

**Pinellas County
Emergency Medical Services
Medical Control Board
Bylaws**

**Article I
Name**

Section 1.1 The name of this organization shall be the Pinellas County Emergency Medical Services Medical Control Board (MCB). The MCB has been established by the Board of County Commissioners, Pinellas County, Florida, serving as the EMS Authority (Authority).

**Article II
Objective**

Section 2.1 The MCB is an advisory body to the Authority and to the EMS Medical Director. The MCB is given specific review and approval authority pursuant to Section 54-60 of the Pinellas County Code subject to overriding Florida Law. The objectives of the MCB shall include the following:

- a. Advise the Authority on matters pertaining to emergency medical services.
- b. Advise the EMS Medical Director on issues of clinical policy and practice.
- c. Review and approve applicable protocols and procedures.
- d. Review the performance of all system components to include the EMS Medical Director, the ambulance contractor, the first responder contractors and the Continuing Medical Education contractor.
- e. Provide a liaison between the medical community at large and the EMS system.
- f. Provide opinions regarding medical community consensus to the Authority and the EMS Medical Director.

**Article III
Membership**

Section 3.1 The membership of the Pinellas County EMS Medical Control Board shall consist of eleven (11) members, to include seven (7) physicians and four (4) hospital administrators.

The membership shall be comprised of the following:

- A physician member or designee to represent the Pinellas County Medical Association; and
- A physician member or designee to represent the Pinellas County Osteopathic Medical Society; and
- A physician member or designee to represent a trauma center located within Pinellas County; and
- Four (4) physician members or their individual designees to represent emergency physicians practicing in Pinellas County hospital emergency departments; and
- Four (4) hospital administrator members or their individual designees to represent hospital administrators from Pinellas County hospitals.

The physician members shall be actively engaged in the practice of emergency medicine. Designees must be named alternates appointed by the EMS Authority.

The hospital administrator members or their individual designees shall be appointed from the ranks of hospital administrators from Pinellas County hospitals. Designees must be named alternates appointed by the EMS Authority.

Section 3.2 The term of appointment shall be for two (2) years with confirmation every two (2) years by the EMS Authority. There is no limit on the number of terms an individual may serve.

Section 3.3 A member may recommend to the EMS Authority for approval of an alternate to serve in their absence. The alternate must represent the same category as that of the member.

Section 3.4 An alternate member shall assume the role of the primary member in the event the primary member can no longer serve until a permanent replacement is approved. The alternate member shall not assume any elected or appointed officer position previously held by the primary member unless approved by the MCB.

Section 3.5 The membership, by majority vote, shall have the authority to recommend to the EMS Authority the removal of any member. The member will be notified promptly of the recommendation for removal.

Article IV Officers

Section 4.1 The members of the EMS Medical Control Board shall elect from the membership the following Officers at its annual meeting which will be held in February of each year. Members interested in serving as Officers shall submit their name to the Executive Director prior to the meeting. Nominations will also be accepted at the meeting.

- a. Chair
- b. Vice-Chair
- c. Secretary

Section 4.2 The term of office of all Officers shall be two years. The terms will begin immediately following the vote of the membership at the annual meeting.

Section 4.3 A vacancy in any office may be filled at the next meeting.

Section 4.4 Duties:

- a. Chair:

The Chair shall be a full voting member and preside at all meetings of the MCB and be an ex-officio member of all committees. The Chair shall have further duties as may be assigned by the MCB.

- b. Vice-Chair:

In the absence of the Chair, the Vice-Chair shall exercise all duties of the Chair. The Vice-Chair shall have other duties and powers as may be assigned by the MCB.

- c. Secretary:

The Secretary shall cause the minutes of all meetings of the MCB to be kept. The Secretary shall have such further duties and powers as may be assigned by the Chair.

Article V Meetings

- Section 5.1** The annual meeting of the MCB shall be held in first quarter of each year at such time and place as designated by the Chair. The Chair or the Executive Director may call meetings of the MCB when such meetings are deemed necessary.
- Section 5.2** All members of the MCB shall be notified of the time, place and purpose of meetings not less than five (5) days before such meetings by the Executive Director or his/her designee.
- Section 5.3** Six (6) voting members shall constitute a quorum for the transaction of any business at meetings of the MCB.
- Section 5.4** Only the appointed member or the designated alternate shall be entitled to vote at any meeting of the MCB.
- Section 5.5** Members are expected to attend all meetings of the MCB and any Committee to which they are assigned. Periodic review of attendance will be conducted by the Chair and the Authority's Executive Director. Members whose attendance is not meeting requirements will be contacted and advised of same. Excessive absences will result in recommendation for dismissal from the MCB and/or Committee. The MCB shall make a formal request for a replacement member from the represented agency or organization to be appointed by the EMS Authority.
- Section 5.6** All official records of the MCB, including minutes and resolutions duly adopted, shall be maintained in the office of the Executive Director.

Article VI Committees

- Section 6.1** There shall be an Executive Committee composed of the Chair, Vice-Chair and Secretary elected by the membership during the annual meeting or a meeting called for that purpose. The Executive Committee shall have full authority to take action in any emergency arising between meetings and to carry on ordinary business in keeping with the bylaws. Meetings of the Executive Committee may be called by the Chair or the Executive Director. A quorum of the Executive Committee shall be three (3) members.
- Section 6.2** The Chair is empowered to appoint such permanent or standing committees as are deemed necessary for the successful execution of the MCB's programs.

Article VII
Parliamentary Procedure

Section 7.1 All meetings of the MCB and any committees shall be conducted and governed by Parliamentary Procedures and usage as contained and set forth in the current edition of Robert's Rules of Order unless otherwise provided for in these bylaws or except where modification of such rules is required because of the nature of the work to be accomplished by the MCB.

Article VIII
Amendment to Bylaws

Section 8.1 These bylaws may be amended by a two-thirds vote of the membership at a meeting where notice of such proposals for amendments has been given to all members as provided in the bylaws. All such amendments shall be subject to approval of the EMS Authority.

Section 8.2 Notice of a proposed amendment shall be submitted in writing, including electronically, to all members of the MCB not less than seven (7) days prior to the meeting at which time such amendments are to be considered.