

**BYLAWS OF THE**  
**MILWAUKEE COUNTY COUNCIL ON EMERGENCY MEDICAL SERVICES**

**ARTICLE I**  
**NAME**

**Section I.** The name of this body shall be called the *Milwaukee County Council on Emergency Medical Services*.

**ARTICLE II**  
**PURPOSE**

**Section I.** The responsibility of this Council shall be to assist in the coordination of emergency medical services provided by municipalities, other government agencies and medical service providers in the planning and provision of EMS services within the County. The Council shall have the responsibility of reviewing and evaluating the operations of emergency medical service delivery systems within the County and to make recommendations for improvement or better coordination of service. The Council shall have primary responsibility for formulation of policy as it relates to the respective levels of government represented by its membership. ~~The Council shall also act as the County resource agency for all grant applications under any applicable local, state or federal programs.~~ The Council shall make recommendations to the Milwaukee County Health and Human Needs Committee for action.

**ARTICLE III**  
**MEMBERSHIP**

**Section I.** The members of the Council shall be appointed by the County Executive of the County of Milwaukee and approved by the County Board of Supervisors of Milwaukee County.

**Section II.** The Council shall consist of 23 members, all of which shall be voting members. The total composition of the Council shall reflect representation from municipalities within Milwaukee County providing EMS ~~Paramedic transport~~ services, ~~municipalities providing BLS or Paramedic First Response (PFR) service~~, representatives from the Intergovernmental Cooperation Council (ICC), county government, the community, the medical society, ~~basic life support~~ EMS educational programs and private emergency service providers.

**Section III.** The composition of the Council, the term of office, and the qualifications for membership shall be governed by the rules as set forth in the Milwaukee County Ordinances, Sections 97.07 (3) (4) and (5).

**Section IV.** The location of an individual's personal residence shall not preclude membership on the council provided he or she holds professional affiliation, employment with, or maintains an ownership stake in: Milwaukee County, a municipality within Milwaukee County, or a government unit or business organization providing services directly related to EMS in Milwaukee County.

## **ARTICLE IV OFFICERS**

**Section I.** The officers of this Council shall consist of a Chair, Vice-Chair, and Public Liaison. The County Board Supervisor appointed by the County Executive shall be the Chair of the Council as provided for in Chapter 97.07(3)(e).

**Section II.** Within two meetings as Chair or within two meetings of office vacancies, the Chair shall request nominations of candidates for the office of Vice-Chair and Public Liaison and announce the date an election is to take place. Any council member may nominate a candidate. The nominating period shall be open at the discretion of the Chair, but no less than two weeks, with at least one written notice to council members. Those with voting rights who are nominated and willing to serve shall be considered candidates. Additional nominations from the floor shall be permitted on the day of election.

**Section III.** Officers other than the Chair shall be elected by a secret ballot process, administered by the council clerk/~~secretary~~, unless only one candidate is nominated for a particular office, when the vote may be by a voice vote or a show of hands. They shall serve a term matching that of the Chair's Supervisory term, or until their successors are elected, in cases of resignation. Their term of office shall begin at the close of the meeting at which they are elected.

**Section IV.**

The duties of the **Vice-Chair** shall be:

- a. In the absence of the chair, the vice chair shall assume all of the chair's duties. If the chair cannot complete the term, then the vice chair shall become the chair until a new chair is appointed.
- b. If the office of vice chair is vacated prior to the expiration of the term, a special election shall be held at the next regularly scheduled meeting following normal procedures for electing officers.

The duties of the **Public Liaison** shall be:

- a. ~~Assisting-Leading~~ in the development and promotion of public education programs for appropriate use of emergency medical services, through various news, media, organizations, agencies or facilities.

- b. In the absence of the chair and the vice chair, assume all of the chair's duties. If the chair and the vice chair cannot complete their terms, then the public liaison shall become the chair until a new chair is appointed.

## ARTICLE V MEETINGS

**Section I.** The regular meetings of the Council shall be held as determined by the Chair with the approval of a simple majority of the Council, but shall be held at least each calendar quarter.

**Section II.** Special meetings may be called by the Chair or by the Executive Committee and shall be called upon the written request of one-third of the members of the Council. The purpose of the meeting shall be stated in the call. Except in emergency cases, at least three days' notice shall be given.

**Section III.** All meetings of the Council and its consulting Committees shall be publicly held and open to all citizens at all times, as required by Section 66.77 of the Wisconsin Statutes.

## ARTICLE VI COMMITTEES

**Section I.** The Council Chair shall appoint the Chair and the members of standing Committees, except that the Medical-EMS System Advisory Committee shall be the Emergency Medical Services Committee of the Medical Society of Milwaukee County, and such other members as the Council Chair may wish to appoint from time to time.

a) **MEDICAL-EMS SYSTEM ADVISORY COMMITTEE**

Responsibilities specifically include, but shall not be limited to:

1. Periodically evaluating the quality of care within elements of the Emergency Medical Services system.
- ~~2. Reviewing and commenting on all medical policies and procedures before final action by the Council.~~
- ~~3.2.~~ Reviewing and commenting on guidelines for direction-utilization of emergency vehicles EMS -to appropriate acute-care facilities resources.
- ~~4.3.~~ Periodically reviewing and commenting on curricula for Emergency Medical Services and paramedic training courses.
- ~~5.4.~~ Advising with regard to improve Countywide delivery Plan for of Emergency Medical Services.
- ~~6.5.~~ Participating and assisting in the development of educational materials and program information for the public. **Section I.** (continued)

**b) ~~EMERGENCY MEDICAL SERVICES OPERATIONS COMMITTEE~~**

~~Responsibilities include but are not necessarily limited to:~~

~~Evaluation of the Emergency Medical Service delivery system including determination of need for additional services.~~

~~Advising the council as to the status of existing programs and to make recommendations for improvements as may be appropriate.~~

~~Accumulating and analyzing data, to assist in the planning process, and to assure that existing resources are utilized in the most effective manner.~~

~~Making recommendations with respect to communication systems, training program, required medical equipment, staffing requirements and related subjects.~~

~~In the case of the Emergency Medical Services Operations Committee, municipalities providing paramedic transport services shall designate a member. A municipality not providing paramedic service, but providing Basic Life Support or Paramedic First Response services, may designate a member. The Medical Director of the Paramedic program shall serve on this committee in an ex-officio capacity with voting rights. The Chair of the Council shall designate additional members as necessary to carry on the responsibility of the committees.~~

Neither the Council Chair nor the Vice-Chair shall serve as the chairman of any of the standing committees. The committees may consist of Council members, non-members, or both. The Council Chair may establish any other committee as deemed necessary.

**ARTICLE VII  
EXECUTIVE COMMITTEE**

**Section I.** The Executive Committee shall consist of the Council Chair, Council Vice Chair, ~~Director of County Health Programs~~EMS Division Director and the ~~EMS Medical Director~~Chair of any standing Committees. The Council Chair or, in his or her absence, the Vice-Chair shall preside over all Executive Committee meetings.

**Section II.** The Executive Committee, pursuant to general policy direction of the Emergency Medical Services Council, shall carry on all business of the Emergency Medical Services Council between full Council meetings. A majority of the members of the Executive Committee shall constitute a quorum.

**ARTICLE VIII  
DUTIES AND POWERS**

**Section I.** The powers and duties of the Council shall be as stated in Milwaukee County General Ordinances, Section 97.07 (6) (1)(a) to (j), inclusive.

## **ARTICLE IX AMENDMENT OF BYLAWS**

**Section I.** These Bylaws can be amended at any regular meeting of the Council by a two-thirds vote of the voting members, provided that the amendment has been submitted to the voting membership in writing at least two weeks before the vote. Shall any amendments to the Bylaws conflict with Chapter 97 of the Milwaukee County General Ordinances, the ordinances shall hold residence until reconciled with the Bylaws and the Chair shall be responsible for informing the council of the progress toward reconciliation at every meeting of the Council until a conflict no longer exists.

## **ARTICLE X PARLIAMENTARY AUTHORITY**

**Section I.** The rules contained in the current edition of Robert's Rules of Order-Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any other special rules or order the Council may adopt.

**Section II.** In the event that the Council fails to establish a quorum to vote on an item presented at two consecutive regular meetings, a modified quorum shall be allowed for the purposes of expediting business on that item at the third regular meeting. That modified quorum shall be met by considering all members present at the third meeting to qualify as a quorum. Passage of any resolution shall still require an approval of greater than 50% of the modified quorum, or at least a 2/3 approval for matters amending bylaws. Provisions for a modified quorum shall be valid only at regular meetings.

*Approved: Deanna Alexander, Chairwoman; on Vote of the EMS Council 3/26/14*

Adopted 10/24/01  
Amended 6/23/04  
Amended 3/26/14