

Southern Minnesota Regional Trauma Advisory Committee

By-Laws

ARTICLE I – NAME and PURPOSE

Section 1. NAME

This Regional Trauma Advisory Committee shall be known as

Southern Minnesota Regional Trauma Advisory Committee (SMRTAC)

The SMRTAC catchment area shall consist of the following Minnesota counties, which, all together, shall be referred to in this document as the SMRTAC Trauma Service Area (TSA):

Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Le Sueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan, and Winona

Section 2. PURPOSE

The purpose of the SMRTAC is to advise, consult with, and make recommendations to the State Trauma Advisory Council (STAC) on suggested regional modifications to the statewide trauma criteria that will improve patient care and accommodate specific regional needs, as defined by Minnesota Statute 144.608, Subd. 3. This purpose shall include regional trauma planning, and the establishment and maintenance of a coordinated trauma system with the goal of optimal trauma care for all citizens within the TSA. The SMRTAC shall also facilitate and participate in disaster preparedness efforts across its TSA.

ARTICLE II – MEMBERSHIP and QUALIFICATIONS

Section 1. VOTING MEMBERSHIP

- a. The SMRTAC voting members shall consist of up to fifteen (15) individuals, appointed by the Minnesota Commissioner of Health, including, at a minimum, one from each of the following:
 - i. Medical Director or designee of a Level I or Level II Trauma Center
 - ii. Medical Director or designee of a Level III or Level IV Trauma Center
 - iii. Registered Nurse of a Level IV Trauma Center

- iv. Physician or designee of a Level IV Trauma Center
- v. Regional Emergency Medical Services Director
- vi. Representative of an Aero-Medical Provider
- vii. Representative of an Emergency Medical Services Agency
- viii. Trauma Injury Prevention Specialist
- ix. Pediatric Trauma Specialist
- x. Public Health or Disaster Preparedness Specialist
- xi. Public Safety or Emergency Medical Services Dispatcher
- xii. Hospital Administrator
- xiii. Data Specialist

- b. Any members of the State Trauma Advisory Council from the TSA will be considered *ex officio* members of the SMRTAC.

Section 2. VOTING

- a. Although the SMRTAC encourages attendance and participation at its meetings from all interested parties, only those members designated in Article II, Section 1(a) of these by-laws shall have a vote.
- b. Any member having a conflict of interest on a matter before the SMRTAC shall disclose such interest and abstain from voting as appropriate.

Section 3. DUTIES OF VOTING MEMBERS

- a. Voting Members are expected to attend at least three-fourths of all meetings of the SMRTAC and any of its subcommittees of which they are a member within a calendar year.
- b. If Voting Member is unable to attend a meeting, it is their responsibility to assign a designee to attend in their place.
- c. Absences due to military deployment or other obligation pre-arranged with the chair are exempt from part (a) of this Section.

Section 4. TERMS OF MEMBERSHIP

- a. One-third of the voting member positions will be completed or renewed by the end of each calendar year. The new terms will begin January 1 of each year. All voting members shall serve a three-year term as appointed by the Minnesota Commissioner of Health.

- b. Any member may resign by giving written notice to the Chair of the SMRTAC, at least two weeks prior to any given SMRTAC general meeting, to be effective following that SMRTAC general meeting.
- c. Any member failing to meet the expectation of active participation, as defined by Section 3 of this Article, may be removed by the SMRTAC at their discretion.
- d. Vacancies will be filled by appointment by the Minnesota Commissioner of Health, upon the recommendation of the SMRTAC and endorsement of the STAC.

ARTICLE III – OFFICERS and DUTIES OF OFFICERS

Section 1. DESIGNATION OF OFFICERS

- a. The Officers of the SMRTAC shall include a Chair, Vice Chair, and Secretary.
- b. The Officers shall be elected from among the voting membership of the SMRTAC, and shall serve for a two-year term.
- c. Any officer may be removed without cause by the voting membership of the SMRTAC.
- d. Any officer may resign by giving written notice to the Chair, or, in the case of the Chair, to the Vice Chair, at least one (1) month prior to any given SMRTAC general meeting, to be effective following that SMRTAC general meeting.
- e. Any vacancies shall be filled by election of the voting membership at the next meeting of the SMRTAC.

Section 2. DUTIES OF THE OFFICERS

The Officers shall perform the duties usually performed by such officers and any other duties defined in these by-laws.

Section 3. DESIGNATION OF and DUTIES OF THE REGIONAL TRAUMA COORDINATOR(S)

- a. The Regional Trauma Coordinator(s) shall be appointed by the SMRTAC, and shall serve until he/she resigns, is removed or otherwise disqualified to serve.

- b. The duties of the Regional Trauma Coordinator(s) shall include but are not limited to the following:
 - i. Establish and maintain positive contact with trauma hospitals within the region and promote their active participation in the state trauma system
 - ii. Maintain informative and positive communication with stakeholders and the STAC
 - iii. Maintain and update contact information of all regional trauma stakeholders (EMS, aero-medical, hospitals, rehabilitation facilities, etc)
 - iv. Keep agendas, minutes, and other related meeting materials from SMRTAC and sub-committee meetings and provide them to the STAC upon request
 - v. Prepare and submit an annual grant report to the STAC
 - vi. Facilitate a reliable liaison relationship with STAC
 - vii. Notify STAC as soon as possible of any major changes in the SMRTAC

Section 4. DESIGNATION and DUTIES OF THE EXECUTIVE COMMITTEE

- a. The Officers and the Regional Trauma Coordinator(s) shall constitute the Executive Committee of the SMRTAC
- b. The Executive Committee shall be responsible to set the agenda of each meeting of the SMRTAC, and shall carry out such other duties as are assigned by the SMRTAC.
- c. The Executive Committee shall meet, in person or virtual, as often as necessary to perform its duties.

ARTICLE IV – MEETINGS

Section 1. GENERAL MEETINGS

- a. The SMRTAC shall meet at least four (4) times per calendar year.
- b. Meetings shall be held in person and/or virtual by agreement of the membership.
- c. Written or verbal notice of any general meeting shall be given to the voting membership at least one week prior to the date of the meeting. The date, time, agenda, and location shall be specified.

Section 2. SPECIAL MEETINGS

The Chair or Vice Chair may call special meetings of the voting membership with at least two weeks written or oral notice. The date, time, agenda, and location of the meeting shall be specified.

Section 3. ANNUAL MEETING

The Annual Meeting of the SMRTAC, for the purpose of elections and other business that may arise at that time, shall be held in December of each calendar year.

ARTICLE V – SUBCOMMITTEES

Section 1. STANDING SUBCOMMITTEES

- a. The standing subcommittees of the SMRTAC may include the following:
 - i. Performance Improvement
 - ii. Education and Outreach
 - iii. Pre-Hospital and Emergency Medical Services
 - iv. Pediatric Specialty
 - v. Trauma Program Managers
- b. The SMRTAC may establish other standing committees as it may, from time to time, deem necessary.
- c. Each subcommittee shall meet, either in person or virtual, as often as necessary to perform its duties. Sufficient oral or written notice of the date, time, agenda, and location of any such meeting will be given to members as well as SMRTAC Coordinator(s)
- d. Each subcommittee chair shall provide subcommittee meeting minutes to the SMRTAC Coordinator(s).

Section 2. SUBCOMMITTEE MEMBERSHIP

- a. The members of each subcommittee shall be appointed by the SMRTAC from interested parties within the TSA.
- b. The chairperson of each subcommittee will be elected by the SMRTAC from outside the voting membership, and shall serve a two (2)-year term, or until he/she resigns or is removed, whichever comes earlier.

- c. Subcommittee members are expected to attend at least half of the subcommittee meetings.

ARTICLE VI – QUORUM

Section 1. ATTENDANCE RECORDS

Attendance records shall be maintained for all general and special meetings of the SMRTAC and its subcommittees.

Section 2. GENERAL and SPECIAL MEETINGS

- a. A majority of voting members shall constitute a quorum of a general or special meeting of the SMRTAC.
- b. No action taken at a meeting at which less than a quorum is present is valid unless approved in writing by the absentee members.

Section 3. SUBCOMMITTEE MEETINGS

- a. A majority of members shall constitute a quorum of a general or special meeting of the SMRTAC.
- b. No action taken at a meeting at which less than a quorum is present is valid unless approved in writing by the absentee members.

ARTICLE VII – ACTIVE PARTICIPATION

Section 1. DEFINITION

- a. To be considered an active participant in the regional trauma system, a hospital/agency or other entity must meet the following requirements:
 - i. Attendance at half or more of the SMRTAC meetings within a calendar year; and
 - ii. Participation in at least one subcommittee, with attendance at half or more of the subcommittee meetings within a calendar year
- b. The SMRTAC may modify or create additional participation requirements as it may, from time to time, deem necessary.

ARTICLE VIII – FISCAL YEAR

The fiscal year of the SMRTAC shall be September 1 to August 31 or indicated by the Minnesota Department of Health with regards to the Medicare Rural Hospital Flexibility Grant.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules and procedures contained in *Robert's Rules of Order, Newly Revised*, shall govern the conduct of all meetings of the SMRTAC and its subcommittees in all cases to which they are applicable and are not inconsistent with these by-laws.

ARTICLE X – CONFIDENTIALITY

Section 1. GENERAL and SPECIAL MEETINGS

- a. In general, all meetings of the SMRTAC are open to all interested parties.
- b. Meetings may be closed by majority vote of the SMRTAC only when subjects discussed are governed by statutory or regulatory requirements.

Section 2. SUBCOMMITTEE MEETINGS

- a. In general, all meetings of subcommittees of SMRTAC are open to all interested parties.
- b. Meetings may be closed by majority vote of the subcommittee only when subjects discussed are government by statutory or regulatory requirements.

Section 3. PATIENT IDENTIFIERS

No patient identifiers shall be disclosed during case reviews or other deliberations of the SMRTAC or its subcommittees.


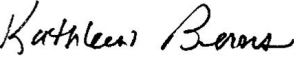
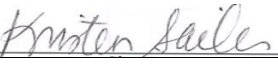
ARTICLE XI – AMENDMENTS

These by-laws may be amended by majority vote of the SMRTAC at any annual or general meeting, provided the proposed amendments have been communicated to all members at least 30 days prior to the meeting.

ARTICLE XII – ADOPTION OF BYLAWS

We, the undersigned, representing the membership of the SMRTAC, consent to and adopt the foregoing by-laws as the by-laws of this organization.

SIGNATURES:

| | | | |
|--------------------|--|--------------------|------------|
| Presiding Officer: |  | SMRTAC Chair | 02/09/2021 |
| | _____ | _____ | _____ |
| | (NAME) | (TITLE) | (DATE) |
| Member: |  | Aero-Medical Rep | 02/09/2021 |
| | _____ | _____ | _____ |
| | (NAME) | (TITLE) | (DATE) |
| Coordinator: |  | SMRTAC Coordinator | 02/09/2021 |
| | _____ | _____ | _____ |
| | (NAME) | (TITLE) | (DATE) |