

**Approved by the EMS for Children Advisory Committee
Revised November 30, 2021**

BYLAWS OF THE

**EMERGENCY MEDICAL SERVICES FOR CHILDREN
ADVISORY COMMITTEE**

for the

**EMERGENCY MEDICAL SERVICES FOR CHILDREN
STATE PARTNERSHIP, TEXAS**

**BYLAWS OF THE
EMERGENCY MEDICAL SERVICES FOR CHILDREN
ADVISORY COMMITTEE**

ARTICLE I

NAME

The name of this body shall be the Emergency Medical Service for Children (EMSC) Advisory Committee (EAC) of the EMS for Children State Partnership, Texas.

ARTICLE II

PURPOSE AND RESPONSIBILITIES

The purpose of this committee is to provide guidance and support for the EMS for Children State Partnership program. The EAC is responsible for prioritizing EMS for Children issues, designing and implementing special projects that are consistent with EMS for Children priorities, actively promoting the EMS for Children State Partnership program, ensuring that pediatric issues are addressed within the EMS system, and developing policy recommendations pertaining to the improvement of emergency medical services for children.

ARTICLE III

MEMBERSHIP

Section 1

The EMS for Children Advisory Committee is composed of the following eight core (required) members:

- Nurse with emergency pediatric experience
- Physician with pediatric training (e.g., pediatrician or pediatric surgeon)
- Emergency physician (a physician who primarily practices in the emergency department: does not have to be a board-certified emergency physician)
- Emergency medical technician (EMT) or Paramedic who is currently a practicing, ground level prehospital provider (i.e., must be currently licensed and riding in a patient care unit such as an ambulance or fire apparatus)
- EMS State agency representative (e.g., State EMS medical director, State EMS administrator)
- EMS for Children Program Director
- EMS for Children Program Manager
- Family representative

Note that no single individual listed above may serve as the EMT or Paramedic, nurse, physician, and family representative. In other words, there must be at least one prehospital provider, one nurse, one physician, and one family representative on the EMS for Children Advisory Committee. Each of these roles must be served by a distinct individual. However, for the other core member roles, a single individual can play dual or multiple roles as long as all eight roles are represented. For example, the EMS for Children Program Director can be the same person as the EMS for Children Program Manager. The EMS for Children Program also has identified a list of recommended committee members that should be selected based on the unique needs of each individual State/Territory. The following individuals are strongly encouraged (but not required) to play a role on the Advisory Committee:

- Texas Hospital Association (THA) representative
- Children’s Hospital Association (CHAT) representative
- State Trauma Director
- Pediatric Trauma Program Manager
- EMS training manager
- Tribal EMS representative
- Rural EMS representative
- Rural hospital representative
- Data manager
- School nurse
- Texas state ambulance association representative
- Child death review representative
- Fire-based EMS representative
- Police representative
- Bioterrorism representative
- Disaster preparedness representative
- Parent teacher association representative
- Recipient of MCH block grant for CSHCN
- Highway representative
- Legislator – State Representatives
- Quality Improvement specialist
- Texas Pediatric Society (TPS) representative
- PEM or EMS Fellow
- State Office of Rural Health representative
- Child Life Specialist
- Texas College of Emergency Physicians (TCEP) representative
- Injury Prevention Specialist
- Child abuse physician
- Texas Emergency Nurses Association (TENA) representative
- Member of the Governor’s EMS and Trauma Advisory Council (GETAC)

Section 2

Membership in the EAC is compulsory for the EMS for Children State Partnership Program Director and the EMS for Children Program Manager. For all others, membership in the EAC is voluntary, and individuals are selected by a majority of the Committee.

Section 3

The EAC must meet either face-to-face or by conference call at least four times each grant year (March-February grant cycle). A majority attendance is expected at each meeting or web conference. Failure of a member to attend web conferences or in-person meetings more than twice in a grant year may result in his or her removal from the committee by a majority vote of the eight core members. The EAC Chair shall follow-up with all members who were unable to attend a given conference call or meeting to keep them informed about EAC issues, decisions, and assigned tasks.

Section 4

Vacancies in any of the eight core positions must be filled in accordance with the rules established in Section 1 within 90 days. Temporary membership may be allowed, at the discretion of the committee, providing that every effort is made to permanently fill the position and that the temporary member agrees to accept all of the EAC roles and responsibilities during his or her interim commitment. Vacancies in core positions may also be assumed by sitting committee members who meet the requirements in Section 1 but whose seats were created in addition to the original eight core positions.

Vacancies in positions created beyond the eight core members will be filled at the discretion of the eight core members of the committee.

Section 5

Voting members will consist of the eight core members. Ad hoc members will be considered voting members if they have attended at least 50 percent of the last four meetings.

Members must be physically present at the meeting or participate via web conference to vote. A simple majority of voting members must be present in order to maintain a quorum.

A member may designate someone to attend the meeting in their place however, that designate will not have voting rights. In order for the replacement to have voting rights, they must meet the same minimum attendance requirements as all voting members.

New attendees will not be eligible to vote until they have attended two consecutive meetings. All attendees, however, are invited and encouraged to participate fully in any non-voting EAC activities.

Section 6

To help introduce the next generation of physicians to the EMS for Children Program, two physicians who are either a Pediatric Emergency Medicine Fellow or an Emergency Medical Services Fellow will be added to the EAC for a two-year period. These positions will be added to the EAC as ad hoc members and are subject to the by-laws as outlined. Fellows will be chosen for these positions through the following process:

- Directors of the Pediatric Emergency Medicine and Emergency Medical Services Fellowship programs throughout the state will be contacted to elicit candidates.
- An application process to include submission of a Curriculum Vitae, letter of intent, and letter of recommendation.
- The application submission deadline is April 30.
- Applications will be submitted to the EAC for selection at the May meeting.

Responsibilities of the Fellows may include, but not limited to:

- Acting as Chair of a subcommittee or task force.
- Member of the Voluntary Pediatric Recognition Program (VPRP) subcommittee and participate in facility assessments.
- Member of the EMS Recognition Program subcommittee and participate in EMS agency assessments.

Section 7

The EMS for Children Advisory Committee prohibits discrimination on the basis of race, color, national origin, religion, creed, sex, marital status, familial status, age, or handicap.

ARTICLE IV

FUNCTIONS OF THE COMMITTEE

Section 1

The committee shall review the Health Resources and Services Administration's (HRSA) most current EMS for Children Strategic Plan,

the EMS for Children Performance Measures Implementation Manual, and the EMS for Children State Partnership Texas Grant and make recommendations to the EMS for Children State Partnership Office on the overall direction and management of the State Partnership in accordance with established performance measures and organizational goals.

Section 2

The committee, by consensus, shall determine priority goals and objectives for the State Partnership and shall develop a working plan of action within the framework of the EMS for Children State Partnership Grant requirements and guidelines.

Section 3

The committee shall monitor the activities of the EMS for Children State Partnership, including all partners and stakeholders, to assure consistency with the EMS for Children mission, the EMS for Children Strategic Plan, and the State Partnership working plan.

Section 4

The committee shall create sub-committees and task-forces as necessary to conduct studies or investigations of specific issues, to carry out assigned tasks or projects, to provide the committee with reports or recommendations, or to otherwise carry out the work of the committee.

Sub-committee and task force members may include individuals who are not voting members of the EAC.

ARTICLE V

ORGANIZATION

Section 1

In as much as it is desirable to maintain an underlying current of collaboration, partnership, and teamwork, the basic organizational structure of the Texas Emergency Medical Services for Children Advisory Committee (EAC) should be flat, with each member contributing their individual leadership, talent, and expertise to the achievement of goals and objectives identified by the committee. With this in mind, it becomes necessary to develop a formalized organizational system for the purposes of committee procedure, individual and group accountability, coordination between the EAC and other organizations and agencies, integration and coordination of sub-committees, and other support activities.

Section 2

Officers of the committee shall consist of a Chair and a Vice-Chair. Because the EMS for Children Program Manager is the only member dedicated full-time to the management of the grant, the position of Chair will default to that individual. As the EMS for Children Program Director is dedicated full-time to the grant as the Principal Investigator, the position of Vice Chair will default to that individual. The Secretary may be an ad hoc member of the EAC. The Secretary will be nominated and elected by the committee.

Section 3

Chair responsibilities:

- Communicate with members to develop agendas for all Advisory Committee meetings
- Coordinate Advisory Committee meetings
- Coordinate communication and information flow between members, sub-committees, and task forces
- Coordinate communications and activities with outside entities
- Establish Task Force committees and membership with Advisory Committee approval
- Serve as a member on any task force committee
- Facilitate the Advisory Committee meeting

Section 4

Vice-Chair responsibilities:

- Facilitate meetings in the Chair's absence or by request
- Assist Chair with other duties and responsibilities as needed.

Section 5

Secretary responsibilities:

- Liaising with the Chair to plan meetings
- Receiving agenda items from committee members

- Circulating agendas and reports
- Taking minutes
- Circulating approved minutes
- Checking that agreed action items are carried out.
- Helping the Chair with maintenance of current contact details (name, email, etc.) of committee members
- Checking quorum is present at meetings

Section 6

Sub-Committees and Task forces:

- Formed by majority vote of the committee with the goal of group consensus when possible
- Will elect a sub-committee or task force Chair responsible for reporting activities to the advisory committee during quarterly meetings and communicating with the EAC Chair on a regular basis as determined by the EAC Chair and subcommittee or taskforce.
- Sub-committees may be established, and committee members will be assigned according to their expertise and interest as much as possible while assuring that each committee is represented by no less than two members. Members may be assigned to no more than two sub-committees at any given time.
 - A majority attendance is expected at each meeting or conference call. Failure of a member to attend conference calls or meetings more than twice in a grant year may result in his or her removal from the sub-committee by a majority vote of the members. The sub-committee Chair shall follow-up with all members who were unable to attend a given conference call or meeting to keep them informed about issues, decisions, and assigned tasks.
- The committee may, at its discretion, dissolve a sub-committee or task force or add or remove members at any time with a two-thirds (2/3) majority vote.

ARTICLE VI

MEETINGS

Section 1

Regular meetings will be held quarterly in conjunction with the Governor's EMS and Trauma Advisory Council.

Meetings shall be in-person unless special arrangements are made, on an as-needed basis, to facilitate web conferencing capabilities for one or more members otherwise unable to attend. Three of the scheduled quarterly meetings shall be a minimum of one hour in duration but shall not exceed two hours without a majority agreement of the committee. One meeting per grant year shall be designated as an annual EMS for Children Advisory Committee Workshop and may have an extended schedule as determined appropriate by the committee to meet strategic planning, committee education, program development, or any other business of the committee.

With a consensus of the committee, meeting dates and times are subject to change and must be scheduled through the EAC Chair no later than 30 days in advance of the scheduled meeting. Regular meetings require a majority in attendance for a quorum. All meetings shall be announced in advance in the EMS for Children Newsletter and on the EMS for Children State Partnership website and shall be open to the public. Stakeholders and visitors attending EAC meetings shall be invited to participate in discussions, work teams, and/or any other meeting activity but shall not vote on any official EAC action item.

Section 2

Special meetings or teleconferences may be held with approval of the majority of the committee. Special meetings will only require a quorum if there is to be any decision made requiring a vote of the members. However, unless otherwise specified, all members are encouraged to attend all specially called meetings. Specially called meetings will not replace a regularly scheduled meeting without prior approval of the majority of the committee.

Section 3

Sub-committee meetings may be held at any time. However, the subcommittee Chair must be asked to schedule the meeting or make web conferencing or meeting place arrangements as needed. Minutes from the sub-committee meetings should be taken and posted on the EMS for Children website.

Section 4

All meetings and conferences shall be conducted in peer-to-peer fashion with the utmost attention to professionalism and courtesy. Meeting rules will be established by consensus of the EAC members. Inappropriate or unprofessional behavior will not be tolerated by the committee and may result in revocation of EAC membership or other sanctions as determined by a two-thirds (2/3) majority of the members. Likewise, visitors and stakeholders shall be held to these rules when in attendance at risk of removal from the meeting by majority vote of the EAC.

Section 5

Issues that require a vote of the members need not be held until a scheduled meeting. Votes may be cast via electronic mail providing that the all members have received and acknowledged all relative information and have agreed to an electronic mail vote. All documentation of the issue, member acknowledgement, and voting results will be the responsibility of the EAC Chair. When feasible, a consensus agreement for all decisions is more desirable than a majority vote.

ARTICLE VII

ADOPTION AND AMENDMENTS

Section 1

These bylaws shall become effective upon recommendation and approval of the EMS for Children Advisory Committee.

Section 2

Amendments to these bylaws may be proposed via electronic mail or in writing by any committee member no less than 30 days prior to the meeting. Amendments will either be voted on at that meeting or discussed and tabled to be decided in the next regularly scheduled meeting. All changes to the EAC bylaws require a two-thirds (2/3) majority vote of the members.