

**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, hereinafter referred to as the “Authority.”

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 the City of Sioux Falls Health Department 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 who are duly appointed by law.

Article II—Officers

Section 1. *Officers.* The officers of the Authority shall be a chair and a vice chair as elected annually by the commissioners of 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 for 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, record all votes, and shall keep the minutes of the proceedings of the Authority

to be kept for such purpose as provided by law, and shall perform all duties incident to this 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 among its remaining commissioners at the next regular meeting for the unexpired term of said office.

Section 8. *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. Any official meeting of the Authority may be conducted by teleconference as authorized by law.

Section 2. *Special Meetings.* The chair or any two commissioners of the Authority may 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 electronically delivered to each commissioner or may be mailed to the business or home address of each commissioner. Such special meeting shall be conducted as provided by law. In the event the chair and vice chair are both unable to preside at a regular or special meeting for any reason, then the remaining commissioners who constitute a quorum of the Authority may select a chair pro tem to preside over such meeting.

Section 3. *Quorum.* The powers of the Authority shall be vested in the commissioners thereof. A majority of the commissioners 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 (may be limited as time allows at the discretion of the Chair)
11. Adjournment

Public input will be allowed as provided by state law 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 the City of 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 per individual and may limit the total time by topic.

All resolutions shall be in writing and shall be copied in the minutes of the proceedings of the Authority.

Section 5. *Manner of Voting.* The voting on all questions coming before the Authority shall be by a voice vote. If any commissioner votes in the negative, then the ayes and nays shall be determined by a roll call vote and 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. Written notification shall be posted at the offices of the Authority.

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. In any calendar year each commissioner must attend at least 50% of the regular meetings of the Authority. A commissioner who does not meet that attendance requirement may be subject to removal as provided by law.

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 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.

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, as duly adopted at a meeting of said Authority.

Dated this 25th day of January, 2023



Chair

(SEAL)



Executive Director