



**EMERGENCY MEDICAL SERVICES ADMINISTRATORS ASSOCIATION**  
**Ethics Committee Rules**

I. ELECTION AND COMPOSITION OF THE ETHICS COMMITTEE

- A. The Committee shall consist of five (5) active EMSAAC members elected by the general membership.
- B. No Board member may serve on the Committee.
- C. The term of each committee member shall be two (2) years.
- D. A Chair of the committee shall be elected by the Committee upon completion of annual elections.
- E. Any vacancy occurring on the Committee before a meeting of the general membership shall be filled by an individual who meets the requirements for the position and who is confirmed by a majority vote of the Board of Directors.
- F. Only those active members having maintained membership in good standing for a minimum of two (2) consecutive years shall be eligible for a position on the Committee.

II. ETHICS COMMITTEE OBJECTIVES

The Committee is responsible for monitoring the ethical practices of the association, serving as advocates for the ethical practices of the membership, and hearing complaints and making appropriate recommendations regarding violations of the Association's by-laws and Code of Professional Conduct to the EMSAAC Board of Directors.

III. ACTIONS

Ethics complaints/accusations are taken seriously by EMSAAC and shall receive prompt attention and resolution.

- A. Procedures for Addressing Complaints and/or Accusations
  - 1. Complaint/Accusation Received  
(May only be initiated by an EMSAAC member. No others have standing to present a complaint.)

2. The complaint/accusation must be in writing and must include the name of the member making the complaint/accusation.
3. The complaint/accusation must specify in reasonable detail the EMSAAC members alleged violation of EMSAAC Bylaws or their role and responsibility as it relates to EMSAAC.
4. The complaint/accusation must be filed with the EMSAAC President-Elect. If the President-Elect is the subject of the complaint, said complaint may be filed with the EMSAAC President or Past -President who shall fulfill the complaint processing duties of the President-Elect.
5. If a participant in this process (such as a member of the Ethics Committee or Board of Directors) is a party to the complaint, that participant shall not be involved in the process of resolution, except as complaining party or accused member.

B. President-Elect

1. Contacts the complaining party to confirm intent to file a complaint and clarify the issue(s).
2. Confirms that requirements under III.A.2 and III.A.3 are satisfied, and sends a copy of the Ethics Committee Rules to complaining party.
3. Notifies President of EMSAAC and chair of the Ethics Committee that a complaint has been filed and forwards them a copy of the complaint.
4. Makes a good faith effort to notify the accused member of the complaint/accusation by telephone.
5. Within fifteen (15) calendar days of receipt of complaint/accusation, forwards the complaint to the alleged violator by certified mail with a copy of the Ethics Committee Rules and requests a written response within thirty (30) days of receipt of such mailing.
6. Forwards the complaint and the response together, as soon as both are received, to each member of the Ethics Committee.

C. Ethics Committee

1. Within fifteen (15) calendar days from receipt of the accused members written statement, or the date that the written response was due, the Ethics Committee Chair shall hold a meeting of the Ethics Committee through conference call or physical attendance. This meeting will be a closed meeting and limited to Ethics Committee members only.
2. The Ethics Committee may request further written documentation from either party to the complaint.
3. The Ethics Committee shall determine if the EMSAAC bylaws apply or whether the EMSAAC member has violated the Code of Professional Conduct or his/her role/responsibility as it relates to EMSAAC.
4. The Ethics Committee shall develop a report of its findings, which shall include a summary of the alleged action, the Committees findings, and a recommendation of what action should be taken regarding the complaint.
5. Within ten (10) calendar days following the meeting of the Ethics Committee to discuss the alleged violation, the Ethics Committee Chair shall forward its report of its findings to the EMSAAC Board of Directors.
6. In its deliberations and communication of recommendations, the Committee shall comply with policies for preserving confidential information, and should refrain from discussing any matter before the Committee outside of the established process.
7. The action of the Ethics Committee shall be in accordance with Section 7. Of the EMSAAC By-laws.

D. BOARD OF DIRECTORS

1. Board of Directors The EMSAAC Board of Directors may accept the recommendation of Executive Committee or request further information or testimony from complaining party and/or accused member. The information may be gathered in writing or by oral presentation, at the Board's discretion.
2. The Board of Directors may decide to dismiss the complaint

or may decide to conduct a hearing. If the Board elects to conduct a hearing, all affected parties will be notified.

3. In the event of a hearing, the Board of Directors will serve a hearing notice and a copy of the complaint/accusation to the involved members by certified mail. The hearing notice will include the place and time of the meeting, which will not be less than 15 days nor more than six months after the service of the complaint/accusation.
4. At the conclusion of the hearing, the Board of Directors shall meet in closed session to discuss the alleged matter. A decision of the Board of Directors will be by a simple majority of the Board members present. A member of the Board must be present for the entire time of the hearing to be entitled to a vote.
5. Within thirty (30) calendar days following the date of the hearing, the Board of Directors will provide a written decision to the involved members. The decision of the Board will be expressed in a resolution and will be signed by the president of the Board and the secretary.

In the event the Board makes a good faith determination to suspend or expel a member as the result of a violation of the current bylaws or ethics policies, the provisions of Section 7 of Article 4 of the Bylaws shall take precedence.

6. The Board of Directors shall include its decision in the minutes of the meeting at which the decision occurs.

In its deliberations and communication of recommendations, the Board of Directors shall comply with policies for preserving confidential information, and should refrain from discussing any matter before the Committee outside of the established process.