

## **First Aid Council Charter**

### **1. ACTIVITY COUNCIL NAME**

The name shall be the First Aid Council.

### **2. AUTHORITY**

This First Aid Council charter is adopted by authority of the Branch Leadership Committee. As approved by the Branch Leadership Committee, the First Aid Council has the following authority:

- Set the standards for all first aid badges
- Develop and maintain Club Wide First Aid Standards for Mountaineers First Aid programs, including but not limited to:
  - Course curriculum and assessment
  - Leadership development

### **3. PURPOSE**

The First Aid Council is a decision-making body. The purpose of the First Aid Council is to promote safe and effective First Aid programs. The First Aid Council does this by maintaining Club Wide First Aid Standards and by promoting shared ideas and resources across branches.

First Aid Council Responsibilities:

- Review/audit and revise all Club Wide First Aid Standards, at least annually.
  - This council is responsible to set the standards for all applicable badges.
- Share ideas and resources across branches with goals of:
  - Consistency where practical
  - Learning from one another to improve both volunteer and student experience
  - Understanding industry best practices and relevant research, where available
- Make other cross-branch decisions as determined by the Council.
- Provide first-aid input and feedback to committees as needed

### **4. VOTING MEMBERSHIP**

Voting membership of the First Aid Council consists of all Branch First Aid Committee chairs. Each branch with an active First Aid Committee gets a single vote, which must be cast by the Chair or the delegated proxy.

### **5. GOVERNANCE**

The First Aid Council is led by group governance. There are no elected or appointed Officers or specific positions of leadership. Collectively, the group is responsible for meeting at least annually, ensuring Club Wide First Aid Standards are reviewed annually and submitted to Branch Leadership Committee for approval when updated, and assigning a facilitator for key decisions.

### **6. DECISION-MAKING**

After group discussion and deliberation, a motion to bring business before the First Aid Council for vote may be made by any two voting members. Any business related to Clubwide Standards that comes before the Council for decision making must pass by 100% consensus of the voting members, including delegated proxies and any members not present, in order to be adopted. Members not present must submit an electronic vote on Club-wide Standards business. Other business must pass by a simple majority of members present who do not abstain.

### **Quorum**

A simple majority of the club's First Aid Committee chairs, including delegated proxies, must be present to make a decision, unless in regards to decisions on Club-wide Standards in which case all branches must vote.

### **Proxy**

In the event that a branch First Aid Committee chair is unable to attend a meeting, they may delegate their proxy to another individual in attendance. A chair must appoint their proxy by the following verifiable means: written, email, text message, or voicemail.

### **Table**

In support of transparency and allowing time for Council members to confer with their committee, any Council member may make a motion to table the vote until a specific future date. The Council is obligated to honor a motion to table a topic for up to four weeks. If the motion is to table the vote for an extended period of time, or if the topic has already been tabled, the Council will vote on whether and for how long to table the decision.

### **Electronic Consensus**

The First Aid Council may make decisions in-between regular meetings to speed up the decision-making process using email, Basecamp, or other electronic means. The process is as follows:

1. After sufficient discussion, a member poses the question: "Is there anyone who would like to have a special meeting before making a decision?" This member must make reasonable efforts to ensure all members of the Council are aware of the discussion.
  - a. If, after 7 days, no member requests a special meeting, Council may seek a decision (as described in Section 6) via electronic vote.
  - b. If a decision is put to electronic vote of the Council, all members have 14 days to vote. A non-vote after 14 days will be recorded as a "no" when pertaining to Club-wide Standards business and "abstained" for other business. The votes of each Council member should be visible to the other members of the Council.
  - c. If a member wishes to have a special meeting, this member schedules and publishes a meeting with at least 4-weeks' notice (this can be online, but must be open to the entire Council). Those present at the meeting will

decide (as described in Section 6) whether to put the issue to vote during the special meeting or to table the issue as described above.

## **7. MEETINGS**

The First Aid Council convenes annual or more frequent meetings called First Aid Summits. First Aid Summits are typically held during the first fiscal quarter of the year, unless all branches agree to an alternate date, and facilitated by a designated Mountaineers staff representative. All First Aid Council members, plus key activity volunteers approved by their branch First Aid Committee chair, are invited to attend First Aid Summits. Additional Council meetings may be held at the discretion of the First Aid Council.

## **8. REMOVAL OF MEMBERS**

No First Aid Council member shall be removed from the Council except for good cause. The process of removal may be initiated upon a two-thirds vote of the First Aid Council, with the affected Council member counting only toward the quorum. Removal may only be voted for good cause shown at a meeting called for that purpose, with notice of that purpose sent to all Council members and to the Vice President of Branches. If a branch First Aid Chair is removed, the branch must agree upon a replacement.

In the event of a dispute about whether a proposed replacement should serve on the First Aid Council, the Vice President of Branches will consult as necessary and make the final decision.

## **9. AMENDING THE COUNCIL CHARTER**

Amendments to this First Aid Council charter may be proposed by any Council member. Approval by the First Aid Council of any amendments should be made by 100% consensus. All amendments must also be approved by the Branch Leadership Committee.

Amendment History:

The First Aid Council Charter was first approved following review of the Branch Leadership Committee on May 12, 2023.