



## Metropolitan Minnesota Regional Trauma Advisory Committee

### MMRTAC BY-LAWS: (approved by MDH November 2011)

#### **Article I – Name and Purpose**

The name of the association shall be the Metropolitan Minnesota Regional Trauma Advisory Committee (MMRTAC or ‘the Committee’). The Committee shall be a voluntary association of members from hospitals and emergency medical services agencies and associated advisory members. The purpose of the Committee is to improve trauma care in the metropolitan region through collaborative projects using performance improvement and other techniques.

#### **Article II – Membership**

Section 1. Membership- all providers of trauma care in the seven-county metropolitan area (hospitals and EMS services) may submit an application for membership on the Committee. Each member shall have one vote on the Committee. The membership shall be as follows with Level referring to the Level of trauma hospital designation by the State Trauma Advisory Committee / American College of Surgeons (ACS) with ACS designation required of Level I and II facilities:

#### **Membership:**

<b>Position</b>	<b>MMRTAC Membership</b>
Trauma Surgeon	Level I
Trauma Surgeon	Level I
Trauma Surgeon	Level I
Trauma Program Manager (TPM)	Level I
Trauma Surgeon	Level II
Trauma Program Manager (TPM)	Level II or III
PI Specialist	May be a TPM
Trauma Education Specialist	Or another PI specialist/TPM
Trauma Program Manager or MD	Level III
Trauma Program Manager or MD	Level IV
Metro Region EMS System	Representative – EMS Provider
Hennepin County EMS Council	Representative – EMS Med. Dir. (EMSMD)
East Metro Prehospital Advisory Council	Representative – EMSMD-ED Physician
Pediatric Trauma specialist	MD or RN
MN ACS-COT	Representative – Surgeon (must be Level II or III)
ACEP Emergency Physician	MD (must be Level III or IV)



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Section 2. Terms - The members shall serve terms of three years, with the option for an additional subsequent term (total of six years). Elected officers shall serve for two years in their positions with an option for a second consecutive term (four years). Any member who assumes their position due to a vacancy and serves < 2 years may be eligible for two additional terms (their initial year does not count against their term limit).

Section 3. Members - Applications for vacancies on the MMRTAC shall be reviewed by a membership workgroup created by the Chair whose recommendations shall be voted on by the Committee with invitations of membership extended to those duly elected by the Committee. No more than two members of the Committee may be from the same healthcare system (i.e.: receiving compensation for their work from the same healthcare system). Exceptions to this rule may be created by the Committee by majority vote in situations when there are no willing and appropriately qualified (by their position of employment) for a Committee position aside from those employed by systems with two members already on the Committee. No exceptions shall be created that allow a healthcare system to have more than three seats on the Committee.

### **Article III – Meetings**

There shall be a minimum of two meetings of the Committee per calendar year, with additional meetings called as needed by the chair and agreed to by a majority of the membership. Seven Members of the Committee present at any meeting shall constitute a quorum. All meetings of the Committee and its working sub-committees shall be held in accordance with the Minnesota Open Meeting Law, Minn. Stat. 13D.

### **Article IV – Officers**

Section 1. - The officers shall be Chair and Vice-Chair. Should there arise a need for administrative functions *not* provided by contract, a Secretary position may also be elected.

Section 2. – The line of succession shall be the Chair, followed by the Vice-Chair, followed by the Secretary (if elected).



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Section 3. – The duties of the officers shall be as follows:

- A. Chair – Shall be the executive officer of the Committee. He/she shall preside over all meetings of the Committee and shall perform all duties as usually pertain to the leadership of the Committee. The Chair may appoint sub-committees (standing) or workgroups (focused and time-limited) as he/she deems necessary. Sub-committees shall elect their own chair.
- B. Vice-Chair – Shall perform the duties of the Chair in his/her absence and shall also attend to key issues as they relate to membership or as delegated by the Chair or the Committee.
- C. Secretary (if required) – Shall cause to be kept adequate and proper accounts of the meetings of the Committee, its membership, and provide communication of such to the State Trauma Advisory Committee (STAC).

Section 4. – Election and removal of officers.

- A. Election – General elections will occur during the first Committee meeting of every odd numbered year. Nominations will be taken from the floor and, after acceptance of the nomination by the candidate, the nominations for office will be included on a secret ballot if the election is contested (more than one candidate). Unchallenged candidates may be elected on a voice vote. Write-in votes for qualified candidates will also be accepted from members that are unable to attend the meeting when a ballot is required. The results will be tallied by a neutral party and announced to the membership. The membership will elect new officers every three years. No officer may serve more than two consecutive terms in his/her position. Only representatives from hospitals and EMS agencies that provide trauma services may serve in an officer capacity.
- B. Removal – Any officer may be removed by a  $\frac{3}{4}$  vote of the membership after being presented with a petition signed by at least  $\frac{1}{2}$  of the members requesting a removal. An officer may resign his/her position at any time in a written notice to the



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membership. Should the Chair resign or be removed, the Vice-Chair will assume the functions of the Chair, and the Vice-Chair position will be filled by the Secretary (if elected). Any vacancies so created will be filled by an appeal for nominations at the same meeting at which the vacancy is created or first recognized and will be voted on as above.

### **Article V – Amendments to the Bylaws**

These bylaws may be amended by 2/3 vote of the membership present at a meeting of the Committee provided that the proposed amendment has been provided to the membership at least 30 days prior to the meeting. At the discretion of the Chair a mailed or emailed vote may be taken with the same provisions as above if a formal membership meeting is not appropriate.

### **Article VII – General Business**

Motions pertaining to the general business of the Committee including but not limited to resolutions, statements of agreement, and other business may be approved by 2/3 vote of the membership present at a duly called meeting of the Committee.

### **Article VIII – Indemnification**

To the fullest extent provided for under Minnesota law, no officer nor member of the Committee shall be liable for monetary damages for an act or omission in the officer's or members capacity unless said act or omissions: (1) involve intentional misconduct or a known violation of the law or (2) involve a transaction from which said officer or member received improper benefit.

### **Article IX – Miscellaneous**

Section 1. – All records and meetings of the Committee shall be open. Records shall be available to the membership at any reasonable time.

Section 2. – Robert's Rules of Order, except when in conflict with the bylaws above, shall control all meetings of the Committee as required to conduct the Committee's business and discussion.