



# **Mountain Area Trauma Regional Advisory Committee**

## **BYLAWS**

**Adopted: October 13, 1999**

**Revised: November 19, 2005**

**ARTICLE I**  
**NAME and PURPOSE**

**Section 1. NAME**

This Regional Advisory Committee (RAC) shall be known as:

**Mountain Area Trauma Regional Advisory Committee (MATRAC)**

The MATRAC catchment area shall consist of the following North Carolina counties and the Qualla Boundary known as the Cherokee Indian Reservation and shall be referred to in this document as the RAC's 'area':

Avery, Buncombe, Burke, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, & Yancey

This RAC also includes the following North Carolina hospitals:

Angel Medical Center, Asheville VA Medical Center, Cannon Memorial, Cherokee Indian Hospital Authority, Harris Regional, Haywood Regional Medical Center, Highlands-Cashiers, Margaret R. Pardee Memorial, The McDowell Hospital, Mission Hospitals, Murphy Medical Center, Park Ridge, Rutherford, Spruce Pine, St. Luke's, Swain County, & Transylvania Community

**Section 2. PURPOSE**

The RAC is organized for one or more of the purposes as specified in the Rules and Regulations Governing Ambulance Service and Trauma Systems (refer to North Carolina General Statute 131E-162, 10A NCAC 13P, Sections .1101-1103). This purpose shall include regional trauma planning, as well as the establishment and maintenance of a coordinated trauma system with the goal of optimal trauma care for all citizens within the RAC's defined area.

**ARTICLE II**  
**GENERAL MEMBERSHIP AND QUALIFICATIONS**

**Section 1. MEMBERSHIP**

- a. The MATRAC shall consist of the following individuals, at a minimum:
  - (1) Trauma Medical Director or designee from each Level I and II Trauma

- Center within the RAC's area;
- (2) Trauma Nurse Coordinator;
- (3) Emergency Physician [1] \*;
- (4) Representative from each EMS System in the RAC's area;
- (5) Representative from each hospital in the RAC's area;
- (6) EMS System Advanced Life Support Medical Director [1] \*;
- (7) RAC Coordinator
- \* These positions shall be elected following the same format as Officers (see Article III, Section 1-b).

b. Additional representation is encouraged and may include the following:

- (1) Public Health
- (2) Fire & Rescue
- (3) Educational Institutions
- (4) Local, State, and Federal Government Agencies
- (5) Community Representatives
- (6) Others as appropriate

c. RAC participation may also include individuals from other states.

**Section 2. MEMBERSHIP AND VOTING PRIVILEGES**

a. Membership Privileges

Members who have joined the MATRAC shall have the right to:

- (1) Vote as outlined in Article II, Section 2-b of this document
- (2) Attend all meetings
- (3) Work on assigned committees and subcommittees
- (4) Provide input into the decision-making process
- (5) Recommend members for nomination
- (6) Receive minutes of RAC and committee meetings

b. Voting Privileges:

Although the RAC encourages attendance and input at its regular and special meetings from all interested parties, for the purposes of voting, the following members shall have one vote each:

- (1) Members filling positions listed in Article II, Section 1-a of this document
- (2) Elected Officers as listed in Article III, Section 1-a of this document.

c. Multiple votes:

- (1) Elected officers may only vote once even if they are filling a position listed in Article II, Section 1-a of this document.
- (2) Voting members may not represent multiple entities. For instance, a person cannot represent and vote for a hospital and an EMS agency. Each entity must have a separate representative present to vote at meetings.

d. Conflict of Interest

Members shall exercise good faith in all transactions touching upon their duties to the RAC. In their dealings with and on behalf of the RAC, they are each held to a rule of honest and fair dealings between themselves and the RAC. They shall not use their positions as members, or knowledge gained therewith, to their personal benefit and to the detriment of the RAC.

e. Exclusion from voting

Any member having a conflict of interest on a matter shall disclose such interest and abstain from voting as appropriate.

**Section 3. TERMS OF MEMBERSHIP**

a. Terms

Membership shall remain in effect until an individual resigns or is removed or is otherwise disqualified to serve, or until his/her successor is appointed/elected, which ever occurs first.

b. Removal and Resignation

Any member may resign by giving written notice to the presiding officer of RAC, to be effective upon receipt or any later date specified in the notice.

**ARTICLE III**  
**OFFICERS AND DUTIES OF OFFICERS**

**Section 1. DESIGNATION OF OFFICERS**

a. Officers

The officers of the MATRAC shall include the following:

Chair  
Vice Chair  
Secretary/Treasurer  
RAC Coordinator \*\*  
Members at Large [2] (one hospital and one EMS representative)

Officers may be elected from the general membership of the committee.

By default, the RAC Coordinator shall serve as Chair if that position is vacant.

\*\* The RAC Coordinator is appointed by the Trauma Center, not elected.

These officers shall constitute the Board of Directors for the RAC and may carry out such responsibilities as requested from time to time by the general membership.

b. Election & Terms

Officers shall be elected by the voting membership at the last scheduled meeting of the year (specify when, as at annual meeting) and shall serve two years.

Officers may be re-elected and serve more than one term

c. Removal and Resignation

Any officer may be removed without cause by the voting membership of the RAC.

Any officer may resign by giving written notice to the Board/Chair, to be effective upon receipt or any later date specified in the notice.

d. Vacancies

Officer vacancies for any cause shall be filled by election of the voting members at the next general meeting. This term shall last for the remainder of the unexpired term.

**Section 2. DUTIES OF THE OFFICERS**

The officers shall perform the duties usually performed by such officers and any other duties defined in these bylaws.

**Section 3. DUTIES OF THE RAC COORDINATOR**

The MATRAC Coordinator is responsible for the coordination of activities of the Regional Advisory Committee for Trauma to include but is not limited to: planning and coordination of MATRAC committee meetings; enhancing communication and information sharing among trauma providers; facilitating regional trauma registry development and quality improvement activities; and conducting trauma provider education and community based injury prevention activities.

**ARTICLE IV  
MEETINGS**

**Section 1. GENERAL MEETINGS AND NOTICE THEREOF**

a. Frequency & Location

State rules require that a general meeting of the RAC be held at least two times per year. This RAC shall meet more often if necessary.

Meetings shall be held at AB Tech Community College, Enka Campus, or at such other place as may be designated from time to time by agreement of the membership.

b. Notification

Written or verbal notice of any general meeting shall be given to the voting membership at least two weeks prior to the date of the meeting. The date, time, agenda, and location shall be specified.

c. Minutes

Minutes shall be taken of each meeting and provided to the membership within two weeks of the meeting.

**Section 2. SPECIAL MEETINGS & NOTICE THEREOF**

Any designated officer may call special meetings of the membership with at least two weeks written or oral notice provided to the membership. The date, time, agenda, and location shall be specified.

**Section 3. ANNUAL MEETING**

The Annual Meeting of the RAC, for the purpose of elections and other business that may arise at that time, shall be held at the last scheduled meeting of the calendar year.

## **ARTICLE V**

### **COMMITTEES**

#### **Section 1. STANDING COMMITTEES**

a. Frequency & Notification

Each committee shall meet as often as necessary to perform its duties. Sufficient oral or written notice of the date, time, agenda and location of any such meeting shall be given.

b. Types

Initial standing committees shall include the following, with the understanding that additional ones may be needed as necessary:

Injury Prevention  
Education  
Performance Improvement  
Hospital Disaster Planning

## **ARTICLE VI**

### **QUORUM**

#### **Section 1. ATTENDANCE RECORDS**

Attendance records shall be maintained for all RAC general, committee and subcommittee meetings.

#### **Section 2. BOARD OF DIRECTORS, GENERAL COMMITTEE & SUBCOMMITTEES**

a. Board of Directors

For a Board of Directors meeting, a majority of the members shall constitute a quorum, to include the chair or vice-chair. No action taken at a meeting at which less than a quorum is present is valid unless approved in writing by the absentee members.

b. General Meetings

The majority of voting members present shall constitute a quorum. Absentee voting members shall have the right to vote on issues concerning the RAC by submitting their vote in writing to the Board of Directors within 10 days of the initial vote.

c. Standing and Subcommittee Meetings

The majority of voting members present shall constitute a quorum. Absentee members shall have the right to vote on issues concerning the subcommittee by submitting their vote in writing to the subcommittee chairperson within 10 days of the initial vote.

## **ARTICLE VII** **CALENDAR/FISCAL YEAR**

For the purpose of data collection, etc. the fiscal/calendar year of the organization shall be defined as January 1 to December 31.

## **ARTICLE VIII** **PARLIAMENTARY PROCEDURE**

The rules contained in the Robert's Rules of Order, Revised shall govern meetings of the RAC and its subcommittee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## **ARTICLE IX** **CONFIDENTIALITY**

Board of Directors meetings are closed and all relevant discussions and minutes are confidential. General, Standing, and Subcommittee meetings are open. All relevant discussions and minutes are open to public viewing. No patient identifiers shall be disclosed during case reviews.

## **ARTICLE X** **AMENDMENTS TO BYLAWS**

These bylaws may be amended at any annual or general meeting by a voting membership, provided the proposed amendments have been sent to all members at

least 30 days before the meeting.

**ARTICLE XI**  
**ADOPTION OF BYLAWS**

We, the undersigned, representing the membership of the MATRAC consent to and adopt the foregoing bylaws as the bylaws of this organization.

SIGNATURES:

Presiding Officer \_\_\_\_\_  
(NAME) (TITLE) (DATE)

AND

Board Member \_\_\_\_\_  
(NAME) (TITLE) (DATE)