

NATIONAL ASSOCIATION OF STATE EMS OFFICIALS



BYLAWS
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1 **Section I – Membership**

2 **State EMS Directors**

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

14 **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 **Associate**

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

24 **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, with time allocated
30 each annual meeting for regional meetings. Other meetings shall be on the call of the President
31 or two-thirds (2/3) of the voting members.

32 **Section III - Quorum**

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

39 **Section IV – Officers and Executive Committee**

40 **Qualifications**

41 Only state EMS directors are eligible to serve as Officers of the Association.

42 **Officers & Executive Committee**

43 The Officers of the Association shall be:

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

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

54 **Duties of the President**

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

61 **Duties of the President-Elect**

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

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

67 **Duties of the Secretary**

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

72 **Duties of the Treasurer**

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

77 **Terms**

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

82 **Vacancies**

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

88 **Nominations and Elections**

- 89 • The nominating committee shall submit to the voting members names for each officer
90 position. Prior to this submission, the nominating committee shall determine that the
91 person to be nominated will accept the nomination.
- 92 • Nominations may be made from the floor by voting members.
- 93 • Nominees must be voting members.
- 94 • Only voting members or proxies present at the meeting shall be eligible to vote in the
95 election.
- 96 • Balloting for uncontested positions shall be by acclamation; balloting for contested
97 positions shall be on written ballots designated by the President.
- 98 • Election to any office or other position shall require a majority of the votes cast. In the
99 event no candidate receives a majority of votes, the candidate receiving the lowest

- 100 number of votes shall be dropped after the first ballot.
- 101 • The election of Treasurer, East Regional Representative and West Regional
102 Representative will be held in years ending with odd numbers; the election of President-
103 Elect, Secretary, Great Lakes Regional Representative, Western Plains Regional
104 Representative and South Central Regional Representative will be held in years ending
105 with even numbers.

106 **Section V – Board of Directors**

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

126 **Section VI – Regions**

127 **Composition**

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

129 ***East***

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

133 **Great Lakes**
134 Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

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

138 **Western Plains**
139 Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah,
140 and Wyoming.

141 **West**
142 Alaska, American Samoa, Arizona, California, Guam, Hawaii, Idaho, Nevada, Northern
143 Mariana Islands, Oregon, and Washington.

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

153 **Regional Representative Duties:**

- 154 Duties of the Regional Representatives 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 emergency medical service office, including but not limited to Data, Education &
160 Professional Standards, Medical Direction, Pediatric Emergency Care, and Trauma.

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

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

167 **Section VIII – Committees**

168 **Standing Committees**

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

176 ***Operational Standing Committees:***

- 177 • Nominating Committee
- 178 • Constitution/Bylaws/Resolution Committee
- 179 • Finance Committee
- 180 • Program Committee

181 ***Mission-specific Standing Committees:***

- 182 • Air Medical Committee
- 183 • Communications and Technology Committee
- 184 • Domestic Preparedness Committee
- 185 • Government Information Committee
- 186 • Highway Incident and Transportation Systems (HITS) Committee
- 187 • Rural EMS Committee

188 **Ad Hoc Committees**

189 The President may create Ad Hoc committees to address short-term interests of the Association
190 and appoint members. The Chairperson shall be a State EMS Official or State EMS Director.
191 Membership on these special/ad hoc committees need not be limited to members of the
192 Association.
193 All standing, ad hoc committees and councils shall report their activities to the Board of
194 Directors.

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.