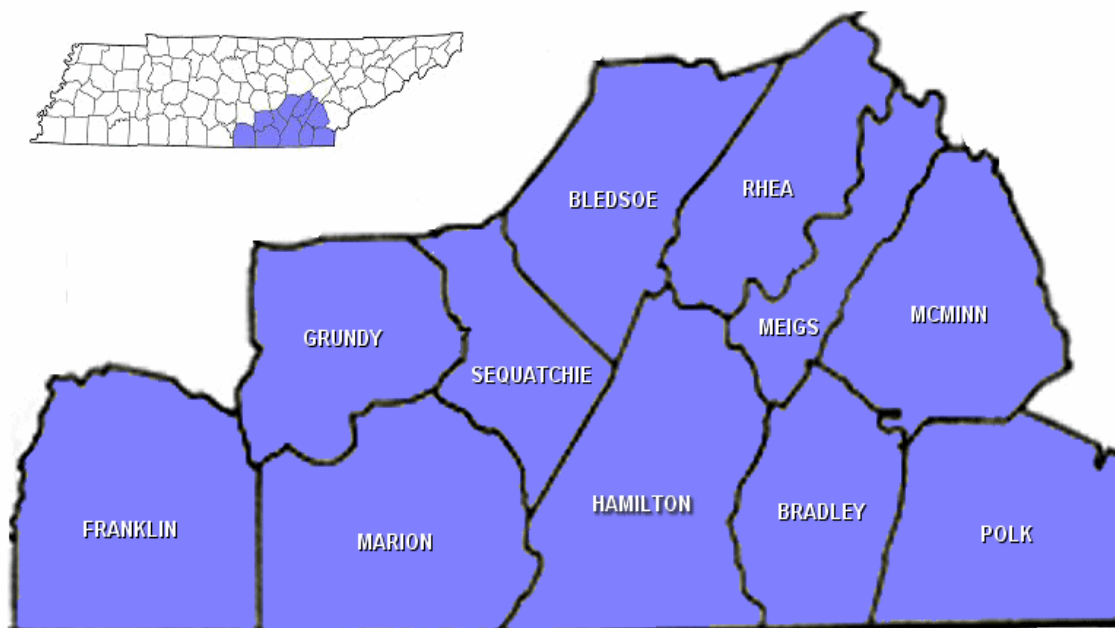


**SOUTHEAST TENNESSEE
REGIONAL MEDICAL COMMUNICATIONS
CENTER COUNCIL**

REGION 3



OPERATIONAL POLICY

**TENNESSEE DEPARTMENT OF HEALTH
SOUTHEAST TENNESSEE
REGIONAL MEDICAL COMMUNICATIONS CENTER COUNCIL
OPERATIONAL POLICY**

ARTICLE I.

NAME AND PURPOSE

SECTION 1. Name: The name of this organization shall be the “Southeast Tennessee Regional Medical Communications Center Council,” hereinafter referred to as the “Council.”

SECTION 2. Purpose: The purpose of the Council shall be:

A. To carry out those responsibilities required of the council pursuant to TCA 68.140.201-208. Tennessee EMS Board Rules 1200-12-1-08, and related regulations including but not limited to:

1. Provide opportunity for member agencies to provide expertise, express views, and develop consensus.
2. Delegate policy making authority to the Council’s Executive Committee.
3. Conduct at least six (6) regular, bi-monthly meetings of the Executive Committee annually that are open to the entire Council and general public. Additional meetings will be scheduled and announced as needed.

B. To implement such other and further related activities as may hereinafter be required.

ARTICLE II.

MEMBERSHIP

SECTION 1. Qualifications: The Council shall consist of the region’s EMS Directors or their designee, Hospital Administrators / CEOs or their designee, Regional Hospital Coordinators, and the Regional EMS Consultant, and 911 Directors.

SECTION 2. Number of Members: The number of members to serve on the Council shall be limited to one member for each agency or job title as listed in Section 1.

SECTION 3. Term of Office: All members and facility representatives may hold unlimited terms as long as they are active members and maintain current status.

- SECTION 4. Officers: An Executive Committee consisting of thirteen (13) members shall be appointed to conduct meetings, appoint subcommittees, keep minutes of meetings, and to otherwise accomplish the work of the Council.
- SECTION 5. Vacancies: Any vacancy occurring in the Council by reason of the resignation, death, or disqualification of a member will be filled by their replacement at their respective agency. Any vacancy occurring in the Executive committee will be filled by appointment and a majority vote of the Executive committee until the expiration of the term of the Executive Committee member.
- SECTION 6. Quorum: The presence of seven (7) members of the Executive Committee at the opening of the meeting shall constitute a quorum for the transaction of business by the Council.
- SECTION 7. Voting: All appointed Executive Committee members shall be entitled to vote on all matters presented for a decision by the Council. If members of the Executive Committee are not present at the time of the vote, may vote by proxy.

ARTICLE III

EXECUTIVE COMMITTEE

- SECTION 1. Nomination and Election of the Executive Committee: The Executive Committee shall consist of:
- Four (4) EMS Directors or their designees initially selected by the Region 3 EMS Directors Association.
 - Four (4) Hospital Administrators / CEO's or their designees appointed by the Regional Hospital Coordinators.
 - One (1) representative appointed by the region's Level One Trauma Center.
 - One (1) representative appointed by the region's Comprehensive Regional Pediatric Center.
 - One (1) representative who is currently serving as an EMS Medical Director.
 - One (1) representative from the RMCC
 - One (1) representative from a 911 agency.

SECTION 2. Term of Office: The term of office for the Executive Committee shall be Three (3) years on a rotational basis. The first appointed EMS Director and Hospital Administrator / CEO serves initial one year term. The second appointed EMS Director and Hospital Administrator / CEO serves initial two year term. All others serve initial three year terms.

SECTION 3. Chairman: The Executive Committee Chairman shall be elected by the committee at the first meeting each fiscal year and preside at all meetings of the Executive Committee; shall serve as ex officio member of any appointed committees; and shall perform such duties and acts as necessary, including the creation of Ad Hoc committees, to accomplish the goals of the Council.

SECTION 4. Vice Chairman: The Executive Committee Vice Chairman shall be elected by the committee at the first meeting each fiscal year and upon resignation, death, or absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman. The Vice Chairman shall perform such other duties as may be assigned by the Chairman.

SECTION 5. Recording Secretary: The Recording Secretary is a member of the Executive Committee who keeps a true record of the proceedings of all meetings including a log of all attendants. Additionally, the Recording Secretary shall send notification, including the agenda, of Executive Committee meetings to all Council members.

ARTICLE IV

MISCELLANEOUS PROVISITONS

SECTION 1. Fiscal Year: The fiscal year of the Council shall be considered to run from January 1 to December 31.

SECTION 2. Approval of Policy: This policy shall become effective upon approval by a majority of the Executive committee in attendance at the time of the vote.

SECTION 3. Disqualification: Any Executive Committee member who has a change in qualifying employment or with three or more unexcused absences from regular committee meetings in any fiscal year is subject to being disqualified at the request of the committee through the Chairman.

ARTICLE V

AMENDMENTS

SECTION 1. Amendments: This policy may be amended by a two-thirds vote of Executive Committee members present and voting at any meeting of the committee provided that any proposed amendments to this policy be submitted to the Chairman of the Executive Committee at least thirty (30) days in advance and to the Executive Committee members in writing at least two (2) weeks in advance of the meeting. Approved amendments become effective immediately.

ARTICLE VI

PALIAMENTARY AUTHORITY

SECTION 1. Parliamentary Authority: The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with this policy.

SECTION 2. Order of Business: The established order of business for the regular meetings of the Council shall be:

- A. Call to order
- B. Roll Call
- C. Reading and approval of minutes
- D. Communications, announcements, and reports
- E. Unfinished business
- F. New business
- G. Open forum
- H. Adjournment