

STATE OF IDAHO

North Regional Time Sensitive Emergency Committee

Bylaws

Region I TSE Bylaws Committee

Effective 03/18/2016

Right patient, right time, right place.

Article I: Name

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

Article II: Definitions

The NRTSEC shall include physicians, nurses, EMS agencies, and hospital administrators.

The NRTSEC shall be comprised of the following Idaho counties: Benewah, Bonner, Boundary, Kootenai, Latah, and Shoshone.

Article III: Mission

- The mission of the NRTSEC is to develop and maintain a collaborative system to ensure that the patient suffering from traumatic injury, STEMI, stroke and other TIME SENSITIVE EMERGENCIES (TSE) in North Idaho gets to the right facility in the right amount of time.

The duties of the NRTSEC shall be as follows:

- Implement care guidelines, policies, procedures and protocols for the regional TSE system.
- Conduct regional quality improvement, including receipt of reports prepared by the statewide IDAHO TSE Council (henceforth referred to as the Council), containing trauma, stroke and heart attack data and making recommendations to facilities within the region based on those reports.
- Advise the Council concerning the statewide system.
- Establish trauma, stroke and heart attack education and prevention programs.
- Perform other duties required by Idaho code and council rules.
- Conduct other activities needed to ensure optimal delivery of trauma, stroke and heart attack care services within the region.

Article IV: Membership

Membership of the NRTSEC must be comprised as follows but can include more members as needed or desired:

- Member(s) from each facility that is designated or is seeking designation as a trauma, stroke or heart attack 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.
- One (1) representative from a 911 PSAP that does EMS dispatch.
- One (1) representative from Panhandle Health District.

- All members will have equal representation on the committee and the right to vote on all general membership items. Also, committee members may serve on any number of sub-committees.
- Members must represent one of the disciplines outlined above. Should the member leave one of said disciplines, they will no longer be a member of the committee. Additionally, members will declare the organization and/or discipline that they are representing.
- Declared member or proxy must maintain an attendance of at least 50% of the general membership meetings annually.
- Members of the committee should always represent the interest of the Region, not personal or organizational interests. Additionally, if a member is in direct business or organization conflict with an issue they should abstain from voting on said issue.
- Membership length is determined by the organization that the member represents. If the organization chooses another representative for a specific discipline, notice should be given to the Chair of the committee.
- If a member does not meet attendance expectations or violates the conflict of interest section, the Executive Committee (as defined in Article VII) may vote to remove the member. If a member is removed, the sponsoring organization/discipline will be notified and asked for another member.
- Any vacancy that arises will be addressed by the Executive Committee. They will reach out to the organization with the vacancy for a nomination of a new member. Once a nomination is made the Chair will appoint the new member. Should the organization/discipline not be able to put another member forward the Executive Committee will be consulted for further action.

Article V: Officers

Section 1: Designation of Officers

- The NRTSEC will have the following officers; Chair, Vice-Chair and Secretary. The officers will serve two year terms and can serve multiple terms. Each position is nominated from the general membership at the designated annual meeting. All elections will be determined by a majority vote (as defined in Article IX). The Chair and Secretary will be elected in odd years and the Vice-Chair will be elected in even years. Should an officer need to resign their position, the committee, through the normal nomination and voting procedures, will vote on a replacement from the membership to fill the unexpired term of said officer.

Section 2: Duties of Officers

- Chair duties to include but not limited to: calling meetings; setting agenda; serving as a representative of the committee, chairs bylaws subcommittee, creates needed subcommittees and appoints their membership including designation of chair, and also serves as a member of the Idaho Time Sensitive Emergency Council
- Vice Chair duties to include filling in for the Chair when he or she unavailable, including proxy attendance at the Idaho Time Sensitive Emergency Council.
- Secretary duties to include taking minutes; keeping committee records; notifying membership about meeting times, locations, and agendas, and handling committee correspondence.
- It is the duty of all officers to ensure compliance with the Idaho Open Meeting Law (Idaho code 67-2340 – 67-2347)

Article VI: Meetings

Section 1: General Meetings

- Frequency and location. – The Committee will meet at least quarterly or as needed, determined by the Chair. Meetings will be held on the third Friday of the selected month – time and location to be determined by the Chair.
- Notification – Official notification of NRTESC general and subcommittee meetings will be published on the Idaho TSE website no later than 5 calendar days prior to the meeting date. Agendas will be posted on the Idaho TSE website no later than 48 hours prior to the meeting.
- Minutes – Minutes will be taken for all general and subcommittee meetings, with the exception of any protected QA/QI content that occurs during executive session as outlined in Idaho Code (67-2345 1d). Draft minutes will be posted on the Idaho TSE website within 7 calendar days for the meeting, and final minutes will be posted within 7 days of approval at the next meeting.

Section 2: Special Meetings

- Chair has the ability to call special meetings as needed.

Section 3: Annual Meeting

- The annual meeting will be held in the first quarter of each calendar year.
- Election of officers – will be done at the first meeting of the calendar year according to Article V.

Article VII: Standing Subcommittees

1. Bylaws Subcommittee- Voting members of the subcommittee: NRTSEC Chair (will serve as chair), NRTSEC secretary, 1 physician, 1 hospital representative, 1 ground EMS representative, 1 air medical EMS representative, 1 member at-large. Any recommendations made by the bylaws subcommittee will be forwarded to the general membership for action.
2. QI/QA Subcommittee – Voting members of the subcommittee: NRTSEC Vice-Chair, 1 ED physician, 1 subspecialty physician, (Trauma/Neurology/Cardiology), manager of 1 of the TSE domains from the highest designated hospital in the region, 1 member from a critical access hospital, 1 ground EMS representative, 1 air medical EMS representative and 1 Panhandle Health District representative.
3. Protocol/Policy Subcommittee- Voting members of the subcommittee: NRTSEC Chair, 1 ED physician, 1 physician from another subspecialty, 1 ground EMS representative, 1 air medical EMS representative, 1 tertiary hospital representative, 1 critical access hospital representative and 2 members at large.
4. Education Subcommittee– Voting members of the subcommittee: 1 physician, 1 representative from a tertiary care facility, 1 ground EMS representative, 1 air medical EMS representative and 1 representative from a critical access hospital.
5. Executive Committee– Voting members of the committee: all NRTSEC officers, 1 administrative representative from a tertiary care hospital, 1 administrative representative from a critical access hospital, 1 physician from a tertiary care hospital, 1 physician from a critical access hospital, 1 EMS representative.

6. The North Regional TSE Committee Chair will appoint the subcommittee chairs. Each subcommittee will report at all general membership meetings on activity. It will be up to each subcommittee as to the schedule and frequency of their meetings.

Article VIII: Fiscal Policies

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

Article IX: Parliamentary Authority

- The Committee will use Roberts Rules of Order to govern their activities. Additionally, all committee and subcommittee activity is subject to the Idaho Open Meetings Law (Idaho code 67-2340 – 67-2347).
- A quorum is defined as members of the committee present with a minimum of one NRTSEC officer and 11 general members. No vote can take place unless a quorum is present.
- All voting will be done in person (including all forms of acceptable media). A simple majority of the members present is needed to pass a motion.

Article X: Amendment of Bylaws

- Any general member can propose an amendment to the bylaws. The proposal should be sent to the Chair of the Committee (also the Chair of the Bylaws Subcommittee) who will then call a meeting of the Bylaws Sub-committee for discussion and action. If the Bylaws Subcommittee is in favor of the change then they will notify the entire Committee at least two (2) weeks prior to a general membership meeting where a vote of the entire membership will be held. A supermajority (2/3) of the members present at the meeting (as defined in Article IX) will need to vote in favor of the change. If the propose bylaws change wins a majority vote, the new bylaw will take effect immediately.

Article XI: Proxies

- A member may appoint a proxy to assume voting rights for that member by notifying an office in writing (acceptable forms of writing include email or letter). Written documentation should be attached to the minutes of the meeting for the record.

Article XII: Transactions of the Organization

Section 1: Expenditure Approval

- Expenditure approvals are being handled by the Idaho TSE Council and TSE staff.

Section 2: Payment Process

- Payment processes are to be handled by the Idaho TSE Council and TSE staff

Article XIII: Signatory

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

Printed Name	Title	Signature	Date