

**COMMITTEE ON EMERGENCY MEDICAL SERVICES**  
**RULES OF ORDER**

**MEETINGS:**

1. A quorum of the committee members must be present to transact business legally. A majority vote is required for any official action of the committee, unless otherwise specified in these rules of order.
2. The “chairperson” presides over the meetings:
  - a. The chairperson opens the meetings.
  - b. The chairperson determines that a quorum is present by a roll call vote.
  - c. The chairperson calls the meeting to order.
  - d. Approval of minutes of the prior meeting.
    - i. Unanimous consent can be used instead of motions to expedite the proceedings.
  - e. Every regular and special meeting of the committee shall be conducted in accordance with the adopted agenda. The chair will work with staff to develop an agenda that conforms to the Open Meeting Law. The Chair cannot deny a Committee Member’s requests for an agenda item.
3. The NRS and NAC take precedent over anything in these Rules of Order.

**OFFICERS / ELECTION:**

1. The officers of the committee shall consist of a chairperson and vice-chairperson. These officers are leaders among the leaders and cannot act unilaterally from committee direction.
2. The chairperson and vice-chairperson shall be elected from among the membership of the committee and shall serve a one-year term or until their successors are named. In the event of a vacancy in the office, the committee shall fill the vacancy by election at the next regular meeting of the committee.
3. The vice-chairperson shall preside over meetings when the chairperson is absent.
4. Officers cannot operate in absence of committee direction. Absent of committee direction, officers must indicate they are speaking as for themselves and not the committee as a whole.

**MINUTES:**

Staff will keep minutes in accordance with the Open Meeting Law and NRS/NAC 450B.

**MOTIONS:**

1. A Motion is a formal proposal by a member that the committee take action.

- a. Informal discussion of a subject is permitted while no motion is pending.
2. Motions must be seconded by another member. A second merely implies that the seconder agrees that the motion should come before the committee and not that he/she necessarily favors the motion.
3. The chairperson states the question on the motion.
  - a. The motion is now pending and open for debate.
  - b. It is the duty of the chairperson to clarify the wording of the motion if need be, but he must preserve the content to the satisfaction of the mover before the question is stated.
  - c. The chairperson can rule that a motion is out of order if:
    - i. It is out of order on the agenda.
    - ii. There is a motion already on the floor.
    - iii. The motion is in conflict with the law.
  - d. The mover can modify his motion or withdraw it before the chairperson states the question.
  - e. The seconder can withdraw his second before the chairperson states the question.
  - f. The general rule is that only one question (with its amendments) can be considered at one time. If a motion is pending it must be adopted or rejected by a vote or the question must be disposed of before other business can be considered.
4. Debate on the motion must be confined to the merits of the pending question.
5. The chairperson puts the question to a vote.
  - a. The chairperson repeats or clearly identifies the motion.
  - b. The vote is done verbally or by a show of hands to verify an inconclusive voice vote.
6. The chairperson announces the result of the vote.
7. The chairperson declares that the motion is adopted or rejected.

#### AMENDMENTS:

1. Amendments of a motion:
  - a. A member can move to amend a motion while that motion is pending.
  - b. The mover must approve the suggested amendments.
  - c. A vote to reject the motion to amend leaves the original motion intact.
  - d. A vote to adopt the motion to amend leaves the motion pending in a modified form.
  - e. Only two amendments to a motion may be made at one time.
    - i. The primary amendment relates directly to the main motion.
    - ii. The secondary amendment relates only to the amendment.

#### APPEAL OF THE CHAIR'S RULING:

1. A committee member can move to appeal a ruling of the chairperson. One member must make the appeal and the appeal must be seconded.
2. The appeal must be made at the time of the ruling and is untimely if there has been any intervening debate or business.
3. The chairperson's decision stands unless reversed by a majority of the committee. The effect of an appeal is to take the question from the chairperson and vest it in the committee for final decision.
4. The appeal process applies only to rulings and not opinions of the chairperson.

MOTION TO RECONSIDER THE VOTE:

1. The motion can be made regardless of the time that has elapsed since the vote was taken.
2. The motion can be made by any member who did not vote on the losing side; or, in other words, the maker of the motion to reconsider can be one who voted on the prevailing side, or one who did not vote at all, or even one who was absent. This motion must be seconded.
3. The motion requires a two-thirds vote to adopt unless all the members of the committee who voted with the prevailing side are present, or have been notified that the reconsideration will be moved. If notification has been given, it requires a majority vote.
4. If the motion to reconsider the vote is approved, the reconsidered motion is treated as if it had been previously not considered.

MOTION TO RESCIND, REPEAL OR ANNUL A MOTION:

1. This motion must be seconded.
2. The motion requires a two-thirds vote unless notification has been given in advance. A majority vote is required if advance notice has been given.

MOTION TO AMEND SOMETHING PREVIOUSLY ADOPTED:

1. This motion is used if it is desired to change only a part of the text, or to substitute a different version.
2. This motion requires a second.
3. A two-thirds vote is required unless previous notice has been given, in which case a majority vote is required.

MISCELLANEOUS:

1. The Committee may amend these rules of order at the discretion of the Committee provided the amendment is not in conflict with state statutes.
2. The Committee will not address personnel issues nor spread rumors during the meeting.
3. Committee members shall publically state any substantive information they have received from another source that affects their decision in an effort to educate and inform other committee members in the decision making process.