

# Service Area 1 – Sub-Service Area 1a

1. Name: The name of the organization shall be Service Area 1 - Sub-Service Area 1a. Here on referred to as “Sub-Service Area 1a”.
2. Section A. General Membership: The membership of Sub-Service Area 1a shall consist of representatives of Adair, Audubon, Carroll, Clarke, Dallas, Greene, Guthrie, Madison, Polk, Union and Warren County Emergency Management (EMA), Public Health, Emergency Medical Services (EMS) and Hospitals.

Section B. Membership List: the membership of Sub-Service Area 1a is listed in the Letter of Agreement.

Section C. Composition Review: The Executive Committee of the Sub-Service Area 1a, on an ongoing basis, will review the composition of the membership and actively recruit and invite participation of representatives to ensure that membership is inclusive of all eligible sectors.

Section D. Application and Approval Procedure: Organizations, agencies, groups, facilities, and individuals may submit a written request to the Executive Committee for membership and representation in the Sub-Service Area 1a. The Sub-Service Area 1a members shall approve or reject all applications for membership at a general or special meeting. All applicants approved for membership in the Sub-Service Area 1a shall sign the Letter of Agreement and be provided a copy of the organizational rules and membership list.

Section E. Resignation: Any member may resign from the Sub-Service Area 1a by written notification.

Section F. Membership Expectations: Each member of the Sub-Service Area 1a is expected to represent the best interest of their parent agency, entity, organization, group, business, or government without personnel biases; participate at a minimum in 50% of scheduled meetings each year (July 1<sup>st</sup> through June 30<sup>th</sup> of the next year).

Section G. Fiscal Year: The fiscal year for the Sub-Service Area 1a shall be July 1 through June 30 of the next year.

Section H. Funding: The sources of funding are:

*Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Cooperative Agreement*: from the Department of Health and Human Services and Centers for Disease Control and Prevention.

PHEP funding designated specifically to federally identified CRI/MSA counties. These counties include: *Polk, Warren, Dallas, Guthrie and Madison*.

*Emergency Medical Services System Development*: in accordance with Iowa Code section 135.25 and 147A and 641 Iowa Administrative Code - Chapter 140-Emergency Medical Services System Development Grants Fund.

3. Section A. Executive Committee: The Executive Committee shall serve as the administrative and voting body of the Sub-Service Area 1a. The Executive Committee will be comprised of one individual each from the disciplines of PH, Hospital, EMS and EMA housed in each county up to four members per county. Delegation of representation (and vote) can be accomplished by another discipline within the county or within the same discipline. The Executive Committee will elect from its membership four officers. No Officer of the Executive Committee shall enter into

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business or obligate the Sub-Service Area 1a without expressed approval of the Executive Committee.

Section B. Officers: Officers of the Sub-Service Area 1a Executive Committee shall consist of the Chairperson, Vice-Chairperson, Service Area Coordinator and Fiscal Agent.

Section C. Duties of Elected Officers: At a minimum, the following duties shall be completed by the listed officers:

*Chairperson:* The Executive Committee Chairperson will provide direction and leadership to the Sub-Service Area 1a. The Executive Committee Chairperson shall preside over all meetings; approve meeting agendas; and in general the Chairperson shall perform all duties related to the office and such other duties as may be prescribed and approved by the Sub-Service Area 1a membership.

*Vice-Chairperson:* It shall be the duty of the Executive Committee Vice-Chairperson to act as Chairperson in the absence of or inability of the Chairperson to act. The Vice-Chairperson will be responsible for keeping minutes at meeting and/or appointing a designee such as the Service Area Coordinator.

*Service Area Coordinator (SAC):* The SAC shall prepare the agenda for Sub-Service Area 1a meetings; keep the minutes/notes of each meeting of the Sub-Service Area 1a; shall ensure that performance deliverables for Sub-Service Area 1a are being met; shall maintain a current roster and contact information of Coalition membership; shall be the custodian of the records of the Coalition; and in general perform all other duties related to the office.

*Fiscal Agent:* The Fiscal Agent shall receive all monies due to the Sub-Service Area 1a; shall be responsible for payment of expenses on behalf of the Sub-Service Area 1a; shall maintain and prepare or have prepared, at a minimum of each quarter, financial reports of the Service Area 1a; shall submit fiscal materials related to the Public Health Emergency Preparedness Cooperative agreement, Healthcare Preparedness Program, and EMS System Standards (i.e. EEW's, workbooks); and in general perform all other duties related to the office.

Section D. Election of Officers: Officers of the Sub-Service Area 1a Executive Committee shall be elected from received nominations by a majority vote of the Sub-Service Area 1a Executive Committee. The last general meeting of each fiscal year that coincides with the elected officer's term of office. Nominations for Executive Committee Officers shall be made by any Sub-Service Area 1a Executive Committee member. Sub-Service Area 1a Executive Committee members may be nominated for office by themselves or by other Sub-Service Area 1a Executive Committee members. Election of the Chairperson shall occur during odd numbered years. Election of the Vice-Chairperson and Secretary shall occur during even numbered years. The Chair and Vice Chair cannot be from the same discipline. The entity that serves as the fiscal agent cannot have a person that serves as an officer.

Section E. Terms of Office: The terms of office for each of the elected officers of the Sub-Service Area 1a Executive Committee shall be two (2) years, from July 1<sup>st</sup> through June 30<sup>th</sup> of the second year. Exceptions to the terms of office following the initial election of officers may be required. No officer may serve in the same elected position for more than three (3) consecutive terms. The Vice-Chairperson may not be an employee of or represent the same agency or organization as the Chairperson. No agency, organization or business shall have more than one (1) representative as Officers of the Sub-Service Area 1a Executive Committee.

Section F. Vacancies of Office: Vacancies of elected positions shall be filled by vote of the membership at the next general or special meeting of the Sub-Service Area following the vacancy of the elected position.

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- Section A. Meeting: No meeting of the Sub-Service Area 1a Executive Committee can be called to order or conduct business without a majority of the Sub-Service Area 1a Executive Committee in attendance. A majority is defined as any number greater than 50% of the Sub-Service Area 1a Executive Committee's total membership at the time of the meeting in question. Each meeting of the Sub-Service Area 1a shall adhere to all applicable open meeting laws. Minutes or notes from each meeting shall be made available to each Sub-Service Area 1a Executive Committee member within two (2) weeks following the meeting.

Section B. Meeting Attendance: Meeting attendance is defined as the member being present in – person; via telephone; via webinar; or by other electronic means approved by the Sub-Service Area 1a Executive Committee. Sub-Service Area 1a Executive Committee members in attendance at a meeting regardless of method of attendance shall be afforded all rights and privileges of a Sub-Service Area 1a Executive Committee member.

Section C. General Meeting: The membership of the Sub-Service Area 1a shall be invited to attend a general meeting to discuss and approve Sub-Service Area business quarterly. The membership of the Sub-Service Area 1a general meeting is comprised of all agencies who agree to participate in the Sub-Service Area contract. Notification and agenda shall be sent to each Sub-Service Area member prior to the meeting. Agenda items relevant to Sub-Service Area 1a business may be added to the agenda by members during the general meeting. Minutes of the meeting will be distributed within two (2) weeks following the meeting. Minutes of the meeting will be taken and retained for a period of not less than five (5) years.

- Section A. Voting: Each member of the Sub-Service Area 1a in attendance during an executive committee meeting shall be eligible to cast one (1) vote in Sub-Service Area 1a business or election of officers.

Section B. Delegation of Vote: A member of the Sub-Service Area 1a Executive Committee can delegate their vote to a second party in any Sub-Service Area 1a business or election within the county or within the discipline.

Section C. Consent Process: A consent decision should be attempted before resorting to a majority vote. Consent would be the agreement of all Sub-Service Area 1a members that an acceptable resolution, one that can be supported, even if it is not necessarily the favorite of that member.

Section D. Voting Process: If a consensus is not reached then the Chairperson of the Sub-Service Area 1a Executive Committee or their delegate shall identify one (1) or more processes for voting (e.g. voice, show of hands, electronic, paper ballot, etc.) prior to each vote that will allow each member in attendance to cast a vote. The Chairperson will determine if a voice or show of hands vote meets the definition of a majority vote.

Section E. Majority Vote: Unless otherwise stated, a majority vote of the Executive Committee membership shall determine the outcome of Sub-Service Area 1a business or elections. Majority vote is defined as a number of votes greater than 50% of the total members in attendance at the time of the vote. Outcome of each vote will be announced and recorded as either affirming or defeating the motion.

Section F. Quality Improvement: Minutes will reflect the ongoing activities for the Sub-Service Area 1a and will be the document used for quality improvement for the coalition.

- Fiscal Agent: Polk County Health Department shall be designated as responsible for tracking all coalition related expenditures directed by General Membership. The record keeping shall be in accordance with Polk County Health Department and generally accepted accounting practices.

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Section A. Each member organization will be reimbursed an amount agreed upon in the annual budget of the Sub-Service Area 1a. Equipment and activities will be agreed upon by the Sub-Service Area 1a prior to purchase. Any items purchased will belong to the purchasing entity.

Section B. If a member wishes to complete any additional projects or activities that would be outside the annual budget the Sub-Service Area 1a investment justification form will be completed and agreed upon by the membership prior to purchasing or completing the project.

Section C. Veterans Affairs of Central Iowa Health Care System is not eligible to receive funding from the Sub-Service Area 1a.

7. Proposed amendments or additions to the Sub-Service Area 1a adopted Organizational Rules shall be submitted to the Sub-Service Area 1a membership in either printed or electronic form at least 30 days prior to the scheduled vote. Proposed amendments or additions to the rules shall be adopted immediately upon an affirmative vote of two-thirds (2/3) or greater of all Sub-Service Area 1a members at the time of the vote.
8. Should a procedural dispute arise that is not covered by these organizational rules, the rules of parliamentary procedure, according to the latest edition of *Robert's Rules of Order* shall govern.