



## **FUNCTIONAL GROUP ORDERS OF CONDUCT**

**Revised and Adopted January 2017**

1. The Functional Group consists of representatives from the agencies and organizations listed and operating within the Central Arizona EMS Region.  
Goals and duties of this Functional Group shall be in concordance with its empowerment from the AEMS Bylaws
2. The voting membership of this Functional Group shall be comprised of at least three (3) individuals. Persons eligible for voting member may be one representative designated from an AEMS dues paying member organization OR may be an \*active participant in Functional Group meetings representative of the following organizations: ALS Base Hospitals, Law Enforcement agencies, Fire departments/districts, air and ground transport agencies, Area Coordinating Centers, Licensed ground/air ambulance providers, ALS and BLS training programs, Facilities providing emergency services (not an ALS Base Hospital) to be designated. An \*active participant is defined as having attended a minimum of four (4) Functional Group meetings per calendar year.
3. The Functional Group Chairperson shall be a voting member of the Board of Governors. The Chairperson shall be charged with representing the consensus of this Functional Group at all formal meetings of the Board and during all votes that may take place during formal meetings of the Board. The Functional Group Chairperson shall be required to attend all formal meetings of the Board of Governors and give the report for that Functional Group.
- 4 The voting membership of this Functional Group shall remain static until the first formal meeting the each calendar year, unless it is necessary to name new voting members so as to bring the total number of voting members to three. Functional Group membership changes shall be the responsibility of the member agency or organization. All updates are to be submitted, in writing, to the Functional Group Chairperson.
5. Meetings or this Functional Group shall be held regularly on the third Wednesday of every other month, at a time and place designated by the Board of Governors.  
The meeting schedule shall be posted on the AEMS website.
6. All Functional Group meetings shall at all times be open to the general public.
7. A Nominating Committee, consisting of at least two members, shall be appointed by the Chairperson. The Nominating Committee shall present a minimum of one (1) nominee for the position of Functional Group Chairperson. Only a member of the Functional Group from a dues paying member agency or organization may be nominated for this position. Selection will be by simple majority of the members present. Term limits of the Officers shall be consistent with the Bylaws of the organization.



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8. The elected Chairperson shall also Chair the EMS Odyssey Conference and the Categorization Committees unless a voting member of the Functional Group volunteers to assume these Chair roles. A Functional Group Secretary may be appointed or elected.

9. A record shall be kept of the proceedings, discussions and actions of all meetings of this Functional Group. The minutes of the meetings of this Functional Group shall be filed with the Secretary of the Corporation. Summaries thereof shall be presented to the Board at its next meeting for the information of the Board. The minutes of all meetings of this Functional Group shall be available to any member of the Board at any time.

10. If a member of this Functional Group misses three consecutive meetings of this Functional Group, membership on this Functional Group is lost. Appeals for reinstatement will be allowed, and will be resolved by a majority vote of this Functional Group.

11. One more than half of the active voting membership shall constitute a quorum. Once a quorum is present, the meeting may be officially called to order and the business of this Functional Group may proceed and formal action may occur. Once a meeting of this Functional Group is officially called to order, with a quorum present, the agenda may be officially concluded in the absence of a quorum.

12. An individual member of this Functional Group has only one vote. A member may have more than one vote in the event that member carries a proxy.

13. The Functional Group may establish one or more Task Forces to be comprised of individuals representing one or more Functional or Special Functional Groups. The duration of such Task Forces shall be limited so as to perform their duties and, upon attainment of those duties, disband. The initial duration of a Task Force shall be determined at the formation of that Task Force. Extensions may be granted to the termination date of a Task Force by majority vote of the Functional Group(s) which established the Task Force.

14. Items may be brought to the Board of Governors in the fashion described in any applicable policies and procedures.

15. The Functional Group shall conduct its business in accordance with modified Robert's Rules of Order as long as said rules are not inconsistent with the above.

16. These Orders of Conduct shall be submitted for approval by the Executive Committee once approved, shall be filed, together with a statement of the duties of this Functional Group, with the Secretary of the Corporation.