

# **TRAUMA ADVISORY COUNCIL**

## **BY-LAWS**

### **ARTICLE I**

#### **OPERATION OF THE TRAUMA ADVISORY COUNCIL**

##### Section 1- Purpose and Powers

- a. The purpose of the Trauma Advisory Council (Council) is to protect and promote the health of the people of Arkansas by making recommendations to, advising, and providing assistance to the Arkansas Department of Health (Department) and the Arkansas Board of Health (Board) concerning the development and operation of a statewide trauma system. The Council shall also be granted such other powers as conferred upon it by the laws of the State of Arkansas and/or the Board.
- b. The business and affairs of the Council shall be managed by the Department.

##### Section 2 - Membership of the Council

- a. The Council shall consist of twenty (20) voting members who have a demonstrated interest in trauma systems, and who are appointed by the Governor as follows:
  1. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Chapter of the American College of Emergency Physicians;
  2. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Academy of Family Physicians;
  3. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Chapter of the American College of Surgeons;

4. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Medical Society;
5. Four (4) members appointed from a list of eight (8) nominees submitted by the Arkansas Hospital Association;
6. One (1) member appointed from a list of two (2) nominees submitted by the Governor's Emergency Medical Services Advisory Council;
7. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Emergency Nurses' Association;
8. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Emergency Medical Technicians' Association;
9. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Ambulance Association;
10. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Emergency Medical Services for Children Program;
11. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Trauma Society;
12. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Trauma Nurses' Society;
13. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Spinal Cord Commission;
14. One (1) member appointed from a list of two (2) nominees submitted by the Arkansas Minority Health Commission;

15. One member appointed from a list of two (2) nominees submitted by the Arkansas Medical, Dental and Pharmaceutical Association;
  16. One (1) member appointed to represent injury prevention; and,
  17. One (1) member appointed from the public at large as a consumer representative who has an interest in trauma systems.
- b. The Council shall also include four (4) voting members who have a demonstrated interest in trauma systems to be appointed as follows:
1. Two (2) members to be appointed by and to serve at the pleasure of the President Pro Tempore of the Senate; and,
  2. Two (2) members to be appointed by and to serve at the pleasure of the Speaker of the House of Representatives.
- c. The following shall serve as non-voting ex-officio members of the Council:
1. The Director of the Arkansas Department of Health or the Director's designee; and,
  2. The Director of the Arkansas State Police or the Director's designee.

### Section 3 - Terms, Vacancies, Removal

- a. All voting member of the Council shall be appointed for terms of two (2) years.
- b. If a vacancy occurs in an appointed position for any reason, including resignation, removal, or other reason beyond the control of the member, the vacancy shall be filled by the gubernatorial appointment of an individual who has a demonstrated interest in trauma systems. The individual appointed will represent the same group from which the vacancy occurred (see Section 2 above). The new appointee shall serve for the remainder of the unexpired term.

- c. A member of the Council shall be removed for conviction of a felony, for not attending fifty percent (50%) of the meetings in a calendar year, or if the member no longer meets the qualifications for his or her initial appointment. Should any of the above occur, the Council Secretary shall notify the Governor in writing and removal from office shall be in accordance with Arkansas law. The Secretary's notice to the Governor shall include copies of documents that appropriately demonstrate the deficiency(ies) which constitute the basis for removal.
- d. Any member of the Council may resign at any time by giving written notice to the Governor. The resignation of any member shall take effect upon receipt of notice thereof or at such later time as specified in such notice and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### Section 4 - Quorum and Voting

- a. Thirteen (13) of the voting members of the Council shall constitute a quorum for the purpose of transacting business.
- b. All actions of the Council shall be made by a majority of all voting members except as otherwise noted within these By-Laws.
- c. Votes may not be cast by proxy except as may be provided by a designation of authority for ex-officio members.

#### Section 5 - Regular Meetings

- a. The Council shall meet at least four (4) times a year, but may meet more frequently upon the call of the Chairperson (Chair) or at the request, stated in writing, of a majority of the members of the Council.

- b. Notice of regular meetings, to include the meeting's agenda, shall be given by the Department's Trauma Section to all interested parties, to include members of the Council, at least three (3) days in advance of the meeting date.
- c. All regular meetings shall be held in person or by telephone or other electronic means, as long as the manner in which the meeting is held is consistent with the Arkansas Freedom of Information Act.
- d. Meetings of the Council may be held with appropriate notice as stated above, at any place, within or without the State of Arkansas, as the Council may determine.

Section 6 – Office and Record Keeping

- a. The office of the Council shall reside in the Department's Trauma Section.
- b. The books and records of the Council shall be kept within the Department's Trauma Section or at any other location deemed appropriate by the Council Chair.

Section 7 - Special Meetings

- a. Special meetings of the Council for any purpose or purposes may be called by the Council Chair, Director of the Department, or any seven (7) members of the Council.
- b. Notices of special meetings, to include the meeting agenda, of the Council, except or otherwise expressly required by law, shall be given to all interested parties, including Council members, at least two (2) hours before the meeting takes place consistent with the requirements of the Arkansas Freedom of Information Act (Ark. Code Ann. § 25-19-106(b)(2)).

Section 8 – Compensation

Members shall receive no compensation for their services as members of the Council. However, nothing contained within these By-Laws shall be construed to preclude any member from serving the Department in any other capacity and receiving compensation therefore, or preclude any member from receiving allowable per diem or automobile mileage expenses pursuant to their service to the Council.

**ARTICLE II**

**COMMITTEES OF THE COUNCIL**

Section 1 - Committees

- a. The Council may establish and create from time to time such committees as it deems necessary to carry out the affairs and further the purposes of the Council.
- b. The standing Committees of the Council shall be:
  1. Executive
  2. Finance
  3. Hospitals
  4. Quality Improvement/Trauma Regional Advisory Councils
  5. Injury and Violence Prevention
  6. Rehabilitation
  7. Emergency Medical Services
  8. System Outcomes/Evaluation
- c. The Council Chair shall appoint committee members.

## Section 2 – Executive Committee

In order to assist in the expeditious conduct of its business when the full Council is not meeting, the Council may elect an Executive Committee. The membership of this Committee shall be at the discretion of the Council but shall include the Chair, Vice-Chair, and Secretary of the Council. During intervals between meetings of the Council, the Executive Committee shall meet as frequently as it deems necessary, and shall receive reports, conduct routine business, and take official action on behalf of the Council only on issues that constitute a bona-fide emergency requiring a decision prior to the next regular or special meeting of the Council. All actions of the Executive Committee shall be reported at the next regular or special meeting of the Council.

## **ARTICLE III**

### **OFFICERS**

#### Section 1 - Number

- a. The members of the Council shall elect from the membership a Chair, a Vice-Chair and a Secretary, whose duties shall be those customarily exercised by those officers or duties specifically designated by the Council.
- b. In addition to the principal officers set forth above, the Council may elect such other officers as the Council deems necessary, each of whom shall hold office for such period, have such authority, and perform such duties as the Council may from time to time determine.

Section 2 - Election and Term of Office

The Chair, Vice-Chair, and Secretary shall be elected bi-annually at the January meeting of the Council or at the next regular meeting of the Council after the beginning of the calendar year. Officers shall serve a term of two (2) years. Each such officer shall hold office until his/her successor shall have been chosen, until his/her death, or until he/she shall resign or shall have been removed in the manner hereafter provided.

Section 3 - Removal

Any officer may be removed, with cause, at any time, by a vote of a two-thirds (2/3) majority of the members of the Council present and voting at any regular or special meeting of the Council, provided notice of the proposed action was made in advance to each member.

Section 4 – Vacancies

A vacancy in any office shall be filled for the unexpired portion of the term in the manner prescribed in these By-Laws for election to such office for such unexpired term.

**ARTICLE IV**

**ADMENDMENTS**

The By-Laws of the Council may be altered, amended, or repealed by the affirmative vote of a two-thirds (2/3) majority of the members of the Council present and voting at any regular or special meeting of the Council, provided notice of the proposed action and the substance of the suggested amendment(s) was made in advance to each member.

**ARTICLE V**

**ADMINISTRATIVE YEAR**

The administrative year of the Council shall be the calendar year.

**ARTICLE VI**

**PROCEDURAL RULES**

All meetings and procedural matters of the Council shall be conducted in accordance with "Robert's Rules of Order" except when in conflict with these By-Laws or the laws of the State of Arkansas.

**Certification**

These By-Laws were approved at a meeting of the Trauma Advisory Council by a two-thirds majority vote on September 16, 2014.

  
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Secretary

9-16-14  
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Date