

**Procedural Rules of the  
Regional Emergency Medical Services Authority  
Of the City of Sioux Falls, South Dakota**

**Article I—The Authority**

Section 1. *Name of Authority.* The name of the authority shall be the Regional Emergency Medical Services Authority of the City of Sioux Falls, South Dakota.

Section 2. *Seal of Authority.* The seal of the authority shall be in the form of a circle and shall bear the name of the authority.

Section 3. *Office of Authority.* The offices of the authority shall be at City Hall in the City of Sioux Falls, County of Minnehaha, State of South Dakota, but the authority may hold its meetings at such other places as it may designate.

Section 4. *Commissioners of Authority.* The powers of the authority shall be vested in the commissioners thereof, of which there are five (5) in number.

**Article II—Officers**

Section 1. *Officers.* The officers of the authority shall be a chair and a vice chair as elected annually by the Authority.

Section 2. *Chair.* The chair shall preside at all meetings of the authority. Except as otherwise authorized by resolution of the authority, the chair and secretary shall sign all contracts, deeds, and other instruments made by the authority. At each meeting, the chair shall submit such recommendations and information, as the chair may consider proper concerning the business, affairs, and policies of the authority.

Section 3. *Vice Chair.* The vice chair shall perform the duties of the chair in the absence or incapacity of the chair; and in case of the resignation or death of the chair, the vice chair shall perform such duties as are imposed on the chair until the authority selects a new chair.

Section 4. *Secretary.* The secretary shall be the executive director of the authority and as such shall have general supervision over the administration of its business and affairs, subject to the direction of the authority. The secretary shall be charged with the management of the activities of the authority. No commissioner of the authority shall be eligible to this office except as a temporary appointee.

The secretary shall keep the records of the authority, shall act as secretary of the meetings of the authority and record all votes, and shall keep a record of the proceedings of the authority and in a journal of proceedings to be kept for such purpose, and shall perform all duties

incident to his office. The secretary shall keep in safe custody the seal of the authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the authority.

Section 5. *Additional Duties.* The officers of the authority shall perform such other duties and functions as may from time to time be required by the authority or rules and regulations of the authority.

Section 6. *Election or Appointment.* The chair and the vice chair shall be elected annually, as scheduled by the commissioners, from among the commissioners of the authority, and shall hold office until their successors are elected and qualified.

Section 7. *Vacancies.* Should the offices of chair or vice chair become vacant, the authority shall select a successor from its membership at the next regular meeting for the unexpired term of said office.

Section 9. *Compensation of Commissioners.* The commissioners of the authority shall not receive compensation for their services, but are entitled to the necessary expense, including traveling expenses, incurred in the discharge of their duties.

### **Article III—Meetings**

Section 1. *Regular Meeting.* Regular meetings of the authority shall be scheduled monthly on such regular meeting dates as may be established from time to time by the authority.

Section 2. *Special Meetings.* The chair of the authority may, when deemed expedient, and shall, upon the written request of two members of the authority, call a special meeting of the authority, for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the authority or may be mailed to the business or home address of each member of the authority. At such special meeting, no business shall be considered other than as designated in the call, but if a quorum of all the members of the authority is present at a special meeting, any and all business may be transacted at such meeting.

Section 3. *Quorum.* The powers of the authority shall be vested in the commissioners thereof. A majority of the commissioners of the authority shall constitute a quorum for the purpose of conducting business of the authority and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the authority upon a vote of a majority of the commissioners present.

Section 4. *Order of Business.* At the regular meetings of the authority, the following shall be the normal order of business:

1. Roll call
2. Approval of the minutes of the previous meeting
3. Unfinished business
4. New business
5. Reports of committees
6. Reports from EMS Agencies
7. Contract Compliance Report
8. Report of the secretary
9. Report of the Medical Director
10. Public input as time allows at the discretion of the Chair
11. Adjournment

Public input may be allowed at the discretion of the Chair as time allows only after all other business has been concluded. Individuals wishing to address the authority will state their name and should avoid providing any patient identifying information for any particular service call. Individuals who reside in Sioux Falls who have not recently (within the past three months) provided public input will be given preference as time allows. The Chair may limit public input to 3 minutes per individual and may limit the total time by topic.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the authority.

Section 5. *Manner of Voting.* The voting on all questions coming before the authority shall be by roll call, and the ayes and nays shall be entered upon the minutes of the meeting.

Section 6. *Rules of Order.* "Robert's Rules of Order, Newly Revised," as revised, shall govern the authority in its deliberations in cases not otherwise provided for by statute, ordinance, resolution, rule, or regulation.

Section 7. *Open Meetings.* All regular and special meetings of the authority will be open to the public; however, the authority may elect, from time to time, to hold executive sessions to the extent authorized by law.

Section 8. *Notice of Meetings.* Written notification of meetings shall be given and include time and date, location, and agenda of business.

#### **Article IV—Attendance**

Section 1, *Meeting Attendance.* Meeting attendance records will be kept by the secretary. It is expected that the commissioners attend scheduled meetings whenever possible. Physical attendance is expected. In any rolling 12 month period at least 50% attendance is required. Commissioners whose attendance drops below that level will be notified and asked to commit to improved attendance or resign.


**Article V—Amendments**


Section 1. *Amendments to Rules.* The rules of the authority shall be amended only with the approval of at least three of the commissioners of the authority at a regular or special meeting after notice of the proposed change has been given to each commissioner at least one calendar week before the meeting.

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We hereby certify that the foregoing are the rules of procedure of the Regional Emergency Medical Services Authority of the City of Sioux Falls, South Dakota, adopted at the first meeting of said authority.

Dated this 26<sup>th</sup> day of July, 2017

  
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Chairman

  
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Executive Director

(SEAL)

