

As Amendment in 1980, 1985,  
1988, 1990, 1992, 1994, 1996,  
2001, 2003, 2007, 2010, 2012, 2016

**HILLSBOROUGH COUNTY EMERGENCY MEDICAL PLANNING COUNCIL**  
**BYLAWS**

**ARTICLE I**  
**NAME**

**SECTION 1.**

The name of this organization shall be the Hillsborough County Emergency Medical Planning Council. This Council was originally established in compliance with a resolution of the Board of County Commissioners, Hillsborough County, February 28, 1973, and was transferred to the responsibility of the Hospital and Welfare Board on July 1, 1975. Pursuant to House Bill 1163, the Hospital and Welfare Board was abolished, and on September 24, 1980, the Board of County Commissioners adopted a resolution transferring the Council from the Hospital and Welfare Board to the Hillsborough County Board of County Commissioners, (effective October 1, 1980).

**ARTICLE II**  
**PURPOSE**

**SECTION 1.**

The purposes and scope of the activities of this Council shall include the following:

- A. To promote area-wide coordination of Emergency Medical Services in Hillsborough County, and act as an advisory body to the Board of County Commissioners.
- B. To recommend to the Board of County Commissioners the adoption of such resolutions, or passages of such ordinances, as may be required to ensure the accomplishment of the purposes herein stated.
- C. To encourage the training and education of both professional providers and members of the general public in the provision of emergency medical care.
- D. Promote communication and information flow between providers.
- E. To study and analyze the problems associated with providing Emergency Medical Services throughout the Hillsborough County, Florida service area.
- F. To develop and promote standards for the provision of Emergency Medical Services in the Hillsborough County service area.
- G. To coordinate all services within the Hillsborough County service area for the provision of Emergency Medical Services.

- H. To foster and promote research and utilization of improved methods of Emergency Medical Services.
- I. To assure that the Emergency Medical Services system is prepared to adequately handle a major disaster involving a large portion of the County.
- J. To recommend to the Board of County Commissioners approval/disapproval of Certificate of Public Convenience and Necessity required to operate an emergency transportation service in Hillsborough County.

**ARTICLE III**  
**MEMBERSHIP**

**SECTION 1.**

The membership of the Hillsborough County Emergency Medical Planning Council shall consist of the following:

1. A representative from each law enforcement agency in Hillsborough County.
2. A representative from Plant City Fire Rescue.
3. A representative from Temple Terrace Fire Department.
4. A representative from the City of Tampa Fire Rescue.
5. A representative from the Hillsborough County Fire Rescue Department.
6. A representative from each hospital in Hillsborough County.
7. A representative from the Hillsborough County Health Department.
8. A representative from the West Coast Chapter of the Florida Emergency Nurses Association. This voting category will sunset and be deleted on February 28, 2018.
9. Representative from the Hillsborough County Trauma Agency.
10. A representative from the Florida Chapter of the American College of Emergency Physicians. This voting category will sunset and be deleted on June 30, 2017.
11. A representative from the One Blood Inc.
12. A representative from the Hillsborough County Public Transportation Commission.
13. A maximum of three (3) A maximum of three (3) individual community leaders.
14. Any authorized provider of emergency medical services who holds a COPCN for Advanced Life Support (ALS) or Basic Life Support, (BLS), in Hillsborough County.

## **SECTION 2.**

All members of this Council shall serve for a three-year period and must be professionally based in Hillsborough County. Professionally based shall be defined as representing an entity that provides service, contributes or supports the delivery of emergency medical services within Hillsborough County. The Emergency Medical Planning Council recommends names of members to the Board of County Commissioners, who approves or disapproves appointments to the Emergency Medical Planning Council.

## **SECTION 3.**

Individual community leaders with an interest in Emergency Medical Services may be asked to join the Council by the Board of County Commissioners, upon the recommendation of the Emergency Medical Planning Council. A majority vote of the Council is required for recommendation. In addition to the application and conflict of interest form, the nominee must submit a short bio (no more than one page) delineating his/her qualifications for membership. This bio will be included in the documents sent to the members of the Council prior to the meeting when the nominee is considered.

## **SECTION 4.**

Each representative, with the exception of community leaders, with the exception of community leaders, will designate an alternate. That alternate must be approved by the Board of County Commissioners.

## **SECTION 5.**

Any authorized provider of emergency medical services, who holds a COPCN for Advanced Life Support (ALS) or Basic Life Support (BLS), no longer providing emergency medical services in Hillsborough County, will automatically be removed from the Emergency Medical Planning Council's voting membership.

## **ARTICLE IV** **MEETINGS**

### **SECTION 1.**

The regular meeting of the membership of the Council shall be held on the third Tuesday of the month in November, February, May and August at such time and place as shall be designated by the Chairman. However, in the judgment of the Chairman, and upon giving of due notice, a regular meeting on a different date can be scheduled. The Chairman may call special meetings of the Council. When such meetings are deemed necessary, notice of special meetings shall be given to each member of the Council as provided in Section 2.

### **SECTION 2.**

Schedule of meetings for the upcoming calendar year will be distributed at the last meeting of the current year. Upcoming regular meetings will also be announced and presented at the conclusion of each meeting and documented in the meeting minutes. Special Meetings of the Council will be noticed via electronic transmission five days prior to such meeting. It is the responsibility of each

member to keep staff advised of current address, contact numbers and email addresses for notification purposes.

### **SECTION 3.**

The agenda for each regular Council meeting and the minutes for the proceeding meeting will be distributed 10 days prior to the scheduled meeting date, and they will be available at the time of the meeting.

### **SECTION 4.**

A majority of all voting members shall constitute a quorum for the transaction of any business at any regular or special meeting of the Council (one-half of the total membership, plus one member).

### **SECTION 5.**

Only the designated member or his or her alternate is entitled to vote at any meeting of the Council.

### **SECTION 6.**

All official records of the Council, including minutes and resolutions duly adopted, shall be maintained in the Hillsborough County Department of Aging Services or other county department providing staff to the Council.

### **SECTION 7.**

Each member shall be represented at 100% of this Council's regular meetings. Non-compliance with this section shall cause automatic review of the circumstances and may initiate both verbal and written communication of concern with the member. Non-compliance will cause placement of the member in a probationary status pending improved attendance. Non-compliance may also cause a review of the need for continuance of that category. Excuses for absence, in writing, shall be accepted at the discretion of the Chairman and shall not count against the attendance requirement.

## **ARTICLE V** **OFFICERS**

### **SECTION 1.**

The members of the Council shall elect from n the membership a chairman and vice-chairman at the last meeting of the year of the year

### **SECTION 2.**

The term of office of these officials shall be two (2) years, or until their successors are elected. The terms will begin at the first meeting following their election.

### **SECTION 3.**

Any officer may be re-elected for the same office.

#### **SECTION 4.**

A vacancy in any office may be filled by the Council at any regular meeting or special meeting called for that purpose.

#### **SECTION 5.**

##### **DUTIES:**

- A. Chairman: The Chairman shall have the power to act, for and in the name of the Council, to make and execute contracts in the ordinary course of business, to execute other legal instruments when authorized by the Council, and to perform the normal duties of the Chief Policy Officer of the Council. He or she shall preside at all meetings of the Council and be a member ex-officio of all committees. The Chairman shall have further powers and duties as may be assigned to him or her by the Council.
- B. Vice-chairman: In the absence of the Chairman or his or her inability to act, the Vice-chairman shall exercise all powers and duties of the Chairman. The Vice-chairman shall have other duties and powers as may be assigned by the Council.

### **ARTICLE VI** **COMMITTEES**

#### **SECTION 1.**

The Chairman is empowered to appoint committees as are deemed necessary for the successful execution of the Council programs. All Committee activities must be reported at a regular Council meeting for adoption, unless the Committee is appointed by majority Council vote "with power".

#### **SECTION 2.**

A nominating committee shall present, one month prior to the election, a slate of nominees for officers. The nomination committee shall be composed of five (5) members of the Council appointed by the Chairman. Nominations will also be accepted from the floor.

### **ARTICLE VII** **FISCAL YEAR**

#### **SECTION 1.**

The fiscal year of the Council shall be from the first day of October to the last day of September, inclusive.

### **ARTICLE VIII** **AMENDMENTS**

## **SECTION 1.**

These bylaws may be amended by two-thirds vote of the membership present and voting at any regular, special, or annual meeting of the Council after notice of such proposals for an amendment has been given to all members as provided in these bylaws. All such amendments shall be subject to approval by the Board of County Commissioners, Hillsborough County, Florida.

## **SECTION 2.**

Notice of any proposed amendment shall be submitted in writing to all members of the Council not less than thirty (30) days prior to the meeting at which such amendments are to be considered.

## **ARTICLE IX** **RULES OF PROCEDURE**

### **SECTION 1.**

All meetings of the Emergency Medical Planning Council, and any permanent or standing committees, shall be conducted and governed by Parliamentary Procedure and usage as contained and set forth in "Robert's Rules of Order-Revised Edition" 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 this Council.

### **SECTION 2.**

The Chairman of the Council and the Chairman of each committee may appoint an individual to be designated as parliamentarian to assist them in the proper conduct of the business affairs.

## **ARTICLE X** **FUNDS OF THE COUNCIL**

### **SECTION 1.**

The Chairman shall appoint a committee, as needed, whose purpose will be to investigate all proper avenues for the acquisition of funds to be utilized in attaining the goals set out in the purposes of this Council and for the incidental expenses in the day-to-day operation of the Council.

### **SECTION 2.**

This Council is authorized and empowered to receive donations, gifts and bequests from any interested persons, organizations, or governmental body to be utilized for the purposes of the Council, in compliance with Hillsborough County Statement of Ethics.

### **SECTION 3.**

All donations, gifts and bequests received by this Council shall be remitted to the Board of County Commissioners for deposit by the Executive Secretary of the Board of County Commissioners in the general operating fund of the Board of County Commissioners. The Board of County

Commissioners of Hillsborough County will appropriate said funds in an operating budget for the use of said Council. The funds will be appropriated in accordance with the budget request submitted by said Council and subject to the approval of the Board of County Commissioners of Hillsborough County. The Chairman shall make a full financial report of these funds received and expended on behalf of the Council, at a regular, meeting of the Council, or at any special meeting when such report is requested.

#### **SECTION 4.**

All applications for any type of funding of the activities of the Council under federal, state, or local applications shall be submitted to the Board of County Commissioners for review and approval.

### **ARTICLE XI** **RIGHTS AND PRIVILEGES**

#### **SECTION 1.**

No individual member or member organization shall possess any right, interest, or privilege which may be transferable by that member or which shall continue in any manner if the membership of such individual member or member organization ceases.

#### **SECTION 2.**

Upon dissolution of the Council for any reason, all properties, monies, and any other assets held in the name of this Council shall remain the property of the Board of County Commissioner of Hillsborough County.

#### **SECTION 3.**

The Council will perform its services, participate in programs, activities, or projects which are developed and/or implemented as a result of actions by the Council, and shall comply with Hillsborough County, Florida – Code of Ordinances and Laws, Part A. Chapter 30. Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation , or gender identify or expression, in employment, public accommodations, real estate transactions and practices. County contracting and procurement activities, and credit extension practices.

The Council shall also comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, ordinances and executive orders are incorporated herein by reference.

#### **SECTION 4.**

The Council will act in accordance with Florida Statute 286.011 (open meetings) and Chapter 119, Florida Statute (public record).