

# **GEORGIA TRAUMA CARE NETWORK COMMISSION**

## **BYLAWS**

### **ARTICLE I. NAME OF ORGANIZATION**

The organization referred to in this document is the Georgia Trauma Care Network Commission, hereinafter referred to as “the Commission.”

### **ARTICLE II. AUTHORITY**

The Georgia General Assembly statutorily created the Georgia Trauma Care Network Commission during the 2007 – 2008 legislative session and its authority and duties are codified at O.C.G.A. § 31-11-100 et seq.

### **ARTICLE III. DUTIES OF THE TRAUMA CARE NETWORK COMMISSION**

The Georgia Trauma Care Network Commission shall have the duties and responsibilities as set forth in O.C.G.A. § 31-11-100 et seq.

### **ARTICLE IV. MEMBERSHIP**

Membership on the Georgia Trauma Care Network Commission will be determined as prescribed in O.C.G.A. § 31-11-100 et seq. establishing and empowering the Commission.

Responsibilities of Membership:

1. The Commission shall meet upon the call of the chairperson or upon the request of three members.
2. Members will prepare by having reviewed the draft agenda, and the minutes from the previous meeting. Members are encouraged to be involved in Commission subcommittee activities.
3. Vacancies: Any vacancy on the Commission shall be filled for the unexpired term by appointment by the original appointing authority.
4. Removal: The Commission may recommend to the original appointing authority the removal of a member for good cause by a two-thirds majority vote of the entire commission. Good cause includes:
  - i. Inappropriate conduct unbecoming of a member;
  - ii. Neglect of responsibilities assumed by a member or assigned by the

- Chairperson; and,
- iii. Failure to attend three consecutive meetings in a given year, or failure to consistently attend and participate in meetings of the Commission.

## **ARTICLE V. OFFICERS**

Officers: There are three officer positions on the Commission. These are; the Chairperson, which is appointed by the Governor, and Vice-Chairperson and Secretary/Treasurer, both elected by the Commission. In the temporary absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the Commission meeting.

The Chairperson shall be the chief executive officer of the Commission; and shall conduct its correspondence. Press releases and public announcements concerning the work of the Commission shall be issued only by or with the approval of the Chairperson.

Officers' duties and roles include:

- a. Chairperson:
  - i. Determine that a quorum is present.
  - ii. Open the meeting at the specified time by calling the members to order.
  - iii. Announce the business of the Commission and the order in which it will be considered.
  - iv. Acknowledge members who are entitled to speak.
  - v. State all motions and put them to vote.
  - vi. Announce the results of all votes.
  - vii. Make sure that the discussion proceeds in an orderly fashion.
  - viii. Enforce decorum.
  - ix. Make the business of the meeting run as smoothly as possible.
  - x. Decide all questions of order.
  - xi. Inform the participants about a point of order or specific parliamentary practice when requested.
  - xii. Authenticate the proceedings with his or her signature.
  - xiii. Declare the meeting adjourned when all business has been concluded.
  - xiv. Establish subcommittees and appoint members as needed
- b. Vice-Chairperson: The Vice-Chairperson shall serve as Chairperson in the temporary absence of the Chairperson. The Vice-Chairperson will assist the Chairperson with his/her duties and responsibilities and assist in orienting new members of the Commission.
- c. Secretary/Treasurer: The Secretary/ Treasurer shall be responsible for the recording of the votes and ensuring written minutes are developed for each Commission meeting and the point of contact for budget and fund expenditure reporting. The Secretary/ Treasurer shall have custody of the book of minutes and shall attest such documents as the Commission or Chairperson may direct or as the law may require. The

Secretary/Treasurer will ensure fund expenditure reports are obtained for the Commission from all appropriate State agencies. The Secretary/Treasurer shall ensure appropriate notice of all meetings and fund expenditure reports are provided to the Commission and shall perform such duties incident the office of Secretary/Treasurer and as the Commission may direct.

- d. Elections to Vice-Chairperson and Secretary/Treasurer: Elections are made based on nominations from the members of the Commission at the designated annual meeting. Voting may be by secret ballot. A majority vote by the members present at the annual meeting, where there is also a quorum determined, is required to elect a member to an officer position.
- e. Term of Office: The Vice-Chairperson and Secretary/Treasurer positions are effective following the election of position. The Vice-Chairperson and Secretary/Treasurer shall serve for a term of two (2) years beginning at the annual meeting of the Commission. The Vice-Chairperson and Secretary/Treasurer can hold a limit of 2 consecutive terms.
- f. The Vice-Chairperson or Secretary/Treasurer may be removed for office by a two-thirds majority vote of the entire Commission for failure to comply with duties as defined.

## **ARTICLE VI. MEETINGS**

The Commission shall meet upon the call of the chairperson or upon the request of three members. The Commission shall hold at least quarterly regular meetings of the entire Commission. The first annual meeting will be held in November 2009. Each November meeting thereafter will be designated as the annual meeting of the Commission. The time and place of the meetings will be at the discretion of the Commission. The Commission will provide notices of meetings in a timely manner and according to the Open Meetings Act of the State of Georgia.

With the approval of the Chairperson, any Commission member who cannot attend a meeting of the Commission may participate in such meeting by speaker telephone communication when technology is available. The member shall give the Chairperson advance notice that the member desires to participate in a meeting by speaker telephone. The speaker telephone shall be positioned so that all persons in the room where the meeting is held and the Commission member or members communicating by speaker telephone can hear and speak to each other. The Commission member or members participating in a meeting of the Commission by speaker telephone communication shall be counted present at the meeting for all purposes.

Unless otherwise stipulated in these Bylaws, the business of the Commission will be determined by simple majority vote during a meeting where quorum is determined.

## **ARTICLE VII. SUBCOMMITTEES**

The Chairperson may appoint subcommittees to perform specific tasks. Such a subcommittee shall cease to exist after it has rendered a final report to the Commission.

Standing subcommittees may be established for clear and limited purposes by a two-thirds majority vote of the entire Commission. Standing subcommittees may be dissolved by a two-thirds majority vote of the entire Commission.

Subcommittees will be chaired by a Commission member and, as determined by Commission, open for participation to the public.

## **ARTICLE VIII. QUORUM**

1. A quorum shall consist of a simple majority of appointed Commission members present at a properly called Commission meeting.
2. Formal business shall take place if a quorum is present in accordance with the Georgia Open Meetings Act and generally accepted rules of parliamentary procedures.

## **ARTICLE IX. AMENDMENT OF BYLAWS**

Proposed amendments of the bylaws shall be sent to the entire Commission membership at least fourteen (14) days prior to the meeting. A two-thirds majority vote of the entire Commission is needed to amend these bylaws.

## **ARTICLE X. LEGAL COUNSEL**

The Attorney General of the State of Georgia shall be legal counsel for the Commission. The Attorney General, or such persons as may be designated, shall represent the Commission in all legal matters.

## **ARTICLE XI. REIMBURSEMENT**

Members of the commission shall serve without compensation but shall receive the same expense allowance per day as that received by a member of the General Assembly for each day such member of the commission is in attendance at a meeting of such commission, plus either reimbursement for actual transportation costs while traveling by public carrier or the same mileage allowance for use of a personal car in connection with such attendance as members of the General Assembly receive.

Such expense and travel allowance shall be paid in lieu of any per diem, allowance, or other remuneration now received by any such member for such attendance.

## **ARTICLE XII. ORIENTATION OF NEW MEMBERS**

1. It is the responsibility of the Commission to provide orientation to new members. The Vice-Chairperson with the assistance of the Secretary/Treasurer will provide information and orient new members on their roles and responsibilities.
2. The Secretary/Treasurer of the Commission shall make Commission Bylaws, budgets and expenditure reports, history of the Commission, and other pertinent documents and information available to a new Commission member for review and provide technical assistance as needed.

Amended, approved and adopted by the Georgia Trauma Care Network Commission on 19 November 2009.



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Dennis W. Ashley, M.D., Chairman