



Bylaws of the Florida Trauma System Advisory Council

May 24, 2018

BYLAWS OF THE FLORIDA TRAUMA SYSTEM ADVISORY COUNCIL

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ARTICLE 1 - NAME

The name of the Council shall be the Florida Trauma System Advisory Council, as provided for in section 395.402, Florida Statutes, (F.S.). A short title for the Council may be the "Council" or "FTSAC."

ARTICLE 2 - COMPOSITION AND MEMBERSHIP

The Council shall be comprised of a membership as directed by 395.402(2)(b), Florida Statutes, and appointed by the Governor of the state of Florida.

Council membership shall be on a voluntary basis, and members shall receive no compensation for services. Members may not be reimbursed for per diem and travel expenses. Members serving in an official capacity and conducting state business outside of their service to the Florida Trauma System Advisory Council shall not be denied per diem and reimbursement for travel expenses for which the member would otherwise be eligible in accordance with the rules and regulations of the state of Florida and Department of Health ("Department").

Council members failing to be present for two (2) consecutive or three (3) total regular or special meetings during their term shall be considered to have abandoned their appointment and may be replaced by the Governor. The Moderator may excuse absences for good cause, and these absences shall not count towards abandonment of a council member's appointment.

ARTICLE 3 - PURPOSE

The purpose of the Council is to promote an inclusive trauma system and enhance cooperation among the trauma system stakeholders. The Council may submit recommendations to the Department to achieve the statutory goal of developing an inclusive trauma system. In executing its purpose, the Council shall:

1. Actively foster the provision of trauma care and serve as a catalyst for improvements in the care of severely injured persons and the enhancement of an inclusive statewide trauma system.
2. Promote and sustain a cooperative environment among all trauma system components and stakeholders.
3. Provide recommendations to the Department on state statutes, administrative rules, planning documents, and policies related to the care of severely injured persons. **Minority opinions shall be represented in all recommendations provided by the Council.**
4. Provide recommendations to the Department and other entities that would enhance the delivery and coordination of trauma care in the event of a mass casualty or natural disaster.
5. Assist the Department with the development and analysis of Florida's trauma system outlined in 395.4025(2)(a), F.S. This analysis should provide information to enhance integration of statewide injury prevention, emergency medical services, hospital preparedness, and other relevant emergency health care initiatives.
6. Conduct required studies on Florida's statewide trauma system in accordance with Chapter 2018-66, Laws of Florida.

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The Council shall have a defined charter or workplan with prioritization of issues and/or projects approved by the Department and the Council. Charters shall be reviewed, revised and approved annually.

ARTICLE 4 - OFFICERS

The officers shall be a Moderator and a Secretary. The officers shall be selected by majority vote of the council, and approved by the State Surgeon General and Secretary. Officers shall serve for one year and may be reappointed for consecutive terms, not to exceed two consecutive terms.

Moderator

The Moderator shall preside over all regular and special meetings of the Council. The Moderator shall conduct the meetings in accordance with Robert's Rules of Order, provide agendas in advance of the meetings and ensure all Council members are provided an equal opportunity to be heard.

The Moderator shall will work with the Department section staff to ensure activities of the Council are carried out and aligned with the purpose of the Council, or as otherwise authorized under Florida Statutes.

Co-Moderator

The Co-Moderator shall serve as the Moderator in his or her absence or by delegation, and shall perform all functions of the Moderator as needed.

Parliamentarian / Secretary

The Parliamentarian/Secretary shall call the role and determine the presence of a quorum at the direction of the Moderator. In addition, the Parliamentarian/Secretary will record all action items, assignments, motions and votes during the meeting. The Parliamentarian/Secretary will ensure accurate minutes are completed and distributed to council members 30 days prior to the next meeting.

Addition of Offices and Officers

The Council may create additional offices as needed through a formal motion and two-thirds majority vote to amend Article 4 of the Council's Bylaws. Appointments of members to newly created officer positions shall be completed in a separate motion and by majority vote.

Eligibility

All Council members in good standing are eligible to be elected to offices outlined in Article 4.

ARTICLE 5 - DEPARTMENT OF HEALTH

The Department is directed to administer and support the activities of the Council pursuant to 395.402(2)(c), F.S. The Department shall be responsible for providing meeting space, scheduling of meetings, publishing agendas, assisting in the development of the Council's Charter, monitoring of committee activity and any other task necessary to administer Council business as outlined in statute or determined by the Department.

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The Department is directed to administer and support the activities of the Council pursuant to 395.402(2)(c) F.S. The Department shall be responsible for providing a Parliamentarian/Secretary, meeting space, scheduling of meetings, publishing agendas, assisting in the development of the Council's charter, monitoring of committee activity and any other task necessary to administer Council business as outlined in statute or determined by the Department.

ARTICLE 6 - MEETINGS

Regular Meetings

The Council shall hold regular meetings quarterly in accordance with 395.402(d), F.S. All regular meetings will be scheduled and publicly noticed by the Department.

Physical attendance of a majority of appointed Council members shall constitute a quorum.

All regular meetings shall be properly noticed to the public and an agenda shall be made available by the Department at least seven (7) days in advance of the meeting. The Moderator, with appropriate notice and approval by the Department, may make changes to the agenda at any time for good cause. Notification of changes to the agenda shall be made available to the public at the earliest practical time. Changes to the agenda within seven (7) days of the meeting shall be read into the record at the commencement of the meeting.

All regular meetings shall be documented by a licensed court reporter provided by the Department.

Special Meetings

Special meetings may be called at the request of the Department or upon the written request to the Department by at least four (4) Council members.

Physical attendance of a majority of appointed Council members shall constitute a quorum.

All special meetings shall be properly noticed to the public and an agenda shall be made available by the Department at least seven (7) days in advance of the meeting. The Moderator, with appropriate notice and approval by the Department, may make changes to the agenda at any time for good cause. Notification of changes to the agenda shall be made available to the public at the earliest practical time. Changes to the agenda within seven (7) days of the meeting shall be read into the record at the commencement of the meeting.

All special meetings shall be documented by a licensed court reporter provided by the Department.

Emergency Meetings

The Department may call an emergency meeting in the event that it determines that an immediate danger to public health, safety or welfare exists and that the resources and/or expertise of the Council may assist in the response or mitigation of the threat. Emergency meetings shall be noticed and held in accordance with section 120.525(3), F.S.

Commons Hour Meetings

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The Department, at the request of a Council member, shall provide a publicly noticed conference telephone line or meeting space to facilitate informal discussion of Council business.

Commons hour meetings may be noticed and held on a recurring basis upon the majority recommendation of the council.

The Council, committees, subcommittees, and ad-hoc workgroups may not vote or take official action during a commons hour meeting.

All commons hour meetings shall be properly noticed to the public and an agenda shall be made available by the Department at least seven (7) days in advance of the meeting. Agendas for commons hour meetings shall only consist of a single agenda item listed as "informal discussion" and may not be altered.

There is no obligation by any Council member to participate in commons hour discussions. The intent of the commons hours is to provide a public forum that allows Council members to hold informal discussions in accordance with Florida's Sunshine Laws.

Participants in commons hour discussions shall either nominate a Council member to take notes of the discussion or make an audio recording of the meeting.

Committee, Subcommittee, or Ad-hoc Workgroup Meetings

Committee, subcommittee, or ad-hoc workgroup meetings may be called by the Department or the Council.

Committee, subcommittee, or ad-hoc workgroup meetings shall be properly noticed to the public and an agenda shall be made available by the Department at least seven (7) days in advance of the meeting. Changes may be made to the agenda at any time for good cause. Notification of changes to the agenda shall be made available to the public at the earliest practical time. Changes to the agenda within seven (7) days of the meeting shall be read into the record at the commencement of the meeting.

In order to facilitate discussion, committees, subcommittees, or ad-hoc workgroups may utilize the commons hour to hold informal discussions.

All committee, subcommittee and ad-hoc workgroup meetings shall be documented in formal meeting minutes.

Meeting Agendas of the Council

The Department shall be responsible for setting the agenda for all regular and special meetings. Any person may request that the Council consider an item or order of business be added to the agenda of an upcoming meeting. The Department and the Council may approve, deny, or table the request.

The Department is required to include any agenda item or order of business requested by a Council member at the next regular meeting. In order for the item to be included on the agenda the Council member must submit the request in writing at least seven (7) days prior to the next regularly scheduled meeting. The Department and the Council may consider written requests inside of seven (7) days but may choose to defer the request until the next regularly scheduled meeting.

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ARTICLE 7 - COMMITTEES, SUBCOMMITTEES, AND AD-HOC WORKGROUPS

The Council shall create and dissolve committees, subcommittees and ad-hoc workgroups based on the majority vote of the Council or upon request of the Department.

All committees, subcommittees, and ad-hoc workgroups shall have a defined charter or workplan approved by the Department and the Council.

The Council shall establish committees, subcommittees, and ad-hoc workgroups based on the following:

- Committees shall be made up of 3- 10 persons approved the Council and created to address reoccurring activities of the Council. Committees shall be chaired by a member of the Council.
- Subcommittees shall be made up of 2- 5 persons and approved by the Council. Subcommittees shall be created to address activities of a committee and lead by a committee member.
- Ad-hoc workgroups shall be made up of no more than 10 persons approved by Council to complete special projects assigned by the Council or the Department.

The Council shall annually review all established committees, subcommittees and ad-hoc workgroups and evaluate the relevance, effectiveness, and value of their work products toward the achievement of the Council's purpose and the Department's strategic goals and objectives.

ARTICLE 8 - BYLAWS

These Bylaws may be established, repealed or otherwise amended upon two-thirds majority of the Council.