

# Southeast Regional Time Sensitive Emergency Committee

## Bylaws

**Sherman, Rosa**

**9/9/2015**

**Right patient, right time, right place.**

## Article I: Name

This regional Time Sensitive Emergency (TSE) committee shall be known as The Southeast Regional Time Sensitive Emergency Committee. It shall be referred to in this document as the TSE Region 5 (Region 5).

## Article II: Definitions

The TSE Region 5 shall include physicians, nurses, EMS agencies, and hospital administrators.

The TSE Region 5 shall be comprised of the following Idaho counties: Bannock, Bear Lake, Bingham, Caribou, Cassia, Franklin, Minidoka, Oneida, and Power.

## Article III: Mission

### Mission Statement:

Our region will develop and maintain a patient focused system of appropriate care that facilitates getting the patient to the right place at the right time to improve outcomes, provide timely feedback and comparative data.

The duties of the TSE Region 5 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

Voting Membership of the is comprised as follows:

- Each hospital in our region will have a designated (1) representative and each county will have a designated EMS agency with a response area in the region may appoint (1) representative.
- Members must maintain active and consistent participation in TSE Region 5 Committee meetings and health care disciplines. It is expected that if the member is unable attend every meeting or have a designated representative attend in their place.
- Whenever a council member has a financial or personal interest in any matter coming before the Council, the affected person shall fully disclose the nature of the interest and should reclude themselves from the vote related to the conflict of interest. The minutes of the meeting shall record such disclosure.

- Officers or members may be removed from the board for any reason by a two-thirds vote of the membership.

If a vacancy occurs, the Chairperson shall accept nominations from the members of Region 5 committee. The committee will vote on the nominations. The Chairperson shall appoint the new replacement based on the committee votes. The new replacement will fill the unexpired term.

## Article V: Members

### Section 1: Designation of Officers

- Chairperson: Elected by Committee. Will serve a 2 year term.
- Vice – Chair – Elected by Committee. Will serve 1 year renewable.
- Secretary – Elected by Committee. Will serve 1 year renewable.

**Vacancy of Officer:** If a vacancy occurs, the Chairperson shall accept nominations from the members of Region 5 committee. The committee will vote on and nominate replacement.

#### Nominations:

### Section 2: Duties of Officers

- **Chairperson:** (2 year term): The committee will elect a Chairperson. The Chairperson will serve a 2 year term and will represent Region 5 as a voting member on the State TSE Council. At the Chair's discretion, and with affirmation by the voting membership, the Chair may appoint another person to represent the TSE Region 5 on the State TSE Council, this will be done on case by case basis. The Chair person shall preside at meetings of the committee and shall exercise such duties and powers as determined by the Council. In the event that the Chairperson cannot be present at a Council Meeting, the Vice Chair will preside over the meeting. If at any time the Chairperson or the Vice Chair are not able to attend. The Chair will identify a committee Member to preside over a meeting. The Chair will prepare an agenda for each meeting of the committee.
- **Vice Chair:** The committee will elect the Vice-Chair. The Vice-Chair, in the absence of the Chair, shall preside over all meetings and exercise the duties and powers of the Chair, and shall exercise such duties as determined by the committee.
- **Secretary:** The Council will elect a Secretary whose duties are to assure accurate record keeping, maintaining a list of members of the Council and coordinating meetings.
- **Terms:** The terms will be staggered to avoid all officers turning over at the same time. First year term stagger 2 of the four will be 1 year and the other 2 will be for 2 years resume upon filling position for 2 year term.

## Article VI: Meetings

### Section 1: General Meetings

- Frequency and location: Meeting locations will be determined by the Chair and will occur at minimum every three months.

- Quorum: A majority of the voting members of the committee shall constitute a quorum. A quorum must be present for any official act of the committee. This will include members who call into the meeting.
- Notification – Members will be notified by written or electronic means no less than two (2) weeks prior to the meeting.
- Minutes – Minutes will be taken by the secretary and distributed to members and the state. They will be approved by members at the next TSE Region 5 committee meeting and forwarded to the State.

## Section 2: Special Meetings

- Special meetings may be called by the Chairperson. All members of the committee will be notified.

## Section 3: Annual Meeting

- Annual meeting will occur January of the New Year and will include review of the bylaws and election of officers.

## Article VII: Subcommittees

Standing or Ad hoc committees may meet as necessary to fulfill their duties. By the majority vote, the committee may establish working subcommittees in order to fulfill its duties. Such subcommittees are advisory only and have no authority to act. Subcommittees shall not exceed five (5) Council members. Ex-officio members may be added to subcommittees as deemed necessary by the Council. Frequency of meetings will be determined by the subcommittee and approved by the committee. Subcommittees will have a representative at Region 5 meeting's to report.

Sub committees will be called on an as need basis and will be dissolved as soon as the work of the committee is complete. The subcommittees will determine frequency of meetings.

## Article VIII: Fiscal Policies

The TSE Region 5 Committee has no fiscal responsibility. Any matters encountered by the region will be addressed by the state TSE Council.

## Article IX: Parliamentary Authority

*Parliamentary Procedure Made Easier* published by Washington State University or as the same shall be revised from time to time, shall govern procedure of the committee as otherwise required by statute or rule or by these Bylaws.

## **Article X: Amendment of Bylaws**

- Any voting member may propose a change to the bylaws. The change will be voted on at the following meeting or 30 days after the change has been proposed, whichever is longer. For a change in the bylaws there has to be 2/3 vote to pass.

## **Article XI: Proxies**

- Voting proxies can only be used if approved by the Chairperson prior to a vote. The proxy has to be in writing and given to either the Chair or the Secretary.

## **Article XII: Transactions of the Organization**

### **Section 1: Expenditure Approval**

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

### **Section 2: Payment Process**

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

Article XIII: Signatory

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

Printed Name	Title	Signature	Date