

CEMSMAC Bylaws Approved March 14, 2019

By-Laws

Connecticut Emergency Medical Services Medical Advisory Committee CEMSMAC

Mission Statement:

To ensure that all elements of the Connecticut EMS System are medically current and valid including training, patient care protocols, telecommunications, medical equipment, regulations and performance standards as they relate to the nationally defined EMS Providers' Scope of Practice and the National EMS Agenda for the Future.

Article 1.0: Name

The name of the committee shall be the Connecticut Emergency Medical Services Medical Advisory Committee (CEMSMAC).

Article 2.0: Definition

2.1: Pursuant to 19a-178a. The advisory board shall establish a Connecticut Emergency Medical Advisory Committee as a standing committee. The standing committee shall provide the commissioner, the advisory board and other ad hoc committees with advice and comment regarding the medical aspects of their projects. The standing committee may submit reports directly to the commissioner regarding medically-related concerns that have not, in the standing committee's opinion, been satisfactorily addresses by the advisory board.

Article 3.0: Purpose

The purpose of CEMSMAC shall be:

- 3.1: To serve as a unified voice for Emergency Medical Services Medical Directors in Connecticut representing their needs as may be determined by the membership; and, to serve as a forum for the exchange of ideas and discussion of matters of mutual concern;
- 3.2: To foster, encourage and promote the development of superior abilities, skills, qualifications and requirements within the emergency medical services system as they relate to patient care;
- 3.3: To review, advise and approve the functioning of the EMS System as it applies to the scope of practice of Emergency Medical Services personnel. Advise on medical content of dispatching and pre-arrival instructions;

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3.4: To advise, review, and support the delivery of quality emergency medical services education as it applies to EMS instructional programs in relation to the execution of the National EMS Scope of Practice and the National EMS Education Standards;

3.5: To establish, advise and disseminate information and guidance on concepts of emergency medical services care to appropriate bodies, governmental, private and public;

3.6: To present reports, actions and recommendations to the Advisory Board as indicated and/or to the Commissioner if necessary;

3.7: To advise on medical impacts of operational performance standards e.g., response times, lights and sirens, destination facilities, staffing, etc;

3.8: To take an active role in promoting the adoption of such policies and practices by groups and agencies as will contribute to the maximum development of emergency patient care;

3.9: To review EMS research proposals and recommend approval or non-approval to the Advisory Board. Review and disseminate results and follow-up information.

Article 4.0: Membership

4.1: Voting members shall consist of the five Regional Medical Advisory Committee Chairpersons (or their physician representative), one physician representative of EMS-C, one physician representative of the CEMSAB Trauma Committee and the OEMS medical director;

4.2: Members can participate in votes in person, via teleconferencing or by proxy in writing to the chair prior to the meeting;

Article 5.0: Officers

5.1: There will be a Chair elected;

5.2 : The term of the Chair shall be two years;

5.3 : The OEMS Medical Director will serve as a permanent Co-Chair.

5.4: The Chairman or Co-Chair will conduct the affairs of the committee;

5.5: In the event that no voting members are willing to assume the chair position, the committee can vote the incumbent chair to serve additional term(s) as needed;

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5.6: If during a tenure, a Chair or Regional representative changes his or her employment institution and now works for a hospital in a different EMS region from where he or she was originally representing, another Chair will be elected and/or the Region affected will designate another representative to the CEMSMAC.

At no time will any one EMS Region have more than one vote on the CEMSMAC.

5.7: The Chairman, Co-Chair or an appointed member will represent CEMSMAC on the Advisory Board Committee. This member will present reports to the Advisory Boards and request Board action when indicated;

5.8: The Chair or Co-Chair of the CEMSMAC may appoint ad-hoc committees as needed.

Article 6.0: Subcommittees

6.1: There will be a standing EMS Protocol subcommittee

6.2: Subcommittees may be established as the need arises and will report to the CEMSMAC

Article 7.0: Meetings

7.1 Monthly Meetings

Meetings will normally be held monthly, weather permitting. Other meeting will be at the call of the Chairs. Members are expected to attend a 60% or greater of the meetings;

7.2 Special Meetings

A special meeting of CEMSMAC may be deemed necessary at the call of the Chair; by the voting members of the committee, or as requested by the Advisory Board or the Department of Public Health;

7.3 Quorum of Membership

A quorum shall consist of a minimum of 4 voting members and 3 regions represented. All business conducted with a majority vote of the quorum shall stand as the official action of the committee;

7.4 Scheduling of meetings, taking and distribution of minutes, production of minutes and creation of agendas will be done by the OEMS staff.

Article 8.0: Conflict of Interest

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8.1: Conflict of interest is defined as pertaining to any member who has, or within 12 months preceding the vote had, a substantial ownership, employment, fiduciary, contractual or consultative relationship in regards to the matter being discussed or voted upon. Conflict of interest shall be disclosed prior to the discussion and/or vote;

8.2: Members are disallowed from using this committee for the purpose of promoting private, agency, or institutional gain and/or interest. Decisions will be based on “what is best for the patient” and on evidenced based medicine;

8.3: Participants and members of the committee will not be allowed to vote on matters where there is a conflict of interest and may only participate in discussion on these matters when requested to do so by the Chair;

8.4: Every member represents a constituency and is also a resource personally. His/her voting shall reflect the opinions of his/her constituents to the extent possible.

Article 9.0: Amendments

9.1: The power to make, amend or repeal by-laws shall be vested in the regular members, except as may be otherwise required by law;

9.2: CEMSMAC may at any time by vote of the majority of the regular members legally qualified to vote, make, amend or repeal any by-law. Notice of such change shall be filed not less than thirty days prior to the stipulated meeting called by the Chair.

Article 10.0: Parliamentary Authority

10.1 The rules contained in the current edition of “Roberts Rules of Order,” newly revised, shall govern CEMSMAC in cases where they are applicable, and in which they are not inconsistent with these by-laws or any special rules of order CEMSMAC may hereafter properly adopt.

Article 11.0: Dissolution

11.1: Except as may otherwise be required by law, CEMSMAC at any time by vote of a majority of its members legally qualified to vote, authorize a motion of petition for dissolution to be filed in accordance with the State of Connecticut Regulations.