

STATE OF IDAHO

Southwest Regional Time Sensitive Emergency Committee

Bylaws

Accepted February 21, 2019
Previous version accepted March 15, 2018

Right patient, right time, right place.

Article I: Name

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

Article II: Definitions

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

The SWRTSEC shall be comprised of the following Idaho counties: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley and Washington.

A facility shall be considered “seeking designation” when an application or letter of intent for any level of any offered TSE Designation has been received by the State TSE staff from that facility or agency.

Article III: Mission

- Our mission is to provide the communities of southwest Idaho with a comprehensive, evidence-based, collaborative and integrated Time Sensitive Emergency System that ensures rapid transport to appropriate destinations. We are committed to delivering quality health care services in a caring, efficient, and fiscally responsible manner.

The duties of the SWRTSEC 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 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 SWRTSEC must be comprised as follows:

- 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 manager or administrator from a critical access hospital that holds or is seeking designation as approved by voting membership.

- One (1) member that is a manager or administrator from an urban or tertiary facility that holds or is seeking designation as approved by voting membership.
- 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) member representing each EMS system within the region.
- Members must maintain active and consistent participation within the organization that they represent.
- Nominations must occur within the organization that the individual represents.
- Each committee member must disclose any financial conflicts of interest prior to service.
- Terms of service for general members are 2 years, and there is no limit to the number of terms served. Membership will be evaluated at the annual meeting.
- Non-voting members can be added at the discretion of the committee to include sub-specialists in the areas of trauma, heart attack, and stroke as approved by majority vote of voting members present.
- Members who wish to resign should notify one of the SW Region TSE officers in writing.
- Voting members with less than 50% attendance in one year will have their voting membership status reviewed.
- Removal of members should occur by 2/3 majority vote of total membership.
- Vacancies can be filled at any time by agency/facility nomination.

Article V: Officers

Section 1: Designation of Officers

- There are three officer positions: Chairperson, the Co-chairperson, and Secretary.
- Chairperson serves for 2 years as elected every odd year.
- Co-chairperson will serve a 2 year term as elected every even year.
- Secretary will serve a 1 year term.
- There is no limit to the number of consecutive terms an officer can hold.
- Vacancies can be filled at any time and must be approved by the majority of members.
- Officers will be chosen from the committee's voting membership.

Section 2: Duties of Officers

- Chairperson duties include calling meetings, leading meetings.
- Co-chairperson duties include setting agenda, handling committee correspondence, leading meeting in chairperson's absence, disseminating information among officers.
- Secretary duties include taking minutes, keeping committee records, notifying membership about meeting times, location and agendas, and providing printed materials for meeting.
- Chairperson also serves as a member of the Idaho Time Sensitive Emergency Council.

Article VI: Meetings

Section 1: General Meetings

- Meetings shall occur at least quarterly in a rotating location within the region. Notification of the meeting including agenda will be posted on www.tse.idaho.gov in accordance with the open meeting law.
- Minutes shall be taken at every meeting and posted on www.tse.idaho.gov when approved by committee.

Section 2: Special Meetings

- Special meetings may be called at the discretion of the chairperson in accordance with the open meeting law.

Section 3: Annual Meeting

- Annual meeting will occur every year within the first quarter of the calendar year.
- Election of new officers will occur.
- Bylaws will be reviewed and proposed changes are approved or disapproved as described in Article X.
- Review the standing committees and adjust accordingly.
- Discuss and decide upon goals of the committee for the next year.

Article VII: Subcommittees

Sub-Committee Definition:

Goal Statement:

The purpose of the sub-committee is to address projects as assigned by the regional TSE Committee. Proposed project solutions will be brought back to the TSE Committee for further discussion and approval as defined in Article XI. Sub-committees will be defined by disease process with an ad hoc committee to address non-disease specific projects.

Standing committees:

STEMI-Discuss heart attack related issues and initiatives

Stroke-Discuss Stroke related issues and initiatives

Trauma-Discuss Trauma related issues and initiatives

Executive Committee-Chair, Co-Chair, and Secretary (see Article V, section II)

Nominating-Discuss and provide recommendations for future officers

Education-Discuss, develop, and disseminate Committee- or Council-approved education

Special needs ad hoc

Membership:

*Each committee will have a chair and co-chair as appointed by the TSE Executive Committee
Any interested parties may participate as members*

Article VIII: Fiscal Policies

- This committee has no fiduciary responsibilities.

Article IX: Parliamentary Authority

- We will use Robert's Rules of Order to conduct any business.

Article X: Amendment of Bylaws

- Any member can propose an amendment to the bylaws. This must be submitted to an officer in writing.
- Proposed amendment must be disseminated to the committee for review a minimum of 30 days prior to annual meeting.
- Approve of amendments to bylaws require 50% +1 majority vote of voting members present As referenced in Article VI, Section III.

Article XI: Voting and Proxies

1. Voting

Each member of the Committee has one (1) vote on any matter of business before the Committee.

2. Quorum

A simple majority of the members of the Committee shall constitute a quorum. A quorum must be present for any official act of the Committee. Members are strongly encouraged to participate in person. However, members may be present at a meeting by telephone, in accordance with Idaho Code § 67-2342(5).

3. Proxies

Members may vote by proxy. A member may send a representative if he or she is unable to attend a meeting and such representative may vote and may be counted for the purpose of determining whether a quorum is in attendance. The voting member will submit the name of the representative to a member of the executive at least 24 hours prior to the Committee meeting in writing. Proxies will be tracked by voting member.

Article XII: Transactions of the Organization

Section 1: Expenditure Approval

- This committee has no financial responsibilities.

Section 2: Payment Process

- This committee has no financial responsibilities.

Article XIII: Signatory

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