



# IDAHO TIME SENSITIVE EMERGENCY SYSTEM

TRAUMA | STROKE | STEMI

## BYLAWS OF THE IDAHO TIME SENSITIVE EMERGENCY SYSTEM OF CARE

### ARTICLE I

#### NAME & PURPOSE

- 1.1 **Name.** The name of this Council shall be the Idaho Time Sensitive Emergency (TSE) System Council.
- 1.2 **Purpose.** The primary purpose of the Council is to develop, implement and monitor a statewide system that includes trauma, stroke and heart attack facilities.
- 1.3 **Authority.** The Council is created pursuant to Idaho Code § 56-1027. Notwithstanding any other provision of law to the contrary, the Council shall exercise its powers and duties in accordance with the provisions of Idaho Code § 56-1024 through 56-1030, relative to establishment of standards and system oversight of the statewide time sensitive emergency system of care.

### ARTICLE II

#### MEMBERS

- 2.1 **Appointment.** The Council will be composed of eleven (11) voting members appointed by the governor upon assurance of equitable geographic and rural representation.

- 2.1.1** Three (3) representatives shall be from facilities holding or seeking designation as follows:

Seeking defined as submitted application

One (1) representative from a facility that either holds or is seeking designation as an Idaho trauma center. The representative may be the medical director, the coordinator or the program manager responsible for the respective facility's trauma program;

One (1) representative from a facility that either holds or is seeking designation as an Idaho stroke facility. The representative may be the medical director, the coordinator or the program manager responsible for the respective facility's stroke program;

One (1) representative from a facility that either holds or is seeking designation as an Idaho heart attack center. The representative may be the medical director, the coordinator or the program manager responsible for the respective facility's heart attack program;

- 2.1.2** Three (3) representatives shall be from EMS agencies as follows:

One (1) representative from an EMS agency licensed by the department that serves a primarily urban response area;

One (1) representative from an EMS agency licensed by the department that serves a primarily rural response area;

One (1) representative from an air medical EMS agency licensed by the department;

- 2.1.3** Two (2) administrators or chief executive officers from hospitals as follows:

One (1) administrator of an Idaho hospital that either holds or is seeking Idaho trauma, stroke or heart attack designation;

One (1) chief executive officer or administrator of an Idaho critical access hospital that either holds or is seeking Idaho trauma, stroke or heart attack designation;

- 2.1.4** Two (2) licensed health care providers who:

One (1) licensed health care provider who routinely works in the emergency department of a hospital that serves a primarily urban area that either holds or is seeking trauma, stroke or heart attack designation;

One (1) licensed health care provider who routinely works in the emergency department of a hospital that serves a primarily rural area that either holds or is seeking trauma, stroke or heart attack designation; and

**2.1.5** One (1) Idaho citizen with an interest in furthering the quality of trauma, stroke and heart attack care in Idaho.

**2.1.6** The chair, or designee, of each regional TSE committee shall be added as a voting member of the council.

**2.2 Terms.** Members of the council shall serve four (4) year terms with half of the members initially appointed, as determined by lot, serving two (2) year terms.

**2.3 Vacancy.** If a vacancy occurs, the governor shall appoint a replacement to fill the unexpired term. Members may be reappointed and may be removed for cause by the governor.

## ARTICLE III

### OFFICERS

**3.1 Election of Officers.** The governor shall appoint a Chair, who shall serve a term of two (2) years. The Council shall elect, by majority vote, a Vice-Chair and such officers as it may deem necessary and appropriate.

**3.2 Vacancy.** Upon a vacancy in any office other than the Chair, a replacement shall be elected by majority vote and the elected member shall serve for the remainder of the term of the vacated office.

**3.3 Chair.** The governor shall appoint a chair who shall serve a term of two (2) years. The Chair shall preside at meetings of the Council and shall exercise such duties and powers as determined by the Council.

**3.3.1** In the event that the Chair and Vice-Chair cannot be present to preside at a Council meeting, the Chair will identify a Council member to preside over a meeting. If the Chair is not able to or does not identify such Council member, the

Council, by majority vote, will identify a Council member to preside over the meeting.

**3.3.2** In coordination with the Bureau of EMS and Preparedness, the Chair shall keep correct minutes of the Council and furnish copies to each member of the Council.

**3.3.3** In coordination with the Bureau of EMS and Preparedness, the Chair will prepare an agenda for each meeting of the Council.

**3.4 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 and powers as determined by the Council.

**3.4.1** Council members elects the Vice-Chair on the opposite year in July that the governor appoints the Chair.

**3.5 Secretary.** The Council may elect a Secretary whose duties are to coordinate with the Bureau to assure accurate record-keeping regarding minutes and other Council business.

**3.6 Treasurer.** The Council may elect a Treasurer to oversee any financial matters related to the TSE Council.

**3.7 Parliamentarian.** It is the responsibility of this officer to assure that meetings are run in accordance with the Idaho Open Meeting Law. This member may be ex-officio and does not have voting rights.

## ARTICLE IV

### MEETINGS

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

**4.2 Meeting Schedule.** The Council shall meet at least semiannually or at the call of the Chair.

**4.3 Meeting Location.** The meeting locations may vary throughout the state to facilitate geographic access by each region. Meeting location will be determined by Council vote.

- 4.4 Quorum.** A majority of the members of the Council shall constitute a quorum for all actions. A quorum must be present for any official act of the Council. 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).
- 4.5 Parliamentary Procedure.** *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 Council except as otherwise required by statute or rule or by these Bylaws.
- 4.6 Voting and Proxies.** Each member of the Council has one (1) vote on any matter of business before the Council and 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.
- 4.7 Establishment of Subcommittees.** By majority vote, the Council may establish working subcommittees. Such subcommittees are advisory only and have no legal 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.
- 4.8 Order of Business.** The order of business at meetings shall be as follows:
- Approval of minutes
  - Approval of agenda
  - Executive Session
  - Regional Reports
  - Unfinished (old) business
  - New business
  - Next meeting date
  - Adjournment
- 4.9 Conflict of Interest.** 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. The minutes of meetings shall record such disclosure.
- 4.10 Attendance.** Council members attendance should be a minimum of 60% of the meetings in a calendar year starting on July 1<sup>st</sup> and ending on June 30<sup>th</sup>. Attendance counts in person, by telephone or by proxy. A member unable to uphold this bylaw shall be removed that calendar year.

**ARTICLE V**  
**COMPENSATION**

- 5.1** Members of the Council shall be compensated as provided in Idaho Code §59-509(b).

**ARTICLE VI**  
**AMENDMENTS**

- 6.1** Members may, by a two-thirds vote of all members, alter, amend, or repeal any bylaws adopted by the members at any duly held meeting of the Council.