

	<b>WESTCHESTER REGIONAL EMERGENCY MEDICAL SERVICES COUNCIL</b>	<b>No.</b> 15-01 <b>Date:</b> 06/25/2015 <b>Re:</b> REMSCO Membership
	<b>POLICY STATEMENT</b> <i>Supersedes/Updates: 13-01, 08-01</i>	<b>Pg(s):</b> 4

**Council Membership**

In concert with Article 30 of the New York State Public Health Law, the membership of the Westchester Regional EMS Council (Council) is defined in Article II, Section 1-B of its by laws as:

*At least one-third of the Council Members shall represent ambulance services and the remaining membership of the Council shall consist of, but not limited to, representatives of existing local emergency medical care committees, physicians, nurses, hospitals, health planning agencies, fire department emergency and rescue squads, public health officers and the general public.*

The purpose of this policy is to address the complement, recruitment, evaluation, appointment, expiration, re-appointment and removal of Council Members to the Westchester REMSCO.

**A. Membership Complement**

In an effort to reflect the stakeholders in the Regional EMS system, as well as meet NYS statute, the membership of the Westchester Council shall be made up of the following type and number of constituencies:

<b>Constituency</b>	<b># Of Seats</b>
Allied Medical Professional	2
Course Sponsor	1
EMS - Commercial	2
EMS - Municipal	2
EMS - Volunteer (Fire)	4
EMS - Volunteer (Ind.)	6
Fire - Career	4
Police	2
At Large	3
<b>Total Seats</b>	<b>26</b>

This breakdown shall be reviewed periodically by the Executive Committee to ensure that it continues to reflect the needs of the Council. Recommendations to alter the composition of the Council will be made and approved pursuant to the amendment process outlined in the by laws.

## **B. Membership Recruitment**

If vacancies exist on the Council, at the discretion of the Executive Committee requests for interested and eligible parties to apply for Council membership will be distributed to the following regionally based groups depending on the constituency seat that is unfilled:

<b>Constituency</b>	<b>Group/Organization Solicited</b>
Allied Medical Professional	Persons representing medical disciplines or organizations which intersect with the provision of EMS in the region (i.e. emergency RNs, emergency MDs, hospital administrators, healthcare associations, long-term care organizations, public health, etc.).
Course Sponsor	NYSDOH EMS Course Sponsors
EMS - Commercial	EMS agencies owned by career for-profit or not-for-profit entities
EMS - Municipal	EMS agencies owned by a government entity (i.e. village, town)
EMS - Volunteer (Fire)	EMS agencies owned by a volunteer fire department
EMS - Volunteer (Ind.)	EMS agencies owned by an independent volunteer corporation
Fire - Career	Career fire services (or the Career Fire Chiefs Association)
Police	Police services (or the Police Chiefs Association)

For At-Large and Allied Medical Professional memberships, the Executive Committee will determine where and how to advertise for interested and eligible applicants.

## **C. Membership Applications / Nominations Submission**

Applications / nominations for vacancies on the Council must be made in writing, signed by a sponsoring Council Member and/or an official from a constituency agency / organization identified above. Included with this policy is a form that can be used for this purpose. Accompanying the applications / nomination must be a current resume or curriculum verite (CV).

Complete applications / nominations with original signatures must be mailed or delivered to the Regional EMS Office and will be considered at the next Executive Committee Meeting immediately following receipt by the Council Secretary.

## **D. Application / Nomination For Vacant Membership Positions**

Per the by laws, membership vacancies attributable to uncompleted Council membership terms shall be filled, for the duration of the term, by designation of the Executive Committee. Such designations will be announced at the next General Council meeting following the decision of the Executive Committee. Appointment will be confirmed by a majority vote of the General Membership.

Notice of qualification shall be mailed within ten (10) days to each new Council Member and the sponsoring Council Member and/or constituency agency. Voting rights shall become effective immediately upon Council approval of nominees.

#### **E. Application / Nomination for Expiring Membership Terms**

Per the bylaws, each Council Membership term is no longer than four (4) years, and no more than eight (8) membership terms shall expire in any given year. All Council Membership terms expire on December 31<sup>st</sup> of the 4<sup>th</sup> year.

At the Annual REMSCO meeting in June, a list of those Council Membership terms expiring at the end of the year will be reported. Each expiring Council Member will be asked to submit an application / nomination as indicated in Section C of this policy. Agencies / organizations representing the constituency of the expiring Council Membership term as described in Section B of this policy will also be notified and invited to submit an application / nomination.

#### **F. Submission and Voting for Expiring Membership Terms**

Applications / nominations for expiring terms must be submitted thirty (30) days prior to the last Council meeting of each calendar year. Applications / nominations with original signatures must be mailed or delivered to the Regional EMS Office in order to be considered in receipt by the Council Secretary. After the Executive Committee has determined the nominee's eligibility, it will forward the application / nomination to the General Council Membership to be voted upon at the last Council meeting of the calendar year. Majority vote will approve or deny the application for the term under consideration.

Notice of qualification shall be mailed within ten (10) days to each new Council Member and the sponsoring Council Member and/or constituency agency. The new term of membership with voting rights shall begin on January 1<sup>st</sup>.

#### **G. Membership Responsibilities**

1. All Council Members are required to actively participate on at least one (1) standing committee. Selection of a committee affiliation will be expected by the next meeting following appointment. The Executive Committee shall assign Council Members to committee work as is necessary and will assess committee membership annually.
2. Each Council Member will appoint, in writing, an Alternate Member who has the right to attend all meetings of the Council and serve on committees. Alternate Members must be residents of the Region and preferably should be from the Council Member's constituency. In the event that a Council Member is not in attendance at any meeting, the Council Member's Alternate may vote on all matters coming before the Council. An Alternate Member may not hold office, nor chair a standing committee.
3. A Council Member is expected to attend all Council meetings. If he /she cannot, for any reason, attend a Council meeting, then he/she is expected to notify the Chair or Regional EMS Office and make arrangements to have his/her Alternate

Member attend instead.

4. A Council Member must notify the Chair immediately in writing if he/she has ceased to be an employee/member of the constituency he/she is representing. This notification will constitute a resignation from the REMSCO unless the constituency indicates, in writing, their desire to continue the Council Member as their representative.
5. A Council Member must notify the Chair immediately in writing if his/her residence ceases to be within the Westchester Region. In accordance with state law, a Council Member will be deemed resigned from the REMSCO if their residence ceases to be within the Region.

#### **H. Membership Disciplinary Actions / Terminations / Resignations**

1. Per the by laws, each Council Member sits on the Council at the pleasure of the Executive Committee and the Council as a whole. The Executive Committee may request termination of a Council Member's membership:
  - a. In the event of a Council Member's unexcused absence from three (3) consecutive regularly scheduled Council meetings (*no Alternate Member in attendance*);
  - b. In the event of a Council Member's excused absence from four (4) consecutive regularly scheduled Council meetings (*no Alternate Member in attendance*);
  - c. In the event of a Council Member's absence from more than three (3) consecutive meetings where an Alternate Member was sent in his or her place;
  - d. If the Council Member fails to meet any basic requirement of his/her Council membership;
  - e. For violating the Council's established Conflict of Interest and Ethics policies.
  - f. For conduct unbecoming of a Council Member.
2. Concurrence by the Council Member may be evidenced in writing or by failure to respond within ten (10) days after notification by certified mail of the right to be heard.
3. At the Council Member's request, exercise of the appeal procedure shall follow timely notification to the Council Member by certified mail of a hearing before the Executive Committee.
4. Resultant findings and recommendations of the Executive Committee shall be reported for Council's action at its next regular or special meeting.
5. A Council Member may resign by submitting a letter of such resignation to the Secretary and to the Executive Committee, allowing thirty days for appropriate action.