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