



Clark County Health Department

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Clark County Board of Health Emergency Medical Services Subcommittee Bylaws

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ARTICLE I—IDENTIFICATION

The Clark County Health Board of Health is a local government entity created pursuant to Indiana Administrative Code 16-20. The local health department shall operate as an agency of local government administratively responsible to the appropriate county or city executive. The Clark County Board of Health may adopt procedural rules for the board's guidance and to establish administrative policies of the local health department that are consistent with the administrative operating policy of the appointing authority. The primary purpose of the Clark County Board of Health is to facilitate policy responsive to the public health needs of the citizens of Clark County. As such, the Clark County Board of Health has established the Clark County Health Department Emergency Medical Services Subcommittee.

ARTICLE II— CLARK COUNTY BOARD OF HEALTH EMERGENCY MEDICAL SERVICES SUBCOMITTEE MEMBERS (EMS SUBCOMITTEE)

SECTION 1: ORGANIZATIONS REPRESENTED

The EMS Subcommittee consists of seven (7) members appointed by the Clark County Health Board. Members shall include the Clark County Health Officer and representatives of the following: Clark County Emergency Management Agency, Clark County Law Enforcement, the county's largest hospital network, fire department (may not be associated by employment with any regulated or permitted provider in EMS service in Clark County), and two members of community at large with credentialed experience in Emergency Medical Services (may not be associated by employment with any regulated or permitted provider in EMS service in Clark County).

ARTICLE III—EMS SUBCOMITTEE MEETINGS

SECTION 1: FREQUENCY OF MEETINGS

The EMS subcommittee will meet at least quarterly, and more frequently at the discretion of its chair.

SECTION 2: ANNOUNCEMENT OF MEETINGS

(a) Members of the EMS Subcommittee will be notified at each commission meeting of the next meeting time, place and date, and will be notified in writing one week in advance of such meetings of the next meeting's agenda, time, place and date.

(b) The public will be notified of EMS Subcommittee meetings by notices issued by the Clark County Health Department in the manner prescribed by Indiana Open Door Laws and meeting notices.”

SECTION 3: LOCATION OF MEETINGS

EMS Subcommittee meetings will be held at the Clark County Health Department located 1201 Wall Street Jeffersonville, IN 47130, or as otherwise determined by the chair.

SECTION 4: QUORUM OF MEMBERS FOR MEETINGS

A quorum of EMS Subcommittee members is required for the conduct of business and consists of the presence of a majority of its members.

SECTION 5: CONDUCT OF MEETINGS

(a) EMS subcommittee meetings will be conducted according to Open Meetings and Open Door Laws. It takes a majority of the EMS subcommittee board to take action.

(b) Any matter to be voted on will take the form of a resolution or motion. A simple majority of the members in attendance at an EMS Subcommittee meeting must vote affirmatively for the adoption of any resolution.

(c) Each EMS Subcommittee member, including the chair and vice-chair, will have one vote.

(d) An EMS subcommittee member may vote for or against a resolution or may abstain from voting.

(e) Any and all governmental stakeholders or private EMS service providers may submit materials, agenda item requests, and discussion topics to the presiding officer of the EMS committee by submitting said request, materials, or topics at least forty-eight (48) hours in advance of any scheduled meeting. The presiding officer shall place said requests, materials, or topics on the agenda for the next scheduled meeting.

ARTICLE IV—OFFICERS

SECTION 1: OFFICERS

The officers of the EMS Subcommittee include the Clark County Health Officer as the appointed chair, the vice-chair is appointed by the Clark County Health Board.

SECTION 2: TERMS OF OFFICERS

The chair shall be the current appointed Clark County Health Officer, the vice chair shall serve until resignation or replacement by the Clark County Board of Health.

ARTICLE V—POWERS AND DUTIES OF OFFICERS

SECTION 1: MEETING FREQUENCY, DATES, TIMES, AND LOCATIONS

The chair determines the frequency, dates, times, and locations of EMS Subcommittee meetings.

SECTION 2: EMS SUBCOMMITTEE MEETINGS CONDUCT

(a) The chair conducts EMS Subcommittee meetings according to Robert's Rules of Order.

(b) EMS Subcommittee meeting agendas are set by the chair.

(c) The minutes of EMS Subcommittee meetings will be reviewed by the chair between meetings and distributed to EMS Subcommittee members in draft form prior to the next EMS Subcommittee meeting, at which time the minutes will be approved as submitted or as modified by the EMS Subcommittee.

SECTION 3: DELEGATION OF AUTHORITY

(a) In the absence of the chair, EMS Subcommittee meetings will be conducted by the vice-chair.

(b) The chair of the EMS Subcommittee may delegate in writing at his/her discretion his powers and duties consistent with other provisions of the bylaws.

(c) Each EMS Subcommittee member will provide in writing a single designee with full voting rights to represent their membership in his/her absence from EMS Subcommittee meetings. These authorized representatives must also meet the EMS subcommittee membership criteria established in Article II.

ARTICLE VI—DOCUMENT SUBMISSIONS

SECTION 1: REPOSITORY OF DOCUMENTS

CCHD, will be the repository for all documents submitted to the EMS Subcommittee pursuant to the provisions of federal or state law.

SECTION 2: AVAILABILITY OF DOCUMENTS TO THE PUBLIC

Public records will be available for examination by filing appropriate records request.

SECTION 3: EMS SUBCOMMITTEE RECORDS

All records of EMS Subcommittee meetings, including meeting agendas and minutes, will be available for examination by filing appropriate records request.

ARTICLE VII—ADOPTION/AMENDMENT OF EMS SUBCOMMITTEE BYLAWS

SECTION 1: ADOPTION OF BYLAWS

A majority of EMS Subcommittee members is required to adopt the EMS Subcommittee's bylaws.

SECTION 2: AMENDMENT OF BYLAWS

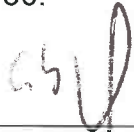
A majority of EMS Subcommittee members is required to amend the EMS Subcommittee members bylaws with final approval by the Clark County Board of Health.

ARTICLE VIII—NON-EXCLUSION PROVISION

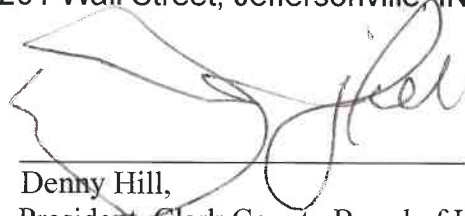
Nothing in these bylaws is to be construed as excluding or contravening any additional provisions of federal or state law that are not explicitly or implicitly referred to within these bylaws.

ARTICLE IX—BYLAWS ADOPTION AND SIGNING

Upon their adoption by the Clark County Board of Health, a copy of these bylaws will be signed and dated by the Clark County Health Board President and will be available at the Clark County Health Department located at 1201 Wall Street, Jeffersonville, IN 47130.



Dr. Eric Yazel
Clark County Health Officer



Denny Hill,
President, Clark County Board of Health