

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 9/12/17 **Start Time:** 10:30 a.m. **Approx. Length:** 30 minutes
Presentation Title: Advisory Boards and Commissions (ABCs) Update/Bylaw approval
Department: Public and Government Affairs
Presenters: Amy Kyle and Katie Wilson
Other Invitees:

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

To approve the revised bylaws for the Emergency Medical Services Council.

In October 2015 the Board of County Commissioners (BCC) requested PGA help implement improvements to the Advisory Board and Commission (ABC) Program. These improvements included:

- All ABC staff liaisons begin the recruitment process 90 days in advance of any vacancies.
- Update all ABC bylaws to include term lengths, quorum rules and public meeting requirements.
- Require all applicants to fill out an application form including those seeking reappointment.
- The BCC approve all bylaws updates once they have been reviewed by County Counsel.

EXECUTIVE SUMMARY:

Public and Government Affairs (PGA) coordinates the recruitment and appointment volunteers and the BCC approval of bylaws with the department liaisons for the Clackamas County Advisory Boards and Commissions (ABC) Program. The Emergency Medical Services Council has made updates to their bylaws to clarify the membership requirements and terms. These updates have been reviewed by County Counsel. These updates must be approved by the BCC before they can take effect.

FINANCIAL IMPLICATIONS (current year and ongoing):

N/A

STRATEGIC PLAN ALIGNMENT:

- This item aligns with the Public and Government Affairs Strategic Business Plan goals to provide strategic outreach, engagement and consultation services to county elected officials, departments and community organizations, so they can build public trust and awareness, and achieve their strategic and operational results and Clackamas County residents will be aware of and engaged with county government
- This item aligns with the County's Performance Clackamas goals by building public trust through good government

LEGAL/POLICY REQUIREMENTS:

All bylaws have been reviewed and approved by County Counsel to ensure they follow the requirements set forth in state statute, BCC ordinance or ABC bylaws.

PUBLIC/GOVERNMENTAL PARTICIPATION:

PGA provides support and guidance to county departments for the recruitment, appointment and creation of BCC appointed Advisory Boards and Commissions.

OPTIONS:

1. Approve the updated bylaws as submitted by the Emergency Medical Services Council in this report.
2. Do not approve the updated bylaws and require specific changes to the bylaws.

RECOMMENDATION:

Staff recommends:

Option 1. Approve the updated bylaws as submitted by the Emergency Medical Services Council in this report.

ATTACHMENTS:

Updated bylaws of the Emergency Medical Services Council

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval s/Gary Schmidt

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Gary Schmidt @ 503.742.5908
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BYLAWS

CLACKAMAS COUNTY

EMERGENCY MEDICAL SERVICES COUNCIL

ARTICLE I

Specific and General Purposes

The purposes of the Emergency medical Services Council ("Council") are to review and offer advice to appropriate bodies in all matters relating to prehospital emergency medical services. This Council shall submit its observations and recommendations for improvements of the prehospital care system to the Department of Human Services ("Department") and to the County Board of Commissioners ("Board"). The Council shall provide consultation or make recommendations on issues identified in the Clackamas County Ambulance Service Plan "Plan," or as may be requested by the Board or Department. The Council shall provide a forum for continuing input by prehospital care consumers, providers, and the medical community.

ARTICLE II

Membership and Term of Office

In accord with the Plan, the Board shall appoint the members of the Council. The Council composition shall be one representative from each of the following:

1. Commercial ambulance service provider that serves ASA in Clackamas County
2. Governmental agency which provides ambulance service in Clackamas County
3. Clackamas County Fire Defense Board
4. Emergency department physician from a hospital within Clackamas County
5. Medical Director to a 911 EMS provider agency in Clackamas County
6. Governmental representative from the County as recommended by the Department of Health, Housing and Human Services
7. Advance life support Paramedic currently providing prehospital care in Clackamas County
8. Basic life support EMT currently providing prehospital care in Clackamas County
9. Representative of a city in Clackamas County
10. Resident of Clackamas County
11. Representative of a PSAP in Clackamas County
12. The Clackamas County EMS Medical Director serves as an ex-officio member

The regular term of office for each member shall be three years. With the exception of the Clackamas County EMS Medical Director, no member shall serve more than two terms unless by Council recommendation. If any member fails to attend two consecutive meetings or a total of three meetings within one year, membership may be reviewed. Upon review, the Council Membership, by simple majority, may make a recommendation to the Board of County Commissioners that the member be excused from their position and seek applications to fill the vacated position. Unavoidable absences such as personal or family illness, business, and vacations shall be considered excused. The Council membership may excuse any other absence by majority vote.

ARTICLE III

Officers

The officers of the Council shall be a chairperson and a vice-chairperson. Officers will be elected at the second meeting after the regular appointment of new Council members. The term of office will be two years or until the end of the person's term of appointment to the council, whichever is first.

The duties of the Chairperson are to preside at all meetings of the Council, to appoint committees, to call special meetings and to represent and speak for the Council. The Chairperson may designate the Vice-Chairperson or other member of the Council to speak for him/her in the name of the Council when he/she is unable to do so.

It will be the duty of the vice-chairperson to preside over meetings in the absence of the chairperson and to otherwise assume the chairperson's duties in his/her absence.

ARTICLE IV

Meetings

The regular meetings of the Council shall be held at least quarterly at the time, date and place as determined by the Council. Special meetings may be called by the chairperson or by a majority of the Council members. All meetings shall be subject to Oregon's Public Meetings Law. A majority of the Council members shall constitute a quorum. The Council shall follow Robert's Rules of Order.

ARTICLE V

Committees

The chairperson may appoint subcommittees or action teams to address specific issues as they arise. Additional members of a subcommittee or action team may be selected from beyond the membership of the Council at the discretion of the subcommittee chairperson or team leader. All actions of subcommittees or action teams shall be reported to and subject to the ratification of the Council.

ARTICLE VI

Amendments to bylaws

All amendments to these bylaws will be presented to the Council in writing or via e-mail at least fifteen days prior to a regular meeting. Adoption of amendments to the bylaws requires a two-thirds vote of the total membership of the Council. All amendments shall be approved by the Board.

Adopted May 9, 1995

First Revision Adopted November 28, 1995

Second Revision Adopted January 26, 1999

Third Revision Adopted August 21, 2001

Fourth Revision Adopted May 28, 2002

Fifth Revision Adopted October 28, 2008

Sixth Revision Adopted January 26, 2016

Seventh Edition Adopted TBA