

BYLAWS
EAST REGIONAL TIME SENSITIVE EMERGENCY COMMITTEE

Revised
September 2019

Article I: Name

This regional Time Sensitive Emergency (TSE) committee shall be known as the East Regional Time Sensitive Emergency Committee. It shall be referred to in this document as the ERTSEC.

Article II: Definitions

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The ERTSEC shall include physicians, nurses, mid-level providers, EMS agencies, hospital administrators, and representatives of such other emergency-related organizations and/or agencies as may be deemed appropriate by the committee.

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The ERTSEC shall be comprised of the following Idaho counties: Bingham, Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton.

Article III: Duties

• The duties of the ERTSEC shall be as follows:

- Implement care guidelines, policies, procedures, and protocols for the regional TSE system that are consistent with the State of Idaho Time Sensitive Emergency Standards Manual.
 - _ Conduct regional quality improvement, including receipt of reports prepared by the council containing trauma, stroke, and STEMI/cardiac emergency data and making recommendations to facilities within the region based on those reports.
 - _ Advise the committee concerning the statewide TSE system.
 - _ Establish trauma, stroke, and STEMI/cardiac emergency education and prevention programs.
- Perform other duties required by Idaho code and State TSE council rules as designated in IDAPA 16.02.01 "Rules of the Idaho Time Sensitive Emergency System Council".
- _ Conduct other activities needed to ensure optimal delivery of trauma, stroke, and STEMI/cardiac emergency care services within the region.

Article IV: Membership

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Membership of the ERTSEC is to be comprised as follows:

- Member(s) from each facility that is designated or is seeking designation as a trauma, stroke or cardiac care facility. There may be one member for each type of designation.
- One (1) member from each air medical EMS agency that provides patient transport in the region.
- _ One (1) member that is a hospital administrator at a facility that holds or is seeking designation.
- _ One (1) member that represents each EMS agency that provides patient transport in the region.
- One (1) pediatrician or pediatric trauma specialist that serves patients in the region.
- The immediate past chairman of ERTSEC.
- One (1) member of TSE-affiliated agencies or organizations; i.e., Regional Health Care Coalition (RHCC), Ad hoc Regional Crisis Intervention Team, Regional Critical Incident Stress Management Team regional educational institutions providing training in related emergency medical care fields, an or other agencies or organizations deemed relevant to the work of ERTSEC as may be from time to time designated by the committee.

Article V: Officers

Section 1: Designation of Officers

*The ERTSEC will have officers including: Chairman, Vice-Chairman, and Secretary.

*The term will be two years and officers may serve unlimited successive terms. See Article VI, Section 2 below for nomination and election procedures.

Section 2: Duties of Officers

- * Officers' responsibilities include but are not limited to: calling meetings; conducting meetings; setting agenda; taking minutes; keeping committee records; notifying membership about meeting times, locations, and agendas; and handling committee correspondence.
- Chairman serves as a member of the Idaho Time Sensitive Emergency Council.
- Chairman shall conduct ERTSEC meetings. In Chairman's absence another officer may serve as Acting Chairman.

Article VI: Meetings

Section 1: General Meetings

The ERTSEC shall meet quarterly. Additional meetings may be called at the Chair's discretion or by a Quorum of the membership by petition.

Notification of meetings shall be provided by email and posted on the TSE website at least 48 hours in advance

Minutes will be taken at each meeting.

Section 2: Special Meetings

Election of officers will occur at a regular meeting in January once every two years and be preceded by a nominating period off our weeks. Nominations may be submitted in writing or email to an officer of the Committee. Nominations may also be made at the regular January meeting for election of officers. * A special meeting for election of officers will also be called to replace a vacancy or by petition of a Quorum of the membership.

Bylaws changes will occur at a regular or special meeting. Bylaws changes can be proposed at any general meeting. The proposed changes will be posted by email and on the TSE website. A public comment period of at least thirty (30) days will follow posting of proposed Bylaws changes prior to a final vote.

Section 3: Voting

- * Facilities will have two votes per facility; one from a clinical representative and one from an administrator
- * Each EMS and Air Medical EMS agency will have one vote per agency.
- * Pediatric specialist will have one vote.
- * Votes may be cast by voting members physically present or by voting members present electronically. * Present voting members may carry at most one proxy for a voting member not present. Proxy must be written (email acceptable) and delivered to the Chair prior to or at the beginning of the meeting.
- * Chairman or Acting Chairman only votes in the case of a tie.
The immediate past Chairman shall be a non-voting member.
- * Voting members are to be identified at the beginning of each meeting.
- * Ad Hoc members shall be non-voting members

Section 4: Quorum

*A quorum will exist when voting members are present (physically or electronically) from at least five agencies and three facilities.

Section 5: Open Meeting Law

- All meetings of the ERTSEC shall be subject to the Idaho Open Meeting Law, Idaho Code 67-2340 through 67-2347.

Article VII: Subcommittees

*The ERTSEC may establish subcommittees as the need arises.

Article VIII: Fiscal Policies

*The ERTSEC has no fiscal responsibility. Any financial matters encountered by the region will be addressed by the statewide TSE Council.

Article IX: Parliamentary Procedure

* "Parliamentary Procedure Made Easier" published by Washington State University shall govern procedure of the ERTSEC except as otherwise required by statute or rule or by these Bylaws.

Article X: Signatory

* We, the undersigned, representing the membership of the East Regional Time Sensitive Emergency Committee consent to and adopt the foregoing bylaws as the bylaws of this organization.

Article IX: Signatory

We, the undersigned, representing the membership of the East Regional Time Sensitive Emergency Committee consent to and adopt the foregoing bylaws as the bylaws of this organization.

Dana Palmer & Dana Palmer

Gregg Hardy

Troyce Miskin

Roger Anderson

Dawn Rae

Eric Day

Mic White

Jill Egan

Bert Mechem

Cheri Arnold

Tammy Coffel

Andi Anderson

Brian O'Byrne

Jose McGee By Phone: Electronic Approval