

# **JOINT MEDICAL EMERGENCY PREPAREDNESS GROUP BYLAWS**

Amended 1986, Revised 1990, 1993, 1998, 2003, 2006, 2010, 2012, 2019, 2022

## **ARTICLE ONE**

### **NAME, COMPOSITION AND EXECUTIVE COMMITTEE**

#### **Section 1.1 Name**

The name of the organization shall be the Joint Medical Emergency Preparedness Group, hereinafter referred to as the JMEPG. Founded in 1979, the committee is comprised of organizations within the Municipality of Anchorage and the Matanuska Susitna Borough.

#### **Section 1.2 Composition**

The foundation of this committee consists of representatives from Alaska Native Medical Center, Alaska Regional Hospital, Joint Base Elmendorf Richardson 673<sup>rd</sup> Medical Group, Mat-Su Regional Medical Center, Municipality of Anchorage Office of Emergency Management, Municipality of Anchorage – Anchorage Health Department, Providence Alaska Medical Center. Additional participants may be voted into the JMEPG by its members. Current membership is shown in Addendum 1.

#### **Section 1.3 Executive Committee**

To accomplish the business of regular meetings and to facilitate the work of the group, there shall be a chairperson, vice chairperson, and secretary selected from the membership as an executive committee. The duties and rotation of these executives are described in Article Six below.

## **ARTICLE TWO**

### **PHILOSOPHY, PURPOSE, AND GOALS**

#### **Section 2.1 Philosophy**

This group is based on the concept that an organized exchange of information and planning efforts among members and other organizations can carry out the following:

1. Promote healthcare emergency preparedness;
2. Assist its members to help their institutions limit the consequences of a disaster;
3. Participate in a coordinated response; **and** maximize and coordinate resources.
4. Test and revise coordinated plans through exercise.

#### **Section 2.2 Purpose**

The main purpose of the group shall be to promote healthcare emergency preparedness by the assembling of regularly planned meetings of the Membership and other individuals and agencies involved in healthcare emergency response.

#### **Section 2.3 Goals**

1. **Community Partnership**—Identify community partners who are vital to healthcare organizations during a disaster, and develop relationships with those community partners to better integrate them into preparedness planning activities, response, and recovery.
2. **Planning**—Work with regional and statewide entities to determine a cohesive plan for incident/disaster response and recovery.
3. **Communication and Information Sharing**—Develop strategies for regional information exchange, as well as infrastructure to support information exchange.
4. **Drills and Exercises**—Plan and execute drills and exercises to test and improve the preparedness capabilities of healthcare entities. Collectively review and track After Action Reports and Corrective Actions.
5. **Training and Education**—Seek out and promote opportunities for emergency preparedness training and education for all members.
6. **Resource Sharing**—Develop strategies to promote resource sharing before and during an incident or disaster.

## **ARTICLE THREE** **MEMBERSHIP**

### **Section 3.1 Eligibility**

General membership in the group shall be available to any agency or organization that is involved in emergency medical preparedness and response within the Municipality of Anchorage and Matanuska Susitna Borough.

### **Section 3.2 Types of Membership**

The types of membership in the JMEPG shall be General Members (at-large) and Ex-Officio Members. General members shall remain local, within the census boundaries to include Matanuska Susitna Borough, and Ex-officio members representing other organizations are admitted upon request. [refer to addendum one for a list of General Members]

### **Section 3.3 Establishment of Membership**

Membership in the group shall become effective when a letter of request has been approved by 1/2 vote of the current voting membership.

### **Section 3.4 Termination of General Membership**

- 3.4.1 Resignation by a member shall be done by written notification to the presiding chairperson, and acknowledged by the entire group at a regularly scheduled meeting.
- 3.4.2 General membership from any particular organization will provide an alternate representative to the Chairperson and presented at the next regularly scheduled meeting.
- 3.4.3 Membership requires attendance or at least 2/3 of regular meetings unless excused by the Chairperson.

## **ARTICLE FOUR**

## **BUSINESS MEETINGS**

### **Section 4.1 Hosting of Meetings**

The JMEPG will meet not less than once per quarter at the membership's discretion and may meet monthly as required. Meetings will take place at locations hosted by the general membership and/or virtually.

### **Section 4.2 Notice of Meetings**

- 4.2.1 The JMEPG shall hold monthly regular meetings, scheduled in advance and published at least immediately after the prior meeting before the proposed meeting date. Additional meetings may be scheduled as necessary and noticed as early as possible to allow for maximum community participation.
- 4.2.2 An executive session, consisting of the executive committee and general members as deemed appropriate, may be called as needed by the Chairperson. An informative report of what occurred at the executive session will be provided to the general membership at the next regularly scheduled meeting.

### **Section 4.3 Parliamentary Procedures**

Parliamentary procedures for all meetings of the JMEPG shall be in accordance with Robert's Rules of Order, as most recently revised, except as provided for in Federal, State, and Municipal statute or in these Bylaws.

### **Section 4.4 Quorum**

A quorum shall be that number equal to or greater than 1/2 of the current voting membership.

## **ARTICLE FIVE**

### **VOTING**

### **Section 5.1 Eligibility to Vote**

Each general membership entity will be allowed one vote.

### **Section 5.2 Majority Vote**

Except as specified elsewhere in these bylaws, voting will be by basic majority of voting members present when a quorum has been established.

## **ARTICLE SIX**

### **OFFICERS**

### **Section 6.1 Chairperson**

The Chairperson shall preside at all meetings. The Chairperson's duties are to provide leadership and direction to programs, to call meetings, and to perform other duties inherent in and implied by the office of Chairperson.

### **Section 6.2 Vice Chairperson**

The Vice Chairperson will assist the Chairperson as requested and shall assume the responsibilities of the Chairperson in his/her absence or resignation.

#### **Section 6.3     Secretary**

It is the duty of the Secretary to keep a complete record of the business of the JMEPG, take minutes at all meetings, distribute and receive all correspondence in the interest of the group, and to maintain and have available all materials and forms necessary to accomplish the business of the JMEPG.

#### **Section 6.4     Rotation of Officers**

Executive committee members shall assume the duties of Chairperson, Vice Chairperson, and Secretary on a rotating basis, serving in each role for one year. In general, the officer serving as Secretary will serve as the Vice Chairperson the following year. The next year, that same person will serve as the Chairperson. Once that member has served in those roles as an Officer and Executive Committee member, the individual will be allowed to take a step back and assist others fulfilling those roles. At any point, a JMEPG member may request to be replaced on the rotation due to other duties. The replacement will be suggested to and voted on by a majority vote of the general membership.

#### **Section 6.5     Exemptions for Acting Officers During a Disaster/Emergency**

Members of the JMEPG may volunteer and hold an officer position as Chairperson, Vice Chairperson, and Secretary during a declared disaster or emergency in which the executive committee members are unable to fulfill the role. The Acting Officers will be suggested to and voted on by a majority vote of the general membership present at the next regular meeting. No quorum is required for the approval of these acting officers. Acting Officers will be in effect until Executive Members can resume the roles.

#### **Section 6.6     Term of Office**

Officers will assume leadership roles at the January meeting of the following year. All officers will fulfill their duties for one year.

### **ARTICLE SEVEN**

### **AMENDMENTS**

#### **Section 7.1     Proposal**

Any proposed amendments or revisions to these Bylaws shall be presented in written form to the Secretary at any regularly scheduled meeting and, after consideration, shall be voted on at the following regularly scheduled meeting.

#### **Section 7.2     Approval**

Any amendment to the Bylaws must be approved by a majority vote of the general membership.

#### **Section 7.3     Review**

The Chairperson shall convene an ad hoc meeting to review the current bylaws every three years. Attendees will include, at a minimum, general membership. Other ex officio members shall be included as appropriate or needed to assist in the review. A record of all revisions to the bylaws, including

effective dates, will be maintained.

## **ADDENDUM ONE**

### **Current General Membership Organizations:**

Alaska Native Medical Center  
Alaska Regional Hospital  
Joint Base Elmendorf Richardson 673<sup>rd</sup> Medical Group  
Mat-Su Regional Medical Center  
Municipality of Anchorage, Anchorage Health Department  
Providence Alaska Medical Center

### **Current Ex-Officio Membership Organizations: 7/2022**

State of Alaska, Department of Health  
Municipality of Anchorage, Office of Emergency Management