

MEDICAL ADVISORY COUNCIL (MAC)

BYLAWS

Section 1. Purpose

- A. To advise and provide recommendation to the Kansas Board of Emergency Medical Services (KBEMS) regarding medical or clinical standards and practices for emergency medical services.

Section 2. Membership

- A. Membership shall be not less than six physicians, including ~~two physicians~~ one physician who ~~are~~ is ~~a Board members~~ member, and not less than ~~four~~ five other physicians who are not members of the Board and who are active and knowledgeable in the field of emergency medical services.
- B. Selection and appointment of the members will be the responsibility of the Board Chair.
- C. Members shall reflect geographic and system diversity by ensuring at least the following are represented:
 - 1) Rural services
 - 2) Urban services
 - 3) Critical care services
 - 4) Fire-based services
 - 5) Physician Board members

Section 3. Officers

- A. Chair – elected from among the membership (K.S.A. 2012 Supp. 65-6111(a) (10))
- B. Vice-Chair – elected from the membership.

Section 4. Terms

- A. Both the Chair and Vice-Chair positions are two (2) year appointments.
- B. The initial appointment for the Vice-Chair would be a one (1) year appointment to stagger the officer's terms.
- C. Other council members would be three (3) year appointments.
- D. Staggered terms will be used to ensure continuity.

Section 5. Voting

- A. Official business can be conducted with a majority of MAC members.
- B. A consensus approach will typically be used for issues addressed by the MAC.
- C. Official MAC decisions or recommendations to KBEMS require a majority vote.
- D. Proxy voting is allowed with prior written notification to the MAC Chair.

Section 6. Meetings

A. Frequency:

- 1) Routine meetings will be conducted ~~via teleconference during the month prior to~~ on the day of the regularly scheduled KBEMS ~~Board and~~ Committee meetings with the ability for teleconference participation.
- 2) Special meetings may be called by the Chair as necessary (K.S.A. 65-6111 (a) (10)) and may be either in-person or via teleconference.
- 3) Meetings may be postponed or canceled as directed by the Chair.

B. Minutes:

- 1) Notes will be taken by the Executive Director of KBEMS or his/her designee.
- 2) Draft minutes will be provided to the Chair within seven (7) calendar days following the meeting.
- 3) Minutes will be approved at the next routine MAC meeting and will include member attendance.

C. Attendance:

- 1) Member attendance records will be maintained by the Executive Director of KBEMS or his/her designee.
- 2) Attendance issues will be addressed by the MAC Chair in conjunction with the Board Chair.

D. Agenda and notice to the public:

- 1) Reasonable notice of upcoming MAC meetings shall be provided to those who have requested notice of MAC meetings.
- 2) Any agenda for a MAC meeting shall be made available to any person requesting the agenda.
- 3) Distribution of the agenda will occur no later than seven (7) calendar days prior to the meeting.
- 4) Agenda items must be submitted for inclusion no later than seven (7) days prior to the distribution of the agenda (fourteen (14) days prior to the meeting).

Section 7. Amendments

- A. The bylaws may be amended or revised by a majority of the MAC at a meeting designated for that purpose and become effective only upon approval by the Board.
- B. Copies of the proposed amendments shall be given in writing at least thirty (30) days prior to the meeting.

ADOPTED:

Chair, Medical Advisory Council

Date

APPROVED BY THE BOARD:

Chair, KBEMS

Date