



**Oregon Health Authority**  
**Oregon Emergency Medical Services for Children Program**  
**Oregon Emergency Medical Services for Children Advisory Committee Bylaws**  
April 13, 2023

**ARTICLE I - Oregon Emergency Medical Services for Children Advisory Committee**

The name of this committee is the Emergency Medical Services for Children Advisory Committee (EMSC Advisory Committee).

**ARTICLE II - Purpose**

The EMSC Advisory Committee shall:

- A. Share expertise with the Emergency Medical Services (EMS) and Trauma Systems Program regarding the adoption of rules, guidelines, and protocols for the statewide coordination of emergency medical services for injured and ill children.
- B. Analyze statewide data related to the provision of pediatric emergency medical services and the prevention of injury and illness.
- C. Advise prehospital EMS agencies and hospitals that provide emergency medical and trauma care on pediatric provider education and the provision of pediatric emergency medical and trauma care.
- D. Promote activities that ensure pediatric provider education and optimal delivery of pediatric emergency medical and trauma care.
- E. Support pediatric morbidity and mortality prevention efforts and programs.
- F. Support the Oregon Emergency Medical Services for Children Program (EMSC Program), ORS 431A.105, and the achievement of Health Resources and Services Administration (HRSA) performance measures and objectives.

**ARTICLE III - Membership**

- A. The Oregon Health Authority is statutorily directed to establish the EMSC Advisory Committee. All EMSC Advisory Committee members must be appointed by the Public Health Director.
- B. The Public Health Director shall appoint EMSC Advisory Committee members. The EMSC Program will recommend the appointment of members that represent a specific Committee position identified below. The EMSC Program will make all efforts to recommend the appointment of members such that the Committee includes representation from all Oregon Area Trauma Boards (ATAB) and state as a whole. Each Committee member shall advocate and advise from their area of

expertise. Members must demonstrate interest in emergency medical services for children prior to appointment.

- C. The EMSC Advisory Committee may consist of 21 core members. The members identified in Article III Part D are voting members of the Committee. Four Committee members identified in Article III Part E are Oregon Health Authority staff serving as representatives of the Oregon EMSC Program and are non-voting members. The members of the Committee shall consist of members representing the specific positions identified in Article III Part D and Article III Part E.

D. Appointed EMSC Advisory Committee Members

1. One Emergency Physician (a physician that primarily practices in the Emergency Department (ED))\*
2. One Physician with pediatric training (e.g., Pediatrician or Pediatric Surgeon)\*
3. One Emergency Medical Technician or Paramedic currently practicing, ground-level provider\*
4. One Nurse with pediatric experience\*
5. One Family Representative\*
6. One Highway Traffic Safety representative
7. One Hospital Association representative
8. One Pediatric Intensivist or Pediatric Hospitalist
9. One EMS Training Officer or EMS Educator
10. One At-large member
11. One ED Manager or ED Director
12. One EMS Patient Transport representative
13. One Injury Prevention representative
14. One Tribal EMS representative
15. One Hospital Trauma Coordinator
16. One Pediatric Emergency Preparedness representative
17. One Behavioral Health representative

E. Oregon Health Authority Staff

1. One Oregon EMSC Program Manager\*
2. One HRSA EMSC Point of Contact (Oregon EMS & Trauma Systems Program Director)\*
3. One Oregon Health Authority EMS Representative - Primary (Oregon EMS & Trauma Systems Program Medical Director)\*
4. One Oregon Health Authority EMS Representative - Secondary (Oregon EMS & Trauma Systems Program Manager)\*

\*HRSA EMSC grant required committee members

- F. Terms of appointment for EMSC Advisory Committee members shall be for a period of four years. EMSC Advisory Committee members in good standing with the Committee may serve an unlimited number of terms upon reappointment by the Public Health Director.
- G. A Committee member wishing to resign shall provide written notification to the EMSC Program Manager.
- H. The EMSC Program Manager, with assistance from current Committee members, will recruit and recommend the appointment of members to fill Committee vacancies.
- I. Committee members are expected to attend and participate in all EMSC Advisory Committee meetings. Meetings will either be in-person or virtual. For the in-person meetings, Committee members are requested to attend in-person, if at all possible, but a virtual option will be provided. When a Committee member is absent for two consecutive meetings, unless excused by the Chairperson and EMSC Program Manager, that person's membership may be judged vacant and a replacement for the position will be recommended for appointed by the Public Health Director.
- J. Members interested in being reappointed to the Committee shall notify the EMSC Program Manager by providing a letter of interest and a current resume or curriculum vitae. Reappointment of Committee members shall be made by the Public Health Director.
- K. The EMSC Program and EMSC Advisory Committee may consider membership recommendations from local organizations and associations. The EMSC Program and EMSC Advisory Committee may recommend that membership be expanded or reduced to improve coordination of the pediatric medical and trauma care system.

#### **ARTICLE IV - Officers**

- A. The officers shall consist of a Chairperson and a Vice Chairperson.
- B. The EMSC Advisory Committee shall elect the Chairperson from its membership. The Chairperson shall hold office for a period of two years and may be reelected for a maximum of two consecutive terms. Elections shall be held bi-annually (even years) during the first meeting of the year. The Chairperson will preside at all meetings and conduct the business brought before the EMSC Advisory Committee. The Chairperson will provide regular updates to the State EMS Committee and State Trauma Advisory Board.
- C. The EMSC Advisory Committee shall elect a Vice Chairperson. The Vice Chairperson shall hold office for a period of two years and may be reelected for a maximum of two consecutive terms. Elections shall be held bi-annually (odd years) during the first meeting of the year. The Vice Chairperson's duty is to act as Chairperson in the absence or incapacity of the Chairperson or at the Chairperson's request.

## **ARTICLE V - Meetings**

- A. The Committee shall meet quarterly, in January, April, July and October.
- B. The EMSC Program will choose the location of the meeting.
- C. For quorum, 9 of the 17 members in Article III Part D, must be present for purposes of voting and conducting business. The majority of the members must vote in favor of an action for the Committee to approve the action. Virtual vote permissible for members participating via virtual meeting platform.
- D. Members of the EMSC Advisory Committee are entitled to compensation and expenses as provided in ORS 292.495(4)(b). Members not qualified for compensation and expenses under ORS 292.495(4)(b) do not receive compensation from the State. However, members traveling from outside the Portland-metro area may be reimbursed for their travel expenses such as mileage, lodging, and per diem as the EMSC Program budget permits. Reimbursement amounts will use state of Oregon per diem meal and lodging allowances and follow state travel expense rules.
- E. The EMSC Advisory Committee shall operate in accordance with the current version of the State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual. These rules shall govern in all cases to which they are applicable, and in which they are not contradictory to the EMSC Advisory Committee Bylaws.

## **ARTICLE VI - Subcommittees & Workgroups**

- A. The Chairperson may form subcommittees to share specific tasks within the jurisdiction of the Committee. Subcommittees must work within the rules and guidelines established by the full committee.
- B. The Chairperson may form workgroups. Workgroups are subgroups of the Committee that are appointed by the Chairperson to work on a task or project. Workgroups may utilize subject matter experts who are not members of the Committee.
- C. The Chairperson may create subcommittees and workgroups based upon the operational needs of the EMSC Advisory Committee as a whole and choose Committee members to participate.
- D. Committee members that have not been chosen for a subcommittee or workgroup may volunteer to participate.
- E. Subcommittee and workgroup meetings will be virtual.
- F. Subcommittee and workgroup members will not receive compensation or expenses unless qualified under ORS 292.495(4)(b).
- G. A subcommittee or workgroup may also include ad hoc members as determined by the Chairperson.

- H. The goal and/or focus of subcommittees and workgroups will be determined by the EMSC Advisory Committee.
- I. Members of a subcommittee or workgroup will determine the workplan and individual tasks. The subcommittee or workgroup will present results and/or recommendations to the EMSC Advisory Committee.

#### **ARTICLE VII - Revision of Bylaws**

- (A) These Bylaws will remain in effect until such time the EMSC Advisory Committee chooses to recommend changes, and the Committee approves such changes.
- (B) The EMSC Advisory Committee must vote by a two-thirds majority of all members in Article III Part D to open the Bylaws for changes.
- (C) All changes to the Bylaws must be approved by a two-thirds majority vote of all members in Article III Part D.