

Arkansas STEMI Advisory Council (STAC) Bylaws

December 2019



ARTICLE I

NAME, VISION, MISSION, DUTIES

- 1.1 **Name.** The name of this Council shall be the Arkansas STEMI Advisory Council (STAC).
- 1.2 **Vision.** The primary purpose of the STAC is to coordinate statewide efforts to reduce the burden of heart attack on Arkansas and optimize a system of STEMI (ST-Elevation Myocardial Infarction) involving the community, Emergency Medical Services (EMS), and hospitals.
- 1.3 **Mission.** The STAC exists to assure that all cardiac patients receive standardized, timely treatment to reduce morbidity and mortality associated with STEMI.
- 1.4 **Duties.** The STAC shall develop standards and policy recommendations consider, but not limited to, the following:
- Methods for raising public awareness of the prevalence and treatment considerations for STEMI
 - The professional development of EMS and hospitals personnel to identify and treat STEMI patients
 - Methods for encouraging the use of evidence-based treatment for STEMI patients when appropriate
 - Methods for developing and maintaining a heart attack registry for Arkansas
 - Methods for development heart attack treatment centers
 - Methods for developing regional systems of STEMI care including collaboration among EMS and hospital personnel

ARTICLE II

MEMBERSHIP AND OFFICERS

- 2.1 **Appointment:** The STAC is composed of representatives from the following organizations. Each organization shall have one-representative to be named by the leader of the organization through written notification. If the official representative is not able to attend a meeting, the organization shall appoint a replacement representative:

1. Arkansas Chapter of the American College of Cardiology
2. Arkansas Emergency Nurses Association
3. Arkansas Foundation for Medical Care
4. Arkansas Ambulance Association
5. American Heart Association
6. Arkansas Hospital Association
7. Arkansas Minority Health Commission
8. Patient Advocate/Community Representative
9. Arkansas Chapter of the American College of Emergency Physicians
10. Arkansas Medical Society

In addition, a maximum of three (3) individual representing each of the following regions shall be named. One individual is to represent EMS in the region, one individual is to represent Percutaneous Coronary Intervention (PCI)-capable hospitals in the region, and one individual is to represent non-PCI capable hospitals in the region:

1. Arkansas Valley
2. Central
3. North Central
4. Northeast
5. Northwest
6. Southeast
7. Southwest

- 2.2 **Term.** All voting members of the council shall serve three (3) year terms. A member may continue to serve on the STAC for additional terms, pending written notification from the representative organization leader.
- 2.3 **Officers.** A Chair and Co-Chair shall be elected by the majority of the members to each serve for one (1) year. The Chair and Co-Chair may serve continuous terms as voted by the STAC membership. The Chair is responsible for leading each meeting of the STAC. In the event the Chair is not present, the Co-Chair shall lead the STAC meeting. The Co-Chair shall become the next Chair of the STAC following the expiration of the 1-year term of the Chair. A Secretary may either be (a) elected by the majority of members or (b) named by the STAC Chair. The Secretary position does not need to necessarily be a member of the STAC. The position will serve a 1-year term and may serve continuous terms. The Secretary shall be responsible for recording meeting minutes, distributing the minutes to members, providing information on meeting dates/times to the group and ensuring the meeting room/conference phone/presentation set-up is complete.
- 2.4 **Vacancy.** 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 appointment of an individual in writing by

leadership of the representative organization. The new appointee shall serve for the remainder of the unexpired term. If an officer resigns, an election shall be held during the following STAC meeting to name a replacement officer to fulfill the remainder of the unexpired term

- 2.5 **Removal.** A member may be removed due to situations including the following: resignation, death, the vote of a majority of STAC members, or a written notification of revocation from organization leadership the member represents.
- 2.6 **Subcommittees.** The Chair, with the consent/council of STAC members, may appoint ad-hoc sub-committees as needed to address needs of the STAC.

ARTICLE III MEETINGS, QUORUM, VOTING

- 3.1 **Meeting Schedule.** The STAC 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, state in writing, of a majority of the members of the STAC
- 4.1.1 Notice of regular meetings, to include the meeting's agenda, shall be given to all interested parties, to include members of the STAC, at least two (2) weeks in advance of the meeting date.
- 4.1.2 (4.2) All regular meetings shall be held in person with option to join via conference call or other means such as electronic forum.
- 4.1.3 (4.3) If the Chair does not believe there is sufficient business to hold a quarterly meeting, it may be cancelled.
- 4.1.5 (4.5) The Chair is responsible for developing the agenda for each meeting.
- 3.2 **Meeting Location.** The meeting locations may vary. The Secretary will inform the STAC about all upcoming meeting dates, times and locations.
- 3.3 **Quorum.** A majority of the members of the STAC shall constitute a quorum for all actions. A quorum must be present for any official act of the STAC. Members are strongly encouraged to participate in person. However, members may attend via telephone or online as applicable and will count as part of the quorum.
- 3.4 **Voting and Proxies.** Each member of the STAC has one (1) vote on any matter of business before the STAC and may vote by proxy. A member (may include regional Chair and Vice-Chair) 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. Voting on issues before the STAC may occur via e-mail. NOTE: Each region consisting of up to three (3) regional representatives have one (1) vote.

ARTICLE IV AMENDMENTS

- 4.1 These bylaws may be amended by a majority vote of the membership present and eligible to vote at any regularly scheduled quarterly meeting or meeting called for that purpose.

ARTICLE V ADMINISTRATIVE YEAR

- 5.1 The administrative year of the STAC shall be the calendar year.

ARTICLE VI PROCEDURAL RULES

- 6.1 All meetings and procedural matters of the STAC shall be conducted in accordance with Robert's Rules of Order except when in conflict with these By-Laws.

ARTICLE VII CONFLICT OF INTEREST

- 7.1 A conflict of interest may exist when the interests or concerns of any member, may be seen as competing with the interests or concerns of this board. A conflict of interest arises when any "responsible person" or any "party related to a responsible person" has an "interest adverse to the board." A "responsible person" is any individual in a position to exercise substantial influence over the affairs of the board, and specifically includes, without limitation, Directors and officers of the department.
- 7.2 Any possible conflict of interest shall be disclosed to the Board by the person concerned. When any conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person shall call it to the attention of the Board of Directors or its appropriate committee and such person shall not vote on the matter; provided however, any director disclosing a possible conflict of interest may be counted in determining the presence of a quorum at a meeting of the Board or a committee thereof.
- 7.3 The person having the conflict shall retire from the room in which the board or its committee is meeting and shall not participate in the final deliberation or decision

regarding the matter under consideration. However, that person shall provide the board or committee with any and all relevant information.

- 7.4 The minutes of the meeting of the board or committee shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is uncertainty as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board or its committee, excluding the person concerning whose situation the uncertainty has arisen.

Certification

These By-Laws were approved at a meeting of the STEMI Advisory Council by a two-thirds majority vote on December 6, 2019.