



## National Association of State EMS Officials

201 Park Washington Court • Falls Church, VA 22046-4527 • www.nasemso.org  
703-538-1799 • fax 703-241-5603 • info@nasemso.org

# NASEMSO Meeting Decorum Guidelines

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**W**elcome to NASEMSO. Meetings are open to members, registered attendees and invited guests. State EMS Officials and Federal Partners are welcome to attend all NASEMSO Council and Committee Meetings.

1. Council & Committee Chairs are responsible for conducting productive meetings, which conform to NASEMSO bylaws.
2. Meetings should follow an established agenda. The agenda should be announced at the beginning of the meeting and alterations can be made at the discretion of the chair or a majority of the members present. The agenda should be approved.
3. Meeting should begin with a roll call of all members and guests present.
4. Meetings should begin on time and be adjourned as scheduled or upon completion of business. Meetings may be continued upon the consensus of members.
5. Encourage cell phones to be on vibrate or turned off. Encourage phone or other sidebar conversations to occur outside the meeting room. At the discretion of the Chair, anyone disrupting the meeting may be asked to leave or have their connection muted.
6. The Chair can determine who will sit at the meeting table. It is a reasonable expectation to ask that members sit at the meeting table and guests in the perimeter, unless the meeting is small and members are not clearly designated, as is the case with some of the smaller committees.
7. Discussions and comments should address the agenda item or subject on the table. Focus on issues, not personalities. Guests in particular need to identify themselves and who they represent, if applicable, when recognized to speak. All present will be asked to disclose at the beginning of the meeting any potential conflicts of interest or other details that might have a bearing on discussion items. If the addition of new agenda items or transition to a new topic occurs during the meeting for which an attendee has not previously disclosed a conflict, s/he must make such disclosure prior to commenting or asking a question.
8. The Chair is expected to maintain order, particularly during debates. Members and visitors should wait to speak until the Chair has recognized them. The Chair should keep the meeting moving along, quickly recognizing people and doing his/her best to alternate between those who are speaking for or against a motion. The chair does not

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- enter into a debate. Do not delay calling for the 'question' if the debate is being repetitive.
9. Use Robert Rules as a guide, but it's generally not necessary to be a parliamentarian or to conduct all business strictly by the book (unless a debate as described above). Don't insist that everything be done or worded exactly so. Facilitate the will of the majority with professionalism and respect.
  10. The Council/Committee Secretary or designee shall take minutes or develop a meeting summary of all meetings, to include a roll call of participants. Minutes only need to record what was discussed or decided. Details of discussion, opinions and debates points are not necessary.
  11. Executive sessions are an option when a council has a clear need to address an issue among its Members and State EMS Officials only. Executive sessions should be the exception and rarely used. While NASEMSO is a private organization, it is representative of state officials who have an interest in conducting business in a transparent manner.
  12. Elections: When receiving nominations from the floor, double check with the person being nominated to see if they are willing and able to serve if elected. Attempt to present or nominate two individuals for each position. Use written ballots for votes between multiple persons for an office.
  13. The Chair may establish additional meeting guidelines, subject to the agreement of those members present.