

National Emergency Medical Services

Advisory Council (NEMSAC)

Process Guide

September 2013



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Background

The National EMS Advisory Council (NEMSAC) was formed in April 2007 as a nationally recognized council of EMS representatives and consumers to provide advice and expert recommendations regarding emergency medical services to the Department of Transportation (DOT) and the National Highway Traffic Safety Administration (NHTSA).

NEMSAC provides a forum for the developing, considering, and communicating information from a knowledgeable, independent perspective. It provides an opportunity for federal agencies to prioritize needs from the local perspective, and it provides an avenue for the community to comment on critical and pressing EMS issues. Though NEMSAC does not exercise program management, regulatory responsibilities, or decision-making authority, the recommendations and advisories provided by NEMSAC through NHTSA directly affect the programs about which NEMSAC provides advice.

NEMSAC receives its structure and its federal support through the DOT, which is made available through the EMS section of NHTSA.

NHTSA

NHTSA has been a consistent Federal advocate and leader in promoting a systems approach to the development of emergency medical services and systems for more than 40 years. By collaborating with its Federal partners (e.g., the Centers for Disease Control and Prevention, the Health Resources and Services Administration, the U.S. Fire Administration and others), NHTSA has successfully developed national standard curricula for EMS providers, guided the development and implementation of the National EMS Agenda for the Future, spearheaded the initiation of a National Emergency Medical Services Information System (NEMSIS), and assisted with the deployment of Wireless Enhanced 9-1-1.

NHTSA EMS is one of the premier federal agencies in developing and providing resources for EMS agencies and providers. A foundational basis of NHTSA's method is maintaining the philosophy that, "An efficient EMS system is integral to reducing injury and mortality on and off our Nation's highways, and is key to ensuring prompt emergency response to any type of illness or injury." To accomplish its goals, NHTSA relies on structured methods to assemble national expertise in specialized EMS components—field providers, managers, administrators, physicians, professors, hospital administrators, nurses, citizens, first responders and others.

Consensus building, collaboration, and supporting significant national projects are the hallmarks of NHTSA's contributions to EMS system development. Believing that the Nation's best preparation for any incident, large or small, is a comprehensive EMS system, NHTSA's many contributions reflect those philosophies precisely. Over the past 40 years, NHTSA has partnered with public and private organizations to assess the state of the EMS system and identify critical gaps. The agency has produced comprehensive, evidence-based reports (including the EMS Agenda for the Future, Education Agenda for the Future, and Workforce Agenda for the Future) that serve as the foundation for decisions at the Federal, State, and local levels.

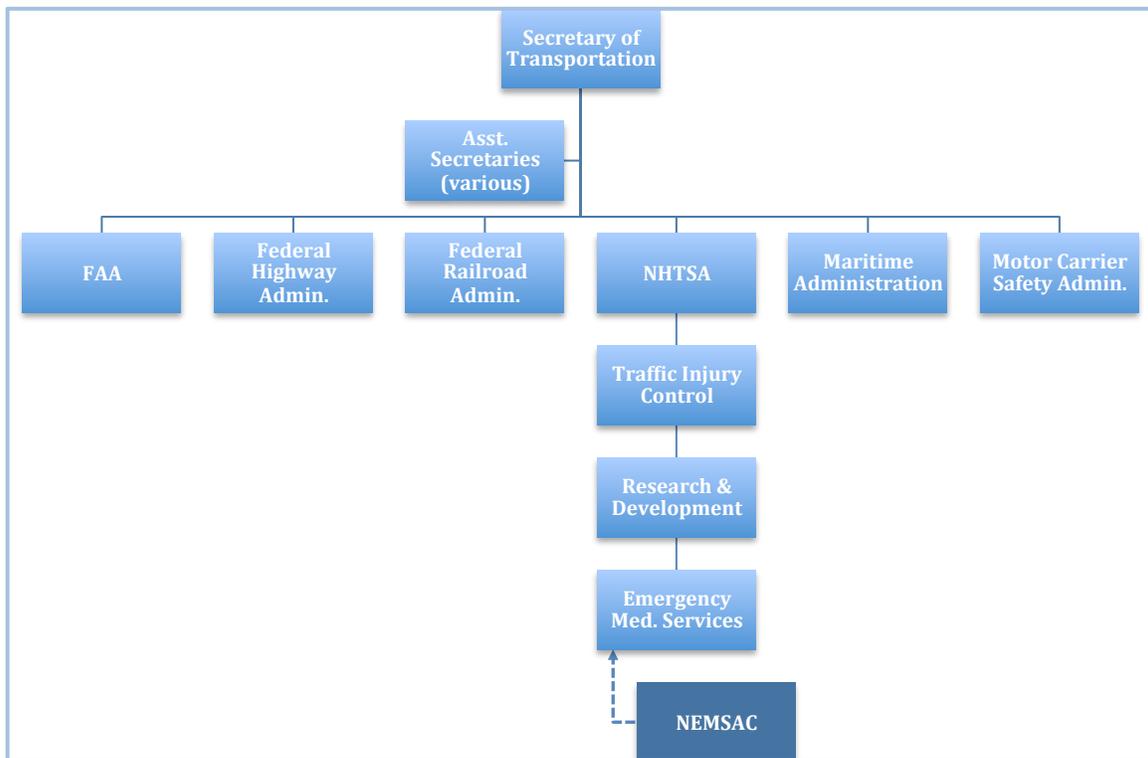
NEMSAC

The National Emergency Medical Services Advisory Council was established in 2007 by the Secretary of Transportation to provide information, advice, and recommendations to the Secretary of Transportation via the Administrator of NHTSA, and through NHTSA to the Federal Interagency Committee on Emergency Medical Services (FICEMS).

In 2012, NEMSAC was chartered as a statutory committee under the Moving Ahead for Progress in the 21st Century Act of 2012. The law established NEMSAC, provided it a home under the Department of Transportation, established membership requirements, and created requirements for the reporting structure. The statute also provides that the purposes of NEMSAC are to “advise and consult with the Federal Interagency Committee on Emergency Medical Services on matters relating to emergency medical services and the Secretary of Transportation on matters relating to emergency medical services issues affecting the Department of Transportation.”¹

Because the statute requires the DOT to provide administrative support to the Council, the DOT has structured the EMS section of NHTSA to be the administrative arm responsible for NEMSAC. As a result, the Council provides its advice and consultation to FICEMS through the DOT via NHTSA. The figure below shows the relationships between NEMSAC, NHTSA, and DOT.

Figure 1: Organization Chart (abridged) US DOT and NEMSAC's Role, 2012



FICEMS

The US Department of Transportation Reauthorization, Public Law 109-59 (Section 10202), established the Federal Interagency Committee on Emergency Medical Services (FICEMS) in 2005² to ensure coordination among Federal agencies involved with State, local, tribal, and regional emergency medical services and 9-1-1 systems.

Multiple Federal agencies make up FICEMS, including the National Highway Traffic Safety Administration, and the Departments of Health and Human Services, Homeland Security,

¹ HR 4348-352. Amendments to Public Law 109-59.

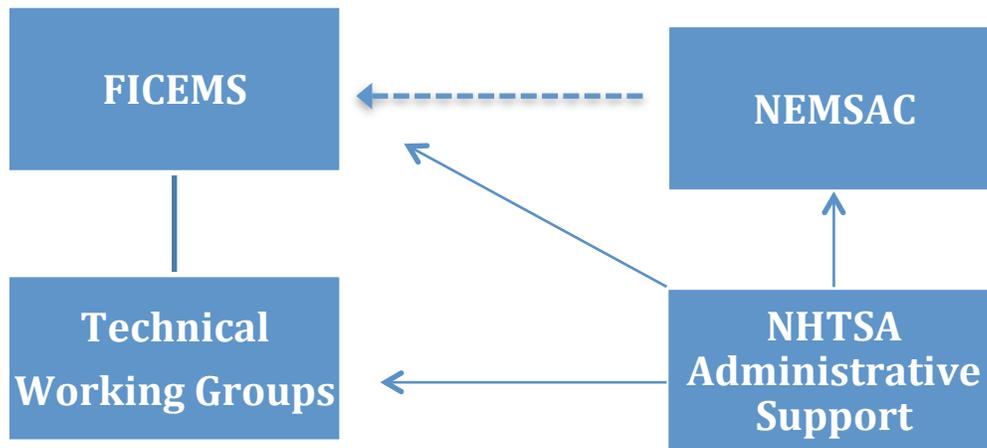
² See also the Safe, Efficient Accountable Equity Act: a Legacy for Users. (SAFETEA-LU)

Defense, and the Federal Communications Commission. However, the NHTSA Office of EMS in cooperation with DHS and HHS provide administrative support to FICEMS.

FICEMS has a technical working group to address specific details related to EMS and may invite representatives of other federal agencies to provide technical expertise in specific areas of interest to FICEMS. The figure below describes the relationship between FICEMS and NEMSAC, and the role of NHTSA in providing support to FICEMS, NEMSAC, and the technical working groups of FICEMS.

FICEMS employs a Technical Working Group (TWG) comprised of interagency staff-level employees who meet monthly to provide support to several ongoing EMS projects. The TWG has six standing committees, each with two-year work plans that help guide the efforts of FICEMS.

Figure 2: Inter-relationships between NHTSA, FICEMS, NEMSAC and the FICEMS Working Groups



The importance of NEMSAC to the Federal government is significant. As shown in figures one and two above, NEMSAC’s role is important to the Federal government through the recommendations made through the NHTSA reporting structure have the potential to make important improvements to EMS throughout the country—and those improvements are not related to just motor vehicle related incidents but to all types of incidents in the nation. Further, the relationship between NEMSAC and FICEMS must not be understated, because FICEMS represents a number of different agencies. As such, recommendations made by NEMSAC to FICEMS have influence with multiple departments within the federal infrastructure.

Work of the Council.

The procedures described below address how the NEMSAC will function as a team. While these procedures are not directly related to the substantive issues that NEMSAC is established to

solve, they provide a guide for the Council in order to provide the best decision making and most functional planning processes.

Officers

Officers. NEMSAC will establish two leadership positions within the organization—the Chair and the Vice Chair. The Chair will have responsibilities to work closely with the DFO to establish committees, set agendas, establish long-term plans, and otherwise lead the council in its activities. The Vice Chair will have all of the responsibilities of the chair in the Chair’s absence.

Election of Officers. The Chair and the Vice Chair will be elected individually each year. Nominations will be held at the first NEMSAC meeting on or after April 1 of each year and elections will be conducted by secret ballot.

Parliamentary Procedures

Robert’s Rules of Order will be the parliamentary procedure used by the council. A guide and synopsis of the rules is attached as Appendix ____.

Meetings

Calling NEMSAC meetings. The DFO will approve or call all NEMSAC meetings and subcommittee meetings, prepare and/or approve all meeting agendas, attend all NEMSAC meetings, adjourn any meeting when determined to be in the public interest, and chair meetings when directed to do so by the Secretary of Transportation or by the NHTSA Administrator acting on the Secretary’s behalf.

Meetings will generally be kept to two or fewer days in length, and will be held in the Washington DC metropolitan area; however, the DFO may approve meeting venues in other locations.

Communications. Notice of time of each meeting will be published in the Federal Register at least 15 days prior to the meeting, and will be communicated at least one month in advance to NEMSAC members.

Agenda. An agenda with related documentation will be circulated to the council members at least one week in advance of the Council meeting.

Conduct of meetings.

Quorum. The Council may conduct meetings and deliberations only if a majority of the Council is present.

Executive Sessions. There are no executive sessions for the Council. All deliberations will be conducted in public in accordance with FACA.

Transparency. All Council decisions and deliberations will be conducted in public and council decisions and related documents will be provided to the public upon request by public members or on the NEMSAC section of the NHTSA website at WWW.EMS.gov.

Developing Meeting Agenda.

Any member of the public or any NEMSAC member may request that a matter within the jurisdiction of the NEMSAC or FICEMS be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Chair with supporting documents and information, if any, at least 30 days before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Chair and the DFO shall determine whether a request is within the subject matter jurisdiction of NEMSAC. Items not within the subject matter jurisdiction of NEMSAC may not be placed on the agenda. The Chair in consultation with the DFO may recommend a response to the request by determining if an item requested to be placed on the agenda could be processed another way, for example by providing additional information, or by determining whether the issue is covered by an existing NEMSAC document.

The Chair and DFO shall decide whether an agenda item is appropriate for discussion, and determining the appropriate method of response from the Council.

The Council may, upon a majority vote of the Council and upon consultation with the DFO, add items to the agenda.

The agenda shall provide members of the public the opportunity to address NEMSAC on any agenda item before or during NEMSAC's consideration of that item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of NEMSAC

The Chair and the DFO may accept or reject items for consideration, or may seek input from the entire council, based on the existing workload of the council, the timeliness of the request, the resources available to manage the request.

The Chair or the DFO may independently place items on the agenda at the request of federal agencies or authorities; the needs of DOT or FICEMS; or independent observations regarding EMS issues that may impact Federal agencies..

Subcommittees

Subcommittee Leadership.

The Chair, in consultation with the Vice-Chair and the DFO, will identify subcommittee leadership positions to oversee subcommittees. The subcommittee leadership appointments may be based on workload, leadership competencies, expertise, and other factors as deemed appropriate.

The subcommittee chair (and vice-chair if one is so designated) shall be members of NEMSAC.

Subcommittee Membership.

Number of people on a subcommittee. The Chair, or in his absence the Vice Chair, will determine the number of people assigned to each subcommittee, based on the complexity of

the project, the timelines for completion and the relationship of the topic to other topics assigned to this and other subcommittees.

Number of subcommittees assigned. The Chair will determine the number of subcommittees assigned, based on the tasks to be completed, the resources available, and the urgency of the specific projects.

Appointment. Members of subcommittees shall be appointed by the Chair, in consultation with the subcommittee chair, and shall consider at least balance, continuity, expertise, and the wishes of the potential subcommittee members. Each subcommittee must be chaired by a member of NEMSAC, should usually not be greater than 10 persons and must report back to NEMSAC.

NEMSAC members may serve on more than one subcommittee.

External Experts on Subcommittees. The Chair, in consultation with the subcommittee chair and DFO, may appoint one or more independent external experts to participate in subcommittee work. External experts who serve as subcommittee members are not appointed by the Secretary of Transportation, cannot vote on NEMSAC issues, and are not NEMSAC members. External experts must comply with FACA, ethical requirements, and other Federal rules.

Subcommittee members who are not NEMSAC members, are not entitled to expense reimbursement, per diem, or other cost recovery except as expressly approved in advance by the DFO.

Subcommittee Meetings.

Subcommittees will meet during each NEMSAC in-person meeting session in accordance with the agenda published in the Federal Register.

The subcommittee chair may conduct inter-sessional meetings by telephone conference call or other means, with the approval of the DFO.

The subcommittee chair will schedule and conduct subcommittee meetings, and will keep the subcommittee focused on the task by promoting scheduled milestones.

The subcommittee chair will provide meeting agenda in advance of the meetings, and will summarize the meetings to the council or the subcommittee.

Subcommittee meetings should be scheduled in coordination with the NHTSA Office of EMS.

Types of subcommittees.

There are three types of subcommittees that provide the work and develop the advice on behalf of NEMSAC.

Standing Subcommittees.

Standing subcommittees are part of a structured approach to bring together individual NEMSAC members from multiple disciplines for the purpose of researching issues within a single topic area and to make recommendations for action to the full Council. The intent is to collect data

and information in a standardized fashion, to stay abreast of current issues within the subcommittee's jurisdictional area, and to ensure a standardized format for reporting to the Council. Standing subcommittees may also provide guidance for response to requests from federal agencies or the Administration. Standing Subcommittees include: (1) Safety, (2) Workforce and Credentialing, (3) Oversight and Research, and (4) Systems and Funding. Standing subcommittees may be created or dissolved by the NEMSAC Chair.

The standing subcommittee will consist of a diverse group of NEMSAC members from a variety of disciplines and settings with expertise in the topic areas. The NEMSAC Chair may appoint non-NEMSAC members to subcommittees for specific time- or project-limited Standing Subcommittee projects.

Ad Hoc Subcommittees.

Ad hoc subcommittees are more project oriented than standing committees, providing opportunities for NEMSAC to engage and representing a broad range of stakeholders that have topic expertise. The roles of ad-hoc subcommittees are to:

- (1) Provide technical guidance;
- (2) Provide input on critical information gaps, as well as research methods to address them;
- (3) Provide guidance on draft recommendations;
- (4) Offer scientifically rigorous recommendations for evaluation and validation;
- (5) Provide input on and review of previous NEMSAC or industry work products, or
- (6) Provide a focused and rapid response to questions from administration officials.

The ad hoc subcommittee may consist of any number of members (although usually less than 10) that consist of:

- One or more NEMSAC members, one of whom will chair the work group
- One or more statisticians or research specialists, as needed, with measurement or system performance and reporting experience
- One or more individuals with expertise in the topic area.

Each ad hoc subcommittee will have a clear mission, a scope of work, clearly articulated desired output format, and limitations as defined by the Chair and DFO.

Outputs

NEMSAC's statutory purpose is to advise and consult with DOT and FICEMS on matters relating to EMS. Topics for consideration may either be submitted by NEMSAC members or requested by DOT or FICEMS. Each requires a distinct method of conveying advice and recommendations to the government.

Advisories. Advisories are formal documents that discuss specific policy issues or topics of national importance in EMS. Advisories include the most thorough discussion of topics and may include multiple recommendations. NEMSAC, by statute, provides advice to FICEMS and the Secretary of Transportation. Advisories are used for topics that originate from the Council. There are three phases of the advisory development process: draft, interim, and final.

Draft. Initial document provided by a committee to the Council.

Interim. Once the council provides initial approval, the draft remains in interim form until the entire council provides final approval.

Final. The document submitted to the DOT or to FICEMS or to both. This two-step process (draft to interim and interim to final) requires council-generated recommendations to undergo two votes and two rounds of public input, which benefits the final product. The template for developing advisories is available in Appendix X.

From time to time, DOT and/or FICEMS may request the advice of NEMSAC on specific and possibly time-sensitive questions. Answers to questions (in the form of recommendation) from DOT or FICEMS may be deliberated in a committee or by the full Council and require at a minimum one round of public comment and one vote by the full Council to be adopted. These answers will be submitted to the DFO by the Chair after adoption.

In either form of output, the Council should clearly identify if the official recommendations is to DOT or FICEMS.

Recommendation Management

Virtually every recommendation made by the Council to the DOT or FICEMS requires resources of federal agencies to implement. Council members must consider the impact of NEMSAC recommendations, and particularly consider how each recommendation might be implemented, its timeliness in the current EMS system environment, and its criticality to the EMS system.

Because of the relationship among NEMSAC, NHTSA, the DOT, FICEMS, and the impact of recommendations and advice given to the federal government through NEMSAC, NHSTA plays an important role in implementing the information provided by NEMSAC. NHTSA's success is in part based on implementing the maximum (and most important) recommendations for the lowest cost. Together the Chair, the Vice Chair, and the DFO will determine, with input from the Council, the priorities of recommendations, the resources available to manage priority projects, and the order of implementation based on resources and the importance of projects.

Prioritizing Recommendations.

The Chair will determine the priority of projects assigned to the subcommittees. Priorities will be evaluated based on DOT and FICEMS priorities, the evaluation of projects by the Council, and the urgency of the projects required by the EMS industry. The process will work through all recommendations to prioritize those most important to the Council, DOT, and FICEMS. Public input will also be considered as an important component of the project selection and prioritizing process.

Planning Cycles.

Purpose. Planning for the future activities of the Council provides a forum where interested parties can participate in the planning, coordination, and development of materials created by the council. The planning cycle process provides opportunities for ensuring broader participation (including the public, national associations, federal agencies, and others) and is intended to result in outputs that meet a variety of needs and have a broad basis of support.

Establishing a planning cycle. The Chair, or in his absence the Vice Chair, shall develop expectations for each of the subcommittees that specifies how each of the subcommittees will reach a conclusion on assignments. While some flexibility may be required, the planning cycle signals to stakeholders that opportunities will exist for public to provide input on various components of the Council activities. As part of the planning cycle, the Council may consider the terms of office of various Council members to ensure appropriate transitions between subcommittees.

Multi-year Plans. The process guide should consider methods to design multi-year planning cycles describing expectations, proposed work product, and resource allocation.

Creating plans. Each March, the subcommittee chair will develop plans for each of the projects assigned by the Council Chair. The subcommittees will consider the plans and the processes needed to complete the work, and will design plans, including multi-year plans that describe expectations, proposed work product, and resource allocation decisions.

Public participation

It is the fundamental philosophy of NEMSAC that thoughtful deliberation, appropriate public discussion, and public participation in the development of recommendations is the best way of ensuring the best possible advice is given by NEMSAC.

NEMSAC actively encourages members of the public to attend NEMSAC meetings and to address the Council concerning any item on the agenda or within the NEMSAC's jurisdiction. All meetings will provide an opportunity for the public to speak in accordance with Federal requirements, and notice of meetings and the public's opportunity to participate and provide testimony will be provided at least 15 days in advance of the meetings through a public posting in the Federal Register, through www.ems.gov, and through distribution to national EMS organizations

To enable follow up with groups or individuals, persons attending NEMSAC meetings shall be requested provide their name or other information. This information is requested but not required.

In order to conduct business in an orderly and efficient manner, NEMSAC asks that public presentations to the Council comply with the following procedures:

1. The Chair, or in his/her absence the Vice Chair, shall give members of the public an opportunity to address the Council either before or during the Council's consideration of each item of business to be discussed at all meetings.
2. At a time so designated on the agenda, members of the public may bring before the Council, at a regular meeting, matters that are not listed on the agenda. The Council may refer such a matter to the Chair, Vice Chair, or DFO for follow up, or take it under advisement, and may or may not take action. Examples of actions that might be taken by the Council include referring the item to a committee for further review, to recommend adding the item to a future agenda, or to take some other action short of providing advice.

3. Without taking action, Council members or NHTSA staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Council member or NHTSA staff member or appointed Federal Liaison may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. Further, the Council or a Council member may provide a reference to staff or other resources for factual information, ask staff to report back to the Council at a subsequent meeting concerning any matter, or take action asking to place a matter of business on a future agenda.
4. The Council will allow the public to speak, even on an item that has already been considered by either the Council or a subcommittee composed of Council members, at a public meeting where the public had the opportunity to address the subcommittee on that item.
5. A person wishing to be heard by the Council shall first be recognized by the Chair and shall then proceed to comment as briefly as the subject permits. The Chair, based on the availability of time and the number of parties wishing to speak, may limit the time in which speakers shall be allowed to address the Council on each agenda or non-agenda item. The Chair may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The Chair may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.
6. The Council Chair may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Chair may indicate the time and place when it should be presented. The Council shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions.
7. Persons providing public input to the Council are asked to conduct themselves in a respectful manner, and Council members are asked to be respectful of all persons addressing the Council.

Appendices

- Appendix 1. NEMSAC Statutory Committee Authorization
- Appendix 2. NEMSAC Charter (2013-2015)
- Appendix 3. NEMSAC Bylaws (2008)
- Appendix 4. Parliamentary Procedure guide
- Appendix 5. NEMSAC Advisory Template (2013)
- Appendix 6. Member Responsibilities

NEMSAC Statutory Committee Authorization

SEC. 31108. EMERGENCY MEDICAL SERVICES.

Section 10202 of Public Law 109-59 (42 U.S.C. 300d-4), is amended by adding at the end the following:

“(b) NATIONAL EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL.—

“(1) ESTABLISHMENT.—The Secretary of Transportation, in coordination with the Secretary of Health and Human Services and the Secretary of Homeland Security, shall establish a National Emergency Medical Services Advisory Council (referred to in this subsection as the ‘Advisory Council’).

“(2) MEMBERSHIP.—The Advisory Council shall be composed of 25 members, who—

“(A) shall be appointed by the Secretary of Transportation; and

“(B) shall collectively be representative of all sectors of the emergency medical services community.

“(3) PURPOSES.—The purposes of the Advisory Council are to advise and consult with—

“(A) the Federal Interagency Committee on Emergency Medical Services on matters relating to emergency medical services issues; and

“(B) the Secretary of Transportation on matters relating to emergency medical services issues affecting the Department of Transportation.

“(4) ADMINISTRATION.—The Administrator of the National Highway Traffic Safety Administration shall provide administrative support to the Advisory Council, including scheduling meetings, setting agendas, keeping minutes and records, and producing reports.

“(5) LEADERSHIP.—The members of the Advisory Council shall annually select a chairperson of the Advisory Council.

“(6) MEETINGS.—The Advisory Council shall meet as frequently as is determined necessary by the chairperson of the Advisory Council.

“(7) ANNUAL REPORTS.—The Advisory Council shall prepare an annual report to the Secretary of Transportation regarding the Advisory Council’s actions and recommendations.”.

NEMSAC Charter (2013-2015)

CHARTER

National Emergency Medical Services Advisory Council

1. Committee's Official Designation. The National Emergency Medical Services Advisory Council.

2. Authority. Section 31108 of the Moving Ahead for Progress in the 21st Century Act of 2012 requires the establishment of the National Emergency Medical Services Advisory Council (NEMSAC). Pursuant to § 31108, the Secretary of Transportation hereby establishes NEMSAC, in coordination with the Secretary of Health and Human Services and the Secretary of Homeland Security. NEMSAC shall operate in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. App. 2), U.S. Department of Transportation (DOT) Order 1120.3B, and the terms of this charter.

3. Objectives and Scope of Activities. The purpose of NEMSAC is to serve as a nationally recognized council of emergency medical services (EMS) representatives to provide advice and consult with:

- a. The Federal Interagency Committee on Emergency Medical Services (FICEMS) on matters relating to emergency medical services issues; and
- b. The Secretary of Transportation on matters relating to emergency medical services issues affecting DOT.

NEMSAC serves as a forum for the development, consideration, and communication of information from a knowledgeable, independent perspective. The NEMSAC may provide recommendations, advice and consultation only as detailed in Sections 3 and 5 of this charter.

4. Description of Duties. Consistent with Sections 3 and 5, NEMSAC is authorized to:

- a. Consider information on EMS issues in order to define, develop positions, and make recommendations on such issues for the Secretary of Transportation and/or FICEMS.
- b. Provide recommendations or advice relating to emergency medical services on such topics as:
 - Improved coordination and support of EMS systems among Federal programs;
 - Strategic planning;
 - EMS standards, guidelines, benchmarks, guidelines and data collection;
 - Guidelines for conducting needs assessments for improving community-based EMS systems at State and local levels; and
 - Strengthening EMS systems through enhanced workforce development, education, training, exercises, sustainability, equipment, medical oversight, and other areas.

- c. Serve as a forum for discussing other methods for improving EMS and providing pertinent recommendations.
- d. Respond to requests for consultation and advice on emergency medical services issues from the Secretary of Transportation (via the National Highway Traffic Safety Administration (NHTSA) Designated Federal Officer) and/or from FICEMS.

5. Agency or Official to Whom the Committee Reports. NEMSAC reports to the Secretary of Transportation and provides advice and consults with FICEMS on matters involving EMS issues. NEMSAC shall prepare an annual report to the Secretary of Transportation, with copies sent to the Secretary of Health and Human Services and Secretary of Homeland Security, and to FICEMS, regarding the Council's actions and recommendations.

6. Support. The NHTSA Office of EMS is the Federal sponsor of NEMSAC and will furnish support services for its operation. Council members will not receive pay or other compensation from NHTSA for their NEMSAC service, but are entitled to reimbursement of their travel expenses, including per diem in lieu of subsistence, while engaged in the performance of their NEMSAC duties away from their homes or regular places of business, in accordance with Federal Travel Regulations (41 CFR Chapter 31). All travel by individual members when engaged in official Council business must be approved in advance by the chairperson and NHTSA's DFO.

7. Estimated Annual Operating Costs and Staff Years. The estimated annual direct operating cost of NEMSAC is \$175,000.00, which includes travel and subsistence costs of members, printing, and miscellaneous costs as well as estimated salary cost of staff support with benefits. The estimated annual staff time associated with the operation of NEMSAC is .60 FTE.

8. Designated Federal Officer. The Director of NHTSA's Office of EMS will serve as the Designated Federal Officer (DFO). The DFO will approve or call all NEMSAC meetings and subcommittee meetings, prepare and approve all meeting agendas, attend all NEMSAC meetings, adjourn any meeting when determined to be in the public interest, and chair meetings when directed to do so by the Secretary of Transportation or by the NHTSA Administrator acting on the Secretary's behalf. The DFO may appoint an Alternate DFO, who shall be a Federal Government employee, to serve in his or her place. The DFO and NEMSAC jointly shall determine operating procedures for the Council.

9. Estimated Number and Frequency of Meetings. NEMSAC shall meet as frequently as is determined necessary by the chairperson. The following procedures, as well as those set forth in 41 CFR Parts 101-6 and 102-3 and those otherwise applicable to FACA meetings, shall govern the conduct of all NEMSAC meetings:

- Notice of each meeting shall be published in the Federal Register at least 15 calendar days prior to the date of the meeting. Notice shall include the agenda.

- The chairperson shall preside at each meeting.
- Meetings shall be open to the general public, except as provided under Section 10(d) of FACA, as implemented by 41 CFR § 101-6.10; the Government in the Sunshine Act (5 U.S.C. § 522b(c)); 41 CFR Part 102-3; and DOT Order 1120.3B.

10. Duration. Continuing.

11. Termination. This charter shall terminate 2 years from its filing date unless it is renewed in accordance with FACA.

12. Membership and Designation. NEMSAC shall be composed of 25 members, each of whom shall be appointed by the Secretary of Transportation, in coordination with the Departments of Homeland Security and Health and Human Services through their respective representatives on the Federal Interagency Committee on EMS (FICEMS). The NEMSAC members shall collectively be representative of all sectors of the emergency medical services community.

These sectors may include:

- | | |
|--|--|
| ➤ Volunteer EMS | ➤ EMS Educators |
| ➤ Fire-based (career) EMS | ➤ Public Safety Call-taker/Dispatcher (911) |
| ➤ Private (career non-fire) EMS | ➤ EMS Data Managers |
| ➤ Hospital-based EMS | ➤ EMS Researchers |
| ➤ Tribal EMS | ➤ Emergency Nurses |
| ➤ Air Medical EMS | ➤ Hospital Administration |
| ➤ Local EMS Service Directors/Administrators | ➤ Public Health |
| ➤ EMS Medical Directors | ➤ Emergency Management |
| ➤ Emergency Physicians | ➤ EMS Practitioners |
| ➤ Trauma Surgeons | ➤ Consumers (not directly affiliated with an EMS or healthcare organization) |
| ➤ Pediatric Emergency Physicians | ➤ State or Local Legislative Bodies |
| ➤ State EMS Directors | |
| ➤ State Highway Safety Directors | |

The Council's broad-based membership will ensure that it has sufficient EMS system expertise and geographic and demographic diversity to accurately reflect the EMS community as a whole.

NHTSA will solicit nominations for membership to NEMSAC from a wide array of national EMS organizations and from the public. Members will be selected for their individual expertise and to ensure balanced representation from across the EMS community, but no member will represent a specific organization.

The Secretary of Transportation shall appoint each member for up to a 2-year term and members may be reappointed but may not serve more than two consecutive terms unless the Secretary determines that additional terms are permitted to ensure representation of all sectors of EMS. Members are eligible to serve beyond the expiration of their terms but only until the Secretary appoints a successor. Any person appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall continue to serve until expiration of the original 2-year term. Members serve at the sole discretion of the Secretary, who has the right to terminate any member's tenure.

The members of the NEMSAC shall annually select a chairperson and vice-chairperson of the Council. The vice-chairperson will serve as chairperson in the absence of the chairperson.

13. Federal Liaison. The Secretaries of Health and Human Services and Homeland Security each may name one liaison whose roles shall be to inform the NEMSAC of ongoing or planned Department activities related to emergency medical services and to update their respective Departments on NEMSAC activities.

14. Subcommittees. The DFO may create subcommittees as are necessary to fulfill the Council's mission. Subcommittees will report only to NEMSAC and may not provide advice, recommendations or work products directly to DOT or FICEMS. DOT, via the DFO, and the Council shall establish such operating procedures as are required to support the subcommittee, consistent with the requirements of FACA, 41 CFR Parts 101-6 and 102-3, DOT Order 1120.3B, and the terms of this charter.

15. Recordkeeping. Records of all Council and subcommittee proceedings will be kept as required by applicable laws and regulations, including 41 CFR Part 102-3, Subpart D, and General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

As required by Part 102-3, the chairperson shall ensure that detailed minutes of each meeting are kept and contain the following:

- a. The time, date, and place of the meeting.
- b. A record of all attendees at the meeting.
- c. A complete and accurate description of all matters discussed and conclusions reached.
- d. Copies of all reports received, issued, or approved by the Council.
- e. A description of public participation, including oral or written statements.

The chairperson must certify the accuracy of all NEMSAC minutes.

16. Filing Date. This charter is effective April 22, 2013. The NEMSAC is a statutory committee. The charter will be renewed every 2 years in accordance with FACA and other applicable requirements.

Updated 04/22/13

NEMSAC Bylaws (2008)

Bylaws
National Emergency Medical Services Advisory Council

Section I. Purpose

The purpose of the National Emergency Medical Services Advisory Council (NEMSAC) is to provide information, advice and recommendations to the Secretary of Transportation on all aspects of the development and implementation of EMS consistent with the NEMSAC Charter (attached). NEMSAC may provide advice, through NHTSA, on other EMS programs and activities relating to National EMS system development including coordination and support of EMS activities among Federal programs.

Section II. Authority

The Secretary of Transportation has determined that the establishment of the NEMSAC is in the public interest. The NEMSAC is subject to the Federal Advisory Committee Act (FACA) as outlined in its Charter.

Section III. Membership Selection and Appointment

Membership shall be appointed by the Secretary of Transportation consistent with the Charter for a two year term. Members serve at the discretion of NHTSA which has the right to terminate any member's tenure. Members may not designate an alternate.

Section IV. Meeting Procedures

A. Meetings

NEMSAC meetings must be called by the Designated Federal Official (DFO). NEMSAC shall meet at least two times each calendar year.

Meetings shall be conducted as outlined in the Charter. The majority of NEMSAC appointed members shall constitute a quorum and a quorum is necessary for the conduct of NEMSAC business.

B. Agenda

The Chair and the DFO will together determine the meeting agenda. If special presentations or topics are proposed for the agenda, the Chair and the DFO must find that the presentation is germane to the NEMSAC purpose and charter. The DFO will have final approval of the meeting agenda.

NEMSAC does not endorse or approve emergency medical devices or device design concepts and presentations about these will usually not be approved. However, the Chair and the DFO may invite representatives of device manufacturers or service delivery providers when it contributes to a NEMSAC agenda matter.

NEMSAC members may request to the Chair and DFO that an item be added to the agenda.

The DFO will distribute the agenda to NEMSAC members prior to each meeting and will publish an outline of the agenda with the notice of the meeting in the Federal Register.

C. Minutes and Records

The DFO will prepare minutes of each meeting, will distribute copies to each Council member and post them on www.ems.gov upon approval of the Chair and the DFO. The minutes may be certified as accurate by the Chair and by the DFO, but shall be marked "DRAFT" pending final approval at the next Council meeting.

Minutes of open meetings will be available to the public upon request, and posted on www.ems.gov Minutes of closed meetings will also be available to the public upon request, subject with withholding of matter about which public disclosure would be harmful to the interests of the Government, industry or others, and which are exempt from disclosure under the Freedom of Information Act (FOIA). The minutes shall be prepared as specified in the Charter.

D. Open Meetings

NEMSAC meeting shall be open to the general public except as provided under FACA. Once an open meeting has begun, it will not be closed for any reason. All materials brought before, or presented to, the Council during an open meeting, including the minutes, will be available to the public for review or copying at the time of the scheduled meeting.

Members of the general public may attend any meeting or portion of the meeting that is not closed to the public and may, at the discretion of the Chair, offer oral comments. The Chair may decide in advance to exclude oral public comment during a meeting, in which case the meeting announcement that is published in the Federal Register will note that oral comment from the public is excluded and will invite written comment as an alternative. Members of the public may submit written statements to NEMSAC at any time.

E. Closed Meetings

Meetings of NEMSAC will be closed only in limited circumstances and in accordance with applicable laws. Requests for closed meeting must be approved by the NHTSA Office of Chief Counsel 30 days in advance of the session with required notice provided to the public.

F. Conduct of meetings electronically

Telephone or other electronic meetings of the full Council will be subject to all requirements for a face-to-face meeting, including Federal Register Notice at least 15 days prior to the meeting and call-in or log-in access for the public to participate.

G. Use of Roberts Rule of Order

Roberts Rules of Order will be used for the conduct of NEMSAC business unless it is in conflict with legal requirements, these bylaws or the Charter.

H. Voting

When a decision or recommendation of NEMSAC is required, the Chair shall request a motion for a vote; the Chair may make a motion.

Section V. Role of Council Officials

Chair: The Chair works with the DFO to establish priorities, identify issues which must be addressed, and serves as the focal point for the Council's membership. The Chair conducts NEMSAC meetings and appoints committee members. In addition, the Chair is responsible, with the DFO, for preparing the agenda and for certifying the accuracy of minutes.

Designated Federal Official: The DFO serves as the government's agent for all matters related to the Council's activities. By law, the DFO must (1) approve or call the meeting of the Council; (2) approve agenda; (3) attend all meetings 4) adjourn the meetings when such adjournment is in the public interest; and (5) chair meetings of the Council when so directed by the Administration of NHTSA or by the Secretary of DOT.

The DFO is responsible for providing adequate support to the Council, including the performance of the following functions: (1) notifying members of the time and place for each meeting; (2) maintaining records of all meetings, including subgroup or working group activities, as required by law; (3) maintaining the roll; (4) preparing the minutes of all meetings of

the Council's deliberations, including subgroup and working group activities; (5) attending to all official correspondence; (6) maintaining official NEMSAC records and filing all papers and submissions prepared for or by the NEMSAC, including those items generated by subgroups and working groups; (7) acting as the Council's agent to collect, validate, and pay all vouchers for pre-approved expenditures, and (8) preparing and handling all reports, including the annual report as required by FACA.

Section VI. Committees

NEMSAC may establish, with approval of the DFO, committees to assist with its work. The committee members, who do not have to be NEMSAC members, are appointed by the Chair in collaboration with the committee chair and with the concurrence of the DFO. Each committee must be chaired by a member of NEMSAC, should usually not be greater than 10 persons and must report back to NEMSAC. The DFO may also request the Chair to appoint specific committees.

Subcommittees may be established by the committee chair subject to Chair and DFO approval; the subcommittee chairs do not have to be NEMSAC members. Subcommittees may be limited by budget and logistics.

Committee "charges" will be made by the NEMSAC Chair and DFO and shall include deliverables and target dates.

Section VII. Expenses and Reimbursement

Expenses related to the operation of the NEMSAC will be borne by the Office of Emergency Medical Services, National Highway Traffic Safety Administration. Expenditures of any kind must be approved in advance by the DFO, but payment may be made through a contractor. Payment for travel and per diem for non-Federal government employees will be made at a rate equivalent to that allowable for Federal employees.

Parliamentary Procedure guide

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that....," state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

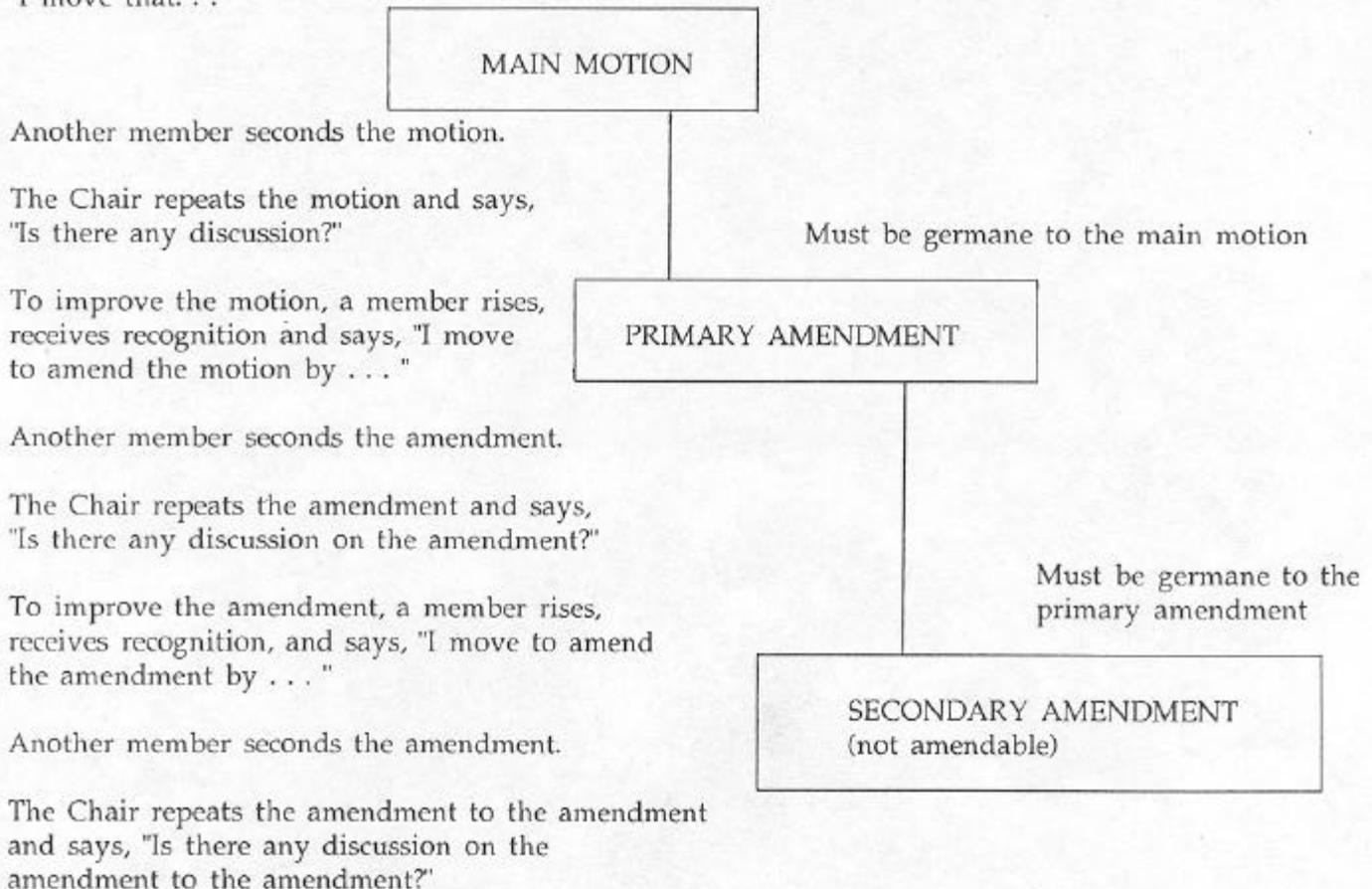
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

NEMSAC Advisory Template (2013)

[TITLE]

[COMMITTEE]

**National EMS Advisory Council
Committee Reporting Template**
DRAFT/INTERIM/FINAL
DATE

Committee:

Title:

Issue Synopsis:

A. Executive Summary

A brief description of the issue/topic addressed by the report, and short summary of conclusions. Clearly answer the questions “what is the issue” and “how can it be resolved” in about two paragraphs.

B. Scope and Definition

This should include an explanation of the national significance of the issue and clearly define it. It should consider the practice locations of remote, rural, suburban, urban; and the practice environments of ground basic, ground advanced, ground critical care and air ambulance. The scope and definition section of the document must consider an evaluation of both the issue and the recommendation(s) in relation to the NEMSAC Core Values.

C. Analysis

What is the current state? How is it being managed now, if at all? How is it managed in other countries? What helps are available for how the issue is managed in other sectors of healthcare or emergency management? What data were analyzed to create the strategic vision and goals?

D. Strategic Vision

How the issue would be resolved, in both the practice locations and environments in the Scope, be resolved in an ideal way?

E. Strategic Goals

Milestones and measurements to know progress is being made on the vision and when it is complete.

Recommended Actions/Strategies:

National EMS Advisory Council

Committee recommendations to the National EMS Advisory Council.

National Highway Traffic Safety Administration

[DATE]

[DRAFT/FINAL/INTERIM]

1

[TITLE]

[COMMITTEE]

National EMS Advisory Council recommendations to the National Highway Traffic Safety Administration.

Other Department of Transportation

National EMS Advisory Council recommendations for consideration by other administrations within the U.S. Department of Transportation, which shall be conveyed through NHTSA."

Federal Interagency Committee on Emergency Medical Services

National EMS Advisory Council recommendations for consideration by the Federal Interagency Committee on EMS, which shall be conveyed through NHTSA as the FICEMS Executive Secretariat.

Reference Material:

A. Crosswalk with other standards documents or past recommendations

Has the topic or issue been discussed by other documents considered standards (e.g. National EMS Education Agenda for the Future, NFPA standards, National Incident Management System, etc)? Has the NEMSAC, or another national advisory group made recommendations or adopted position statements about this topic before? How do the standards documents you reviewed relate to the issue, your analysis, or recommendation?

B. Resources/references related to the issue

Sources relevant to the problem statement used to support the committee's analysis of the issue or topic.

[DATE]

[DRAFT/FINAL/INTERIM]

2

Member Responsibilities

Code of Conduct National EMS Advisory Council

Member Communications

- Members should silence all electronic devices during all Council meetings.
- Members should refrain from the use of personal communications devices, including laptop computers, during meetings
- If a member must answer a wireless device call, the member must exit the meeting room before doing so
- Members may not engage in “sidebar conversations” during the meeting
- Members should remain in the meeting room for entire meeting
- Members must maintain a professional demeanor and act courteously to all participants during Council meetings
- Members may pose questions of persons providing public comment, but may not engage in debate

Media Contacts

- Members must refer media inquiries and requests to the DFO for appropriate action
- Most media queries will be handled by the DFO or Chair
- Unless specifically authorized by the DFO, an individual member, other than the Chair, may not speak on behalf of the NEMSAC
- Members may not release minutes or documents to the media or public until they are posted by NHTSA on www.ems.gov or until the DFO indicates they may be released.

Conflicts of Interest

- Each member represents the interests of a sector or discipline in the EMS community and will strive to provide advice in connection with all Council activities that is consistent with the best interests of that sector or discipline, as a whole
- Members do not represent specific organizations or their employers
- If a conflict arises between a member's representation of an EMS sector or discipline and the interests of the member or his/her employer, the member has an obligation promptly to notify the DFO or Chair
- Minor conflicts may require only notice to Council
- Significant conflicts or appearance problems may require further action, including but not limited to recusing the member from NEMSAC activities or discussions relating to the source of the conflict (for example, if a member or member's organization contracts with NHTSA for a good or service that subsequently is reviewed/discussed by NEMSAC, the member would likely be asked not to participate in the review/discussion)

Misuse of Position

- Members may not use NEMSAC membership for private gain – or to further the interests of their family members, associates, employers or organizations to which they belong (except to the extent that those organizations are part of the EMS sector or discipline that the member represents on the Council)
- Members may not display or indicate their NEMSAC membership on their business cards or letterhead
- Members may not solicit or accept gifts from any individual or entity whose interests may be affected by the advice provided by NEMSAC to NHTSA
- Members may not make unauthorized commitments or promises of any kind purporting to bind NEMSAC or NHTSA
- Members will endeavor to avoid any actions creating the appearance that the member is using his or her NEMSAC membership for personal gain or otherwise impermissibly

NHTSA Contacts

- Until further notice, the primary NHTSA contact points for NEMSAC members are:

Drew Dawson
NEMSAC DFO
Phone: 202 366-9966
Drew.dawson@dot.gov

Noah Smith
Phone: 202 366-5030
Noah.smith@dot.gov

Susan McHenry
Phone: 202 366-6540
Susan.McHenry@dot.gov

- NEMSAC members wishing to obtain ethics advice may contact the DFO or NHTSA ethics counsel at:

Dana Sade
NHTSA Ethics Counsel
Phone: 966-5244
Dana.Sade@dot.gov