

**BYLAWS OF THE
IDAHO EMERGENCY MEDICAL SERVICES PHYSICIAN COMMISSION**

ARTICLE I

NAME & PURPOSE

- 1.1 Name.** The name of this Commission shall be the Idaho Emergency Medical Services (EMS) Physician Commission.
- 1.2 Purpose.** The primary purpose of the Commission is to establish standards for scope of practice and medical supervision for certified EMS personnel, ambulance services, and non-transport agencies licensed by the Department of Health & Welfare EMS Bureau.
- 1.3 Authority.** The Commission is created pursuant to Idaho Code § 56-1013A. Notwithstanding any other provision of law to the contrary, the Commission shall exercise its powers and duties in accordance with the provisions of Idaho Code § 56-1011 through 56-1018B, relative to scope of practice and medical supervision of certified EMS personnel and licensed agencies.

ARTICLE II

MEMBERS

- 2.1 Appointment.** The Commission shall be composed of eleven (11) voting members appointed by the Governor upon assurance of equitable geographic and rural representation.
 - 2.1.1** Six (6) members shall be physicians currently licensed in Idaho and appointed as follows:
 - One (1) member representing the Idaho Board of Medicine as provided in Chapter 18, Title 54, Idaho Code;
 - One (1) member representing the Idaho Medical Association;
 - One (1) member representing the Emergency Medical Services (EMS) Bureau of the Idaho Department of Health & Welfare;
 - One (1) member representing the Idaho Chapter of the American College of Emergency Physicians;
 - One (1) member representing the Idaho Chapter of the American Academy of Pediatrics; and
 - One (1) member representing the Idaho Chapter of the American College of Surgeons Committee on Trauma.
 - 2.1.2** Three (3) members shall be physicians currently licensed in Idaho and practicing as an EMS medical director representing the following associations:
 - One (1) member representing the Idaho Association of Counties;
 - One (1) member representing the Idaho Fire Chiefs Association; and
 - One (1) member representing the Idaho Hospital Association.
 - 2.1.3** Two (2) members shall be Idaho citizens representing the public interest.
 - 2.1.4** Prior to the expiration of the term of a member of the Commission or upon the occurrence or declaration of a vacancy in the membership of the Commission, the Department of Health & Welfare shall notify the represented entity of that fact in writing and the represented entity shall, within sixty (60) days thereafter, nominate at least three (3) persons to fill the vacancy in a manner as shall be determined by the rules and bylaws of the represented entity and shall forward the nominations to the Governor, who shall appoint from among the nominees a person to be a member of the Commission to fill the vacancy.

- 2.1.5 Persons nominated for a seat held by a physician must be licensed by the state of Idaho to practice medicine.
- 2.2 **Terms.** Members shall serve three (3) year terms, which shall commence on August 1st.
 - 2.2.1 Four (4) members shall be appointed to an initial term of two (2) years. These members represent the:

Idaho Board of Medicine;
Idaho Chapter of the American College of Emergency Physicians;
Idaho Chapter of the American College of Surgeons Committee on Trauma; and
Idaho Fire Chiefs Association.
 - 2.2.2 The remaining seven (7) members shall be appointed for an initial term of three (3) years.

ARTICLE III

OFFICERS

- 3.1 **Election of Officers.** The Commission shall elect, by majority vote, a Chair, Vice-Chair and such officers as it may deem necessary and appropriate.
- 3.2 **Terms.** Officers will serve a one (1) year term that shall commence on August 1st and end on July 31st of the following year. At the end of their term, officers shall be eligible for re-election. Elections shall occur prior to the expiration of the current term and as close as practicable to August 1st.
- 3.3 **Vacancy.** Upon a vacancy in any office, a replacement shall be elected by majority vote and the elected member shall serve for the remainder of the term of the vacated office.
- 3.4 **Chair.** The Chair shall preside at meetings of the Commission and shall exercise such duties and powers as determined by the Commission.
 - 3.4.1 In the event that the Chairman and Vice-Chair can not be present to preside at a Commission meeting, the Chair will identify a Commission member to preside over a meeting. If the Chair is not able to or does not identify such Commission member, the Commission, by majority vote, will identify a Commission member to preside over the meeting.
 - 3.4.2 The Chair shall appoint all Subcommittee Chairs.
 - 3.4.3 In coordination with the EMS Bureau, the Chair shall keep correct minutes of the Commission and furnish copies to each member of the Commission.
 - 3.4.4 In coordination with the EMS Bureau, the Chair will prepare an agenda for each meeting of the Commission.
- 3.5 **Vice-Chair.** The Vice-Chair, in the absence of the Chair, shall preside over all meetings and exercise the duties and powers of the Chair, and shall exercise such duties and powers as determined by the Commission.
 - 3.5.1 In coordination with the EMS Bureau, the Vice-Chair shall prepare a budget on an annual basis indicating that portion of the moneys collected by the EMS Bureau for initial and renewal EMS certification that is necessary for the continuous operation of the Commission.
 - 3.5.2 In coordination with the EMS Bureau, the Vice-Chair shall present the budget and a financial report to the Commission at least annually.

ARTICLE IV

MEETINGS

- 4.1 Open Meeting Law.** All meetings of the Commission shall be subject to the Idaho Open Meeting Law, Idaho Code § 67-2340 through 67-2347.
- 4.2 Meeting Schedule.** The Commission shall meet at least annually and at the call of the Chair.
- 4.3 Meeting Location.** The meeting locations will vary throughout the state to facilitate geographic access by each region.
- 4.4 Quorum.** A majority of the members of the Commission shall constitute a quorum for all actions. A quorum must be present for any official act of the Commission. Members are strongly encouraged to participate in person. However, members may be present at a meeting by telephone, in accordance with Idaho Code § 67-2342(5).
- 4.5 Robert's Rules of Order.** Robert's Rules of Order, newly revised 10th edition or as the same shall be revised from time to time, shall govern procedure of the Commission except as otherwise required by statute or rule or by these Bylaws.
- 4.6 Voting and Proxies.** Each member of the Commission has one (1) vote on any matter of business before the Commission and may not vote by proxy. A member may send a representative if he or she is unable to attend a meeting but such representative may not vote and will not be counted for the purpose of determining whether a quorum is in attendance.
- 4.7 Establishment of Subcommittees.** By majority vote, the Commission may establish working subcommittees in order to help it achieve its statutory mandates. Such subcommittees are advisory only and have no legal authority to act. Subcommittees shall not exceed five (5) members.
- 4.8 Order of Business.** The order of business at meetings shall be as follows:
Approval of minutes
Financial updates
Reports of officers
Reports of subcommittees
Unfinished (old) business
New business
Next meeting date
Adjournment
- 4.9 Conflict of Interest.** Whenever a Commission member has a financial or personal interest in any matter coming before the Commission, the affected person shall fully disclose the nature of the interest. The minutes of meetings shall record such disclosure.

ARTICLE V

COMPENSATION

- 5.1** Members of the Commission shall be compensated as provided in Idaho Code § 59-509(b).

ARTICLE VI

AMENDMENTS

- 6.1** Members may, by a two-thirds vote, alter, amend, or repeal any bylaws adopted by the members at any duly held meeting of the Commission.