

BYLAWS FOR THE NEW MEXICO JOINT ORGANIZATION ON EDUCATION IN EMERGENCY MEDICAL SERVICES

A. Name

Section A1. As authorized by the EMS Act, the name of this Organization shall be the Joint Organization on Education in Emergency Medical Services.

B. Mission and Vision

Section B1. Mission: "The organization is committed to producing competent EMS providers in the state of NM through quality education and collaboration with key stakeholders." Based on values of Compassion, Accountability, Integrity, and Innovation.

Section B2. Vision: "To become the benchmark for EMS education."

C. Purpose

Section C1. The purpose of this Organization as defined in the EMS Act shall be:

- a. to develop minimum curricula content for approved emergency medical service training programs;
- b. to establish minimum standards for approved emergency medical service training programs;
- c. to review and approve the applications of organizations seeking to become approved emergency medical service training programs; and
- d. to develop minimum qualifications for and maintain a list of instructors for each or the approved emergency medical service training programs;

The JOE defines purposes of this Organization as:

- e. to assure initial EMS curriculums (this is defined as initial, refresher and specialized training that would have an impact on the NM Scope of Practice) are in alignment with the state required testing and the New Mexico scope of practice;
- f. to improve access to EMS training through collaborative effort between the JOE and the EMS Regional Offices;
- g. to advise the EMS Bureau on matters of EMS training and regulations.
- h. to establish the minimum requirements for instructor renewal.

D. Membership

Section D1. The joint organization on education committee shall be composed, at a minimum, of the director and medical director of the academy and each approved emergency medical services training program or their designee, the state emergency medical services medical director, the bureau chief or his designee, who shall serve without vote, each emergency medical services regional office training coordinator and one provider from the three highest levels of licensure, who are appointed by the secretary from a list proposed by the statewide emergency medical services advisory committee.

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Section D2. Each voting member of the JOE is entitled to assign a designee to serve in their stead for any JOE meeting.

Section D3. Any member desiring to resign from the Organization shall submit his or her resignation in writing to the chairperson, who shall present it to the executive board for action.

Section D4. Provider vacancies shall be filled by appointment from the New Mexico Secretary of the Department of Health from a list of applicants submitted by the Statewide EMS Advisory Committee. All other vacancies shall be filled by designation of the appropriate institution.

Section D5. The representative of the New Mexico Association of Emergency Medical Services Educators (NMAEMSE) may serve as an ex-officio member of the JOE. This person may attend meetings, participate in discussions and committees but shall not have the power to make a motion or vote.

Section D6. The representative of the Statewide Advisory Committee (SWAC) may serve as an ex-officio member of the JOE. This person may attend meetings, participate in discussions and committees but shall not have the power to make a motion or vote.

Section D7. If an individual provider member from any of the 3 levels of licensure noted in the statute fails to attend two (2) consecutive regular meetings, the JOE may take action including but not limited to removal of the member.

Section D8. If an institution fails to attend two (2) consecutive regular meetings, the JOE may take action including but not limited to removal of approved status. Any negative action contemplated by the JOE will require written notification to be sent to CEO, Dean, and Program Director of institution in question. Any negative action taken by the JOE will require written notification to be sent to CEO, Dean, and Program Director of institution in question, EMS Bureau Chief, Executive Director of CoAEMSP, and the Executive Director of National Registry.

Section D9. All programs will have the initial NM JOE membership application on file with NM EMS Bureau, the most recent CoAEMSP self-study report, CoAEMSP Certificate or Letter of Review, and annual report. Every training institution will complete the NM JOE Annual Reporting Process.

E. Officers

Section E1. The officers of the Organization shall be a Chairperson, a Chair-Elect (who automatically succeeds to the Chair position when the Chairperson's term expires), an Immediate Past-Chairperson, and a Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.

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Section E2. The Officers of the JOE shall hold office for two (2) years. Each Officer shall not hold office for consecutive terms in the same office. Officers may be removed from office by a super majority (2/3) vote of the JOE whenever in the judgment of the JOE; the best interest of the JOE will be served.

Section E3. The Officers shall be elected every odd year by the membership at the last meeting of the calendar year. Elected officers will take office at the first regular meeting of the even calendar year.

Section E4. The Chairperson shall preside over all regular and special meetings. The Chairperson shall appoint all committees. He/she shall be the spokesperson for all official positions of the board. If for any reason the Chairperson cannot be present, the Chair-Elect shall represent the Chairperson.

Section E5. The Chair-Elect shall assume all duties and authorities of the Chairperson in the Chairperson's absence and shall have such powers and duties as may be prescribed by the JOE. In the event of a vacancy in the office of Chairperson, the Chair-Elect shall become acting Chairperson to serve the unexpired term and shall also serve his or her own term as Chairperson.

Section E6. The Immediate Past-Chairperson shall be an advisor and consultant to the members of Organization. In the event of a vacancy in the office of Chairperson and Chair-Elect shall become acting Chairperson until the next meeting, at which time new elections will be held.

Section E7. The Secretary shall assume responsibility for the retention of the JOE archives, ensuring they are delivered to the NM EMS Bureau for storage, as well as scanned and stored electronically as approved by the JOE. In the event of the absence of both the Chairperson, the Chair-Elect, and the Past-Chair at a JOE meeting, shall call a vote for a temporary Chair of that meeting.

F. Meetings

Section F1. The regular meetings of the Organization shall be held at least biannually. Dates for next calendar year's meeting will be set at the last meeting of the calendar year. Meeting dates will be posted on the JOE section of the NM EMS Bureau website.

Section F2. The last meeting of the calendar year shall be known as the annual meeting and shall be for the purpose of establishing goals and objectives for next year, receiving reports of committees, and for any other business that may arise.

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Section F3. Special meetings may be called by the Chairperson or by the Executive Board or be called on the written request of two or more members of the organization. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least two weeks' notice will be given. Paragraph D, Sections 5 and 6 shall not apply.

Section F4. A quorum will be defined as 50% plus one (1) of the voting members. Approval of action items will be by simple majority. When a quorum is not present at a meeting the Chairperson may utilize phone or mailing ballots. A quorum can be constituted by principle, designee, or proxy members. (This change was voted on, and approved, at JOE 6/24/2016 meeting)

Section F5. Voting members absent from a regular meeting may vote by written proxy on agenda items only. Voting member (principle, designee, or proxy) will only hold one vote at regular or emergency meetings.

Section F6. Minutes will be recorded and disseminated by the lead training agency designated personnel within 10 working days after the regular meeting.

Section F7. A confirmed meeting date and draft agenda will be available at least ten (10) working days prior to the meeting. Final agenda must be made public (24) hours prior to the meeting date. At the meeting, the public body may discuss, but cannot take action on, matters that are not listed as specific items of business on the agenda. Except for emergency matters, a public body shall take action only on items appearing on the agenda. For purposes of this Subsection, an "emergency" refers to unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body.

Section F8. The Chairperson will maintain an update list of members and provide timely notification of changes in meetings time, date, or locations, and agendas (typically at least 14 days). Each member is responsible to keep the chair informed of any change in address, phone, or email.

Section F9. Subcommittee's meetings will include members of the subcommittee, and those deem necessary by the Subcommittee Chair to meet the objectives of the meeting. Meetings can be called by the JOE Chairperson or the Subcommittee Chair.

G. The Executive Board

Section G1. The officers of the Organization, Chairperson, Chair-Elect, Immediate Past-Chairperson, and the Secretary shall constitute the Executive Board.

Section G2. The Executive Board shall have general supervision of the affairs of the Organization between its business meetings, fix the hour and place of meetings, make

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recommendations to the Organization, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Organization, and none of its acts shall conflict with action taken by the Organization.

Section G3. Unless otherwise ordered by the Organization, meetings of the Executive Board shall be held after each regular meeting.

H. Committees

Section H1. A Curriculum Committee composed of the Chair-Elect (who will serve as Chair), a NM EMS Bureau Representative, one representative from each training institution, one provider representative, a representative of NMAEMSE, and one Regional Training Coordinator, who shall be appointed by the JOE Chair at each annual meeting. Additional members can be appointed as needed by the Chair. It shall be the duty of this committee to establish and maintain minimum curricula content for approved emergency medical services programs at all levels of life support.

Section H2. A Program Review Committee, composed of the Chairperson (who will serve as Chair), one representative from a training institution, one provider representative, one Regional Training Coordinator, and a NM EMS Bureau Representative, shall be appointed by the JOE Chair at each annual meeting. It shall be the duty of this committee to review and make recommendations on approval of applications of organizations seeking to become approved emergency medical services training programs, and to make recommendation for continuing approval of training programs.

Section H3. It shall be the duty of the JOE, or an ad-hoc committee as appointed by the JOE Chair, to make recommendation for instructor standards for initial and renewal application. This committee shall maintain a list of current ICs; this list is to comprise data on currently approved ICs as provided by the institutions with whom they are affiliated. Programs are responsible for maintaining appropriate documentation demonstrating how IC qualifications were met.

Section 4. Such other committees, standing or special, shall be appointed by the Chairperson as the Organization or the Executive Board shall from time to time deem necessary to carry on the work of the Organization. The Chairperson shall be ex officio a member of all committees.

I. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these guidelines and any special rules of order the Organization may adopt.