

BYLAWS  
OF THE  
METRO REGION EMS SYSTEM  
TECHNICAL OPERATIONS COMMITTEE

SECTION 1: COMPOSITION

There shall be an Emergency Medical Services Technical Operations Committee (EMS TOC) composed of the following representatives from the Metro Region and selected as follows:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region: one seat each
- Non-EMS Fire first responder from Metro Cities of the First Class: one seat
- Non-EMS Law Enforcement first responder from Metro Cities of the First Class: one seat
- Public health representative of the Administrator of the Community Health Services (CHS) agency of each Metro Region county as recommended by the county board of commissioners: one seat each
- Ambulance medical director representing East Metro ambulance services, nominated by East public health representatives: one seat
- Ambulance medical director representing West Metro ambulance services, nominated by West public health representatives: one seat
- Metro Region Health Care Preparedness Coordinator (RHPC): one seat
- Chair of the EMS Communications and Information Technology Subcommittee, or designee
- Chair of the EMS Education and Research Subcommittee, or designee
- Chair of the EMS Emergency Preparedness Subcommittee, or designee.

Ex officio members may be added at the discretion of the EMS TOC.

The Metro Region for the purpose of this committee consists of representatives from each county party to the Joint Powers Agreement for Metropolitan Emergency Services Board (MESB).

Each agency eligible for representation may, at its option, nominate a representative to the EMS TOC. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Subcommittee and submitted to the MESB Board for approval. The Board reviews recommendations for membership on the EMS TOC and makes the appointment to the Committee.

An agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the Board.

Resignation of a non-dedicated seat creates a vacancy which will be filled by nomination from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7). In addition, there shall be alternates appointed for each representative to the EMS TOC. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the last EMS TOC meeting of the odd-numbered calendar years, at which regular business transactions are conducted, there shall be elected a Chair and Vice Chair.

One of the two executive officers shall be a representative from an agency serving the counties of Anoka, Carver, Hennepin, Sherburne and Scott and the other is to be a representative from an agency serving the counties of Chisago, Dakota, Isanti, Ramsey and Washington.

Each officer elected and approved by the Board shall serve for a period of two years and shall be eligible for re-election for successive two-year terms.

In the event the Chair resigns prior to the end of the term of office, the Vice Chair will assume the Chair position for the remainder of the term and a special election for Vice Chair will occur at the next meeting. In the event the Vice Chair resigns prior to the end of the term of office, a special election to fill the position will take place at the next meeting of the EMS TOC.

## SECTION 2. CHAIR

The EMS TOC shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Chair of the EMS TOC. The Chair of the Board shall appoint the Chair of EMS TOC subject to the approval of the Board. The Chair shall preside at all meetings of the EMS TOC and perform the usual duties of a Chair. The Chair shall attend all meetings of the Board upon request.

## SECTION 3. VICE CHAIR

The EMS TOC shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Vice Chair of the Committee. The Chair of the Board shall appoint the Vice Chair of the EMS TOC, subject to the approval of the Board. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

## SECTION 4. POWER AND DUTIES

The purpose of the EMS TOC of the MESB is to support EMS agencies within the Metro Region by:

1. Providing an informational network for EMS agencies;
2. Encouraging decisions and planning to achieve greater levels of systems interoperability;
3. Promoting best practices as a means to improve quality;
4. Pursuing strategic grant opportunities for the metro EMS system;
5. Advising the Metro Region EMS System Coordinator and the Metro Emergency Services Board on matters of policy, procedure and technology;
6. Promoting the sharing of resources, best practices, standards and policies.

The EMS TOC shall have the powers necessary and appropriate to effectively carry out the directives of the Board. The EMS TOC shall recommend to the Board those actions that are needed for the coordination and improvement of emergency medical services within the Metro Region. The EMS TOC shall perform other such duties as may be prescribed by the Board, including:

1. Develop a work plan for the EMS activities listed in Minnesota Statutes, Section 144E.50, Subd. 5 for state funding:
  - a. Personnel training
  - b. Transportation coordination
  - c. Public safety agency cooperation
  - d. Communications system maintenance and development
  - e. Public involvement
  - f. Health care facilities involvement
  - g. System management
2. Review and approve metro EMS-targeted grant requests prior to their submission for MESB approval.
3. Review and approve subcommittee recommendations prior to their submission for MESB approval.

All meetings of the EMS TOC shall be held in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.

#### SECTION 5. VOTING

Each member of the EMS TOC may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion. Voting can be either by voice or roll call provided that a roll call vote may be called for by any member of the EMS TOC.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

#### SECTION 6. MEETINGS

The EMS TOC shall agree to a time and place for holding regular meetings of the EMS TOC; notice of regular meetings shall be given to each member of the EMS TOC at least five (5) days prior to such meeting.

Special meetings of the EMS TOC may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Committee and otherwise comply with provisions of open meeting law.

#### SECTION 7. QUORUM

A simple majority of the total voting members of the EMS TOC shall constitute a quorum for the transaction of business at any noticed meeting.

#### SECTION 8. ATTENDANCE

EMS TOC members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month year. *If an eligible agency holding a voting seat on the EMS TOC does not meet the minimum attendance requirement, the agency's membership will be changed to non-voting status until the minimum attendance requirement is met, at which time, the agency's membership will be automatically reinstated to full voting status. This amendment is effective June 1, 2016.*

## SECTION 9. MEDICAL DIRECTOR

The physician representatives on the committee function as the medical directors for the Board and EMS TOC.

## SECTION 10. METRO REGION EMS SYSTEM REPRESENTATIVE ON THE MINNESOTA EMS REGULATORY BOARD

The Metro Region EMS System Representative shall be recommended by the EMS TOC to the Board for submission to the Secretary of State for appointment. Members of the Board, the EMS TOC and/or its subcommittees are eligible to serve as the Metro Region EMS System's representative on the EMS Regulatory Board. The representative shall serve as an ex officio member of the EMS TOC unless already designated a member of it.

BYLAWS  
OF THE  
METRO REGION EMS SYSTEM  
EXECUTIVE COMMITTEE

SECTION 1: COMPOSITION

The EMS Executive Committee shall be composed of:

- Chair of the EMS Technical Operations Committee (EMS TOC)
- Vice Chair of the EMS TOC
- Chair of the EMS Education & Research Subcommittee
- Chair of the EMS Communications and Information Technology Subcommittee
- Chair of the EMS Emergency Preparedness Subcommittee
- Public Health representative serving on the EMS TOC: one seat, appointed by the EMS TOC

SECTION 2. CHAIR

The Chair of the EMS TOC shall serve as the Chair of its Executive Committee. The Chair shall preside at all meetings of the EMS Executive Committee and perform the usual duties of a Chair.

SECTION 3. VICE CHAIR

The Vice Chair of the EMS TOC shall serve as the Vice Chair of its Executive Committee. In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

SECTION 4. POWER AND DUTIES

The purpose of the EMS Executive Committee is to improve emergency medical services within the Metro Region, by:

1. Approving actions which need to be taken more quickly than the EMS TOC could be convened.
2. Ensuring that work of all subcommittees and the EMS TOC are coordinated and progressing in a timely manner.
3. Collaborate with MESB staff in developing agendas for, and preparing minutes from, EMS TOC and EMS Executive Committee meetings.
4. Working with MESB staff to assure attendance and quorum requirements are enforced.
5. Monitoring financial reports for revenues and expenditures.
6. Working with MESB staff to assure audit compliance with Minnesota Statutes, Section 144E.50, Subds. 4 and 6.
7. Reviewing and forwarding nominations for seats on the EMS TOC and its subcommittees.

The Executive Committee shall have the powers necessary and appropriate to effectively carry out its work.

All meetings of the EMS Executive Committee shall be held in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.

## SECTION 5. VOTING

Each member of the EMS Executive Committee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

## SECTION 6. MEETINGS

The EMS Executive Committee shall agree to a time and place for holding regular meetings of the EMS Executive Committee; notice of regular meetings shall be given to each member of the Committee at least five (5) days prior to such meeting.

Special meetings of the Committee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Committee and otherwise comply with provisions of open meeting law.

## SECTION 7. QUORUM

A simple majority of the total voting members of the Committee shall constitute a quorum for the transaction of business at any meeting of the EMS Executive Committee.

## SECTION 8. ATTENDANCE

EMS Executive Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month year. *If an Executive Committee member does not meet the minimum attendance requirement, the member and alternate will be replaced at the next EMS TOC meeting. This amendment is effective June 1, 2016.*

BYLAWS  
OF THE  
METRO REGION EMS SYSTEM  
EDUCATION AND RESEARCH SUBCOMMITTEE

SECTION 1: COMPOSITION

The EMS Education and Research Subcommittee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the East Metro Region: two seats
- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/Helicopter Response based in the West Metro Region: two seats
- EMS education, affiliated with MNSCU: three seats
- EMS education, other: three seats
- Ambulance medical director representing East Metro ambulance services, nominated by East public health representatives: one seat
- Ambulance medical director representing West Metro ambulance services, nominated by West public health representatives: one seat
- Chair of EMS Communications and Information Technology Subcommittee, or designee: one seat

Each agency eligible for representation may, at its option, nominate a representative to the EMS Education and Research Subcommittee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS Education and Research Subcommittee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the first meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Subcommittee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.

## SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS Education and Research Subcommittee and shall perform duties as prescribed by the EMS Education and Research Subcommittee from time-to-time and as approved by the EMS TOC and MESB Board.

## SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

## SECTION 4. POWER AND DUTIES

The purpose of the EMS Education and Research Subcommittee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for education and research, for recommendation to EMS TOC.
2. Providing an informational network for EMS agencies, and promoting the exchange of information, experience and concepts related to pre-hospital education, research and public education.
3. Encouraging decisions and planning to take advantage of new training technologies.
4. Reviewing, developing, and/or recommending education classes or programs which will benefit regional EMS providers.
5. Identifying methods and resources needed to educate the public about EMS.
6. Developing RFPs and evaluation criteria for proposals.
7. Assessing, reviewing, and recommending pre-hospital grant application(s) submitted to Metro EMS for education/research.
8. Promoting educational best practices as a means to improve quality and uniformity amongst EMS agencies and educational training sites in the Metro Region.
9. Reviewing and recommending to governing entities, in the Metro Region and State of Minnesota, policy, procedure, standard and best practice for EMS, as it relates to pre-hospital education and research opportunities.
10. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System EMS TOC on matters of policy, procedure, pre-hospital education and research.

The EMS Education and Research Subcommittee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Education and Research Subcommittee Work Plan or as directed by the EMS TOC or Board.

The EMS Education and Research Subcommittee shall perform other such duties as may be prescribed by the Board.

The EMS Education and Research Subcommittee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Education and Research Subcommittee members shall not hold themselves out as representing EMS Education and Research Subcommittee, EMS TOC, or MESB Board views without prior consent of the EMS Education and Research Subcommittee, EMS TOC, or MESB Board.



## SECTION 5. VOTING

Each member of the EMS Education and Research Subcommittee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

## SECTION 6. MEETINGS

The EMS Education and Research Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the at least five (5) days prior to such meeting.

Special meetings of the Subcommittee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Subcommittee.

All meetings of the EMS Education and Research Subcommittee shall be held in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.

## SECTION 7. QUORUM

A simple majority of the total members of the EMS Education and Research Subcommittee shall constitute a quorum for the transaction of business at any meeting of the EMS Education and Research Subcommittee.

## SECTION 8. ATTENDANCE

EMS Education and Research Subcommittee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. *Failure to meet this requirement will be treated as resignation of the seat.*

BYLAWS  
OF THE  
METRO REGION EMS SYSTEM  
COMMUNICATIONS and INFORMATION TECHNOLOGY SUBCOMMITTEE

SECTION 1: COMPOSITION

The EMS System Communications and Information Technology Subcommittee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the East Metro Region: one seat
- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the West Metro Region: one seat
- EMS Communications (PSAPs, EMS ECC and MRCCs): one seat each

Each agency eligible for representation may, at its option, nominate a representative to the EMS Communications and Information Technology Subcommittee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An EMS communications agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a non-EMS Communications seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS System Communications and Information Technology Subcommittee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the first meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Subcommittee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS System Communications and Information Technology Subcommittee and shall perform duties as prescribed by the EMS Communications and Information Technology Subcommittee from time-to-time and as approved by the EMS TOC and MESB Board.

### SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

### SECTION 4. POWER AND DUTIES

The purpose of the Metro Region EMS System Communications and Information Technology Subcommittee is to support EMS agencies, Secondary Public Safety Answering Points (PSAPs) and EMS Dispatch Centers through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for communications and information technology, for recommendation to EMS Technical Operations Committee;
2. Providing an informational network for EMS agencies, and promoting the exchange of information, experience and concepts related to public safety interoperable communications;
3. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines;
4. Promoting communication best practices as a means to improve quality;
5. Interfacing with primary PSAPs and first responder agencies as a means to close gaps and enhance cooperation and interoperability within the entire public safety delivery system;
7. Developing plans for the distribution of regional assets and maintaining inventories;
6. Providing guidance and planning for the use of accepted grant funds;
8. Reviewing and recommending to governing entities, in the Metro Region and State of Minnesota, policy, procedure, standard and best practice for EMS, as it relates to emergency communications, 9-1-1 systems, Computer Aided Dispatch systems, mobile computing systems and strategic technology planning;
9. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System EMS TOC on matters of policy, procedure and technology.

The EMS Communications and Information Technology Subcommittee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Communications and Information Technology Subcommittee Work Plan or as directed by the EMS TOC or Board.

The EMS Communications and Information Technology Subcommittee shall perform other such duties as may be prescribed by the Board.

The EMS Communications and Information Technology Subcommittee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Communications and Information Technology Subcommittee members shall not hold themselves out as representing EMS Communications and Information Technology Subcommittee, EMS TOC, or MESB Board views without prior consent of the EMS Communications and Information Technology Subcommittee, EMS TOC, or MESB Board.

### SECTION 5. VOTING

Each member of the EMS Communications and Information Technology Subcommittee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

#### SECTION 6. MEETINGS

The EMS Communications and Information Technology Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Subcommittee at least five (5) days prior to such meeting.

Special meetings of the Subcommittee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Subcommittee.

All meetings of the EMS Communications and Information Technology Subcommittee shall be held in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.

#### SECTION 7. QUORUM

A simple majority of the total members of the EMS Communications and Information Technology Subcommittee shall constitute a quorum for the transaction of business at any meeting of the EMS Communications and Information Technology Subcommittee.

#### SECTION 8. ATTENDANCE

EMS Communications and Information Technology Subcommittee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. *Failure to meet this requirement will be treated as resignation of the seat.*

BYLAWS  
OF THE  
METRO REGION EMS SYSTEM  
EMERGENCY PREPAREDNESS SUBCOMMITTEE

SECTION 1: COMPOSITION

The EMS Emergency Preparedness Subcommittee shall be composed of:

- Licensed providers of ALS or BLS 9-1-1 Emergency Response or Critical Care Transport/ Helicopter Response based in the Metro Region: one seat each
- Non-EMS Fire first responder from Metro Cities of the First Class: one seat
- Non-EMS Law Enforcement first responder from Metro Cities of the First Class: one seat
- EMS Communications (PSAPS, EMS ECC and MRCCs): two seats

Each agency eligible for representation may, at its option, nominate a representative to the EMS Emergency Preparedness Subcommittee. Agency nominations must certify that the individual or group making the nomination has the authority to do so.

Nominations are reviewed by the EMS Executive Committee and submitted to the EMS Technical Operations Committee (TOC) for approval.

An EMS Licensed Provider agency may change representatives at any time, provided the new representatives meet the membership requirements and are approved by the EMS TOC.

Resignation of a non-EMS Licensed Provider seat creates a vacancy which will be filled by solicitation of nominations from all eligible agencies.

Agencies choosing to not nominate representatives shall not be counted when calculating the quorum necessary to conduct business (see Section 7).

In addition, there shall be alternates appointed for each representative to the EMS Emergency Preparedness Subcommittee. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate.

Appointments will begin on January 1 of each calendar year and shall continue indefinitely.

At the first meeting of each calendar year at which regular business transactions are conducted, there shall be elected from within the membership of the Subcommittee a Chair and a Vice Chair. Each officer elected shall serve for a period of one year and shall be eligible for re-election for successive one-year terms.

SECTION 2. CHAIR

The Chair shall preside at all meetings of the EMS Emergency Preparedness Subcommittee and shall perform duties as prescribed by the EMS Emergency Preparedness Subcommittee from time-to-time and as approved by the EMS TOC and MESB Board.

### SECTION 3. VICE CHAIR

In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair.

### SECTION 4. PURPOSE, POWERS AND DUTIES

The purpose of the Metro Region EMS Emergency Preparedness Subcommittee is to support EMS agencies through collaborative effort with MESB representatives. This is accomplished by:

1. Developing and maintaining a work plan for emergency preparedness, for recommendation to EMS TOC.
2. Promoting the exchange of information, experience and concepts related to operations.
3. Encouraging decisions and planning to achieve greater levels of systems interoperability among agencies, jurisdictions and public safety disciplines.
4. Promoting operational best practices as a means to improve quality.
5. Reviewing and recommending policy procedure, standard and best practice for EMS to governing entities in both the Metro Region and the State of Minnesota.
6. Coordinating emergency response strategies and tactics for major incidents and events through the Metro Region EMS System Coordination Center, the Minnesota EMS Multi-Agency Coordination Center, the Metro MACC or similar bodies.
7. Providing assistance with Mitigation, Preparedness, Response, and Recovery activities.
8. Developing plans for the distribution of regional assets and maintaining inventories;
9. Providing guidance and planning for the use of accepted grant funds.
10. Advising the Metro Region EMS System Coordinator and the Metro Region EMS System EMS TOC on matters of policy, procedure and technology.

The EMS Emergency Preparedness Subcommittee shall have the powers necessary and appropriate to effectively carry out the directives of the EMS TOC and the MESB Board, as specified in the EMS Emergency Preparedness Subcommittee Work Plan or as directed by the EMS TOC or Board.

The EMS Emergency Preparedness Subcommittee shall perform other such duties as may be prescribed by the Board.

The EMS Emergency Preparedness Subcommittee shall not exercise independent authority or powers without specific direction and approval of the EMS TOC and the MESB Board, beyond those in its Work Plan.

EMS Emergency Preparedness Subcommittee members shall not hold themselves out as representing EMS Emergency Preparedness Subcommittee, EMS TOC, or MESB Board views without prior consent of the EMS Emergency Preparedness Subcommittee, EMS TOC, or MESB Board.

### SECTION 5. VOTING

Each member of the EMS Emergency Preparedness Subcommittee may cast one vote on any motion before it. A simple majority vote of the members present shall be required to pass any motion.

The designated alternate representative for each member may vote on behalf of the member in the event the member is unable to attend the meeting, but in no event will any individual

member or designated representative be entitled to more than one vote. Absentee or proxy voting is not permitted.

#### SECTION 6. MEETINGS

The EMS Emergency Preparedness Subcommittee shall agree to a time and place for holding regular meetings; notice of regular meetings shall be given to each member of the Subcommittee at least five (5) days prior to such meeting.

Special meetings of the Subcommittee may be called by or at the request of the Chair, or in the Chair's absence the Vice Chair, or any two members provided that at least three (3) days' notice be given to each member of the Subcommittee.

All meetings of the EMS Emergency Preparedness Subcommittee shall be held in accordance with the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D.

#### SECTION 7. QUORUM

A simple majority of the total members of the EMS Emergency Preparedness Subcommittee shall constitute a quorum for the transaction of business at any meeting of the EMS Emergency Preparedness Subcommittee.

#### SECTION 8. ATTENDANCE

EMS Emergency Preparedness Subcommittee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) rolling 12-month period. *Failure to meet this requirement will be treated as resignation of the seat.*