

# **MATRAC Multi-Agency Coordination Group By-Laws**

## **ARTICLE I. Organization**

**Section A.** The name of this organization shall be called MATRAC Multi-Agency Coordination Group

**Section B.** this committee shall be a non-profit organization and shall not engage in any activities or practices not allowed or permitted to (a) an organization exempt from Federal Income Tax under Section 501(c)(3) or future United States Internal Revenue law or (b) an organization contributions code of 1954 or any other applicable provisions of any future United States Internal Revenue Law.

## **ARTICLE II. Objectives**

**Section A.** This committee strives to improve medical care to all persons involved in disasters, manmade or natural, through cooperation of area hospitals and medical societies within the Western North Carolina area and beyond. The committee has prepared ESF-8 Regional Disaster Response Plans to assist the western seventeen counties and State of North Carolina Office of Emergency Medical Services. We strive to improve our response of advanced medical care by providing, support, equipment and medical care to persons involved in manmade or natural disaster.

## **ARTICLE III. Emblems**

**Section A.** The emblem of the MATRAC Multi-agency Coordination Group shall be as shown:



**Section B.** The emblem of MATRAC SMAT II shall be as shown:



#### **ARTICLE IV. Membership**

**Section A.** Membership to the MATRAC Multi-Agency Coordination Group is based on the following:

1. Hospitals and EMS who choose affiliation with the Regional Advisory Committee (RAC) hospital, which for Western North Carolina region is Mission Hospitals, would be included.
2. Regional Agencies i.e.: Regional Response Team (RRT) 6 and Public Health Regional Surveillance Team (PHRST) 6, Mountain Regional Medical Reserve Corps Special interest groups, i.e.: universities or local community colleges, behavioral health care agencies, the American Red Cross or any volunteer agencies within the region are invited to participate on this committee.
3. North Carolina State agencies including:
  - a. Office of Emergency Medical Services
  - b. Emergency Management
  - c. Public Health
  - d. Hospital Association
4. And other services i.e. Local law enforcement agencies, dialysis centers, physician offices, fire departments, community and rural health care centers, public health, schools, social services, public works, , transportation services, student health services, private medical providers, long term care facilities and other preparedness and response stakeholders are invited to participate with this committee.

**Section B.** The following hospitals and EMS are listed for the MATRAC region

<b>County</b>	<b>Hospital</b>	<b>EMS</b>
Avery	Cannon	Avery County
Buncombe	Mission Hospital VA Medical Center	Buncombe County
Eastern Band of Cherokee	Cherokee Indian Hospital	Tribal EMS
Cherokee	Murphy Medical Center	Cherokee County
Clay	n/a	Clay County
Graham	n/a	Graham County
Jackson	Med West Harris	Westcare EMS
Haywood	Med West Haywood	Haywood EMS
Henderson	Park Ridge Health Pardee Hospital	Henderson County
Madison	n/a	Madison County
Macon	Angel Medical Center Highlands/Cashiers Hospital	Macon County
McDowell	McDowell Hospital	McDowell County
Mitchell	Blue Ridge Regional Hospital	Mitchell County
Polk	St. Lukes	Polk County
Rutherford	Rutherford Hospital	Rutherford County
Swain	Med West Swain	Swain County
Transylvania	Transylvania Regional Hospital	Transylvania County

There are no membership dues.

## **Article V. Meetings**

**Section A.** Meetings are held quarterly, each meeting is announced by e-mail - one month, then two weeks in advance of the meeting. The MATRAC Multi-Agency Coordination Group subcommittee meets as needed, determined by the MATRAC Regional Response and Recovery Coordinator.

Standing regional subcommittees shall include:

- a. Regional ASPR Grant subcommittee
- b. Regional Hospital Preparedness subcommittee
- c. Regional Exercise Planning subcommittee
- d. Regional SMAT II & III Leadership subcommittee
- e. Regional Ambulance Strike Team subcommittee
- f. Regional Disaster Communication subcommittee

Other committees may be formed as needed, based on grant directives from NC Office of EMS and regional need or recommendation.

**Section B.** ASPR Grant Directives requires individual hospitals and EMS to send a representative to the quarterly meetings, as well as participate with the State Medical Assistance Team.

## **Article VI. Meeting Procedure**

**Section A.** The order of business for regular membership meetings shall be as follows:

1. Call to Order – MATRAC Regional Response and Recovery Coordinator
2. Moment of Silence
3. Guest Speaker
4. Roll Call and acceptance of the minutes – Secretary
5. Report from State Office of EMS – BT Specialist
6. Report from Regional EM – Regional EM Director
7. Report from PHRST 6
8. Other reports from the region
9. Reports of Sub-committees
10. Unfinished business
11. New Business
12. Announcements
13. Adjournment

**Section B. Voting eligibility and requirements.**

Voting rights shall be open to the RAC affiliated hospitals and county EMS services as listed in Article IV. Membership Section B and other regional entities as listed in Article IV Section A.

Each agency present during the business meeting shall have one vote per agency or facility.

Majority rule shall apply to items being voted upon, requiring an agreement of more than 50 percent of the members present in order to pass.