

THE OHIO ASSOCIATION OF EMERGENCY MEDICAL SERVICES

2017

CODE OF REGULATIONS

Section 1

AUTHORITY

1.01 **Authority.** The authority of The Ohio Association of Emergency Medical Services shall be vested in its membership and shall be determined by vote of the members at any regularly scheduled or specially called meeting.

Section 2

GENERAL

2.01 **Name.** The name of this organization shall be "The Ohio Association of Emergency Medical Services", and shall hereinafter be referred to as the "Association". This Association may also be known as "OAEMS".

2.02 **Classification.** This Association shall be a voluntary, membership non-profit organization.

2.03 **Purpose.** The objectives of this Association shall be

- (1) To promote and advance the ideals of organized emergency medical services, at all levels, throughout the State of Ohio;
- (2) To promote and assist in the establishment of standardized training methods and materials for all levels of education of emergency medical and rescue personnel;
- (3) To cooperate in, and support research designed to advance the science and art of emergency medical service, and to encourage the standardization of practice and equipment when such standardization is found to be practical;
- (4) To cooperate with other organizations whose objectives are accident prevention, safety, education, first aid, rescue and emergency medical service.
- (5) To promote and support mutual assistance within the Association and within other organizations in the event of a large scale disaster;
- (6) To promote and support a code of high ethical standards among emergency medical service personnel;

- (7) To promote the general good and welfare of the members of the Association;
- (8) To aid in bringing about and maintaining harmony by developing a spirit of kinship among the people who are devoted to the cause of saving life and aiding the sick and injured; and
- (9) To bring together in a common association all organizations and individuals interested in the aforementioned objectives.

Section 3

MEMBERSHIP

3.01 General. Membership in the Association shall be open to the general public and/or to any organization or individual supporting and sustaining the objectives set forth in Section 2 of this Code of Regulations and conforming to the requirements herein. Application for membership in this Association shall be made in writing on the regular application form provided by the Association. Approval of all applications shall be as prescribed herein. The Classes of membership are hereinafter set forth.

3.02 Individual Membership "Regular". Any individual interested in and residing or actively engaged in Emergency Medical Services within the boundaries of the State of Ohio shall be eligible to join the Association as an individual Member - "Regular". Individual members in good standing shall receive the official publication of the Association and have the privilege of a single vote per issue concerning the business of the Association.

3.03 Individual Membership "Spousal". A spouse of an individual member in good standing may join as an individual member of the Association at a reduced rate. Spousal members shall have all privileges of an individual membership excluding the official publication of the Association.

3.04 Individual Membership "Senior Citizens". Any individual member age 55 or over will be entitled to a reduced membership fee. Proof of age will be the responsibility of the individual.

3.05 Unit Memberships. Single entities such as fire departments, ambulance services, rescue squads, hospitals, industrial or service groups, etc. who are actively engaged or interested in emergency medical and rescue services shall be eligible to join as a Unit Member. Unit Members shall be entitled to one (1) copy of each issue of the official publication of the Association. Unit Members in good standing shall be entitled to two (2) votes in the Annual Election of Officers in the Association. There shall be only one (1) member of a unit privileged to vote on the Unit's behalf provided a letter of authorization on official letterhead of that unit is signed by an officer of that unit (Chief, Director, President, or Vice-President) and presented to the Credentials Committee. This letter is to be retained by the Credentials Committee as part of their records for not less than a period of two (2) months from the date of election. A single entity eligible to join this class of membership is limited to a department, company, etc. Members of this unit shall not be considered as Individual Members of the Association unless they have joined in accordance with the provisions as forth under Individual Membership - "Regular". All members of a "Unit Membership" are eligible to attend any OAEMS conference at member's registration costs

3.06 Young Adult Group. A Young Adult group membership is composed of members who reside within the boundaries of the State of Ohio, are full-time students of a school, college, or university accredited by the State of Ohio, and have not reached their 24th birthday. This category of

membership is formed to allow participation in competitions sponsored by the Ohio Association of Emergency Medical Services. A member of this category will have no vote in the Association. Members of the Young Adult category may join as Individual Members- "Regular" of the Association in accordance with the provisions as set forth herein. – ON HOLD

3.07 Corporate Membership. Businesses within or outside the State of Ohio who manufacture or distribute emergency medical equipment and/or supplies, or who are interested in supporting the Association shall be eligible to join the Association as a Corporate Member. Corporate Members in good standing shall be entitled to two (2) votes in the Annual Election of Officers in the Association. There shall be only one (1) member of a Corporate privileged to vote on the its' behalf provided a letter of authorization on official letterhead of that business is signed by an officer of that business and presented to the Credentials Committee. This letter is to be retained by the Credentials Committee as part of their records for not less than a period of two (2) months from the date of election. The Corporate Member shall receive one (1) copy of each official publication of the Association and such other benefits as may be determined by the Board of Directors. Any person affiliated with the corporate organization shall be welcome to attend all functions of the Association but shall not be considered an Individual Member -"Regular" of the Association unless the member had complied in accordance with the provisions as set forth herein.

3.08 Fees. Membership fees for all categories of membership shall be established by the Board of Directors and approved by membership at a General Business Meeting. A percentage of all membership fees will be allocated a subscription fee for the official publication of the Association as determined by the Board of Directors. All membership fees are due and payable each year as determined by the Board of Directors.

3.09 Good Standing. A member is considered to be in good standing for each category of membership when the provisions of that particular category have been met. Except for renewal of membership, memberships must be paid by May 1 of each year in order to be eligible to vote or to run for office at the Annual State Conference. Said correspondence must be postmarked, faxed or e-mailed dated with the appropriate date of May 1. Memberships that expire in the calendar month of or immediately preceding the State Educational Conference that are renewed prior or in conjunction with registration at the State Educational Conference shall afford voting privileges.

3.10 Renewal. Any individual must have held an Individual membership "regular" and said membership expired within a year of renewal to constitute renewal status. Any membership expired for over one year shall be considered a new member to the Association in accordance to the rules and regulations of voting and holding office in the Association. All members when renewing shall complete the forms approved by the Executive Office. It is the responsibility of a member to keep his/her membership fee paid in a timely fashion after completion of the approved forms. All renewal membership fees must be received before the start of the next conference to remain a member in good standing.

3:11 Active Military Service. Association members actively engaged in the military service of the United States of America shall be excused from current dues and assessments during the term of such active engagement and shall be considered members in good standing.

3:12 Lifetime Membership. Awarded to individuals who have served the Association in a high degree, such as serving as a President or other long-standing job for the good of the Association. This membership entitles full membership and privileges associated with the standards of Regular Membership. This honor requires no

yearly dues or payment of conference fees. This honorary membership shall be recommended by board and voted on by the General Membership at the Annual State Meeting. Recommendations can come from the membership to a board member for consideration.

3:13 Termination of Membership. Any member of this organization can have his/her membership revoked. This action will require a two-thirds (2/3) majority vote of the Board of Directors at a regular, a special Board of Directors meeting, or the Annual Board Retreat. Attendance at this meeting must meet a quorum as described in the Code of Regulations.

The Board of Directors must assure that the member has violated the Code of Regulations and that violation documentation is provided to the Recording Secretary.

To be removed from membership under this provision a member must have violated the Code of Regulations in one of the following manners;

- a) Misrepresented their position in the organization.
- b) Falsely claimed to hold an office within the organization.
- c) Entered into a contract without expressed permission of the Board of Directors.
- d) Any violation of Ohio or United States law that would constitute a felony.
- e) Any violation of Ohio law that would cause an EMT or higher certification to lose their certification because of criminal activity.
- f) Misrepresented the organization with libelous intent.

Any member or officer of this organization can initiate this action. Requests for the termination of a member can be brought to the General Meeting but discussion will be held at the next Board of Directors meeting. Any party wishing to be heard will be invited to speak with a limit of ten (10) minutes. The Board of Directors will have this discussion in executive session to protect all concerned parties. Any action to revoke a membership must be taken the next open meeting of the Board of Directors per this Code of Regulations.

Any member who has been terminated may appeal to the Board of Directors within ninety (90) days after termination. This appeal with the Board of Directors will be a closed session. The final decision will require a two-thirds (2/3) majority vote of the quorum of the officers present and shall be final.

Any revoked membership will receive no refund of membership dues.

A letter of revocation of membership will be immediately sent to the ex-member by certified mail.

Section 4
MEETINGS

4.01 General. There shall be at least one (1) General Business Meeting each year. Additional General Business Meetings may be held as directed by the Board of Directors. The Board of Directors shall designate one meeting as the Annual State Meeting, hereinafter referred to as the State Educational Conference. Whenever possible, the State Educational Conference shall be held in June. Members shall be notified at least twenty (30) days before a General Business Meeting. Printing of the notice of a General Business Meeting in the official publication of the Association, on the website or other social media may constitute notice to the membership.

4.02 Quorum. Thirty five (35) voting members shall constitute a quorum for a General Membership Meeting. If during the course of the business meeting, the number of attendees falls below 35, the meeting shall continue as if there was a quorum.

Section 5
AWARDS - ON HOLD

5.01 General Awards. There may be competitions held at any General Business Meeting, but the official State Championship Awards for the competitive events shall only be given only at the State Competition. Awards with other titles may be given at other competitive events in accordance with the rules established for basic and advanced life support competition. The style and type of competition and the rules governing competition shall be as directed by the Competition Committee.

5.02 Special Awards. The Annual Membership Award(s) and all other awards of importance shall be presented only at the State Educational Conference.

Section 6
OFFICERS AND APPOINTEES

6.01 Elected Officers. The elected officers of this Association shall consist of the President, Vice-President, Recording Secretary, Treasurer, and District Directors, the number of which shall be determined in accordance with the procedures as stated herein.

6.02 Board of Directors. There shall be a Board of Directors, which shall consist of the elected officers and the immediate Past President. All members of the Board of Directors shall be residents of the designated Districts that they represent and voting members in good standing of the Association. It shall be the duty of the Board of Directors to oversee all business of the Association transacted between regular General Business Meetings. The Board of Directors shall meet at the call of the President, or upon written request of a majority of the Directors. The membership shall be given a report by the Recording Secretary of the business conducted by the Board of Directors. Five (5) voting Directors shall constitute a quorum at a Board meeting. All members of the Board of Directors shall serve without remuneration, except for expenses actually incurred in the performance of duties of their offices. Such expenses must be approved by a majority of the Board of Directors present and voting.

There will be a binding agreement, signed by all board members, employees, and agents of the Ohio Association of Emergency Medical Services, stating that only the President and the Treasurer may enter into a financial contract: i.e., oral, written or implied; in or for the Ohio Association of Emergency Medical Services. This contract must be signed by the President and Treasurer to be valid. Any person entering into a contract without the approval of the President shall be held personally responsible for the entire amount of the contract all obligations as stated in said contract.

If a two-thirds (2/3) majority of the Board of Directors vote for a financial obligation, the President and Treasurer are required to sign for that financial obligation. However, the President and/or Treasurer may voice his/her concerns about how the contract may negatively influence the Association. These concerns must be documented in the minutes and the President and/or Treasurer may no longer be held liable for that particular contract.

6.03 Election. All elected officers shall be elected by ballot for a three year term at the Annual State Conference Meeting as follows:

- (1) President, District Director #4, and the Recording Secretary as of this date will hold office until the year 2003. A new election shall be held every three years after the year 2003 for these offices.
- (2) Vice-President, District Director #3, and District #5 will be voted on in the year 2004. A new election shall be held every third year after the year 2004 for these offices.
- (3) District Director #1, District Director #2, and Treasurer will be voted on in the year 2002. A new election shall be held every third year after the year 2002 for these offices.

6.04 Election Criteria. No member shall be eligible to hold office unless that member is an individual voting member in good standing. In addition, candidates shall qualify for such offices according to the following criteria:

1. Any candidate for **President** must have held an Individual voting membership for the past three (3) consecutive years, and also must have served one (1) year on the Board of Directors.
2. Any candidate for **Vice-President** must have held an Individual voting membership for the past three (3) years, and also must have served one (1) year on the Board of Directors.
3. Any candidate for District Director, Treasurer, or Recording Secretary must have held an Individual voting membership for the past consecutive twelve (12) months.

In the event any elective office is vacated by resignation or inability of the officer to serve for any reason, the President, with the approval of two-thirds (2/3) of the Board of Directors present and voting, may fill such vacancy by appointment of a person having the required qualifications. Service time requirement may be waived for vacant elected offices filled in this manner. Any person so appointed shall hold office for the unexpired term of the officer being replaced, and may have the service time waived in order to stand for re-election to that office at the end of the unexpired term.

6.05 President. The President shall preside at all meetings of the Association and of the Board of Directors. The President shall appoint all committees not otherwise provided for, and perform such other duties as may be required by the Association or by the Board of Directors. The President shall have general supervision over the affairs of the Association, shall be ex-officio, and a member of all committees, except as restricted in the Code of Regulations. The President shall have signature on file with the Association's banking establishment. The President may sign checks in the absence of the Treasurer. The President shall not

execute any single disbursement in the excess of five hundred dollars (\$500.00) without prior approval of the Board of Directors. The President shall receive and review the membership applications for appropriateness of category. If, in the opinion of the President, a membership should not be accepted for any reason, the President shall present the application to the Board of Directors for approval or denial. Appropriate records of all procedures pertinent to the application for membership must be maintained and forwarded to the President.

6.06 Vice-President. In the absence of, or the inability of, the President; the Vice-President, shall perform all the duties of the office. The Vice-President shall be in charge of publicity, public relations, and shall be responsible for research and standardization of all emergency medical care, rescue and first aid training. The Vice-President shall, when called upon by the President, assist in conducting the affairs of the Association.

6.07 Recording Secretary. The Recording Secretary shall keep a complete and accurate record of the proceedings of all meetings of the Association and the Board of Directors and shall perform such other duties as the President or Board of Directors may require.

6.08 Treasurer. The Treasurer shall conduct all financial matters and act as custodian of all Association funds. The Treasurer shall, make all disbursements upon receipts of warrants approved by the proper officers and keep a detailed and accurate record of all funds received and disbursed. The Treasurer shall prepare and present at each meeting, and at such times the Board of Directors may require, a complete and accurate written report of the financial activity of the Association. All checks shall be signed by the Treasurer or President. The Treasurer shall not execute any single disbursement in the excess of five hundred dollars (\$500.00) without prior approval of the Board of Directors.

6.09 District Directors. The elected District Directors shall represent the designated territories within their assigned District. All District Directors shall serve on the Membership Committee and shall promote the objectives of the Association throughout their respective Districts. They shall act as delegates to welcome all members of their respective Districts to the General Business Meetings and the State Educational Conference Business Meetings and State Educational Conferences and may call and preside over meetings of said members. District Directors may appoint County or Territorial Representatives within their respective Districts. District Directors shall serve as active members of the Board of Directors, and shall accept a fair share of the workload of the Board of Directors. The number of Districts shall be established by the Board with the approval of a majority of the members present and voting at a General Business Meeting.

To be elected to and hold the position of District Director, an individual must reside in the District to which the position designates. If said person moves to another District during current term of office, a two-thirds (2/3) majority vote of the Board of Directors is required to continue status of this office. This vote must take place at the next scheduled Executive Board Meeting.

6.09 Executive Director. The Executive Director shall be appointed by the President with the approval of two-thirds (2/3) of the Board of Directors present and voting, and shall hold office until a successor has been appointed. The Executive Director shall handle all correspondence relative to the Association, and perform all other duties assigned by the President or the Board of Directors.

The Executive Director shall prepare and present at each meeting, and at such other times as the President and the Board of Directors may require, a complete and accurate written report of the activities concerning membership, correspondence, income and any other pertinent report needed to be presented to the

Association or the Board of Directors. The Executive Director shall receive all monies due the Association upon receipts of warrants approved by the proper officers deposit these monies in the name of the association in a bank or savings and loan and keep a detailed and accurate record of all funds received. The Executive Director shall prepare and present at each meeting, and at such times the Board of Directors may require, a complete and accurate written report of the financial income activity of the Association. All incoming checks shall be signed by the Executive Director, Treasurer or President . The Executive Director shall not execute any disbursement without prior approval of the Treasurer Board of Directors.

6.10 Editor. The Executive Director shall act as Editor appointed in accordance with the policy established for that position. He/she shall be responsible for editing all material published to insure that such material shall be in good taste and shall reflect the purposes of the Association. The name of this official publication of the Association shall be named *The Voice of Ohio EMS*. He/She shall keep complete records of the official publication and accurate written accounts of the cost of the official publication. The Treasurer must be given copies of these written accounts.

6.11 Legislative Agent. The Legislative Agent shall be an Individual voting member in good standing, appointed by the President with the majority approval of the Board of Directors present and voting. It shall be the duty of the Legislative Agent to act as liaison between the Association and the State Legislature for the purpose of establishing meaningful laws pertaining to the intent of this Association as written herein. ON HOLD

6.12 Immediate Past President The Immediate Past President shall serve on the Board of Directors with full voting privileges. The position of Immediate Past President shall be limited to one (1) three (3) year term. The Immediate Past President shall perform duties as assigned by the President. In the absence of the most recent Immediate Past President, any Past President may be appointed to fill the position for the balance of the current term with the Board of Directors approval.

6.13 Parliamentarian(s). Parliamentarian(s) shall be a voting member(s) in good standing, appointed by the President with a majority approval of the Board of Directors present and voting. It shall be the duty of the Parliamentarian(s) to assist the President in the interpretation of parliamentary procedures.

6.14 Inactive Officers. An officer of the Association may be determined inactive if there is substantial failure to perform the duties of that office. A member of the board shall be deemed inactive if said officer is unexcused for more than fifty percent of all official board meetings in one-year period. The dates being 1 July to 30 June of each year. Absences may be deemed excusable upon written explanation subject to board approval. The President may at a formal meeting of the Board of Directors, declare that office vacant. In the event the President becomes inactive, the Board of Directors in a like manner may determine that office vacant.

6.15 Annual Retreat. All official Board Members are required to attend the annual retreat. An unexcused absence from the annual retreat shall deem that officer inactive.

6.16 Removing of elected officers from office. Any officer may be recommended for removal from office with a two-thirds (2/3) majority vote of the officers present at a regular, a special Board of Directors, or the

Annual Board Retreat meeting. Attendance at this meeting must meet a quorum as described in this Code of Regulations.

An officer may also be recommended for removal by the membership at the regular General Business meeting. This meeting must be certified as having quorum as described in this Code of Regulations. This action shall require a vote of the membership called by the President and counted from a show of hands and requires a two-thirds (2/3) majority of those present.

The vote on removal shall take place at the next regularly scheduled General Business meeting. This officer shall be held in escrow between these meetings. Any officer in escrow will have no authority to perform any duties in the organization. The decision to remove an officer will require a two-thirds (2/3) majority vote of the quorum of members present.

The Board of Directors must then assure that a violation of the Code of Regulations has occurred and thoroughly documented in the Recording Secretary's minutes.

If the President is the officer under accusation, the Vice-President shall assume control of the meeting and count the vote. In the absence of the Vice-President, a member of the Board shall be named to assume the role of counting said votes and conduct said meeting.

To be removed from office under this provision an officer must have violated the Association's Code of Regulations in one of the following manners:

- a) An officer can only perform the duties assigned to their office by the Board of Directors, the President, or the Code of Regulations. Failure to perform these duties or performing duties that are inappropriate to their office without the Board of Directors or President's approval shall constitute a violation.
- b) Violating the financial responsibility agreement as specified in the Code of Regulations.
- c) Any violation of Ohio or United States law that would result in a conviction of a felony.
- d) Any violation of Ohio law that would cause an EMT or higher certification to lose their certification as a result of criminal activity.
- e) Preventing an employee of OAEMS from doing the job, they were hired to do.
- f) Loss of their personal membership in the Association.

Any member or officer can initiate this action.

A terminated officer can appeal the termination to the Board of Directors. Their officer shall be held in escrow until the appeal is satisfied. The appeal will be satisfied at the next regular Board of Directors meeting or a special Board of Directors meeting called for this purpose. Any officer in escrow will have no authority to perform any duties in the Association. The final decision will require a two-thirds (2/3) majority of the quorum of officers present and shall be final.

Section 7
COMMITTEES

7.01 Membership Committee. The Membership Committee shall consist of all District Directors and two (2) members from the membership at large appointed by the President. The Recording Secretary shall sit as an ex-officio member. The Membership Committee shall develop a membership plan to enlist new members for the Association and implement and oversee this plan.

7.02 Budget Committee. The Budget Committee shall consist of at least three (3) but no more than five (5) voting members. Three (3) members shall be appointed by the President with no less than two (2) from the membership at large. The Treasurer shall sit as an ex-officio member. It shall be the duty of the Budget Committee to prepare a budget governing expenses of the Association for the year following the State Educational Conference. This budget shall be subject to the approval of a majority of the Board of Directors present and voting.

7.03 Nominating Committee. The Nominating Committee shall consist of three (3) voting members who shall be appointed by the President not later than five (5) months (or the winter conference) prior to each election. It shall be the duty of this committee to review the qualifications of all candidates for offices in the Association and submit its report of nominations to the members assembled at the Spring Conference. All qualified candidates are to be presented by the Nominating Committee to the membership.

Nominations may then be opened from the floor. The Nominating Committee shall review all such nominations to determine that the nominee meets the qualifications of the office to which they have been nominated. The determination shall be reported to the membership. Any such nomination must meet the qualifications established for the other candidates and the nominee must furnish the Nominating Committee a resume and such other qualifications at the time of nomination.

7.04 Credentials Committee. The Credentials Committee shall consist of at least three (3) voting members appointed by the President to function at each meeting of the general membership. The Credentials Committee shall receive from the President an accurate roster of persons entitled to vote before the opening of the tri-annual election meeting, setting forth the number of votes each member is entitled to cast. The Credentials Committee shall establish voting procedures for the tri-annual election and shall announce those procedures to the members assembled at the State Educational Conference at the time nominations are presented. At least one (1) member of the Credentials Committee shall be in constant attendance while the registration desk is open, for the purpose of examining the credentials of members.

7.05 Audit Committee. The Audit Committee shall consist of three (3) voting members appointed by the President. The Audit Committee shall not include any members involved in the disbursement of funds. The Audit Committee shall meet and audit the Association records for each year ending June 30 and shall present their report to the Directors no later than the following August 31 of each year. This committee shall also audit the State Conference records within ninety (90) days of the close of each State Conference, with a second audit being held if necessary within thirty (30) days after the final filing of all State Conference reports.

The Treasurer must bring to each OAEMS conference, for inspection, all financial statements, receipts, invoices, reports and any other pertinent financial information. All information must be hard copied. At least

one member of the Audit Committee must review the information. This information should span —time wise – from the current conference back to the previous conference. Any member may request to review the information anytime they so desire. This review is to take place within fourteen (14) days of the receiving of the request, at a time convenient for all parties.

7.06 Education and Training Committee. The Education and Training Committee shall consist of the Vice-President, who shall act as the Committee Chairperson and at least two (2) other voting members appointed by the President. This Committee shall endeavor to provide the means for better education and training for those engaged in the field of emergency medical service.

7.07 Public Relations and Publicity Committee. The Public Relations committee shall consist of the Vice-President, who shall act as the Committee Chairperson Executive Director and at least (2) voting members appointed by the President. This Committee shall endeavor to enlighten the public of the work of the Association and its service to the citizens of this state. They shall see that all items of interest to the membership are properly written and reach all avenues of publicity such as radio, newspapers, magazines, etc.

7.08 Code of Regulations Committee. The Code of Regulations Committee shall consist of three (3) voting members appointed by the President. One of these members shall be a Board member. This Committee shall receive all proposed amendments to the Code of Regulations and shall edit and rephrase the proposed amendments, if necessary to assure consistency with the other provisions of the Code of Regulations. A copy of all proposed amendments shall be submitted to the Board not less than ten (10) days prior to the Spring Conference and after addressing the issue, the membership for the next general meeting. Printing of the proposed amendments in the official publication of the Association shall constitute notice to the membership. The Code of Regulations Committee shall then present to the membership the proposed amendment(s) to be voted on at the next General Business Meeting. It shall further be the duty of this Committee to incorporate in the Code of Regulations any and all amendments approved by the membership and to keep the Code of Regulations up-to-date at all times.

7.09 Competition Committee. The Competition Committee shall be chaired by the Vice-President with at least three (3) voting members appointed by the President. The duties of the Competition Committee shall be to conduct the proceedings of all competitive events authorized and/or sponsored by the Association. No member of this Committee shall be a member or alternate member of any participating team. ON HOLD

7.10 Committee Reports. All Committee Reports shall submit written reports, signed by each committee member, to the President at least 5 days prior to the starting date of each Conference. Such reports shall explain in detail the duties, procedures, and recommendations that have been carried out by each committee.

7.11 Awards Committee. The Awards Committee shall consist of the Vice-President, who shall act as the committee chairperson and at least two voting members of the Association approved by the Board of Directors. This committee shall determine the types of awards to be presented with the approval of the Board of Directors.

7.12 **Memorial Service Committee.** The Memorial Service Committee shall consist of the Vice-President, who shall act as Chairperson, and at least two voting members of the Association approved by the Board of Directors. This committee shall be responsible for all phases of the Memorial Service. Each year this committee shall appoint a Memorial Service Coordinator. This coordinator shall be responsible for conducting the Memorial Service. The coordinator shall report directly to the Vice-President all plans associated with the Memorial Service and the Vice-President shall present plans to the committee for approval. The committee shall be responsible for acquiring all awards which are to be presented at the Memorial Service. All nominations presented for inclusion in the Memorial Service must be submitted no later than two weeks prior to the Memorial Service date to receive a Memorial Service certificate. Nominations received after the deadline shall be included in the Memorial Service, however certificates shall be mailed to the families after the Memorial Service. After acquiring the names of the persons to be honored at the Memorial Service along with the names, addresses, and telephone numbers of the honorees family the Memorial Committee shall send an invitation on official OAEMS letterhead to each honorees family advising them of the date and time of the Memorial Service.

Section 8

VOTING

8.01 **Time, Date, Place, and Location.** The election of officers whose term is to expire shall be held annually at the State Educational Conference.

8.02 **Nominations .** It shall be the duty of the Chairperson to call for nominations from the floor following the Nominating Committee's recommendations of the candidates for each office to be filled. Nominations may be made by only by voting members in good standing.

Any person wishing to serve in any capacity on the Board of Directors, may be nominated by a member in good standing or may nominate him/her self, if he/she meets the criteria by both:

1. Writing a letter of intent naming the office he/she wishes to fill
2. Submitting a resume with the letter to the nominating committee no later than the Sunday closing of the winter conference.

Nominees from the floor shall be held Meeting of the Spring Conference. A person may nominate him/her self, if he/she meets the criteria by. Nominations may be made by only by voting members in good standing .

All nominees from the floor, who accept the nomination must present a present a letter along with a resume to the nomination committee within 14 days after the close of the Spring Conference

8.03 **Credentialing ballots** The Credentials Committee shall issue ballots to each voting member in good standing in accordance with the number of ballots that voting member is entitled to cast. The Credentials Committee shall act as Judges of the election. Committee Members may name substitute judges with the approval of the President or Chairperson of the meeting at which the election is held. The substitute judges must be voting members of the Association.

All other voting shall be as proscribed by the Credentials Committee unless members present, by motion, direct otherwise.

8.04 Election of Officers. The election of officers shall be by secret ballot prepared by the Credentials Committee in advance of the annual election. Such ballots shall contain the name of every duly nominated candidate.

Section 9

GENERAL PROVISIONS

9.01 Order of Business. The Order of Business at the General Business Meetings shall be as follows unless members present, by motion, direct otherwise.

- a) Meeting Called to Order
- b) Invocation
- c) Pledge of Allegiance
- d) Roll Call of Officers
- e) Approval of Minutes
- f) Treasurer's Report
- g) President's Report
- h) Vice-President's Report
- i) Each Individual District Director
- j) Executive Director's report
- k) Committee Reports
- l) Unfinished Business
- m) New Business
- n) Good of the Association
- o) Adjournment

9.02 Protocol. All proceedings of this Association shall be conducted under and pursuant to Robert's Rules for Meetings, except as otherwise provided herein.

9.03 Medical Services. One or more Medical Advisor(s) may be named by the President each year. Such Medical Advisor(s) shall serve without pay unless fees for specific services are approved, in advance, by the Board of Directors.

9.04 Legal Services. One or more Legal Advisor(s) may be named by the President each year. Such Legal Advisor(s) shall serve without pay unless fees for specific services are approved, in advance, by the Board of Directors.

9.05 Liability Disclaimer. The Association shall neither incur nor cause to be incurred, liability or obligation which shall subject personal liability or obligation to any member of the Association.

9.06 Financial Responsibility. Anyone having reasonable access to the funds of the Association shall be bonded for an amount to be determined by the Board of Directors as sufficient to protect the assets of the Association with review at the Annual Audit.

Section 10
AMENDMENTS

10.01 Proposed Amendments. Proposed Amendments to the Code of Regulations shall be presented in writing to the President or any current board member not less than sixty (60) days before the Spring General Business Meeting at which the amendment is to be considered. The President shall immediately forward such proposed amendment(s) to the Chairperson of the Code of Regulations Committee for appropriate action as set forth herein. A two-thirds (2/3) vote of the voting membership present at a General Business Meeting shall be required for the adoption of an amendment. A quorum must be present.

The original Code of Regulations was adopted February 1, 1991, with no dissenting votes, to be effective on February 1, 1991 and replaced the Constitution and By-Laws.

The latest revision of the Code of Regulations was adopted January 20, 2007, at the General Business Meeting held at the Quarterly Educational Conference at Chillicothe, Ohio.

The latest revision of the Code of Regulations was adopted at the November 7, 2015 retreat held at Miami Valley South Hospital Dayton, Ohio.

Gone over in Worthington, 2017. See red sections