

Fox Valley Regional Trauma Advisory Committee Administrative Description and Bylaws

I. Purpose Of The Fox Valley RTAC

Research has shown that trauma systems save lives by matching the appropriate resources to the critically injured trauma victim as efficiently and expeditiously as possible. An organized trauma plan is an effective tool to address this need. The Wisconsin State Trauma Plan was written and submitted to the Legislature in January of 2001 in support of this endeavor. The lead agency is the Wisconsin Division of Public Health Hospital Emergency Preparedness, Department of Health Services (DHS). A State Trauma Advisory Committee (STAC) was formed to lay the initial ground work for the State Trauma Plan.

To make a trauma system functional, Regional Trauma Advisory Councils (RTACs) were formed. The Fox Valley RTAC (FVRTAC) is an organized group of healthcare providers within this geographical region. This includes areas of Calumet, Fond du Lac, Green Lake, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago counties. Participants have the common goal of organizing and improving trauma care. This includes, but is not limited to acute trauma care, injury prevention, performance improvement and education.

To accomplish this, each healthcare provider must know the pre-hospital resources to care for trauma patients in their area and the capabilities of local and regional hospitals. The goal of the Fox Valley RTAC is to treat the trauma patient with the appropriate resources to minimize morbidity and mortality, while returning them to their community as soon as possible. The patient is the focus of this organization. To maximize patient care, each participant in the Fox Valley RTAC agrees to abide by the bylaws outlined in this document.

II. Coordinating Facility

The Coordinating Facility for the FVRTAC will be ThedaCare Regional Medical Center - Neenah, an American College of Surgeons (ACS)-Verified Level II Trauma Center located in Neenah Wisconsin.

III. FVRTAC General Membership

The FVRTAC General Membership will consist of any parties present at a General Membership meeting, including Executive Council members. The General membership will meet on a scheduled basis in an open meeting forum. This meeting will be presided over by the Chairperson of the Executive Council. Minutes of the meetings will be prepared and distributed in a timely fashion. Normally matters of mutual concern will be openly discussed and resolved at General Membership meetings, then voted on by the Executive Council. Occasionally the General Membership will need to vote on a specific issue. This includes, but is not limited to electing Executive Council members. The Executive Council will determine if a voting issue is placed on the FVRTAC General Membership agenda prior to voting. For matters voted on by the General Membership, a quorum will consist of those who are present at the meeting. A simple majority of those members present will constitute the final decision. In the case of a tie during a General Membership vote, the item will be referred to the Executive Council for a final vote. (See Tallying the Vote)

IV. FVRTAC Executive Council

The FVRTAC Executive Council is the policy developing body of the regional trauma system. It will consist of 13 elected representatives from the General Membership of the FVRTAC. Its body prefers the following classifications of members each being elected to a three (3) year term: Trauma Surgeon (1), ED Physician (1), EMS Medical Director (1), Trauma Coordinator (1), ED Nurse (1), Pre-hospital Providers (3), Hospital Administrator (1), Members at Large (2), Pediatric Representative (1), and Public Health/Injury Prevention Member (1).

Should no applicants in a designated classification apply, the position may be filled as a “Member at Large” position.

This group will provide a forum in which all matters relative to the regional system can be discussed and decided upon. The Executive Council members will be actively involved in or have a vested interest in the mission of the RTAC.

Members will meet on a scheduled basis with notification of meetings being no less than two (2) weeks prior to a regularly scheduled meeting.

The RTAC Executive Council may hold an urgent meeting with 24 hours notice to the Council members.

It is expected that members will attend greater than 50% of the Executive Council meetings in a calendar year. Failure to meet attendance requirements will result in removal from the RTAC Executive Council. Loss of employment in the job classification to which the Executive Council Member was elected may result in removal of that member from the RTAC Executive Council.

Executive Council members shall be active participants in one of the Subcommittees listed in Section IX. Members are requested to declare their subcommittee membership to the Chairperson or RTAC Coordinator within 60 days of election to a council position. Members are encouraged to serve in the role of subcommittee chair in the absence of another qualified candidate.

The Executive Council will select by simple majority two (2) of their members to serve as Chairperson and Vice-Chairperson. The Executive Council will also appoint a Fiscal Agent.

The Council is responsible for:

- A) Setting the agenda for the General RTAC Meetings.
- B) Ensuring that the Regional Trauma Plan is current.
- C) Developing general policies for the Regional Trauma System as a whole.
- D) Planning for and ensuring the provision of training and continuing education for the trauma system.
- E) Development of treatment and destination protocols for general use by the EMS systems.
- F) Maintenance of a system for record keeping/review.
- G) Generation of reports for use by the FVRTAC General Membership and Executive Council.
- H) Development of a performance improvement plan for the trauma system.
- I) Discussion and resolution of matters of concern to the participants of the system.
- J) Address grievances within the system.

K) Preparation and submission of reports as needed for authorized agencies/organizations.

V. FVRTAC General Elections

The Executive Council is elected to staggered three (3) year terms by the General Membership as outlined above. The Executive Council will develop and maintain policies to ensure that equitable rural and urban representation is maintained on the Executive Council. No one hospital/healthcare system, EMS service/organization or other group shall hold more than 50% of the Executive Council positions. If an Executive Council Member is employed by or affiliated with more than 1 organization, the primary employer/affiliation organization will be the organization of record. (an “organization” means corporate affiliation, entity or ownership). When an organization has the maximum number of board members allowed, they may not run another candidate. Should the addition of newly elected member(s) exceed 50 percent for a particular organization, the newly elected member(s) will step down. The candidate with the next highest number of votes for the remaining position(s) will then assume that position. An individual is considered a member of an organization if their primary income is derived from services provided to or for that organization.

The Executive Council will develop a nominating process for candidates.

VI. Election/Voting Guidelines For The FVRTAC

Posting and Application Process:

- 1) All open positions for the General Election, held during the last meeting of the year, will be posted on the website 14 days prior to the election. Unanticipated vacancies shall be posted within one week following notification of the FVRTAC Chairperson.
- 2) An e-mail announcement of open positions will be sent to all members 14 days prior to the election and within one week of the FVRTAC Chairperson notification when dealing with unanticipated vacancies.
- 3) An interested individual may declare his/her candidacy for an open FVRTAC Executive Council position at any time prior to but no less than fifteen (15) days before the election.
- 4) When declaring his/her candidacy the individual should submit a letter of intent to the FVRTAC Chairperson or FVRTAC Coordinator.

- 5) Candidate's letter of intent will be emailed to FVRTAC membership for review prior to the election.

Ballot Template:

- 1) The FVRTAC ballot template will be utilized when voting for any challenged Executive Council positions. In the case of an unchallenged position voting will be done by voice vote as defined in Section II "FVRTAC General Membership."
- 2) Ballot templates will list open positions in alphabetical order by category.
- 3) Each candidate will be placed on the ballot in the appropriate category following random selection. (Names will be written down on paper or cards. Cards or papers will be shuffled and the Chairperson without looking will select the names for each category. The papers/cards will be numbered as they are selected in the order they have been drawn. They will be placed on the ballot in this order.) Papers/cards will be kept until after the vote, and then destroyed after a majority approval by the General Membership. This procedure should be followed for all contested elections to assure fairness of position on the ballot.

Election/Voting Procedure

- 1) The FVRTAC annual election and voting will take place at the last meeting of the calendar year.
- 2) Ballots will be numbered so that those given out are the same or greater than the number of ballots returned.
- 3) A sample ballot will be placed on the website fourteen (14) days prior to the vote.
- 4) RTAC participants are allowed to vote if they meet the attendance requirement of being present at three (3) meetings in the previous 12 months.
- 5) Attendance records will be made available on the website so all RTAC participants are able to verify their eligibility.
- 6) An absentee ballot may be used for General Session voting for Executive Council positions in which there will be no changes to the ballot.
- 7) If the RTAC participant cannot be present for the vote and chooses to utilize an absentee ballot, he/she may print the ballot from the website, cast their vote, and return it to the RTAC Chairperson or Coordinator by mail, fax, or e-mail anytime between fourteen (14) days and twenty-four (24) hours prior

to the date the vote is scheduled to take place (midnight the day prior to the vote). The absentee ballot must be signed & dated by the voter prior to submission. Any person voting via absentee ballot (e-mail, fax, or mail) will not be allowed to vote in person should they attend the meeting.

Tallying the Votes

- 1) A committee of the Chairperson, Vice-Chair ~~or~~ and RTAC Coordinator will count the votes.
- 2) The Chairperson will read all election results. Tie votes will be decided by the seated Executive Council members present at the meeting of the election.
- 3) Exceptions to the Voting Process:
 - A) In the event there are no other candidates pursuing a given position, the election process for that position will start over in accordance with the guidelines set forth for unanticipated vacancies on the Executive Council. By special vote of the Executive Council, the incumbent may retain the position for a period of one year or less. During that time, should another individual volunteer for this position, they may be appointed by the Executive Council at any time during that year. They will then complete the remainder of the vacated term.
 - B) The Executive Council will retain the authority to move Executive Council members to a position most fitting their background, making available a member at large position should the need arise.

VII. Replacement Of Unanticipated Vacancies On The Executive Council

The process for replacement of Executive Council members who are removed or voluntarily resign is as follows:

Notification of vacancies will be sent out to the general membership and posted on the FVRTAC website within one (1) week following notification of the FVRTAC Chairperson. Following a 14 day posting, the Chairperson will call for an Executive Council vote to replace the departing member.

Applicants should provide a letter of intent to the Chairperson or RTAC Coordinator which will be provided to the members of the Executive Council prior to the vote.

Should the Chairperson be removed/resign, the Vice-Chair will assume their role. Should the Vice-Chair, or RTAC Coordinator be removed/resign, the Executive Council will elect a replacement to serve out the remaining term.

VIII. Executive Council Meeting Procedures

In the absence of the Chairperson, the Vice-Chairperson will assume this role. In the event neither the Chairperson nor the Vice-Chairperson is present, the Executive Council will determine by a simple majority vote who will serve the position in their absence.

IX. Executive Council Voting Process

A quorum shall be made up of the Executive Council members present at any regular meeting.

For most matters voted on by the Executive Council, a simple majority of the quorum will be needed for passage, with the exception of changes in the Administrative Description or the By-Laws which will require a 2/3 majority for passage. A tie vote will result in failure to pass the item, and will require a review of the item at the next Executive Council meeting.

Issues determined to need Executive Council vote will be placed on the Executive Council agenda prior to voting.

X. Subcommittees

RTAC subcommittee meetings will have open membership and will meet on a regular basis. A suggested time is 1 hour prior to the scheduled General Membership meeting. Subcommittees will have a process for electing a Chairperson and Secretary. Chairs are encouraged to provide agendas no later than one (1) week prior to the meeting dates. Committee Chairs should be present at greater than 50% of their meetings. If chairs will be absent, they should identify a

designee who will proceed with the committee plan and agenda. A minimum of one Executive Council member will be a participant on each committee.

Committee reports will be presented during the General Session meeting.

The FVRTAC subcommittees include, but are not limited to the following:

- 1) Performance Improvement
- 2) Medical Oversight/Systems
- 3) Education and Injury Prevention

XI. Bylaws Review

The FVRTAC Executive Council will conduct a review of the Administrative Description and Bylaws and modify as necessary, but not less than every other year on odd years. Changes will require a 2/3 majority vote of the Executive Council. (See VIII)

Reviewed: October, 2017