

**BYLAWS**  
**Clark College Emergency Medical Technician**  
**Advisory Committee**

**PURPOSE**

The EMT Advisory Committee exists to provide insight, expertise and input for the Clark College EMT program undertaken at Clark County Fire District 5. Areas of contribution may include (but are not restricted to) curriculum and course content, equipment and industry updates.

**ARTICLE I**

**Committee Operation**

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| <b>Section 1</b> | Meetings will be held at a time and date specified by the committee.   |
| <b>Section 2</b> | At least two meetings will be held each school year: the Committee may elect to hold additional meetings if it is deemed to be required.   |
| <b>Section 3</b> | Membership is comprised of representatives from across the industry, and should include employers and employees.   |
| <b>Section 4</b> | The Program Supervisor in coordination with the Chair/Vice Chair person will develop the agenda for each meeting.  |
| <b>Section 5</b> | Discussions to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be voted on, recorded and transmitted as a recommendation. |
| <b>Section 6</b> | A quorum will consist of a simple majority of appointed members. College personnel will be non-voting members.   |
| <b>Section 7</b> | In the absence of a quorum, an electronic vote may be recorded for certain decisions at the discretion of the Committee. Alternatively, a proxy may be appointed (see Article III.1)                     |
| <b>Section 8</b> | Meeting minutes will be recorded for each meeting and distributed to each member and appropriate college officials.  |
| <b>Section 9</b> | The Committee may elect to form sub-committees if certain tasks require additional work.   |

## ARTICLE II

### **Officers**

- Section 1** Officers will be elected by a simple majority during the first meeting of the odd number of years. Officers will serve a two-year term and may be re-elected.
- Section 2** Officers will include a chairperson, and a vice-chairperson

## ARTICLE III

### **Member Responsibilities**

- Section 1** Each member will attend meetings and participate in work activities. If the member is unable to attend, they shall notify the Committee Chair and Advisory Coordinator in advance. The Member who is unable to attend may elect to send a proxy who may vote on their behalf.
- Section 2** Each member will study the issues or problems that come before the committee.
- Section 3** Each member will remain engaged during meetings and make contributions to discussion

## ARTICLE IV

### **Represented Stakeholders**

- Section 1** The Committee shall make efforts to include members representing the following external stakeholders and employment sectors:
- Ambulance Service Provider
  - Fire Service
  - Law Enforcement
  - Forest Service
  - Dept. of Natural Resources
  - Wildland fire fighting companies

Reviewed, Amended and Approved: October 29<sup>th</sup>, 2024