

# NATIONAL ASSOCIATION OF STATE EMS OFFICIALS

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## COUNCIL CHARTER

AS OF MARCH 9, 2017

## Table of Contents

<b>Section I – Subordination .....</b>	<b>3</b>
<b>Section II – Scope .....</b>	<b>3</b>
<b>Section III – Membership .....</b>	<b>3</b>
<b>Section IV – Meetings.....</b>	<b>3</b>
<b>Section V - Quorum.....</b>	<b>4</b>
<b>Section VI – Officers .....</b>	<b>4</b>
<b>Officers .....</b>	<b>4</b>
<b>Duties of the Chair .....</b>	<b>4</b>
<b>Duties of the Chair-Elect.....</b>	<b>4</b>
<b>Duties of the Immediate Past Chair .....</b>	<b>4</b>
<b>Terms.....</b>	<b>4</b>
<b>Nominations and Elections.....</b>	<b>5</b>
<b>Section VII – Steering Committee/Workgroups/Regions.....</b>	<b>5</b>
<b>Steering Committee .....</b>	<b>5</b>
<b>Standing and Ad Hoc Workgroups.....</b>	<b>5</b>
<b>Regions.....</b>	<b>5</b>
<b>Section VIII – Amendment .....</b>	<b>6</b>
<b>Section IX – Dissolution .....</b>	<b>6</b>

1 **Section I – Subordination**

2 A Council may be created by the NASEMSO Board of Directors to represent specialized  
3 functions within the state EMS office. No portion of this Charter shall conflict with the  
4 NASEMSO Bylaws.

5 Each Council is a working body of the Association. Councils may present policy and position  
6 recommendations to the NASEMSO Board of Directors for approval. External communications  
7 are the responsibility of the NASEMSO President and Board of Directors.

8 **Section II – Scope**

9 Each Council will provide a forum for communication, interaction, and networking between  
10 peers. This forum will allow for the sharing of best practices; developing and encouraging  
11 mentoring programs; the joint resolution of obstacles and challenges; and the nationwide  
12 promotion of evidence-based decision making for EMS system development.

13 Each Council shall develop a mission statement that shall also include a name identifier and  
14 vision statement. The Council mission statement will be presented to the NASEMSO Board of  
15 Directors for approval.

16 **Section III – Membership**

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

19 In accordance with NASEMSO Bylaw Section VII, membership of the Council shall be limited  
20 to one (1) member from each state as appointed by the State EMS Director. In states where the  
21 function represented by the Council is not fulfilled by a state EMS office member, the state  
22 director decides who represents their state as the voting representative to the Council. Multiple  
23 participants per state on each council can be accommodated via Associate Membership in  
24 NASEMSO. The President of NASEMSO may designate one (1) or more State EMS Director(s)  
25 as an ex-officio member of the Council.

26 **Section IV – Meetings**

27 In-person meetings shall be held at a minimum of once per year with other meetings called at the  
28 discretion of the Council Chair or two-thirds (2/3) of the membership. Meetings shall be held in  
29 accordance with Roberts Rules of Order providing these are not inconsistent with this Charter or  
30 NASEMSO’s Bylaws. Notice of an in-person meeting and a tentative agenda shall be distributed  
31 to the membership at least thirty (30) days prior to the meeting.

32 **Section V - Quorum**

33 A quorum shall consist of ten (10) members present without proxy. Unless otherwise specified  
34 in this charter, all decisions shall be decided by majority vote.

35 **Section VI – Officers**

36 **Officers**

37 The Officers of the Council shall be:

- 38 • Chair
- 39 • Chair-Elect
- 40 • Secretary
- 41 • Immediate Past Chair

42 **Duties of the Chair**

43 The Chair shall represent the Council in a leadership capacity that best advances the interests of  
44 the Council, NASEMSO, and its membership. Among the Chair’s duties are providing support  
45 and direction to Committees; representing the Council at various functions and with other  
46 organizations; presiding at meetings of the Council; and performing other duties as required.

47 The Chair shall serve as both the Chair of the Council’s Steering Committee and the  
48 representative of the Council on the NASEMSO Board of Directors.

49 **Duties of the Chair-Elect**

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

55 **Duties of the Immediate Past Chair**

56 The Immediate Past Chairperson shall be an Officer of the Council to provide continuity during  
57 transition and share leadership workload and duties.

58 **Terms**

59 The term of office for the Chair, the Chair-elect, and the Secretary shall be no longer than two  
60 (2) years. No Officer except the Secretary may serve more than one (1) consecutive term.  
61 Terms shall commence at the end of the meeting at which the election took place. Terms shall  
62 terminate at the end of the annual meeting.

63 If an Officer of the Council ceases to be the designee for the state EMS lead agency, that person  
64 shall relinquish the office. If this Officer is the Chair, the Chair-elect shall fill the remainder of  
65 that term. Any other vacancies shall be filled by appointment of the Steering Committee until  
66 the next meeting of the membership at which time an election will be held.

### 67 **Nominations and Elections**

68 Nominations and elections shall be carried out in accordance with Section IV, paragraph J of the  
69 NASEMSO Bylaws.

## 70 **Section VII – Steering Committee/Workgroups/Regions**

### 71 **Steering Committee**

72 The membership of the Steering Committee shall consist of the Officers of the Council and four  
73 (4) Regional Representatives, or four (4) At-Large Representatives if the Council chooses not to  
74 organize regionally.

75 The Steering Committee will meet at the call of the Chair, or at the call of two-thirds (2/3) of the  
76 Steering Committee members. The Steering Committee, when necessary, may conduct their  
77 business by telephone.

78 The Steering Committee shall have the authority to conduct the affairs of the Council between  
79 regular meetings of the membership. The Steering Committee shall keep minutes of its official  
80 actions and the Secretary shall make full report thereof available to the membership within thirty  
81 (30) days.

82 A quorum shall consist of a majority of the Steering Committee.

### 83 **Standing and Ad Hoc Workgroups**

84 Councils may create Standing Workgroups and Ad Hoc Workgroups as needed and with  
85 consensus of the membership.

86 All Standing and Ad Hoc Workgroups shall report their activities to the Steering Committee.

### 87 **Regions**

88 Councils may, but are not required, to organize regionally.

89 If the Council chooses to conduct business on a regional basis, Regions shall be consistent with  
90 NASEMSO Bylaws Section VI.

91 If Regions are recognized, each Region shall elect a Representative and may elect an Alternate  
92 Representative to the Council's Steering Committee at the Annual Meeting. Regions may decide  
93 whether proxy voting will be allowed or may vote online.

94 The term of office for both the Council Regional Representative and Alternate is two (2) years.

95 In case of vacancy by the Regional Representative, the Alternate Regional Representative shall  
96 fill the remaining term. If both positions become vacant, the Steering Committee shall nominate  
97 two (2) Council members from the Region with the vacancies. The Council members from that  
98 Region shall vote online to fill the vacancies. A majority of these votes cast shall determine the  
99 winner. The runner-up shall serve as the Alternate Regional Representative.

100 Duties of the Regional Representative and Alternate include:

- 101 • Orient new voting members in the Region.
- 102 • Attend Regional meetings
  - 103 ○ Report out at Regional meetings important happenings from the Council
  - 104 ○ Report to the Council relevant happenings from the Region

## 105 **Section VIII – Amendment**

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

## 111 **Section IX – Dissolution**

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