

Maine Board of Emergency Medical Services Bylaws

The Maine Board of Emergency Medical Services (Maine EMS Board) is a state entity established by Title 32, Chapter 2-B of the Maine Revised Statutes to provide for a comprehensive and effective statewide medical services system to ensure optimum prehospital medical care for the health, safety, and welfare of the public. The Maine EMS Board has been established to supervise and direct the operations of the statewide emergency medical services program and to adopt such forms, rules, procedures, and testing requirements that are necessary and appropriate for proper medical treatment and to carry out such a program.

Article 1 -- The Maine EMS Board (hereafter the Board)

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board and its entities in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Section 2. The Board shall consist of members who are appointed by the Governor for three-year terms. The State EMS Medical Director and Associate State EMS Medical Director are ex-officio, non-voting members of the Board.¹

Section 3. Board members are required to attend 75% of meetings held, and to attend for the entire meeting. Any Board member may be removed from their position by the Governor for cause. In cases where Board members are out of compliance with meeting attendance or have taken some action that represents "cause," the Board may take a vote, requiring two-thirds majority, to recommend to the Governor that the individual be removed from the Board position.

Section 4. The Chairperson and a Chairperson-Elect shall be elected by the Board for a two-year term. On or about May 1 of each biennium the Chair shall appoint three members of the Board to serve as a committee to nominate candidates for the Chairperson-Elect to be elected by the Board on the first Wednesday of September for the two-year period. Nominations may be submitted to the Committee by members of the Board.

Section 5. The Board may adopt its own internal rules for its proceedings.

Section 6. The Board's function in directing the operations of the EMS program, including the appointment of a Director to administer the program, establishment of regional offices throughout the state, the licensing of ambulance services and medical services personnel, and imposing disciplinary sanctions shall be conducted in accordance with the requirements of Title 32, Chapter 2-B of the Maine Revised Statutes.

Section 7. The Immediate Past Chair of the Board shall serve as Parliamentarian.

Article 2 -- Board Meetings

Section 1. The Board shall meet upon a five-day written notice with a copy of the agenda at the call of its Chair at least quarterly.

¹ 32 MRS § 88(1)(A)

Section 2. Special meetings may be called by the Chairperson or at the request of seven members of the Board.

Section 3. A majority of the Board members appointed and currently serving shall constitute a quorum and a majority vote of those present and voting shall be required for Board action. However, for the purposes of granting a waiver of its rules or relative to the suspension or revocation of a license, a favorable vote of at least two-thirds of the members present and voting, which is not less than a majority of the appointed and currently serving members, shall be required.

Section 4. The strategic plan and goals shall be reviewed at least annually on or around the September meeting.

Section 5. The Board may take any action authorized by telephone conference, video teleconference (e.g., Zoom or Teams) or other means as authorized by a rule of the Board or by state law. All meetings must be in compliance with the requirements of the Freedom of Access Act, including public notice, public proceedings, and minute-taking.

Section 6. All members shall adhere to the Code of Conduct and Ethics for Boards and Committees as approved by the Board.

Section 7. All members shall identify conflicts of interest related to agenda items at the beginning of each meeting. Should an additional item be added to the agenda, members shall acknowledge any potential conflicts of interest for transparency in process. Those with conflicts that have the potential to impact their decision-making on the matter at hand shall recuse themselves from the conversation.

Article 3 – Entities of the Board

Section 1. Boards, Subcommittees, Advisory Committees, and Committees

- 1) Legislatively Defined Boards
 - a. Medical Direction and Practices Board (MDPB)
- 2) Subcommittees – entities entirely comprised of members of the Board
 - a. Investigations Committee
 - b. Rules Committee
- 3) Advisory Committees – entities statutorily defined as an advisory committee
 - a. State Trauma Prevention and Control Advisory Committee (Trauma Advisory Committee)
- 4) Committees of the Board – entities created by the Board, but comprised of Board and non-Board members
 - a. Community Paramedicine Committee
 - b. Data Committee
 - c. Education and Exam Committee
 - d. Emergency Medical Dispatch Committee
 - e. EMSC Advisory Committee
 - f. Exam Committee (Sunset November 30, 2022)
 - g. Interfacility Transportation Committee
 - h. Operations Committee

- i. Quality Improvement Committee
- 5) Ad-Hoc Committees may be established by the Board as deemed necessary and appropriate to carry out its EMS function, with the members to be appointed by the Chair.
 - a. The Board Chairperson may appoint a temporary Chairperson until such time the Ad-Hoc Committee can be established, and two names can be voted upon and put forward to the Board Chairperson.

Section 2: Entity Leadership

- 1) Each Entity of the Board shall have a chairperson recommended by the respective entity and appointed by the current Board Chairperson. Entities shall submit two names to the Chairperson to consider for appointment. The Chairperson will serve a term concurrent with the appointing Board Chair. Should the Board Chairperson not wish to approve either of the two names, the decision shall be referred to the Board. If upheld, the Entity may submit two additional names for consideration by the Board Chairperson.
- 2) No individual shall serve as a Chairperson for more than one Entity of the Board or Board at a time.
- 3) Entities of the Board may deviate from these requirements if they have a Board-approved set of bylaws that clearly articulate this process.

Section 3: Entity Membership

- 1) Entity members are required to attend 75% of meetings held, and to attend for the entire meeting. Any member may be removed by the Board Chairperson for cause. In cases where members are out of compliance with meeting attendance or have taken some action that represents “cause,” the Entity may take a vote, requiring 2/3 majority, to recommend to the Board Chairperson that the individual be removed from the Entity position.
- 2) Entity members are nominated by the Entity’s Chairperson, with concurrence of the Entity when possible, and approved by the Board Chairperson. Appointments shall be made for no more than a three-year term. Individuals may be considered for reappointments to Entity positions at the conclusion of their term. Members the Board Chairperson does not wish to approve will be brought forward to the full Board for review.
- 2)3) The Board Chairperson, in consultation with the Entity Chairperson and the Board liaison, shall determine and communicate the qualifications, and roles and responsibilities of representation for each position on the Entity, based on the relevant skills, experience and expertise needed to fulfill the Entity’s objectives and responsibilities. The qualifications shall be consistent with the job description and requirements of the position, as well as the mission, vision goals and core values of the Maine EMS system. The qualifications shall be reviewed and updated periodically/annually to reflect any changes in the position or the Entity’s needs.
- 4) Individuals seeking appointment to a regional position, are required to actively work within the region they are seeking to represent. Regional Councils may choose to endorse a particular candidate; however, endorsement is not required to be considered by the Entity Chairperson when being considered for appointment. In addition, candidates seeking appointment to a regional position must submit a petition with at least 50 signatures from regional stakeholders who support their nomination and attest to their qualifications and suitability for the position.

- ~~3)5)~~ Individuals seeking appointment to non-regional positions must obtain and submit a petition with at least 25 signatures from EMS stakeholders who support their nomination and attest to their qualifications and suitability for the position. The EMS stakeholders may include EMS clinicians, EMS agency leadership, EMS educators, EMS medical directors, EMS associations, or other relevant groups or individuals. The board chairperson may grant an exemption from the signature requirement for any non-regional position based on the requirements of the position or the merits of the candidate.
- ~~4)6)~~ Individuals shall not serve in positions on more than two Entities of the Board at any given time unless that individual is serving in an ex officio position or explicitly authorized by a majority vote of the Board to do so.
- ~~5)7)~~ Each Entity of the Board will have a Board member designated by the Board Chairperson as a liaison who will participate as ex-officio, voting member of the entity, as allowed by rule or statute.
- ~~6)8)~~ Entities of the Board may deviate from these requirements if they have a Board-approved set of bylaws that clearly articulate these processes.

Section 4: Committee Operations

- 1) Each Entity of the Board shall have a designated Maine EMS support staff person designated by the Director.
- 2) Chairpersons for each Entity of the Board, or their designee, shall report to the Board regarding their entity at regularly scheduled Board meetings, or as requested by the Board Chairperson.
- 3) Annually, the Board shall review the charge for each of the Entities of the Board for which they may develop a workplan.
- 4) Each Entity of the Board, except in those defined by statute, may propose modifications to their membership as needed to meet the needs of the entity. Those modifications must be confirmed by majority vote of the Board.
- 5) All Entities of the Board and their members shall adhere to the Code of Conduct and Ethics for Boards and Committees as approved by the Board.
- 6) All Entities of the Board and their members shall identify conflicts of interest related to agenda items at the beginning of each meeting. Should an additional item be added to the agenda, members shall acknowledge any potential conflicts of interest for transparency in process. Those with conflicts that have the potential to impact their decision-making on the matter at hand shall recuse themselves from the conversation.
- 7) Board members that attend meetings of Entities of the Board may do so as a member of the public; however, they may not vote nor participate in the discussion unless all members of the public are afforded the same opportunity.

Adopted on October 5, 2022
Updated on October 4, 2023