

STATE ADVISORY COUNCIL FOR BASIC AND INTERMEDIATE LIFE SUPPORT

SERVICES BY-LAWS

REVISED JUNE 2003

MISSION STATEMENT

The State Advisory Council for Basic and Intermediate Life Support shall establish a goal to promote training, testing, certification, recertification, recruitment and retention of emergency medical technicians, based upon sound educational principles, current medical knowledge and practice, nationwide standards, guidelines and recommendations.

I. Creation of Membership

1. There shall be in the State Department of Health and Senior Services, a State Advisory Council for Basic and Intermediate Life Support Services, which shall consist of 13 members as follows: The Commissioner of Health and Senior Services, the Superintendent of the Division of State Police, the Director of the Governor's Office on Volunteerism, the President of the New Jersey State First Aid Council, the chairman of the State Mobile Intensive Care Advisory Council, and the President of the Medical Transportation Association of New Jersey, or their designees as ex-officio members; and seven public members, of which two shall be persons with a demonstrated interest or expertise in emergency medical services who are not health care professionals, and two shall be physicians who are medical specialists in areas relating to basic life support services, to be appointed by the governor, one shall be a representative of the New Jersey Hospital

Association, to be appointed by the President thereof, one shall be a representative of the New Jersey State Nurses Association, to be appointed by the President thereof and one shall be a member of the Medical Society of New Jersey, to be appointed by the President thereof.

II. Terms of Office of Appointed Members

1. Of the public members first appointed, three shall serve for a term of two years, three shall serve for a term of three years and one shall serve for a term of four years.
2. Following the expiration of the original terms, the public members shall serve for a term of four years and are eligible for reappointment.
3. Any vacancy shall be filled in the same manner as the original appointment, for the unexpired term. Public members shall continue to serve until their successors are appointed.

III. Compensation and Expenses

1. The public members of the council shall serve without compensation, but shall be reimbursed for the reasonable expenses incurred in the performance of their duties, within the limits of the funds available to the council.

IV. Meetings of the Council

1. Quorum and Voting Requirements at all Meetings
 - a. A quorum of the Council shall constitute a majority of the members currently appointed to the advisory council. Unless

otherwise stated in these by-laws, a majority is considered to be more than one-half of the appointed members of the Council.

- b. A quorum shall be present to take a vote for action of the Council. If less than a quorum is present, the meeting shall be adjourned.
- c. All actions of the Council shall require the majority of the members present and voting.
- d. Only Ex-Officio members can have designees to the Council.
- e. No appointed member shall vote by proxy.

2. Frequency and Location of Meetings

- a. In the event that neither the Chairperson nor the Vice-Chairperson is present at a meeting of the Council, and provided that a quorum exists, the members constituting a quorum shall designate by majority vote a Chairperson Pro Tempore. Such office is terminated by the entrance of the Chairperson or Vice-Chairperson, or upon such time as the meeting is adjourned.
- b. The Council shall meet quarterly, on the last Wednesday in the month of March, June, September and December, unless determined otherwise by a majority vote of the Council.
- c. The Council shall meet in locations at a times predetermined by the Council, on regular working days.
- d. All meetings will be held in accordance with the Open Public Meetings Act, P.L. 1975, c. 231, (N.J.S.A. 10:4-6 et seq.).

3. Special Meetings

- a. The Commissioner of the Department of Health and Senior Services or the Chairperson, shall have the authority to hold meetings upon giving all members (1) a ten day written or verbal notice of such a meeting, or (2) in case of special circumstances, less than a five day verbal notice if a quorum can be secured.
- b. All meetings will be held in accordance with the Open Public Meetings Act, P.L. 1975, c. 231, (N.J.S.A. 10:4-6 et seq.).
- c.

V. Attendance Requirements for Regular Meetings

- 1. Any appointed member who is absent without reasonable cause, to be determined by the Chairperson from two (2) consecutive regular meetings on two occasions within a twelve month period, shall have his/her name brought to the attention of the Commissioner of the Department of Health and Senior Services and the Office of the Governor, for any action they deem appropriate.

VI. Election and Removal of Officers

1. The Council shall elect from its appointed membership, a Chairperson and Vice-Chairperson at the last regularly scheduled meeting (December) of the Council.
2. Votes for the election of officers shall be by either open or closed, as determined by a majority vote of the Council.
3. The Chairperson and Vice-Chairperson shall hold office for a two (2) year term.
4. A Chairperson or Vice-Chairperson may serve for two (2) consecutive two- year terms.

VII. Duties of Officers

1. The Chairperson:
 - a. Shall consult with the Department of Health and Senior Services, Office of Emergency Medical Services, in the preparation of the agenda and shall preside over the agenda at all meetings of the Council.
 - b. Has the authority to call special meetings.
 - c. Has the authority to suspend a regularly scheduled meeting upon approval of the Council or in consultation with the Department of Health and Senior Services, Office of Emergency Medical Services.

2. The Vice-Chairperson:
 - a. Shall perform the duties of the Chairperson when the Chairperson is absent or when requested by the Chairperson.

3. The Chairperson Pro Tempore:
 - a. Shall perform the duties of the Chairperson in the absence of both the Chairperson and the Vice-Chairperson.

VIII. Duties of the Council

1. The Council shall be responsible for:
 - a. Establishing guidelines and making recommendations regarding reimbursement from the fund to entities providing EMT-Basic and EMT Recertification training programs, EMT testing and training activities.
 - b. Making recommendations for changes in emergency medical services testing and training activities or the creation of new programs as necessary to conform to federal standards and/or guidelines, or to improve the quality of emergency medical services delivery.
 - c. Establishing guidelines for the purchase of emergency medical services training equipment.

- d. Developing recommendations to recruit and retain emergency medical services volunteers.

IX. Testimony and Non-Member Participation at Council Meetings

1. The Council may accept and limit testimony on issues directly related to the duties and responsibilities of the Council as established in the EMT Training Fund Act.
2. Council members, through the Chairperson, may recognize non-members of the Council to seek information, clarification and/or advice on any issue before the Council.
3. All testimony must be scheduled 14 days prior to the scheduled quarterly meeting of the Council. The Department of Health and Senior Services, Office of Emergency Medical Services, shall be advised in writing as to the topic and requested length of time required for testimony (presentation) and audio-visual requirements.
4. The Chairperson shall determine the length of time allotted for testimony.
5. The Chairperson shall determine the length of public comment by non-council members present at a meeting.

X. Conflict of Interest

1. All members of the Council are subject to those sections of the law pertaining to Conflicts of Interest (N.J.S.A. 52:13D et seq.) and the Department of Health and Senior Services' Code of Ethics issued pursuant thereto.
2. Any appointed member of the Council shall refrain from the discussion and voting on any matter, which puts such member in conflict according to the Conflicts of Interest law or the Department of Health and Senior Services' Code of Ethics.

XI. Council Business

1. Any business matter brought before the Council shall be considered within two consecutive regularly scheduled meetings of the Council.
2. The Department of Health and Senior Services, Office of Emergency Medical Services shall provide such technical, clerical and administrative support, as the Council requires carrying out its responsibilities.

XII. Relationship with other Health Agencies

1. The Chairperson of the Council or designee shall attend the meetings of the State Emergency Medical Services Advisory Council in order to provide reports on the ongoing business of the Council and to establish better communications between the two councils.

XIII. Enactment and Adoption of By-Laws

1. The Council may enact and from time to time, amend its by-laws by a two-thirds majority vote of the appointed members of the Council.
2. All members of the Council shall be given a copy of the By-Laws upon appointment to the Council
3. Any proposed amendment to the By-Laws presented to the Council, shall be considered for adoption at the Council's next regularly scheduled meeting.