

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 or appearance problems may require further action, including but not limited to recusing the member from NEMSAC activities or discussions relating to the source of the conflict (for example, if a member or member's organization contracts with NHTSA for a good or service that subsequently is reviewed/discussed by NEMSAC, the member would likely be asked not to participate in the review/discussion)

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
Drew.dawson@dot.gov

Noah Smith
Phone: 202 366-5030
Noah.smith@dot.gov

Susan McHenry
Phone: 202 366-6540
Susan.McHenry@dot.gov

- NEMSAC members wishing to obtain ethics advice may contact the DFO or NHTSA ethics counsel at:

Dana Sade
NHTSA Ethics Counsel
Phone: 966-5244
Dana.Sade@dot.gov