

PLAINS TO PEAKS REGION  
EMERGENCY MEDICAL AND  
TRAUMA SERVICES ADVISORY COUNCIL  
BYLAWS

ARTICLE I – CREATION

The Plains to Peaks Region Emergency Medical and Trauma Services Advisory Council, hereinafter referred to as the “Council,” was created pursuant to Section 25-3.5-703, C.R.S., as amended.

ARTICLE II – ORGANIZATION

1. Membership

a. The Council is developed and operated under an intergovernmental agreement by and between the Boards of County Commissioners of Cheyenne, El Paso, Kit Carson, Lincoln and Teller Counties dated November 1, 2000, hereinafter referred to as the “IGA.”

b. The Council shall be comprised of fifteen (15) members as specified in the IGA. Members shall be appointed and serve terms as defined in the IGA. Vacancies shall be filled by the same procedure as used for appointments.

c. The Council shall elect from its members a chairperson, vice-chairperson, and a secretary-treasurer. The election of officers shall be held at the first regular Council meeting each year or at such other time as may be fixed by resolution. All elected officers shall hold their positions for one (1) year. All elected officers shall hold their positions for two (2) years. All officers hold their office at the pleasure of the Council.

d. If requested by a majority of Council members, elections of officers may take place by secret ballot.

e. The chairperson shall preside and control the progress of Council meetings. The chairperson, or assigns, shall prepare an agenda, compile other necessary information, and supervise the distribution of such materials, including financial reports and the minutes from the previous meeting for Council approval, to Council members prior to the meeting; and, in general, communicate information about the emergency medical and trauma services system and program activities that have transpired. The chairperson shall review with the Council concerns or questions about other regional activities, legislation, programs, and committee activities, and will communicate any desired changes. The chairperson shall ensure that a copy of the Council’s bylaws is presented to every member of the Council upon their appointment, and to appropriate members of staff and members of advisory committees working on behalf of the Council.

f. The vice-chairperson shall assume the duties of the chairperson in the absence of the chairperson, or other duties as assigned by the chairperson.

g. The secretary-treasurer shall serve as the custodian of the records for the Council and liaison between the Council and the fiscal agent for the Council. The secretary-treasurer, or assigns, shall take minutes of Council meetings and maintain the official records of Council actions. The secretary-treasurer shall be responsible for tracking the source and allocation of all funds received for use by the Council and present a report of all Council revenues and expenditures at each regular Council meeting. The secretary-treasurer shall make Council records available for inspection at reasonable times upon request.

h. An alternate may be designated for each member of the Council. The alternate may attend the Council meetings and vote on behalf of the Council member in the absence of the Council member. No other form of proxy voting will be permitted. The term of service for the alternate shall run concurrent with the Council member. The alternate shall be designated, in writing, by the entity responsible for recommending the Council member and have qualifications similar to the Council member to properly represent the interests of their constituents and the public.

i. The minimum meeting attendance standard for a Council member or their designated alternate shall be fifty percent (50%) per year. A recommendation letter for removal from the Council will be sent to the appointing authority for any member failing, without good cause as determined by the Council, to attend the minimum number of Council meetings.

## 2. Committees

a. The Council may establish committees by a majority vote. Such committees shall serve in an advisory capacity to the Council and perform only those functions determined by the Council.

b. Committee members shall be appointed by the Council chairperson, and shall serve at the pleasure of the Council. They shall serve without compensation, but Council committee members may be allowed actual and necessary traveling and subsistence expenses with approval by the Council.

c. Each committee shall meet with the Council at least once a year at such regular meetings as may be designated by the Council. Committees may recommend action to the Council, but formal, final action on any matter referred shall remain with the Council.

## 3. Procedures and Rules of Order

a. Meetings shall be conducted generally in keeping with Robert's Rules of Order, except they shall remain as informal as circumstances permit and the chairperson may vote and participate in discussions.

b. The location of meetings will rotate between the member Counties.

c. All meetings of the Council, and any committees or subcommittees, shall be conducted in accordance with the Colorado Open Meetings Act. All meetings will be posted according to statutory guidelines and the procedures for posting of public notices duly established by the Boards of County Commissioners for their respective Counties. The Council may enter into an executive session only for the purposes allowed by law.

d. Regular meetings shall be at such a time and place specified by the Council. The Council shall meet at least as often as specified in the IGA. Special meetings, for emergency matters, may be called by the Chairperson or at the request of four (4) Council members. If such a special meeting is called, Council members must be provided three (3) days notice by mail or twenty-four (24) hours notice by telephone or facsimile.

e. A majority of the membership of the Council shall constitute a quorum.

f. The agenda or order of business may be changed by the Council chairperson or by a majority vote of the Council members present.

g. A successful vote on matters before the Council shall require a majority of the Council members present.

h. A roll call vote shall be taken at the request of any Council member. A secret ballot is not permitted for any action of the Council except for the election of officers as described above.

i. The Council shall act only by resolution adopted at a duly called meeting. No individual Council member shall individually exercise any administrative authority, except as specifically authorized by the Council.

j. No individual Council member shall make a statement of policy, which purports to be that of the Council, unless the Council has adopted such policy. No member, however, shall be prohibited from stating a personal opinion, provided that the personal opinion is clearly identified as such.

k. If both the chairperson and vice-chairperson are absent from a Council meeting, a member selected by a majority of the Council members present shall preside.

#### 4. Administrative Policies

a. The Council can amend, delete, or otherwise change these bylaws at a regular meeting by a vote of two-thirds of the membership present. Proposed amendments must be distributed to the membership, read at least once at a regular meeting of the Council, and voted upon at the next meeting of the Council. A typewritten copy of the proposed changes must be posted with the notice of public meeting in each county in accordance with the procedures for

posting of public notices duly established by the Boards of County Commissioners for their respective Counties.

b. Budget line item monies may be expended by staff within the allotted budget. Expenditures above the budget or outside the line items must be approved by the executive officers. The executive officers will review and approve or disapprove the monthly bills in a timely fashion. This review will be provided to the fiscal agent for their records.

c. The Council shall determine the disposition of any unutilized funds or capital equipment.

It being the desire of the Plains to Peaks Region Emergency Medical and Trauma Services Advisory Council to fulfill its responsibilities to the people of Colorado and, in the most efficient and conscientious way possible, to discharge its duties under the law, the Plains to Peaks Region Emergency Medical and Trauma Services Advisory Council does by resolution hereby adopt these bylaws.

Date \_\_\_\_\_

Attest \_\_\_\_\_

Title \_\_\_\_\_