



## Arkansas Department of Health

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**Governor Mike Beebe**

**Paul K. Halverson, DrPH, FACHE, Director and State Health Officer**

# MEMORANDUM

To: Arkansas Licensed Air Services

From: David Taylor, Section Chief  
Section of EMS & Trauma Systems

Date: November 25, 2008

Re: Air Ambulance Sub-committee By-Laws & Attendance Policy

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On June 17, 2007 the Arkansas Air Ambulance Sub-committee adopted the attached bylaws effective November 14, 2007. Each Arkansas licensed air ambulance program in the state has the ability to have representation on the committee. If you have not done so, please submit me a letter listing the name of the individual that will represent your air ambulance program. The nomination will need to be on program letterhead and must be signed by the programs manager. Please mail nominations to the following address:

AR Department of Health  
Section of EMS & Trauma Systems  
5800 West 10<sup>th</sup> St. Suite 800  
Little Rock, AR 72204-1763

Attention: David Taylor, Section Chief

The Air Ambulance committee would like to remind air ambulance service representatives (members) of the attendance policy outlined in Section 3.6.

3.6 Any member who misses more than two regularly scheduled quarterly meetings within a given calendar year shall be removed from the subcommittee, unless special circumstances exist. A member may send a proxy to express his/her views when unable to attend. This proxy must be in writing and be addressed to the chairperson of the subcommittee and copied to the Section of EMS and Trauma Systems.

If you have any questions or concerns you may contact me at 501-661-2262. Thank you for your participation and dedication to the emergency medical services profession. 854

**Bylaws of the Air Medical Subcommittee,  
a Committee of the Arkansas Governor's Emergency Medical Services (EMS)  
Advisory Council**

Article I      Name

The name of the committee shall be the Air Medical Subcommittee, a Committee of the Arkansas Governor's Emergency Medical Services Advisory Council.

Article II      Purpose

- 2.1      Make recommendations to the Arkansas Governor's Emergency Medical Services Advisory Council and the Arkansas Department of Health, Section of EMS and Trauma Systems on issues including, but not limited to, air medical training, certification, and rules and regulations.
- 2.2      Serve as a resource for air medical programs.
- 2.3      When requested by the Section of EMS & Trauma Systems, the subcommittee will assist with quality assurance/improvement or other issues.
- 2.4      When requested, the subcommittee will be available to assist the Arkansas Governor's Emergency Medical Services Advisory Council with relevant issues including training, certification, and rules and regulations pertaining to the air medical industry.

Article III      Membership

- 3.1      There will be one **voting** representative from each licensed air ambulance program in the state of Arkansas and the following associations: Arkansas Ambulance Association, Arkansas EMT Association, Arkansas EMS Foundation, and Arkansas EMS Training Committee.
- 3.2      There will be one **non-voting** representative from each council and sub-committee listed: Governor's Advisory Council on EMS, Governor's Trauma Advisory Council and EMS Data Subcommittee.
- 3.3      Each representative will serve a term of two (2) years and shall not exceed two consecutive two-year terms. Members in good

standing, who have met the meeting attendance requirement, have been active in the affairs of the subcommittee, and who express an interest in continuing on the subcommittee, may be reappointed.

- 3.4 Membership shall represent all areas of the Air Medical Industry.
- 3.5 Any member may resign as a member of the subcommittee by sending a letter to the Section of EMS & Trauma Systems.
- 3.6 Any member who misses more than two regularly scheduled quarterly meetings within a given calendar year shall be removed from the subcommittee, unless special circumstances exist. A member may send a proxy to express his/her views when unable to attend. This proxy must be in writing and be addressed to the chairperson of the subcommittee and copied to the Section of EMS and Trauma Systems.
- 3.6 In the event of a vacancy on the committee, the program or association that is represented in the vacant position shall submit two names to the chairperson of the committee recommending individuals to fill the open position. Once these two names are submitted the committee will, by majority vote, fill the open position from the recommendations.

#### Article IV Meetings

- 4.1 Meetings shall be held at a minimum quarterly.
- 4.2 If the Chair, in conjunction with the Section of EMS & Trauma Systems, does not feel there is sufficient business to hold a quarterly meeting, it can be cancelled.
- 4.3 If the Chair, in conjunction with the Section of EMS & Trauma Systems, feels there is business requiring immediate attention, a meeting can be scheduled. Alternate methods of sharing information, such as any communications resource, may be used when there is a need to collect the views of the membership between meetings.
- 4.4 The Chair, in conjunction with the Section of EMS & Trauma Systems, is responsible for developing the agenda for each meeting.

Section V     Officers

- 5.1     The membership of the subcommittee will elect a Chair, Vice Chair, and Secretary for one year terms. The vote will be held at the last meeting of each calendar year, and the terms will be for one year, running from January 1 to December 31.
- 5.2     An individual may not hold more than two consecutive terms in any office.
- 5.3     Any officer may resign a position by delivering a letter of resignation to the Section of EMS & Trauma Systems addressed to the Chairperson of the committee.
- 5.4     Any officer may be voted out of office for cause by a majority vote.

Article VI     Amendments

- 6.1     These bylaws may be amended by a majority vote of the membership present and eligible to vote at any regularly scheduled quarterly meeting.

Article VII     Procedures

- 7.1     A quorum will be composed of members present at any scheduled meeting.
- 7.2     A majority vote by a quorum is required to approve any business of the subcommittee.
- 7.3     Unless specifically addressed in these bylaws the subcommittee shall operate in accordance with the current edition of Robert's Rules of Order.