

Capital RAC

Capital Regional Advisory Committee



Bylaws

Original Approval: June 2005

Revision History: December 2007, August 2013, May 2016

**ARTICLE I
NAME**

Section 1. NAME

This Regional Advisory Committee (RAC) shall be known as the Capital Regional Advisory Committee (Capital RAC or CapRAC). WakeMed Health and Hospitals, Raleigh Campus is the lead facility for the Capital RAC.

Section 2. AREA REPRESENTED

The Capital RAC includes health care and disaster preparedness and response stakeholders in the North Carolina counties of Franklin, Harnett, Johnston, Lee, and Wake.

Section 3. PURPOSE

Mission, Goals & Principles Purpose

The Capital RAC is organized as specified in North Carolina General Statute 131E-162 and the North Carolina rules and regulations governing Emergency Medical Services and Trauma Systems (refer to 10A NCAC 13P).

The Capital RAC mission is to participate in development and maintenance of a coordinated system to promote optimal patient care and disaster response for all citizens within the Capital RAC area.

The goal of the Capital RAC shall be to facilitate the development, implementation, and operation of a comprehensive regional patient care system based on accepted standards of care in order to decrease morbidity and mortality resulting from illness and injury.

The Capital RAC will solicit participation from health care facilities, organizations, entities and professional societies involved in health care, as well as community representatives within the Capital RAC area. The Capital RAC will encourage multi-community participation in providing patient care, work to promote the improvement of facilities and services, and cooperate with all member entities, agencies and organizations in the establishment of an efficient system of care for all patients. The Capital RAC will collaborate with local, regional and state agencies in preparation for and response to community health care needs.

**ARTICLE II
GENERAL MEMBERSHIP AND QUALIFICATIONS**

Section 1. MEMBERSHIP

- a. The Capital RAC membership shall consist of the following individuals, at a minimum:
- the trauma medical director from the RAC administrative facility, WakeMed;
 - the trauma program manager from the lead RAC facility, WakeMed;
 - the trauma nurse coordinator from the RAC administrative facility, WakeMed;
 - a trauma registrar from the RAC administrative facility, WakeMed;
 - a senior level hospital administrator;
 - an emergency physician;
 - an injury prevention specialist;
 - a representative from each Emergency Medical Services System affiliated with the RAC;
 - an EMS System physician involved in medical oversight;
 - a representative from each hospital affiliated with the RAC;
 - a representative from each county health department within the Capital RAC area;
 - a representative from each county Emergency Management agency within the Capital RAC area; and
 - a representative of the community.

The Capital RAC staff will serve as ex-officio members.

- b. Membership may also include other agencies or individuals that support the Capital RAC mission, such as, but not limited to, physicians, nurses, advanced practice providers, rehabilitation providers, researchers, mental health providers, law enforcement agencies, fire service agencies, long-term care agencies, Voluntary Organizations Active in Disaster (VOADs), and community representatives.

Section 2. MEMBERSHIP AND VOTING PRIVILEGES

- a. Membership Privileges

Interested parties that wish to participate in the Capital RAC may

- attend all meetings;
- work on assigned subcommittees and workgroups;
- provide input into the decision-making process; and
- nominate members for officer positions.

Agencies that participate in the Capital RAC may request educational programming offered by the Capital RAC; seek consultative services of Capital RAC staff, particularly in the areas of trauma care and disaster preparedness & response; and utilize disaster response assets managed by the Capital RAC.

b. Voting Privileges

The Capital RAC encourages attendance and input at its regular and special meetings from all interested parties. For the purposes of voting, however, the following rules shall pertain:

All general meeting attendees may vote on Capital RAC business items with the exception of officer elections and financial matters, such as grant applications.

For the purposes of officer elections and financial matters, voting is limited to the designated representative for each membership category listed in Section 1a.

Specifically for the purposes of disaster preparedness grant applications, voting is limited to a designated representative for each agency indicated in Section 1a, provided that at least one representative of the agency has attended at least 50% of the scheduled RAC meetings during the immediately preceding 12-month period. In the event that an agency does not meet the attendance requirement, that agency forfeits its privilege to cast a vote on the pending grant application.

c. Conflict of Interest

Members shall exercise good faith in all transactions touching upon their duties in the Capital RAC. They shall not use their positions as members, or knowledge gained accordingly, to advance personal benefit, or to the detriment of the Capital RAC or member agencies. Any member having a conflict of interest shall disclose such conflict to the membership at the time a vote is called and abstain from voting. Abstentions resulting from a conflict of interest shall be documented in the minutes of the scheduled meeting.

Section 3. TERMS OF MEMBERSHIP FOR AGENCY VOTING MEMBERS

a. Terms

The privilege of serving as an agency voting representative for officer elections, financial matters and disaster preparedness grant applications shall remain in effect until an individual resigns, is removed, or is otherwise disqualified to serve, or until his/her successor is appointed, whichever occurs first.

b. Resignation and Removal of Voting Representative

Any voting representative may resign by giving written notice to the Capital RAC Coordinator, to be effective upon receipt or any later date specified in the notice.

The Board shall give consideration to the removal of any agency voting representative for absences of three (3) consecutive general meetings. In such a circumstance, the representative will be considered to have voluntarily resigned. Representative attendance by proxy shall be documented in meeting minutes and shall not be recorded as an absence.

c. Changes in Agency Representation

A change in agency representation caused by death, resignation, removal, or otherwise of the designated representative shall be filled by the member agency.

**ARTICLE III
OFFICERS AND DUTIES OF OFFICERS**

Section 1. BOARD OF DIRECTORS

The officers and the Capital RAC Coordinator shall constitute the Board of Directors for the Capital RAC and may carry out such responsibilities as requested by the general membership.

Section 2. DESIGNATION OF OFFICERS

a. Officers

The officers of the Capital RAC shall include a Chairperson, a Past Chairperson, a Vice Chairperson, and two (2) Directors at-Large.

b. Duties of the Officers

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

The Chairperson

- shall preside at all meetings of the general membership and Board of Directors;
- shall appoint the chairs of all standing and ad hoc subcommittees, with considerations given to geographic and/or agency balance in the appointment of such subcommittees;
- shall appoint from among the members, subject to approval by the Board of Directors, officers to fill vacancies for officers who fail to complete their term; and
- shall delegate the following secretarial duties, such as membership lists and meeting notices, agendas, minutes, and attendance records.

The Past Chairperson shall facilitate continuity of Board activities by serving as a resource to the incumbent Chairperson and Vice Chairperson.

The Vice Chairperson

- shall assume activities of the Chairperson if the Chairperson is absent from a meeting.
- shall preside as Chairperson or complete the Chairperson's term if the office of the Chairperson becomes vacant between elections.
- shall be considered a nominee for the office of Chairperson following term completion of the incumbent Chairperson.
- shall serve as the Chair or as an active member of the Performance Improvement subcommittee.

A Director at-Large shall be a participating member of the Board of Directors and shall assume responsibilities as assigned by the Chairperson.

c. Nomination and Election of Officers

Officers shall be elected at the annual business meeting that will be held in the fourth quarter of the calendar year. Nominations for Chairperson, Vice Chairperson and Director at-Large may be submitted to the Capital RAC Coordinator prior to the scheduled election or taken from the membership immediately preceding the election. Nominees must regularly attend Capital RAC meetings or otherwise be an active member of the Capital RAC and must accept the nomination before being considered as a candidate.

A candidate must receive a majority of the votes cast to be elected as an officer. In the event that no nominations are received for a particular office, the Chairperson may appoint a voting member to serve in that office, subject to approval by the Board of Directors.

d. Terms of Office

With the exception of the Past Chairperson, officers shall be elected by the voting membership at the annual business meeting. Each Officer shall serve one (1) two-year term and may be re-elected for one (1) additional two-year term.

If a member assumes an office for the remainder of an unexpired term, the member may be re-elected into that office for two (2) additional terms.

e. Removal and Resignation

Any officer may resign by giving written notice to the Chairperson or Capital RAC Coordinator, to be effective upon receipt, or any later date specified in the notice. Any officer who has three (3) consecutive unexcused absences from the Capital RAC meetings will be deemed as voluntarily resigned.

f. Vacancies

Any vacancy caused by death, resignation, or removal of any officer shall be filled by appointment by the Chairperson for the remainder of the unexpired term, subject to approval by the Board of Directors.

ARTICLE IV MEETINGS

Section 1. GENERAL MEETINGS AND NOTICE THEREOF

a. Frequency & Location

The Capital RAC shall meet four (4) times per year (once per quarter) or more often as necessary. Meetings shall be held at such a place as designated by agreement of the membership, and may include teleconferencing in order to facilitate the attendance of members.

b. Notification

Written notice of any general meeting shall be given to the voting membership at least ten (10) business days prior to the date of the meeting. The date, time, place and agenda shall be specified.

c. Minutes

Minutes shall be kept for each meeting and shall contain a record of meeting content and activity. This duty will be supported by the administrative hospital. Minutes of past meetings shall be distributed to all members a minimum of ten (10) days and not more than sixty (60) days prior to scheduled meetings.

Section 2. SPECIAL MEETINGS & NOTICE THEREOF

Special meetings of the membership may be called by any three (3) members of the Board of Directors by providing written notice to the voting membership at least ten (10) business days prior to the date of the meeting. The Capital RAC Coordinator will arrange the date, time, place and agenda for the special meeting.

Section 3. ANNUAL MEETING

The Annual Business Meeting of the Capital RAC, for the purpose of elections and other business, shall be held in the fourth quarter of the calendar year.

ARTICLE V SUBCOMMITTEES

Section 1. SUBCOMMITTEE ORGANIZATION

a. Frequency & Notification

Each subcommittee shall meet at least two (2) times per year to perform its duties. Subcommittees are encouraged to meet four (4) times per year to conduct business of the RAC. Email correspondence and conference calls will be considered sufficient for conducting meetings, if agreed upon in advance by subcommittee members. Written notice of the date, time, place and agenda of subcommittee meetings shall be given to subcommittee members at least ten (10) business days prior to the date of the meeting.

b. Types

Standing subcommittees shall include the following:

- **Injury Prevention:** This subcommittee is charged with promoting injury prevention and public awareness through education and other activities.
- **Pre-Hospital:** This subcommittee is charged with developing triage and transport guidelines and ensuring that mutual aid agreements exist between EMS agencies and among hospitals.
- **Performance Improvement:** This subcommittee is charged with reviewing pre-hospital activities, hospital care, and system response for trauma care, including the identification and analysis of data, the development of patient care audit criteria and the implementation of a performance improvement plan.
- **Disaster Preparedness:** This subcommittee is charged with identifying the health care disaster preparedness and response needs and facilitating the development of projects, plans and educational programs to mitigate those needs.
- **Education:** This subcommittee is charged with identifying the trauma care educational needs of providers and agencies and then designing and/or facilitating education and training programs to meet those needs.

Additional ad hoc subcommittees may include, but are not limited to, the following:

- **Bylaws:** May be formed to review changes to the Capital RAC bylaws for presentation to the membership.
- **Legislation:** May be formed to review, report on and respond to proposed changes in laws or administrative rules that will impact the mission of the Capital RAC.
- **Nominating:** May be formed to accept, review and prepare nominations for Capital RAC officers.

c. Subcommittee Membership

The chairperson of each standing subcommittee must be an active member of the Capital RAC and will be appointed by the Capital RAC Chairperson. Each standing subcommittee chairperson will convene meetings, plan agendas, and report subcommittee activities to the Capital RAC. Members of the standing subcommittees may be comprised of any Capital RAC members, with the exception of the Performance Improvement Subcommittee whose membership is comprised of designated representatives from each Capital RAC hospital and EMS agency. All subcommittee members may vote in the conduct of subcommittee business provided the member has attended at least 50% of the scheduled subcommittee meetings in the immediately preceding 12-month period.

d. Minutes

Minutes of past subcommittee meetings will be distributed to all members a minimum of ten (10) days and not more than sixty (60) days prior to scheduled meetings. Minutes shall be kept for each subcommittee meeting and submitted to the Capital RAC Coordinator for the record.

**ARTICLE VI
QUORUM**

Section 1. ATTENDANCE RECORDS

Attendance records shall be maintained for all meetings of the Capital RAC, including Board of Directors, general and subcommittee meetings.

Section 2. BOARD OF DIRECTORS, GENERAL AND SUBCOMMITTEE MEETINGS

a. Board of Directors meetings

For a Board of Directors meeting, presence of the Chairperson, the Capital RAC Coordinator and one (1) other officer shall constitute a quorum for the conduct of business.

b. General meetings

For general meetings, the presence of three (3) officers and Capital RAC members who attend shall constitute a quorum for the conduct of business.

c. Standing or ad hoc subcommittee meetings

For subcommittee meetings, presence of the subcommittee chair, or one (1) officer, and the subcommittee members who attend shall constitute a quorum for the conduct of business.

**ARTICLE VII
CALENDAR/FISCAL YEAR**

The fiscal year of the organization shall be defined as January 1 to December 31.

**ARTICLE VIII
PARLIAMENTARY PROCEDURE**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern meetings of the Capital RAC and its subcommittees in all cases to which they are applicable and are not inconsistent with the Capital RAC Bylaws.

**ARTICLE IX
CONFIDENTIALITY**

Peer review of trauma cases at member hospitals may be performed by the Capital RAC in furtherance of improving the quality, cost containment, or necessity of trauma care to citizens in the Capital RAC area. The Capital RAC will observe and comply with all HIPPA privacy and security requirements regarding patient health information and registry data. Review of medical records by the Capital RAC Performance Improvement Subcommittee is confidential and protected under North Carolina General Statute §143-518. The Capital RAC Performance Improvement Subcommittee, its members, proceedings, records and materials produced, and materials considered shall be afforded the same protections afforded Medical Review Committees, their members, proceedings, records, and materials under North Carolina General Statute §131E-95.

**ARTICLE X
AMENDMENTS TO BYLAWS**

These bylaws may be amended at any annual or general meeting by a two-thirds majority of the members, provided the proposed amendments have been sent to all voting members at least ten (10) business days before the meeting. Bylaws will be reviewed by the Board of Directors every four (4) years.

**ARTICLE XI
ADOPTION OF BYLAWS**

We, the undersigned, representing the membership of the Capital Regional Advisory Committee consent to and adopt the foregoing bylaws as the bylaws of this organization, as amended in May 2016.

SIGNATURES

Members, Board of Directors:

Chairperson: _____
Signature Date

Vice Chairperson: _____
Signature Date

Past Chairperson: _____
Signature Date

Director at Large: _____
Signature Date

Director at Large: _____
Signature Date

CapRAC Coordinator: _____
Signature Date