



Maine EMS Board  
By-Laws

The Maine Emergency Medical Services is a state agency established by 32 M.R.S.A. § 81-94 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 EMS Board**

To keep the order of meetings running smoothly and to avoid complex parliamentary procedures, the Board shall follow the guidelines produced by the Maine Municipal Association for Town Moderators. (See attached table.)

**Section 1.** 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 nonvoting members of the Board. 32 M.R.S.A. § 88(1)(A).

**Section 2.** Board members are required to attend 75% of meetings held, and to attend for the entire meeting. Any Board member may be removed from office by the Governor for cause and termination of Board membership may be so voted by the Board after notice to the Board member because of the member's failure to attend three consecutive Board meetings. The Governor shall be requested to fill the vacancy.

**Section 3.** The Chairperson and a Chair-elect shall be elected by the Board for a two-year term along with such other officers as it may deem appropriate. On or about May 1 of each biennium the Chair shall appoint three members of the Board to serve as a committee to nominate a slate of officers to be elected by the Board on the first Wednesday of September for the two-year period. Nominations may also be submitted by each Board member.

The annual work plan and goals for the upcoming fiscal year will be in a separate written report reviewed and approved at the September meeting.

**Section 4. Standing Committees**

- 1) The Board of Maine Emergency Medical Services identifies the following committees and work groups:
  - a. Community Paramedicine Committee
  - b. Data Committee
  - c. Education Committee
  - d. Emergency Medical Dispatch Committee
  - e. EMSC Advisory Committee
  - f. Exam Committee

- g. Investigations Committee
  - h. Operations Committee
  - i. Quality Improvement Committee
  - j. Trauma Advisory Committee
- 2) Each committee will have a chairperson recommended by the committee and appointed by the Board. The committee chairperson will serve a term concurrent with the appointing Board Chair.
  - 3) Committee members are required to attend 75% of meetings held, and to attend for the entire meeting. Any committee member may be removed by the Board Chair for cause, and termination of committee membership may be so voted by the Board after notice to the committee member as a consequence of the member's failure to attend three consecutive committee meetings.
  - 4) Committee members are nominated by the committee chair and approved by the Chair of the Maine EMS Board. Members the Chair does not wish to approve will be brought forward to the full Board for review.
  - 5) Each committee will have a Board member designated by the Chair as a liaison who will participate as ex-officio voting members of the committee.
  - 6) Each committee will have Maine EMS staff designated by the Director as support
  - 7) Each Chairperson, designee or Board member participant will report to the Board of Maine EMS at each regular meeting of the Board
  - 8) Each committee will prepare an annual report and proposed work plan for the coming year. Committees will be asked to present the work plan to the Board for approval at the Board's September meeting.
  - 9) The membership of each committee shall be sufficient to represent the appropriate stakeholders and interested parties. The membership shall be reviewed by the Board as part of the annual committee report/review as specified in Section 3.
  - 10) The committee and its members shall be familiar with and adhere to the Code of Conduct and Ethics for Boards and Committees as approved by the Board.

Ad hoc subcommittees 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.

**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.

## **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.

Special meetings may be called by the Chair at the request of seven members of the Board.

**Section 2.** 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 3.** Any Board action that has been authorized by a vote of the Board may be brought back for further consideration by a Motion to Reconsider to permit corrective action, or to consider additional information or because of a change of situation that has developed since the taking of the prior vote. Such a Motion to Reconsider can only be made by a member who has voted with the prevailing side, and not later than the next regular Board meeting. Such a motion shall not be in order if the prior authorized action has been implemented. However, the unexecuted part of an order can be amended or rescinded at any time pursuant to such a motion.

**Section 4.** The Board may take any action authorized by telephone conference 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.

Approved: November 6, 2019