

# NATIONAL ASSOCIATION OF STATE EMS OFFICIALS

---



**BYLAWS**  
**AS OF MARCH 9, 2017**

## Table of Contents

<b>Section I – Membership .....</b>	<b>3</b>
A. <b>State EMS Directors .....</b>	<b>3</b>
B. <b>State EMS Officials .....</b>	<b>3</b>
C. <b>Associate .....</b>	<b>3</b>
D. <b>Corporate.....</b>	<b>3</b>
<b>Section II - Meetings.....</b>	<b>3</b>
<b>Section III - Quorum.....</b>	<b>4</b>
<b>Section IV – Officers and Executive Committee .....</b>	<b>4</b>
A. <b>Qualifications .....</b>	<b>4</b>
B. <b>Officers &amp; Executive Committee.....</b>	<b>4</b>
C. <b>Duties of the President.....</b>	<b>4</b>
D. <b>Duties of the President-Elect .....</b>	<b>4</b>
E. <b>Duties of the Secretary .....</b>	<b>5</b>
F. <b>Duties of the Treasurer.....</b>	<b>5</b>
G. <b>Duties of the Immediate Past President.....</b>	<b>5</b>
H. <b>Terms .....</b>	<b>5</b>
I. <b>Vacancies .....</b>	<b>5</b>
J. <b>Nominations and Elections .....</b>	<b>5</b>
<b>Section V – Board of Directors.....</b>	<b>6</b>
<b>Section VI – Regions .....</b>	<b>6</b>
A. <b>Composition.....</b>	<b>6</b>
B. <b>Regional Chair Duties:.....</b>	<b>7</b>
<b>Section VII – Councils .....</b>	<b>7</b>
<b>Section VIII – Committees .....</b>	<b>8</b>
A. <b>Standing Committees.....</b>	<b>8</b>
B. <b>Ad Hoc Committees .....</b>	<b>8</b>
<b>Section IX – Amendment .....</b>	<b>9</b>
<b>Section X – Dissolution.....</b>	<b>9</b>

1 **Section I – Membership**

2 For the purposes of this document, the word “state” shall include the District of Columbia and all  
3 other U.S. Territories.

4 **A. State EMS Directors**

5 Shall be limited to the Director of each state, the District of Columbia, and territorial lead  
6 Emergency Medical Services (EMS) Agency. If a question arises regarding the identification of  
7 the lead EMS agency or its Director in any state, the Governor of that state shall be requested to  
8 make the final designation for purposes of membership in this organization. Only State EMS  
9 Directors or their proxy has full voting rights. Voting rights include election of Officers, bylaws  
10 changes, resolutions, approval of the annual budget, and motions and other action during any  
11 meetings of the Association at which business is conducted. Absentee voting is allowed. If a  
12 member is going to use a proxy, they must notify the NASEMSO Secretary in writing. A proxy  
13 may be an individual representing his/her state or another State EMS Director.

14 **B. State EMS Officials**

15 State EMS personnel named in the annual membership dues invoice or as a replacement made by  
16 the State EMS Director in the course of the year. Only members in this category or their proxy  
17 have full voting rights within and are eligible to serve as Officers of the Councils. Absentee  
18 voting is allowed. Voting rights include election Officers for Councils, and on any business  
19 conducted or action taken during meetings of Councils and Committees.

20 **C. Associate**

21 Any individuals whose application and dues are current according to the current package of  
22 rights, privileges, dues, and similar policies of the Association. Voting rights include any  
23 business conducted or action taken during meetings of Committees.

24 **D. Corporate**

25 Any non-governmental organization whose application and dues are current according to the  
26 current package of rights, privileges, dues and similar policies of the Association. Voting rights  
27 include any business conducted or action taken during meetings of Committees.

28 **Section II - Meetings**

29 The National Association of State EMS Officials will meet at least annually. At the discretion of  
30 member States, time will be allocated at each Annual Meeting for regional meetings. Regions  
31 may also meet on their own each fall. Other meetings shall be on the call of the President or  
32 two-thirds (2/3) of the voting members.

### 33 **Section III - Quorum**

34 A quorum shall consist of ten (10) voting members present not proxied. A quorum can be  
35 established in-person or electronically, or some combination thereof. Unless otherwise specified  
36 in the bylaws, a majority of those responding shall decide any issue. Meetings shall be  
37 conducted in accordance with Roberts Rules of Order providing these are not inconsistent with  
38 the bylaws of the Association. Notice of an in-person meeting and a tentative agenda for the  
39 meeting must be distributed to the membership at least thirty (30) days prior to the meeting.

### 40 **Section IV – Officers and Executive Committee**

#### 41 **A. Qualifications**

42 Only State EMS Directors are eligible to serve as Officers of the Association.

#### 43 **B. Officers & Executive Committee**

44 The Officers of the Association shall be:

- 45 • President
- 46 • President-Elect
- 47 • Secretary
- 48 • Treasurer
- 49 • Immediate Past President

50 The Executive Committee is composed of the Officers of the Association and a Member-at-  
51 Large; the Executive Committee shares the presidential workload and duties. The Executive  
52 Committee is authorized to conduct business of the Association in lieu of the Board. The  
53 Member-at-Large is chosen at the first meeting of the Board of Directors from among  
54 themselves, following the Annual Business Meeting.

#### 55 **C. Duties of the President**

56 The President shall represent the Association in a leadership capacity that best advances of  
57 interests of NASEMSO and its membership. Among the President’s duties are providing support  
58 and direction to Committees and Councils; representing the Association at various functions and  
59 with other organizations; presiding at meetings of the Association and the Board of Directors;  
60 authorizing expenditures within budget appropriations approved by the membership; and  
61 performing such other duties as required.

#### 62 **D. Duties of the President-Elect**

63 The President-elect shall assist the President in the above duties. The President-elect shall  
64 perform the duties of the President in the absence or disability of that Officer and perform other  
65 duties as required. The President-elect shall also supervise Association liaison and committee

66 chair assignments, assist the President in ensuring that positions remain filled, and ensure the  
67 timely submission of reports from these bodies.

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

69 The Secretary is responsible for the accuracy of meeting minutes and the Board of Directors  
70 shall approve all minutes with corrections. Association minutes shall include attendees of the  
71 meeting, major discussion points, motions made, and votes taken. The Secretary shall prepare  
72 recommended agendas for Regional Chair use on no less than a quarterly basis.

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

74 The Treasurer is responsible to the members for verifying the Association's financial records are  
75 maintained according to generally acceptable accounting principles. Specific tasks include an  
76 annual report to the membership on the fiscal condition of the Association and quarterly finance  
77 reports to the Board of Directors. The Treasurer also chairs the Program Committee.

#### 78 **G. Duties of the Immediate Past President**

79 The Immediate Past President shall chair the Government Information Committee.

#### 80 **H. Terms**

81 The term of office for all Officers shall be two (2) years. No Officer, except the Secretary and  
82 Treasurer, may serve more than one (1) consecutive term in the same office. The term shall  
83 commence at the end of the meeting at which the election took place. All terms of office shall  
84 terminate at the end of the annual meeting.

#### 85 **I. Vacancies**

86 If an Officer of the Association ceases to be the Director of the State EMS lead agency, that  
87 person shall relinquish the office. If this Officer is the President, the President-elect shall fill the  
88 remainder of that term. Any other vacancies in the office of President-elect, Secretary, or  
89 Treasurer shall be filled by appointment of the Board of Directors until the next meeting of the  
90 membership at which time an election will be held.

#### 91 **J. Nominations and Elections**

- 92 1. The Nominating Committee shall submit to the voting members names for each Officer  
93 position. Prior to this submission, the Nominating Committee shall determine that the  
94 person to be nominated will accept the nomination.
- 95 2. Nominations may be made from the floor by voting members.
- 96 3. Nominees must be voting members.
- 97 4. Only voting members, or proxies present at the meeting, shall be eligible to vote in the  
98 election.

- 99 5. Balloting for uncontested positions shall be by acclimation; balloting for contested  
100 positions shall be on written ballots designated by the President.
- 101 6. Election to any office or other position shall require a majority of the votes cast. In the  
102 event no candidate receives a majority of votes, the candidate receiving the lowest  
103 number of votes shall be dropped after the first ballot.
- 104 7. The election of Treasurer, East Regional Chair, and West Regional Chair will be held in  
105 years ending with even numbers; the election of President-elect, Secretary, Great Lakes  
106 Regional Chair, Western Plains Regional Chair, and South Regional Chair will be held in  
107 years ending with odd numbers.

## 108 **Section V – Board of Directors**

- 109 1. The membership of the Board of Directors shall consist of the Executive Committee, five  
110 (5) Regional Chairs, each Council Chair, and the Executive Vice President. The  
111 Executive Vice President is a non-voting member of the Board appointed by the Board of  
112 Directors.
- 113 ○ Each Regional and Council Chair shall have an Alternate, who will participate as  
114 a voting member of the Board of Directors in the absence of the Chair. The Chair-  
115 elect will be the Alternate representative to the Board.
  - 116 ○ The President of the Association shall serve as Chair of the Board of Directors.
- 117 2. The Board of Directors will meet at the call of the President, or at the call of two-thirds  
118 (2/3) of the members of the Board. The Board may conduct their business in-person or  
119 electronically.
- 120 3. The Board of Directors shall have authority to conduct the affairs of the Association  
121 between regular meetings of the membership. The Board of Directors shall keep minutes  
122 of its official actions and the Secretary shall make full report thereof to the membership  
123 within thirty (30) days.
- 124 4. A quorum shall consist of a majority of the Board of Directors.
- 125 5. The Board proposes annual membership dues levels as part of the budget it presents to  
126 the membership.

## 127 **Section VI – Regions**

### 128 **A. Composition**

129 Regions shall be composed of the following states and territories:

#### 130 ***East***

131 Connecticut, Delaware, Washington, D.C., Maine, Maryland, Massachusetts, New  
132 Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, U.S. Virgin

133 Islands, Vermont, Virginia, and West Virginia.

134 **Great Lakes**

135 Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

136 **South**

137 Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North  
138 Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

139 **Western Plains**

140 Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah,  
141 and Wyoming.

142 **West**

143 Alaska, American Samoa, Arizona, California, Guam, Hawaii, Idaho, Nevada, Northern  
144 Mariana Islands, Oregon, and Washington.

145 Each region shall elect a Chair and a Chair-elect from among its voting members (State EMS  
146 Directors only) to the Association's Board of Directors at the annual Regional meeting by  
147 Association voting members. The term of office is two years. In case of a vacancy by the Chair,  
148 the Chair-elect shall fill the remaining term of the Chair. If both positions become vacant, the  
149 NASEMSO Executive Director will facilitate a vote of the State EMS Directors in the Region to  
150 fill vacancies with the State EMS Directors from that Region in-person or electronically. A  
151 majority of these votes cast shall determine the winner. The runner-up shall serve as the Chair-  
152 elect.

153 **B. Regional Chair Duties:**

154 Duties of the Regional Chair shall include:

- 155 • Orient new voting members in the region.
- 156 • Hold meetings/conference calls at least four times per year.

157 **Section VII – Councils**

158 The NASEMSO Board of Directors may create Councils to represent specialized functions  
159 within the state EMS office, including but not limited to Data, Personnel Licensure, Health &  
160 Medical Preparedness, Medical Direction, Pediatric Emergency Care, and Trauma.

161 Each state may have one seat on each Council, appointed by the State EMS Director.

162 Councils elect a Chair, Chair-elect, and Secretary for two (2) year terms. The Chair represents  
163 the Council on the NASEMSO Board of Directors, and the Chair-elect will represent the Council  
164 on the Board in the absence of the Chair. The Council Chair shall have full voting rights on the  
165 Board of Directors but not be eligible to serve as an Officer in the Association. The Officers of

166 the Council include the Chair, Chair-elect, Secretary, and Immediate Past Chair.

## 167 **Section VIII – Committees**

168 All Standing Committees, Ad Hoc Committees, and Councils shall report their activities to the  
169 Board of Directors.

### 170 **A. Standing Committees**

171 The following shall be the Standing Committees of the organization, the Chairs of which shall be  
172 appointed by the President. Membership shall be appointed annually or as needed by the  
173 President. All categories of membership are eligible to serve on Standing Committees. The  
174 President shall assure that the majority of members on all Standing Committees are State EMS  
175 Official or State EMS Director members of the Association. The Chair of each Standing  
176 Committee shall be a State EMS Official or State EMS Director and shall communicate the  
177 annual work plan of the Committee to the Board of Directors for approval.

#### 178 ***Operational Standing Committees:***

- 179 • Nominating Committee
- 180 • Constitution/Bylaws/Resolution Committee
- 181 • Finance Committee
- 182 • Program Committee

#### 183 ***Mission-specific Standing Committees:***

- 184 • Air Medical Committee
- 185 • Communications and Technology Committee
- 186 • Education
- 187 • Emerging Systems of Care
- 188 • Government Information Committee
- 189 • Highway Incident and Transportation Systems (HITS) Committee
- 190 • Rural EMS Committee

### 191 **B. Ad Hoc Committees**

192 The President may create Ad Hoc Committees to address short-term interests of the Association  
193 and appoint members. The Chair shall be a State EMS Official or State EMS Director.  
194 Membership on Ad Hoc Committees need not be limited to members of the Association.



195 **Section IX – Amendment**

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

201 **Section X – Dissolution**

202 The Association may be dissolved by a two-thirds (2/3) vote of all voting members.  
203 All assets shall be distributed to non-profit agencies with similar goals.