

# Bylaws

## National Association of State Emergency Medical Services Officials

### Section I - Membership

#### A. Composition

##### **Voting Membership:**

State EMS Directors-Shall be limited to the Director of each state, the District of Columbia, and territorial lead Emergency Medical Services (EMS) Agency. For the purposes of this document, the word “state” shall include the District of Columbia and all other U.S. territories. If a question arises regarding the identification of the lead EMS agency or its Director in any state, the Governor of that state shall be requested to make the final designation for purposes of membership in this organization. Only members in this category or their proxy have full voting rights and are eligible to serve as officers of the association. Absentee voting is allowed.

##### **Non-Voting Membership:**

Associate, Corporate and Sponsoring- Any interested parties or state EMS employees who apply and are accepted for membership according to the current package of rights, privileges, dues and similar policies of the association. All categories of non-voting members are eligible to cast votes within committees and councils of the association.

#### B. Membership rights, privileges, dues and similar policies

The Finance committee shall recommend a package of rights, privileges, dues and similar policies for all categories of membership. This recommendation shall be considered at each annual meeting.

### Section II - Meetings

The National Association of State EMS Officials will meet at least annually, with time allocated each annual meeting for regional meetings. Other meetings shall be on the call of the President or two-thirds (2/3) of the voting members.

### Section III - Quorum

A quorum shall consist of ten (10) voting members present not proxied. A quorum can be established by those physically present, via video-conference, via tele-conference, or some combination thereof. Unless otherwise specified in the constitution or bylaws, a majority of those responding shall decide any issue. Meeting shall be conducted in accordance with Roberts Rules of Order providing these are not inconsistent with the bylaws of the Association. Notice of a meeting and a tentative agenda for the meeting must be distributed to the membership at least thirty (30) days prior to the meeting.

## **Section IV - Officers**

### **A. The Officers of the Association shall be:**

- President
- President Elect
- Secretary
- Treasurer

### **B. Duties of the President**

The President shall represent the Association in a leadership capacity that best advances of interests of NASEMSO and its membership. Among the President's duties are providing support and direction to committees; representing the Association at various functions and with other organizations; presiding at meetings of the Association and the Executive Committee; authorizing expenditures within budget appropriations approved by the membership; and performing such other duties as required.

### **C. Presidential Team**

There shall exist a Presidential Team comprised of the elected officers of President, President-elect and Immediate Past President for the purpose of sharing presidential workload and duties.

### **D. Duties of the President-elect**

The President-elect shall assist the President in the above duties. The President-elect shall perform the duties of the President in the absence or disability of that officer and perform other duties as required. The President-elect shall also supervise Association liaison and committee chair assignments, assist the President in ensuring that positions remain filled, and ensure the timely submission of reports from these bodies.

### **E. Duties of the Secretary**

The Secretary is responsible for the accuracy of meeting minutes and the Executive Committee shall approve all minutes with corrections. Association minutes shall include attendees of the meeting, major discussion points, motions made and votes taken. The Secretary shall prepare recommended agendas for regional representatives' use on no less than a quarterly basis.

### **F. Duties of the Treasurer**

The Treasurer is responsible to the members for verifying the financial records of the Association are maintained according to generally acceptable accounting principles. Specific tasks include an annual report to the membership on the fiscal condition of the Association and quarterly finance reports to the Executive Committee. The Treasurer is also responsible for the "member satisfaction" survey every two years. The Treasurer also chairs the Program Committee.

### **G. The term of office for the President and the President-Elect shall be two (2) years. The term of office for the Secretary and Treasurer shall be one (1) year or until replacement is elected. No officer,**

except the Secretary and Treasurer, may serve more than one (1) consecutive term in the same office. The term shall commence at the end of the meeting at which the election took place. All terms of office shall terminate at the end of the annual meeting.

H. If an officer of the Association ceases to be the director of the state EMS lead agency, that person shall relinquish the office. If this officer is the President, the remainder of that term shall be filled by the President Elect. Any other vacancies shall be filled by appointment of the Executive Committee until the next meeting of the membership at which time an election will be held.

#### I. Nominations and Elections

1. The nominating committee shall submit to the voting members names for each officer position. Prior to this submission, the nominating committee shall determine that the person to be nominated will accept the nomination.
2. Nominations may be made from the floor by voting members.
3. Nominees must be voting members.
4. Only voting members or proxies present at the meeting shall be eligible to vote in the election.
5. Balloting for uncontested positions shall be by acclamation; balloting for contested positions shall be on written ballots designated by the President.
6. Election to any office or other position shall require a majority of the votes cast. In the event no candidate receives a majority of votes, the candidate receiving the lowest number of votes shall be dropped after the first ballot.

### **Section V – Committees and Councils**

#### A. Executive Committee

1. The membership of the Executive Committee shall consist of the officers of the Association, the Immediate Past President, four (4) Regional members and representatives of each Council.

Each regional and Council representative shall have an alternate, who will participate as a voting member of the executive committee in the absence of the representative.

The President of the Association shall serve as Chairperson of the Executive Committee.

2. The Executive Committee will meet at the call of the President, or at the call of two-thirds (2/3) of the members of the Committee. The Executive Committee, when necessary, may conduct their business by telephone.
3. The Executive Committee shall have authority to conduct the affairs of the Association between regular meetings of the membership. The Executive Committee shall keep minutes of its official actions and the Secretary shall make full report thereof to the membership within thirty (30) days.

4. A quorum shall consist of a majority of the Executive Committee.

## B. Regions

1. Regions shall be composed of the following states and territories:

East: Connecticut, Delaware, Washington, D.C., Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia.

North Central: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin.

South Central: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Puerto Rico, Tennessee, Texas, Virgin Islands.

West: Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming.

Each region shall elect a representative and an alternate representative to the Association's Executive Committee at the annual Regional meeting by Association voting members within the region who are in attendance at the meeting. The term of office is one year. In case of a vacancy by the regional representative, the alternate regional representative shall fill the remaining term of the regional representative. If both positions become vacant, the vacancies shall be filled by the Executive Committee nominating two (2) directors from the Region vacant, with the State Directors from that Region voting by mail or phone. A majority of these votes cast shall determine the winner. The runner-up shall serve as the alternate regional representative.

2. Duties of the Regional Representative.

- Orient new voting members in region.
- Hold Meetings/ Conference calls at least twice per year.

## C. Councils

The NASEMSO Executive Committee may create up to six (6) Councils to represent specialized functions within the state emergency medical service office.

Each state and territory may have one seat and one alternate seat on each Council, appointed by the state EMS director.

One representative and one alternate representative shall be elected annually by the Council members to serve on the Association's Executive Committee. The representative shall have full voting rights and shall serve on the Executive Committee but not be eligible to serve as an officer in the Association.

## D. Standing Committees

The following shall be the Standing Committees of the organization. Membership shall be appointed annually by the President. All categories of membership are eligible to serve on standing committees.

The President shall assure that the majority of members on all standing committees are voting members of the association. The Chairperson of each standing committee shall be a voting member.

Operational Standing Committees:

- Nominating Committee
- Constitution/Bylaws/Resolution Committee
- Finance Committee
- Program Committee

Mission-specific Standing Committees:

- Communications and Technology Committee
- Domestic Preparedness Committee
- Government Information Committee
- Highway Incident and Transportation Systems (HITS) Committee
- Rural EMS Committee

F. The President may create Ad Hoc committees to address short-term interests of the Association and appoint members. The Chairperson shall be a voting member. Membership on these special/ad hoc committees need not be limited to members of the Association.

G. All standing, ad hoc committees and councils shall report their activities to the Executive Committee.

**Section VI - Amendment**

These bylaws may be amended by a vote of two-thirds (2/3) of the voting membership present or proxied at a general membership meeting or responding by mail prior to the meeting. The intention to amend the bylaws shall be stated in the notice at any such meeting. This notice shall specify the intended changes and shall be mailed to the membership thirty (30) days prior to the date of the meeting.

**Section VII - Dissolution**

A. The Association may be dissolved by a two-thirds (2/3) vote of all voting members.

B. All assets shall be distributed to non-profit agencies with similar goals.

(Revised September 25, 2008).