



OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.

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Peer Support Committee

Bylaws

ARTICLE I Name

The name of this Committee shall be the Peer Support Committee of the Old Dominion Emergency Medical Services Alliance (ODEMSA), hereafter referred to in this document as the "Committee." It shall be a standing committee of ODEMSA. This Committee will report directly to the ODEMSA Board of Directors.

ARTICLE II Objective

The primary objective of the Committee shall be to promote mental health awareness and education among public safety personnel, 24 hours a day, 7 days a week, 365 days a year; provide confidential peer support services to members of the Old Dominion EMS Alliance region (ODEMSA) who experience potentially traumatic events; and to encourage cooperation among the various hospital and out-of-hospital agencies and individuals in Planning Districts 13, 14, 15 and 19.

ARTICLE III Responsibilities

The Committee's responsibilities shall include, but not be limited to the following:

Section 1: To encourage cooperation and coordination among the out-of-hospital and in-hospital medical and trauma resources serving the 9,000-square-mile ODEMSA region which encompasses Virginia Planning Districts 13, 14, 15 and 19 through provision of services to agencies without Internal Peer Support teams and augmentation of services to agencies with Internal Peer Support teams during identified needs.

Section 2: To meet regularly and work cooperatively to promote awareness of community resources, exchange information, address issues and concerns pertaining to mental health awareness in the ODEMSA region.

Section 3: To work cooperatively to educate Public Safety agencies/organizations in general awareness of mental health concerns and issues.

Section 4: To make recommendations to the ODEMSA Board of Directors for any changes.

ARTICLE IV Members

Section 1: Membership on the Committee shall be open to representatives of those agencies/organizations in the ODEMSA region that provide public safety mental health support, of those EMS agencies/organizations (hospital and out of hospital) that receive those services, and those agencies/organizations that assist in any way in the delivery of that care.

Section 2: Committee meetings are open and attended by team members. The committee will reflect the broad base of hospital and out-of-hospital users in the ODEMSA region and it shall have voting members. The voting membership shall strive to reflect the interests of the following disciplines; Licensed Mental Health Clinicians, EMS and Fire Peers, Law Enforcement Peers, Chaplains, Nursing Peers and Emergency Communication Peers. Committee members are approved by the Board of Directors.

Section 3: The voting membership list may be amended by written request submitted at a Committee meeting.

Section 4: It shall be the responsibility of ODEMSA staff to remain a neutral entity, and to assist the Committee in achieving its goals.

ARTICLE V Officers

Section 1: Officers of the Committee shall include the Chair, Vice Chair, and Secretary who shall be responsible for the gathering of information for minutes and agendas, the construction, and the distribution of those minutes through the ODEMSA office.

Section 2: Voting members shall select the Committee Officers who shall be confirmed by the ODEMSA Board of Directors.

Section 3: An Officer shall serve a term of one year, with a maximum of two years, or until a successor is selected.

Section 4: In the event that the Chair cannot complete the term of office, the Vice Chair shall serve the remainder of that term and/or until another Chair is selected and approved by the committee.

Section 5: In the event that the Vice Chair cannot complete the respective term in office, the Chair shall appoint the successor, with confirmation by a majority vote of all of the Committee's voting members. That person shall serve the remainder of that term or until a successor is selected.

ARTICLE VI Meetings

Section 1: The Committee will meet quarterly at a time and place to be announced at least 30 days in advance of each meeting. Insofar as it is possible, the ODEMSA Office will provide during the month of December a schedule of all Committee meetings for the next calendar year to each Committee member, and shall distribute the meeting schedule to all hospitals and EMS agencies in the ODEMSA region at that time.

Section 2: The Committee meeting held in the fourth quarter of each fiscal year shall be designated the Annual Meeting. At that meeting, officers will be elected for the upcoming year and the Chair will receive any annual reports or recommendations from subcommittees or task forces.

Section 3: A quorum of the Committee shall consist of four (4) voting members plus one officer.

Section 4: A motion will be considered to have been passed by a simple majority vote of all present voting members or, in the case of an email vote, by a majority of all voting members of the Committee.

Section 5: Votes shall be conducted during the meeting by a show of hands or by voice (“aye” or “nay”). Should the Chair or Chairs deem it necessary, a vote may be conducted by ballot. When possible, these ballots will be prepared ahead of the meeting; however, if a ballot vote is deemed necessary during the meeting without appropriate preparatory time, blank slips of paper with explicit directions on the voting choices will be appropriate. Names of voting members or the agencies/organizations they represent will not be included on the ballots. These ballots will be collected by tellers (ODEMSA staff). Voting members that are joining the meeting by teleconference may call in to ODEMSA’s main office number (804-560-3300) and an ODEMSA staff member will record the vote.

Section 6: In extreme circumstances where an immediate decision on a matter concerning the region is necessary, a consensus between the ODEMSA Executive Director, and the chair(s) of the Committee may be reached as a temporary, stabilizing measure until the Committee is able to convene at a special call meeting or the next regularly scheduled meeting.

Section 7: The Chair will have the responsibility to cancel or postpone a regular Meeting of the Committee, but only if voting members are notified of such cancellation by e-mail within 36 hrs of scheduled meeting, unless mitigating circumstances arise. A reasonable effort will be made to give as much notice as possible.

Section 8: Special meetings of the Committee may be called by the Chair or upon request of any three (3) voting members of the Committee made through the ODEMSA Office. Business transacted at all special meetings shall be confined to all objects stated in the request and matters germane thereto. Special meetings shall be scheduled not less than five (5) days prior to the meeting. Notices of special meetings shall be made in writing by email (default this to the standard notification for all standing committees) or by the U.S. Postal Service through the ODEMSA Office, which will provide staff support.

Section 9: Minutes shall be kept and distributed to all Committee members by the ODEMSA Office within 30 days of each meeting. These Minutes are public documents and the official copies of Committee-approved Minutes shall be maintained at the ODEMSA Office. When members of the committee identify confidential issues such as Peer Support activations, the committee will move to an executive session with no minutes recorded.

Section 10: Members of the committee may participate in a meeting of the committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

Section 11: A request for service and peer support will be exempt from previous discussed rules.

ARTICLE VII Subcommittees/Task Forces

Section 1: The Chair may, from time to time, appoint subcommittees and/or task forces to carry out the work of the Committee. This work, however, must still be approved afterwards by the Committee. The ODEMSA Office will provide support to those groups through the Executive Director.

Section 2: The Committee's voting members will decide if, and when, any standing subcommittees of the Committee shall be created.

Section 3: Subcommittee or Task Force members may include voting members of the Committee, non-voting members and persons who are not regular members of the Committee, but who can contribute.

ARTICLE VIII Parliamentary Authority

The Committee shall be governed by rules contained in the most current edition of "Robert's Rules of Order Newly Revised" in all cases to which they are applicable and in which they are not inconsistent with these Policies and Procedures.

ARTICLE IX Amendment to By - Laws

These By - Laws may be amended at any meeting of the Committee by a majority vote, provided the amendment has been submitted in writing and distributed to members at least 30 days in advance. These Bylaws will be reviewed and approved by the Committee at least every two years.

Date Adopted: **2020**