

EASTERN UPPER PENINSULA MEDICAL CONTROL AUTHORITY
BOARD/ADVISORY BODY
BY-LAWS

ARTICLE I. NAME AND PURPOSES:

SECTION 1.1 – NAME

The name of this organization shall be the Eastern Upper Peninsula Medical Control Authority Board/Advisory Body (EUPMCA-Board/Advisory Body).

SECTION 1.2 – PURPOSES

The purpose and scope of activities of this board/advisory Body shall pertain to the:

1. Medical control for emergency medical services in its particular geographic region. Said geographic region having been designated by the State of Michigan. Hereinafter referred to as "region".
2. To advise on the appointment of a medical director.
 - a. Review Curriculum Vitae
 - b. Verify licensure
 - c. Meet with physician applicants
3. To advise on the development of protocols.
4. To advise on Emergency Medical Services education needs as recommended by the Professional Standards Review Organization.
5. To advise on the competency program.

The purpose and scope of activities of this board/advisory Body shall include the following:

1. To assure medical accountability and quality medical care within the emergency medical services systems through the promulgation of minimum standards of medical care, protocols, operating procedures approved by the State of Michigan, under the direction of a licensed physician designated as the Medical Director by a licensed hospital or a system of licensed hospitals.
2. To coordinate the pre-hospital services within the geographic region for the efficient, effective provision of emergency medical services.
3. To recognize the Eastern Upper Peninsula Medical Control Authority Advisory Body as an advisory agent to this board/advisory Body.
4. To assist in the recruiting and retention of quality emergency medical services healthcare providers.

ARTICLE II. MEMBERSHIP:

SECTION 2.1 – REPRESENTATION

The members of the board/advisory Body shall include:

1. Hospital Administrator, or designee
2. ED Medical Director
3. ED Nurse Manager or designee
4. Trauma Program Manager, or designee
5. Hospital Risk Management Representative or designee
6. Hospital MCA Operations Supervisor (Key Staff), or designee
7. Hospital Pharmacy Manager, or designee
8. Chippewa County 911 Director or designee
9. Paramedic

10. AEMT
11. EMT
12. MFR
13. Instructor/Coordinator

SECTION 2.2 –MEMBERSHIP APPOINTMENTS

The appointment of all members will be made by the medical control authority, My Michigan Medical Center Sault.

SECTION 2.3 – DUTIES

All EUPMCA Board/advisory Body members will sign a Statement of Confidentiality and will abide by all HIPAA requirements regarding patients, emergency medical services and provider information.

The Medical Director shall be a full time licensed physician, appointed by the medical control authority, My Michigan Medical Center Sault, with advice from the Eastern Upper Peninsula Medical Control Authority Advisory Body (EUPMCA-Advisory Body). The Medical Director shall be responsible for the direction of the board/advisory Body, the implementation of and compliance with emergency medical services requirements as determined by the State of Michigan. The Medical Director shall have authority to summarily proceed without prior consultation with the board/advisory Body, to effect corrective action concerning any system participant in the region.

SECTION 2.4 – TERM OF OFFICE

All EUPMCA Board/advisory Body members are appointed to serve a two-year term. The medical control authority shall appoint members during a Board/advisory Body meeting of every even year and members shall assume their duties at the next scheduled meeting.

The term of hospital employees serving as members does not expire unless they leave the hospital designated role as defined in Article II., Section 2.1.

SECTION 2.5 – REMOVAL

Any member, except the Medical Director or Assistant Medical Director may be removed with or without cause by a vote of two-thirds (2/3) of the members present at a regular or special meeting of the board/advisory Body.

Removal of the Medical Director or the Assistant Medical Director is subject to ratification by the medical staff at My Michigan Medical Center Sault.

Any member proposed to be removed shall be entitled to at least five (5) days notice, in writing, by mail, of the meeting of the Board/advisory Body at which such removal is to be voted upon and shall be entitled to appear before and be heard by the board/advisory Body at such meeting.

ARTICLE III. OFFICERS

SECTION 3.1 – OFFICERS

Officers of this organization shall be:

1. Chairperson - The Chairperson shall have the power for and in the name of the Board/advisory Body, to make and execute contracts in the ordinary course of business and to execute other legal instruments when authorized by the members of the Board/advisory Body.
2. Co-chairperson
3. Secretary/Treasurer

SECTION 3.2 – DUTIES OF OFFICERS

1. Chairperson
 - a. Call to order and chair meetings
 - b. Appoint committees
2. Co-Chairperson
 - a. Assumes the duties of the chairperson in his/her absence.
3. Secretary/Treasurer
 - a. May or may not be a member of the board/advisory Body.
 - b. If he/she is not a member of the board/advisory Body, may not participate in a vote, will sign a Statement of Confidentiality and will abide by all HIPAA requirements regarding patients, emergency medical services and provider information.
 - c. Keeps minutes
 - d. Prepares meeting agenda
 - e. Responsible for transmitting minutes and information to the membership in a timely manner.
 - f. Shall have general supervision of all funds of the EUPMCA Board/advisory Body. He/She shall deposit or cause to be deposited all such funds in the name of the board/advisory Body. He/She shall cause the funds of the Board/advisory Body to be disbursed. He/She shall keep a full and accurate account of all receipts and disbursements.

SECTION 3.3 – REMOVAL OF AN OFFICER

An officer may be removed from office by a quorum, with a 30-day notice, for failing to perform the prescribed duties of the office.

SECTION 3.4 – ELECTION OF OFFICERS/TERM OF OFFICE

All officers shall be nominated and elected at the same meeting in which the board/advisory Body is appointed. Elected officers shall assume their duties at the next scheduled meeting. The term of office shall be two years.

Two of more offices may be held by the same person, but no person may execute, acknowledge or verify any instrument in more than one capacity.

SECTION 3.5 – VACANCIES

In the event of a member vacancy, the medical control authority, My Michigan Medical Center Sault, shall appoint a successor who is of the same designation (see Section 2.1 – Members of the Board/advisory Body). Said successor shall serve until the expiration of the normal term of such member.

ARTICLE IV. –MEETINGS

SECTION 4.1 – MEETING DATES

The EUPMCA Board/advisory Body meetings shall be held at least quarterly.

SECTION 4.2 – CANCELLATION OF MEETINGS

A meeting may be cancelled if deemed advisable due to any reason including but not limited to lack of business, lack of quorum, or inclement weather. All board/advisory Body members and interested parties will be notified by telephone, email, or in person, of all cancellation of meetings. All efforts will be made to make notifications prior to 48 hours of scheduled meeting date. If a scheduled meeting is cancelled with less than 48 hours notice, the dispatch centers for all emergency medical services personnel in the region will also be contacted and requested to make an informational page, announcing the cancellation.

SECTION 4.3 – SPECIAL MEETINGS

The Medical Director may call a special meeting at any time, providing that members are given at least 48 hours notice. Notices of special meetings shall state the purpose or purposes of the meeting and no regular business shall be addressed at a special meeting, except that business specified in the notice.

SECTION 4.4 – ATTENDANCE

The EUPMCA Board/advisory Body meetings are open to attendance by hospital staff, emergency medical services staff, as well as the public. All motions and business shall be conducted by current board/advisory Body members with each member casting one vote.

SECTION 4.5 - COMPENSATION

No member of the board/advisory Body shall be entitled to any compensation for services as a member, unless done so directly by their employer.

ARTICLE V. –POLICIES AND PROCEDURES

SECTION 5.1 – CONFLICT RESOLUTION

Any conflict brought to the attention of the EUPMCA Board/advisory Body shall be submitted to the Eastern Upper Peninsula Medical Control Authority Professional Standards Review Organization (EUPMCA-PSRO) for review. The findings and recommendations of the Eastern Upper Peninsula Medical Control Authority Professional Standards Review Organization (EUPMCA-PSRO) will be brought to the EUPMCA Board/advisory Body for discussion and vote.

Conflicts between the organizations providing emergency medical services within the region will be resolved by binding arbitration according to the American Arbitration

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Association in the City of Sault Ste. Marie, Michigan. The results of the binding arbitration may be entered as a judgment in a court of competent jurisdiction.

SECTION 5.2 – AD HOC COMMITTEES

May be appointed by the chairperson to review and advise on specific concerns. Said committees shall be dissolved upon the completion of their duties.

SECTION 5.3 – QUORUM

“A quorum for regular and special meetings is defined as a majority of current members”.

ARTICLE VI. – AMENDMENTS TO BY-LAWS

SECTION 6.1 – AMENDMENTS

A proposed amendment to these bylaws shall be distributed in writing to all current members and EMS agency leaders prior to the meeting at which the amendment is considered.

SECTION 6.2 REVIEW

These by-laws shall be reviewed every two (2) years

SECTION 6.3 – VOTE

An amendment to these by-laws can only occur if it is consistent with Michigan law and with a simple majority vote of member’s present.

REVISION #2 (4-94)

REVISION #3 (10-01)

REVISION #4 (01-07); APPROVED (02-12-07)

REVISION #5 (01-11)

REVISION #6 (05-11); APPROVED (09-12-11)

REVISION #7 (01-13); APPROVED (05-13-13)

REVISION #8 (05-15); APPROVED (07-13-15)

NO AMENDMENT; APPROVED (07-10-17)

REVISION #9; APPROVED (01/11/20)

NO AMENDMENT; APPROVED (02/01/2022)

REVISION #10 (05-23); APPROVED (08/01/2023)

REVISION #11 (08-24); APPROVED (08/22/2024)