by the chairperson or vice chairperson.
- B. The fiscal year shall be the same as the state's, beginning July 1 and ending June 30.

**BYLAWS APPROVED BY THE COUNCIL ON:** October 3, 2025  
Date

  
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Signature of Chairperson