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ARTICLE I – SCOPE

Section 1 – NAME OF COMMITTEE: The name of the committee shall be the Sedalia-Pettis County Emergency Medical Services Committee.

Section 2 – STATUS OF THE COMMITTEE: The committee shall operate under the County of Pettis governmental entity pursuant to and in strict accordance with all applicable laws, regulations, guidelines, and ordinances.

Section 3 – PURPOSE: The purpose of the Sedalia-Pettis County Emergency Medical Services Committee is to:

- Pursue the feasibility of creating a tax supported ambulance district.
- Provide quality assurance monitoring of the pre-hospital emergency medical services system operating in areas of Pettis County not already served by another EMS District/service.
- Meet with and discuss pre-hospital care issues with the services Medical Director
- Analyze, evaluate and make recommendations for improvements to the pre-hospital emergency medical services.
- Analyze, evaluate and make recommendations on EMS issues related to public safety.
- Make recommendations to the Pettis County Commission and the City of Sedalia.

Section 4 – OFFICIAL CONTACT INFORMATION:

Sedalia-Pettis County EMS Committee
319 S Lamine, Suite B10
Sedalia, MO 65301
Phone: 660-827-4800 Ext 1
FAX:  660-826-7288
E-mail: ema@pettiscomo.com
ARTICLE II – MEMBERSHIP

Section 1 – Members: The members of the committee shall consist of but not limited to representatives of the following organizations: Each organization MUST appoint 1 primary and 1 alternate to serve.

*Pettis County Commission
*Sedalia-Pettis County Emergency Management Agency
*Pettis County Health Center
*Pettis County Sheriff’s Office
*Contracted EMS Service
  *City of LaMonte
  *City of Hughesville
*Katy Trail Community Health

*City of Sedalia, City Administrator
*Sedalia Fire Department
*Sedalia Police Department
*Bothwell Regional Health Center
Pettis County Fire District
  *City of Smithton
  *City of Green Ridge

*Mandatory appointments

Section 2 – TERM OF MEMBERSHIP: All members shall serve for a term of two (2) years from date of appointment and may be reappointed for successive terms.

Section 3 – ATTENDANCE AT MEETINGS: All members are required to attend at least fifty percent (50%) of all meetings of the committee held in any twelve (12) month period.

Section 4 – FILLING VACANCIES AND ADDING NEW MEMBERS: When vacancies occur on the committee, persons recommended by the organization, which they represent, may fill them. When a private citizen vacancy occurs, the Committee shall search for a replacement. Vacancies that occur on the Committee do not have to be filled unless it is a mandatory appointment.

Section 5 – RESIGNATIONS: Any member of the Committee that may wish to resign, must submit a letter of resignation indicating the effective date he/she will be leaving. If a mandatory appointment, a new member must be submitted from the owning organization.

Section 6 – PROSPECTIVE MEMBERS: Private citizens interested in serving on the committee may apply in writing to the chairman. At the next regularly scheduled monthly meeting a vote will be taken either accepting or rejecting the prospective member.
ARTICLE III – STRUCTURE

Section 1 – CHAIRPERSON: The Sedalia-Pettis County Emergency Manager will be appointed the Chairperson for the first 2 years of the Committee. If so voted by the Committee he/she may serve a second term.

Section 2 – SECRETARY: A Committee Secretary will be appointed from the main committee and will be responsible for taking meeting minutes.

Section 2 – COMMITTEE MEMBERSHIP: All members are full members with voting rights. If other Committees are needed or requested, then they will be established when necessary and reflected in this structure. Each appointing organization may appoint one primary and one alternate. Only the primary member may vote when required. If the primary member is absent then the alternate may vote in he/she’s place.
ARTICLE IV – SUBCOMMITTEES

Section 1 – APPOINTMENT OF SUBCOMMITTEES: If deemed necessary the committee may from time to time appoint subcommittees composed of members of the Committee to study and report on matters relevant to the committee.
ARTICLE V – MEETINGS

Section 1 – REGULAR MEETINGS: Regular meetings of the Committee shall be held at least monthly, and will be held on the 3rd Wednesday of each month from 9:00 AM to 11:00 AM. Meetings will be held in the Sedalia-Pettis County Emergency Management Agency unless otherwise noted.

MEETING DATES

<table>
<thead>
<tr>
<th>15 September 2010</th>
<th>16 March 2011</th>
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<tr>
<td>20 October 2010</td>
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Section 2 – OPEN MEETING POLICY: Missouri’s commitment to openness in government is clearly stated in Section 610.011 of the Sunshine Law: “It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. Sections 610.010 to 610.200 shall be liberally construed and their exceptions strictly construed to promote this public policy.” All meetings of the Committee shall be open meetings. If it is required to close a meeting it will be duly noted, and the meeting shall be closed only for that portion.

Section 3 – SPECIAL MEETINGS: The Chairperson of the Committee may when it is deemed necessary shall call a special meeting of the Committee for the purpose of transacting any business of the Committee. The purpose of the meeting shall be set forth in the call of the meeting and the call of the meeting may be mailed, e-mailed or hand delivered to each Committee member at least 5 business days prior to such meeting.

Section 4 – AGENDA FOR COMMITTEE MEETINGS: An agenda of each Committee meeting shall be posted at the Pettis County Courthouse, City of Sedalia and on the EMA Web site (http://www.pettiscomo.com/ema.html).

Section 5 – ORDER OF BUSINESS: At regularly scheduled meetings the following order of business shall be:

- Welcome and introductory remarks
- Pass attendance roster
- Approval of minutes of the previous meeting
- Reports of subcommittees (if applicable)
- Review of 911 calls for emergency medical response
- EMS Contractor reports
- Old Business
- New Business
Open discussion
Adjournment

Section 6 – MANNER OF CONDUCTING MEETINGS: No standard rules of procedure shall be required unless adopted by the Committee. The meetings shall be conducted with order and decorum. The Committee shall follow the procedure determined appropriate by the Committee which may include the following:

- No person shall speak unless first recognized by the Chairperson
- Debate of a matter shall be closed by a motion and seconded or by general consent of the committee.
- Any primary member of the committee may make or second a motion. In the primary members absence, then the alternate member may make or second a motion.

Section 7 – SUMMARIES OF COMMITTEE MEETINGS: Accurate summaries of each meeting shall be taken and maintained by the Chairman or designee. Accurate summaries shall include, but not limited to, a record of all votes of the Committee, a record of attendance at Committee meetings and a summary of Committee discussions.

Section 8 – QUORUM: A quorum is met when over half the mandatory members are present.

Section 9 – MANNER OF VOTING: The voting on all questions coming before the Committee shall be a “yes” or “no” vote, or by show of hands, unless action is taken for a roll call vote on a particular matter. If a roll call is approved, the “yes” and “no’s” shall be recorded in the minutes of such meeting. If deemed necessary, votes may be taken and recorded by e-mail.

Section 10 – PARTICIPATION BY MEMBERS OF THE PUBLIC: Members of the public are encouraged to attend all meetings of the EMS Committee. Public members may speak about issues being discussed at the Open Discussion portion of the meeting. The Chairperson still reserves the right to recognize a statement made by a public member at any time.
ARTICLE VI – AMENDMENTS

Section 1 – AMENDMENTS TO BYLAWS: The bylaws of the Committee may be amended by an affirmative vote of 2/3 of Committee members present if a quorum is achieved. No vote shall be taken to amend the bylaws until the proposed amendment has been reduced to writing and distributed with the agenda for the meeting, which the amendment is to be voted on.

Section 2 – FILING OF BYLAWS AND AMENDMENTS: A copy of the bylaws and any amendments to the bylaws shall be provided to the Pettis County Clerk and the City of Sedalia Clerk, and are subject to the acceptance and approval of that body. Each governmental body may provide copies to any public entity or private citizen upon request any required fee.