

By-Laws of the Emergency Medical Services Advisory Committee

ARTICLE I

Powers, Duties, and Membership

Section 1. Duties and Powers. The Emergency Medical Services Advisory Committee shall make recommendations for Rules to the State Board of Health on all matters relating to emergency medical services. It shall assist area health planning in the establishment and operation of emergency medical services. The Committee shall hold administrative hearings for disciplinary actions against emergency medical service personnel or providers. It shall hear appeals for the denial or renewal of licensures of emergency medical service personnel or providers. The Committee shall review requests for waivers of criminal background disqualifying offenses and engage in the development of dispatching capabilities for emergency medical services in the state.

Section 2. Membership of the Committee.

- (a) The Emergency Medical Services Advisory Committee shall consist of eleven (11) members appointed by the State Board of Health. Appointed members shall be active employees in their represented field. Members shall be appointed for two-year terms. Committee members are limited to serving two (2) consecutive terms.

- (b) The Committee shall consist of one member, appointed by the Board, from each of the following groups: an emergency medical services medical director of a ground ambulance service; an emergency physician certified by the Arkansas State Medical Board with emergency room or critical care experience; a consumer representative from the state-at-large who has an interest in public health and emergency medical services; an emergency medical service paramedic from a ground transportation provider; an emergency medical services clinician working as an emergency medical technician, paramedic, or community paramedic from the state-at-large; an air medical services paramedic; a public or government licensed ambulance service provider and licensed emergency medical services clinician; a private licensed ambulance provider and licensed emergency medical clinician; a certified military emergency medical technician; a fire-based ambulance service provider; and the Emergency Medical Service Training Site Program Director.

Section 3. Responsibility and Duty of Committee Members.

- (a) The Committee shall meet at least quarterly.

- (b) Within thirty (30) days of appointment, the Secretary of the Department of Health shall call the first meeting of the Emergency Medical Services Advisory Committee. At this initial meeting, the members shall elect a Chairperson and Vice-Chairperson to serve a one-year term.

- (c) To ensure broad representation and quorum, all Committee members have a responsibility to attend all regular or special meetings. A Committee member shall be subject to removal if the member fails to present to the Committee a satisfactory excuse for his or his absence. Specifically, unexcused absences from three (3) successive regular meetings without attending any intermediary called special meetings shall constitute sufficient cause for removal.
- (d) Removal from the Committee shall be in accordance with the following:
 - (1) Within thirty (30) days after each regular Committee meeting, the Committee shall notify the Board of Health in writing of any member who has been absent from three (3) successive regular meetings without attending any intermediary-called special meetings. A copy of the notification sent to the Board shall also be mailed to the member who has been absent from three (3) successive regular.
 - (2) Notice to the Board shall include a copy of all meeting notices and attendance records for the past year.
 - (3) Removal from office shall be in accordance with all other applicable Arkansas laws.
- (e) Members may be removed by the State Board of Health for neglect or duty or malfeasance in office.

Section 4. Office and Place of Meetings. Meetings of the Committee may be held in person or remotely by electronic means, including without limitation by telephone, video, or audio platform. The books and records of the Committee may be kept at such a place or places within the State of Arkansas as the Committee may from time to time determine. Records of the Committee shall be open for inspection at all reasonable times.

Section 5. Regular Meetings and Notice.

- (a) **Regular Meetings.** The Committee shall hold quarterly meetings but may meet more frequently upon majority vote, stated in writing, of any six (6) members of the Committee or upon direction from the Board of Health.
- (b) **Notice.** Notice of regular meetings shall be given by the Chairperson to each member of the Committee at least seven (7) days before the date on which each meeting is to be held. All meetings may be held in person, by telephone, or by other electronic means, if consistent with the Freedom of Information Act. If a member attends remotely, the meeting must be recorded in the format that it is conducted in, and that recording must be maintained by a public entity for a minimum of one (1) year from the date of the public meeting.

Section 6. Special Meetings and Notice of Special Meetings.

- (a) **Special Meetings.** Special meetings of the Committee may be called at any time at the pleasure of the Chairperson, Board of Health, or by the majority vote of any six (6) members of the Committee, or any other rules of the Committee.
- (b) **Notice.** Except as otherwise required by law, notice of special meetings of members shall be given at least two (2) hours before the meeting takes place so that the public shall have a representative at the meeting consistent with the requirements of the Freedom of Information Act. Ark. Code Ann. § 25-19-106(b)(2).

Section 7. Agenda. At least seven (7) days prior to any regular or special meetings of the Committee, the Chairperson of the Committee shall cause an Agenda of the matters to be discussed at such regular or special meeting to be placed in the United States mail addressed to each member of the Committee.

Section 8. Quorum and Manner of Acting.

- (a) **Generally.** Unless otherwise provided by law, a majority of the members of the Committee, six (6) members, must be present to constitute quorum for the transaction of business. In the absence of quorum, a majority of the Committee present may adjourn the meeting from time to time until a quorum shall be present. At all meetings of the Committee, a quorum being present, all matters shall be decided by an affirmative vote of the majority of members present and voting, except as otherwise required by the laws of Arkansas. Votes may not be cast by proxy.
- (b) **Remote Attendance.** For a remote member of the Committee to be counted for quorum or voting, the following method should be used to permit the member to attend remotely:
 - a. provide a method for the Committee to verify the identity of the member of the Committee attending remotely;
 - b. always allow other members of the Committee and members of the public to hear the member(s) attending remotely, observe or understand a vote of the member(s) of the Committee attending remotely; and know the identity of the member(s) of the Committee attending remotely when that member is speaking or voting; and
 - c. allow the member(s) of the Committee attending remotely to hear the other members of the Committee and any public comment.

Section 9. Resignation. Any members of the Committee may resign at any time by giving written notice to the Board. The resignation of any member shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified in these bylaws, the acceptance of such resignation shall not be necessary to make it effective.

Section 10. Vacancies. Any vacancy that shall occur in the Committee by reason of death, resignation, disqualification or removal or any other cause whatsoever shall be filled by the State

Board of Health. Persons appointed to fill vacancies shall serve for the unexpired portion of the term.

Section 11. Compensation for Members. Members shall serve on the Committee without pay but may receive expense reimbursement and stipends in accordance with § 25-16-901 et seq. However, nothing herein contained shall be construed to prevent any member from serving the Department of Health in any other capacity and receiving compensation therefore or preclude per diem expense allowance or automobile mileage cost reimbursement as provided by law. Any member attending a public meeting remotely shall not receive per diem or mileage for attending the meeting.

ARTICLE II

Sub-Committees

The Committee may establish and create from time to time such standing or ad hoc sub-committees as it deems necessary to carry out the affairs and further the purposes of the Committee. An ad hoc sub-committee shall be established for the limited purpose of discussing an expressed issue or making a recommendation to the Committee on a single issue.

Upon establishing a standing sub-committee, the Chairperson shall appoint at least three members to serve on the standing sub-committee and designate the frequency of regular meetings and the term for each sub-committee member. The subcommittee members shall appoint a Chairperson for each term. At each regular meeting of the Committee, the Chairperson of the subcommittee shall make a report to the Committee of the activities and recommendations of the sub-committee since appointment or the last report.

Upon establishing an ad hoc sub-committee, the Chairperson shall appoint three members to serve on the ad hoc sub-committee and designate the limited purpose of the ad hoc committee. The ad hoc sub-committee shall not have a term greater than six (6) months. The sub-committee members shall appoint a Chairperson. At each regular meeting of the Committee and upon conclusion of the term of the ad hoc sub-committee, the Chairperson of the sub-committee shall make a report to the Committee of the activities and recommendations of the ad hoc sub-committee.

ARTICLE III

Officers

Section 1. Principal Officers. The principal officers of the Committee shall be the Chairperson and Vice-Chairperson whose duties shall be customarily exercised by those officers or duties specifically designated by the Committee. All officers shall serve for a period of one (1) year or until their successors are elected.

Section 2. Executive Secretary. The Secretary of the Department of Health or his or her designee shall serve as the Executive Secretary of the Emergency Medical Service Committee. The Executive Secretary shall keep a full and true record of all committee proceedings and preserve all books, documents, and papers relating to the business of the committee.

Section 3. Election and Term of Office. The Chairperson shall be chosen annually by the Committee at the next regular meeting of the Committee. The Vice-Chairperson may be chosen annually at the next regular meeting of the Committee. Each principal officer shall hold office until his or her successor is chosen and shall qualify or until his or her death or until he or she shall resign or shall have been removed in the manner hereinafter provided.

Section 4. Removal. Any of the officers may be removed, with cause, at any time, by a vote of a two-thirds (2/3) majority of the members of the Committee present and voting at any regular or special meetings of the Committee at which proper notification of such proposed action was made in advance to each member.

Section 5. Vacancies. A vacancy in any office may be filled for the unexpired portion of the term in the manner prescribed in these By-laws for election or appointment to such office for such unexpired time.

Section 6. Chairperson. The Chairperson shall have general supervision and management of the affairs of the Committee subject to the control of the Committee. In general, he or she shall perform all duties incident to the office of Chairperson as herein defined and all such other duties as from time to time may be assigned to him or her by the Committee.

Section 7. Vice-Chairperson. The Vice-Chairperson shall, in the absence or disability of the Chairman, perform the duties and exercise the powers of such office. The Vice-Chairperson shall perform such other duties and have such other powers as the Chairperson, or the Committee, may from time to time prescribe. The Vice-Chairperson shall lead an ad hoc committee to review the By-Laws and present recommended changes to the full committee at the first meeting of the administrative year.

ARTICLE IV

Amendments

The By-Laws of the Committee shall be reviewed annually, may be altered, amended or repealed by the affirmative vote of a majority of the members of the Committee, provided notice of the proposed action and the substance of the suggested amendment shall be given to each member of the Committee as provided herein and that such action does not contravene Arkansas law.

ARTICLE V

Administrative Year

The administrative year of the Committee shall be the calendar year.

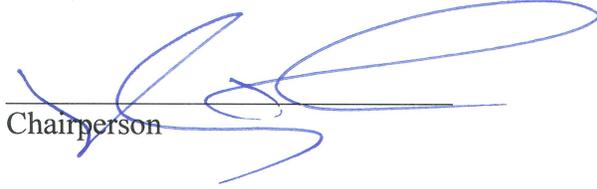
ARTICLE VI

Procedural Rules

All meetings and procedural matters of the Committee shall be conducted in accordance with "Robert's Rules of Order," except when in conflict with these By-Laws or the laws of the State of Arkansas.

Certification

These bylaws were approved at a meeting of the Emergency Medical Services Advisory Committee by at least a two-thirds majority vote on November 12, 2025



Chairperson

November 20, 2025
Date