

National Association of State EMS Officials (NASEMSO)

Council Charter

Adopted by the NASEMSO Board of Directors 04-11-2013

Section I – Subordination

A Council may be created by the NASEMSO Board of Directors to represent specialized functions within the state emergency medical service office. No portion of this Charter shall conflict with the Bylaws of NASEMSO.

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

Section II – Scope

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

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

Section III – Membership

In accordance with NASEMSO Bylaw section V, paragraph C, membership of the Council shall be limited to one (1) member and one (1) alternate from each state and territory as appointed by the State EMS Director. In states where the function represented by the council is not fulfilled by a state office of EMS employee, the state director must decide who represents them as the voting representative to the council. Multiple participants per state on each council can be accommodated via Associate Membership in NASEMSO. The President of NASEMSO may designate one (1) or more State EMS Director(s) as an ex-officio member of the council.

Section IV – Meetings

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

the meeting.

Section V – Quorum

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

Section VI – Officers

A. The Officers of the Council shall be:

- Chairperson
- Chairperson-Elect
- Secretary
- Immediate Past Chairperson

B. Duties of the Chairperson

The Chairperson shall represent the Council in a leadership capacity that best advances the interests of the Council, NASEMSO and its membership. Among the Chairperson’s duties are providing support and direction to committees; representing the Council at various functions and with other organizations; presiding at meetings of the Council; and performing other duties as required. The Chairperson shall serve as both the Chairperson of the Council’s Steering Committee and the representative of the Council on the NASEMSO Board of Directors.

C. Duties of the Chairperson-Elect

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

D. Duties of the Secretary

The Secretary is responsible for the accuracy of meeting minutes. The Council membership shall approve all minutes with corrections. Council minutes shall include attendees of the meeting, major discussion points, motions made and votes taken.

E. Duties of Immediate Past Chairperson

The Immediate Past Chairperson shall be an officer of the council for the purpose of providing continuity during transition and sharing leadership workload and duties.

F. Terms

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

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

G. Nominations and Elections

Nominations and elections shall be carried out in accordance with Section IV, paragraph I of the NASEMSO Bylaws

Section VII - Committees

A. Steering Committee

1. The membership of the Steering Committee shall consist of the Officers of the Council and four (4) regional representatives or four at-large representatives if the council chooses not to organize regionally.
2. The Steering Committee will meet at the call of the Chairperson, or at the call of two-thirds (2/3) of the members of the Committee. The Steering Committee, when necessary, may conduct their business by telephone.
3. The Steering Committee shall have the authority to conduct the affairs of the Council between regular meetings of the membership. The Steering Committee shall keep minutes of its official actions and the Secretary shall make full report thereof available to the membership within thirty (30) days.
4. A quorum shall consist of a majority of the Steering Committee.

B. Standing and Ad Hoc Committees

1. Councils may create standing committees and ad hoc committees as needed and with consensus of the membership.
2. All standing and ad hoc committees shall report their activities to the Steering Committee.

C. Regions

1. Councils may, but are not required, to organize regionally.
2. If the Council chooses to conduct business on a regional basis, regions shall be composed consistent with NASEMSO Bylaw Section V-B.
3. If regions are recognized, each region shall elect a Representative and an Alternate Representative to the Council's Steering Committee at the annual meeting by Council voting members within the region who are in attendance at the meeting.
4. The term of office for Council Regional Representative and Alternate is two (2) years.
5. In case of vacancy by the Regional Representative, the Alternate Regional Representative shall fill the remaining term. If both positions become vacant, the Steering Committee shall nominate two (2) Council members from the Region with the vacancies. The Council members from that Region shall vote by mail or phone to fill the vacancies. A majority of these votes cast shall determine the winner. The runner-up shall serve as the Alternate Regional Representative.

Section VIII - Amendment

This Charter may be amended by a vote of two-thirds (2/3) of the voting membership of NASEMSO present or proxied at a general membership meeting or responding by mail prior to the meeting. The intention to amend the Charter 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 IX – Dissolution

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

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