

Draft
Code of Conduct
National EMS Advisory Council

Member Communications

- Members should silence all electronic devices during all Council meetings.
- Members should refrain from the use of personal communications devices, including laptop computers, during meetings
- If a member must answer a wireless device call, the member must exit the meeting room before doing so
- Members may not engage in “sidebar conversations” during the meeting
- Members should remain in the meeting room for entire meeting
- Members must maintain a professional demeanor and act courteously to all participants during Council meetings
- Members may pose questions of persons providing public comment, but may not engage in debate

Media Contacts

- Members must refer media inquiries and requests to the DFO for appropriate action
- Most media queries will be handled by the DFO or Chair
- Unless specifically authorized by the DFO, an individual member, other than the Chair, may not speak on behalf of the NEMSAC
- Members may not release minutes or documents to the media or public until they are posted by NHTSA on www.ems.gov or until the DFO indicates they may be released.

Conflicts of Interest

- Each member represents the interests of a sector or discipline in the EMS community and will strive to provide advice in connection with all Council activities that is consistent with the best interests of that sector or discipline, as a whole
- Members do not represent specific organizations or their employers
- If a conflict arises between a member's representation of an EMS sector or discipline and the interests of the member or his/her employer, the member has an obligation promptly to notify the DFO or Chair
- Minor conflicts may require only notice to Council
- Significant conflicts may require further action

Misuse of Position

- Members may not use NEMSAC membership for private gain – or to further the interests of their family members, associates, employers or organizations to which they belong (except to the extent that those organizations are part of the EMS sector or discipline that the member represents on the Council)
- Members may not display or indicate their NEMSAC membership on their business cards or letterhead
- Members may not solicit or accept gifts from any individual or entity whose interests may be affected by the advice provided by NEMSAC to NHTSA
- Members may not make unauthorized commitments or promises of any kind purporting to bind NEMSAC or NHTSA
- Members will endeavor to avoid any actions creating the appearance that the member is using his or her NEMSAC membership for personal gain or otherwise impermissibly

NHTSA Contacts

- Until further notice, the primary NHTSA contact points for NEMSAC members are:

Drew Dawson
NEMSAC DFO
Phone: 202 366-9966
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Getting Advice

- If you have questions about any of the issues or standards of conduct discussed above, please contact the NEMSAC DFO or Dana Sade of NHTSA's Office of the Chief Counsel at (202) 366-5251 or email us at dana.sade@dot.gov